

To: All members of Lewes Town Council,

A meeting of Lewes Town Council will be held in the Council Chamber, Town Hall, Lewes, on 6 October, 2022, at 7:30pm, which you are summoned to attend.

Laura Chrysostomou  
Town Clerk  
30 September 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 1 September 2022

(Attached on pages 4 to 9)

### 6 Mayor's announcements and urgent items

### 7 Lewes for Ukraine

To consider a major funding request (Report FC015 attached on pages 10 to 14)

## **8 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.

### **8.1 Buildings Advisory Group 12 September 2022**

(attached on pages 15 to 16)

### **8.2 Planning and Conservation Committee 9 August 2022**

(attached on pages 16 to 24)

### **8.3 Planning and Conservation Committee 30 August 2022**

(attached on pages 25 to 32)

### **8.4 Sussex Police Community Safety Action Group**

To receive an oral report from Councillor Clarke.

### **8.5 Grants Panel 21 September 2022**

(Report FC016 attached on pages 33 to 37)

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

Councillors Catlin and Sains are not able to attend this workshop due to a Planning and Conservation Committee meeting. Council is asked to nominate two representatives to attend the workshop on Tuesday 11 October at Iford Village Hall from 6:00pm to 8:30pm.

## **10 East Sussex Association of Local Councils (ESALC) Annual General Meeting and conference**

Council is asked to nominate two representatives to attend the ESALC AGM on Wednesday 30 November 2022 at Uckfield Civic Centre from 1:00pm. The two representatives will have voting rights at the AGM. The specific themes for the conference are yet to be confirmed but suggestions on themes are welcomed.

## **11 Councillors individual duties**

(Report FC017 attached on pages 38 to 40)

## **12 Officer's reports**

### **12.1 Review of grant funding assessment procedure**

(Report FC018/2022 attached on pages 41 to 46)

### **12.2 Funding for Christmas initiatives**

(Report FC019/2022 attached on pages 47 to 48)

### **12.3 Town Hall condition survey** (Report FC020/2022 attached on pages 49 to 51)

## **13 Exempt business**

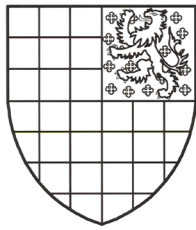
It is recommended that:

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

#### **14 Officer's exempt report**

To discuss staffing requirements in light of forthcoming changes to staffing resulting from maternity leave and retirement



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

**Present:**

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

**In attendance**

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

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

48.1. The procedures were noted.

**49. Apologies for absence**

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

**50. Members’ declarations of interests**

50.1. There were none.

**51. Question time**

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

**52. Minutes**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **59. Flag Flying Policy**

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

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

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

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

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

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

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

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

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

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

5 Flying dual flags on one flagpole is not agreed.

**60. Corporate Risk Register**

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

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

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

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

**It was resolved that:**

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

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

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

The meeting finished 9.46pm

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Town Mayor





**LEWES  
TOWN  
COUNCIL**

**Voting Record Sheet of: Full Council**

**Date: 1 September 2022**

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

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

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 6 October 2022**

**Report Number: FC015**

**Report by: Town Clerk**

**Subject: Request for Major Funding – Lewes for Ukraine**

### **1. Summary**

- 1.1 Council are asked to consider a funding request by 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. This request falls within the Council's 'Major Funding Request' protocol.
- 1.2 The report contains an overview of the Council's assessment protocol and the applicants funding request. Appended to the report is the Major Funding Request blank scoresheet. The completed grant application form and supporting documents are sent to councillors separately due to the confidential nature of some the content.

### **2. Recommendations**

- 2.1 Council is recommended to:
  1. Consider the major funding request in accordance with the system approved by Council, using the scoring template appended to this report.
  2. At the Council meeting, set a minimum threshold score before a request might be eligible for further consideration – 65% is recommended in most circumstances.
  3. Consider the information provided by Lewes for Ukraine along with the resulting score from councillors combined assessment and decide any level of support it is prepared to offer.

### **3. Background**

- 3.1 The Town Council has received a Grant Application from 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. The applicant requests funding of £5,000 and therefore falls within the 'Major Funding Request' protocol.
- 3.2 Each councillor is required to evaluate the application on its merits in the five categories:
  - Closeness of match to the council's objectives and underlying values

- Overall robustness of the proposal – i.e. general likelihood of success/sustainability
- Financial planning exhibited – i.e. adequacy/prudency/appropriateness etc
- Scope and sustainability of the proposal – i.e. beneficiaries, scale, thoroughness
- A personal (subjective) assessment, based on any special insight or considerations

Also considered are factors such as the balance or proportion of Council funding being sought compared with other sources and the applicant’s own funds, and other detailed elements of a proposal.

- 3.3 The scoring template is appended to this report for councillor’s convenience. Councillors should individually record a score for each of the five elements (maximum score 20 for each = total max 100) according to their own judgement. A median average of the scores recorded will be entered on behalf of any absent councillor. The resulting total score will be represented as a percentage of the maximum possible. This process is a first stage to moderate any inherent ‘high’ or ‘low’ scoring tendencies among individuals. The final decision is reached following a discussion – informed by the ‘scoring’ of the application in terms of total score and proportion of the theoretical maximum.
- 3.4 Scores can be sent to the Town Clerk ahead of the Council meeting on 6 October, or given at the meeting.
- 3.5 A minimum threshold score is required before a request might be eligible for further consideration, 65% is recommended in most circumstances. Failure to reach the threshold will result in immediate rejection. If there is sufficient support, represented by a score at or above the threshold, the matter is then concluded following discussion.
- 3.6 Where recommended awards are below the amount requested by the applicant, the details of the proposal will be scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council’s published aims.
- 3.7 Following discussion, any award should be agreed by a vote in the normal manner.

#### 4. Information

- 4.1 The table below contains key information from the Grant Application Form.

<b>Organisation</b>	Lewes for Ukraine (L4U)
<b>Stated purpose of Organisation</b>	The groups main aim is to support Ukrainian refugees and their sponsors in the Lewes area.
<b>Stated purpose of</b>	Administrative support for Lewes for Ukraine.

<p><b>grant requested</b></p>	<p>The group's role and impact has grown in response to the needs and requests of our Ukrainian guests and their sponsors. With this and the continuation of the war in Ukraine, many Ukrainians face the possibility of homelessness as some sponsors won't commit to more than the six months stipulated in the Homes for Ukraine scheme. There is a need for paid administrative support so that L4U volunteers can continue to respond to expressed needs and wants, and the Executive and other volunteers can be freed from administrative tasks to concentrate on developmental work.</p> <p>It is envisaged that this work would further develop:</p> <ul style="list-style-type: none"> <li>• Contact with more Ukrainians and sponsors in the Lewes area</li> <li>• Raise local awareness of the need for more sponsorship</li> <li>• Security of donated, non-monetary resource storage and distribution</li> <li>• Relationships with the local housing office, landlords, rental agencies, job providers, Chamber of Commerce</li> <li>• Contact and relationships with local schools and education providers</li> <li>• Engagement with more local groups, societies, leisure facilities that could provide opportunities to enhance our Ukrainian guests' quality of life, mental health and general awareness of and involvement in the Lewes area</li> <li>• Administration of a L4U small grant fund to provide necessary items such as school shoes, clothes for interviews, tools and personal protective equipment, equipment for self-employment</li> <li>• Links with other civic groups to provide more social opportunities for Ukrainians and their sponsors; share resources such as information on jobs, training and English lessons; share best practice</li> </ul> <p>The administrator role would include tasks such as:</p> <ul style="list-style-type: none"> <li>• Attending and providing support at the weekly Ukrainian cafes</li> <li>• Administration of the L4U website, social media pages, email account</li> <li>• Reading and disseminating information from local councils and other organisations</li> <li>• Working with the executive and attending executive meetings</li> </ul>
<p><b>Total project cost</b></p>	<p>£18,410</p>

<b>Own funds employed</b>	£1,340
<b>Grant requested</b>	£5,000
<b>Other funding sources</b>	£2,070 £5,000 £5,000

## **5. Financial implications**

- 5.1 Any request for major funding requires a supplementary estimate to be met from the General Fund. Council has already committed £19,828 from the General Fund this financial year, which stood at £405,000 on 31 March 2022.

Laura Chrysostomou

**Town Clerk**



## Major funding request

## Application Assessment Sheet

**APPLICANT**

Lewes for Ukraine

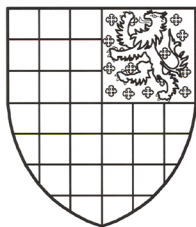
Requested £5,000

Panelist name (please print) \_\_\_\_\_

Date **6 October 2022**

	<b>AREA</b>	<b>COMMENTS</b>	<b>SCORE (Max 20)</b>
<b>1</b>	Closeness of match to Lewes Town Council Grant scheme Policy (see Guidance Notes)		
<b>2</b>	“Robustness” of proposal – general likelihood of success/sustainability		
<b>3</b>	Financial planning – adequacy/prudence/appropriateness		
<b>4</b>	Scope & Sustainability – beneficiaries; scale; thoroughness		
<b>5</b>	Personal (subjective) assessment – any special insight or consideration		
			<b>TOTAL (max 100)</b>

Panelist signature \_\_\_\_\_



**Minutes** of the meeting of the Buildings Advisory Group held on Monday 12 September 2022 at 10.00am in the Council Chamber, Lewes Town Hall.

**Present:**

Councillor Dr G Mayhew (Chair), Councillor Catlin, Councillor Earl, Councillor Waring

**In attendance**

Town Clerk

**1. Advisory Group**

- 1.1. Councillors were reminded that the meeting was now an advisory group as the Working Party could not be convened lawfully due to the Death of Her Majesty Queen Elizabeth II.
- 1.2. The Chair called for a one minute silence in memory of our late Queen.

**2. Apologies for absence**

- 2.1. There were apologies from Councillor Bird due to a work commitment and Councillor Lamb due to an emergency.

**3. Members' declarations of interests**

- 3.1. There were none

**4. Question time**

- 4.1. There were none.

**5. Officers' reports**

- 5.1. Fire risk assessment for the Town Hall
- 5.2. Members received an oral update from the Town Clerk regarding fire risk assessments for the Town Hall.
- 5.3. A fire risk assessment had been undertaken by a professional company. The Town Hall Manager was raising queries about the report and so the final report is still awaited. The initial findings identified areas for improvement around basic housekeeping, signage and record keeping. Concern had been raised about fire exit strategies and the Council is awaiting further advice from the company regarding this.
- 5.4. Subsequently, the Fire Brigade's Regulatory Services also visited the Town Hall to undertake a fire risk assessment. They also identified improvements to signage in the building. The concern around fire exit strategies was discussed with them and the Council is waiting for a follow up visit regarding this.
- 5.5. Heating project for the Town Hall
- 5.6. The Town Clerk updated the meeting on the heating project. The load monitoring had been completed and the report was being written.

5.7. Revised drawings and specifications had been undertaken for phase one of the project the installation of gas boilers, thermostatic radiator valves and a flush through of the system. These formed the basis of a revised tender process and Tugwell had been awarded the contract. It was anticipated that work would begin imminently.

5.8. Condition survey for the Town Hall

5.9. Members considered report BAG001/2022 containing quotes for a condition survey of the Town Hall.

5.9.1. It was resolved that:

A recommendation be made to Full Council to appoint company A.

5.10. All Saints Centre condition survey update

5.11. The Town Clerk provided an oral update on work that had been undertaken to progress items identified in the condition survey of the All Saints Centre in early 2020.

5.12. Listed Building Consent has been received for the full application. This application covers the three main structural elements of work and a range of maintenance and repairs needed. The structural elements of work comprise the cast iron columns in the main hall, the parapet around the top of the medieval church tower and minor restraint work to the north corridor.

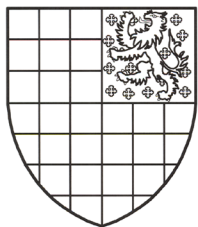
5.13. Further site investigation was now needed to inform design work, specifications and method statements for the works. It was noted that officers would explore options for this and report back to the Buildings Working Party in due course.

The meeting ended at 10:56am

Signed: .....

Date:.....





**Minutes** of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 9 August 2022 at 7.00pm

**Present:** Councillors J Baah, S Catlin (Chair), E Clarke, J Lamb, M Milner and S Sains

**In attendance:** Committee Administrator

**35. Apologies:** were received from Councillor Handy who was on holiday and Councillor Makepeace who had another commitment.

**36. Declarations of Interest:** There were none

**37. Question Time:** There were none.

**38. Minutes:** The Minutes of the meeting held on 19 July 2022 were received and signed as an accurate record.

**39. Chair's announcements:**

39.1 The Committee had been circulated a briefing note on an increasingly influential campaign known as "The Greenest Building ... is the one that is already built". The Chair suggested the Committee could use the briefing note as a guide when considering future planning applications that propose demolition to new build housing projects.

**40. Presentation**

40.1 The Chair welcomed Roger Blake, Vice-Chair of the London and South-East Regional Branch of Railfuture and Chris Page, National Chair.

40.2 Mr Blake explained to the Committee that Railfuture hold no power however they seek to influence decision makers at local, regional and national levels. Currently key influencers included Lewes Town Council (LTC), Lewes District Council (LDC), East Sussex County Council (ESCC) and the Department for Transport and Network Rail.

40.3 Several route options were available with one possible route through Ringmer.

40.4 Railfuture were engaged in two ways with LDC which as the planning authority is engaged in Development Planning and Development Management. Railfuture were consistently objecting to applications for outline planning permission for development in the Ringmer/Broyle Side gap to preserve that area as a possible route for a new Lewes-Uckfield rail link.

40.5 In 2013 Railfuture had commissioned a report 'Access and

Connections: East Sussex' that had looked at economic linkages with transport and the report was influential in ESCC producing their first rail strategy.

- 40.6 Since Network Rail's Lewes-Uckfield Railway Line Re-instatement Study of 2008 it has been repeatedly demonstrated that there is no transport-led business case for a new rail link between Lewes and Uckfield.
- 40.7 The London and South Coast Rail Corridor Study 2017 set out a new approach to Lewes-Uckfield. Railfuture has adopted the new approach and has gone unchallenged. The new approach is based on planning actively for the long-term sustainable growth of population, homes and jobs.
- 40.8 The Transport for the South East (TfSE's) first report, the Economic Connectivity Review published in 2018 did not recognise the Brighton-Lewes-Uckfield-Tunbridge Wells corridor. As a result of Railfuture's influence, TfSE's draft Strategic Investment Plan does now recognise it as a resilient radial corridor. In the plan, the Railway Reinstatements Package would bring back into use the Uckfield-Lewes and the Tunbridge-Well West to Tunbridge Wells Central railways.
- 40.9 Railfuture had three requests of the Town Council:
- 1 to respond by 12 September to TfSE's consultation on its draft Strategic Investment Plan, in Section 2 highlighting 'Resilient Radial Corridors' as an investment priority
  - 2 Encourage LDC to adopt a 'Preferred Option' of a proactive approach to planning for sustainable long-term growth by agglomerating new development in a location which can be served on a new Lewes-Uckfield rail link.
  - 3 Encourage ESCC to reflect TfSe's Core and Rail Reinstatements Packages in its new Rail Strategy next year.

**It was resolved that:**

- 1 The presentation by Railfuture regarding the reinstatement of the Lewes-Uckfield railway line be noted.
- 2 A copy of the TfSE's consultation on the draft Strategic Investment Plan would be sent to all Town Councillors.
- 3 Lewes Town Council will participate in responding to the TfSE's consultation by 12 September 2022.

40.10 The Chair thanked Mr Blake and Mr Page for their extremely informative report.

**41. Tree planting on East Sussex County Council Highways Land**

The Committee considered a letter from the Friends of Lewes requesting a letter in support from Lewes Town Council for tree planting on East Sussex County Council Highway land in Lewes. **It was resolved that:**

1. Note the letter from the Friends of Lewes.

2. Delegated Authority be given to the Town Clerk to write a letter of support from Lewes Town Council for tree planting on East Sussex County Council Highways Land.

**42. Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 18 July, 25 July and 1 August 2022. Their comments are appended.

**43. North Street Quarter Task and Finish Group**

The Committee considered the notes of the North Street Quarter Task and Finish Group meeting. **It was resolved that:**

1. The notes of the North Street Quarter Task and Finish Group meeting including the Terms of Reference were agreed.

**44. Miscellaneous Planning Issues:** The Chair informed the Committee of the following contrary decisions and withdrawn applications.

**44.1 Contrary Decisions (LTC objected - LDC/SDNPA approved):**

39 Abinger Place	SDNP/22/00295/HOUS
90 High Street	SDNP/22/00782/FUL & SDNP/22/00783
137-139 Coombe Court, Malling Street	SDNP/22/01061/FUL
23 Houndean Rise	SDNP/22/02159/HOUS
9 St Michaels Terrace	SDNP/22/02304/HOUS

**44.2 Contrary Decisions (LDC/SDNPA refused – LTC neutral/support)**

26 Malling Street	SDNP/21/04001/FUL
38 Highdown Road	SDNP/21/05538/HOUS
38 The Avenue	SDNP/22/01775/CND
1 Priory Terrace	SDNP/22/01815/HOUS

**44.3 Withdrawn Applications**

HM Prison	SDNP/21/03991/FUL
The White House, Eastgate Wharf	SDNP/22/00879/FUL
82 South Street	SDNP/22/01030/DCOND
117 High Street	SDNP/22/01188/LIS
67 The Avenue	SDNP/22/01404/HOUS

The meeting ended at 8:03pm

Signed: .....

Date: .....

## Appendix 1

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Discharge of conditions 3 (schedule of external materials finishes and samples) and 4 (details of proposed meadow/green roof) related to Planning Application

SDNP/22/00897/HOUS The Workshop Pipe Passage

Ref. No: SDNP/22/03343/DCOND | Received: Thu 14 Jul 2022 | Validated: Thu 14 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Demolition of existing rear conservatory and bay window from previous extension, to allow for a small extension along the rear elevation to provide a more spacious kitchen / diner 18 Houndean Rise

Ref. No: SDNP/22/03340/LDP | Received: Thu 14 Jul 2022 | Validated: Thu 14 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors note this application and would recommend a green roof

---

Erection of balustrading to the first-floor rear balcony 10 - 11 Priory Crescent

Ref. No: SDNP/22/03353/PRE | Received: Wed 13 Jul 2022 | Validated: Fri 15 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application at their meeting on 15 June 2022

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New access footpath on north side of pitch, installation of improved drainage to pitch with new pitch surface, and installation of pump equipment and housing

The Dripping Pan

Ref. No: SDNP/22/03323/FUL | Received: Wed 13 Jul 2022 | Validated: Wed 13 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application although noted that the work had already been carried out

---

Discharge of Conditions 7 (details of repairs and structural works) and 9 (details of hard and soft landscaping) related to planning application SDNP/17/02200/FUL St Anne's Church

Ref. No: SDNP/22/03275/DCOND | Received: Tue 12 Jul 2022 | Validated: Tue 12 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Remove velux window to garage roof and replace with dormer window

Withypool Kingston Road

Ref. No: SDNP/22/03290/LDP | Received: Tue 12 Jul 2022 | Validated: Tue 12 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were unable to comment due to limited information in the application.

---

Height reduction of existing flint wall on Western Border

Pelham House

Ref. No: SDNP/22/03338/PRE | Received: Mon 11 Jul 2022 | Validated: Wed 13 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were unable to comment due to limited information in the application. However, Councillors object to this application in that historic flint walls in the town should be preserved in their entirety.

---

Replacement of existing UPVC casement front bay windows with timber casement windows 19 Cleve Terrace

Ref. No: SDNP/22/03166/HOUS | Received: Tue 05 Jul 2022 | Validated: Mon 11 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

Erection of single storey rear extension and porch, both flat roofed 6 Prince Edwards Road

Ref. No: SDNP/22/03434/LDP | Received: Thu 21 Jul 2022 | Validated: Thu 21 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application although they would recommend a green roof and that the applicant be referred to the SDNPA Dark Skies Policy

---

Replacement single story rear extension 4 Grange Road

Ref. No: SDNP/22/03445/PRE | Received: Wed 20 Jul 2022 | Validated: Wed 20 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors regret that no information was available on this application and therefore were unable to comment

---

Replacement front windows and door 2 Cluny Street

Ref. No: SDNP/22/03449/PRE | Received: Tue 19 Jul 2022 | Validated: Tue 19 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors regret that no information was available on this application and therefore were unable to comment

---

Discharge of conditions 32, 34 and 35 relating to planning approval

SDNP/17/00387/FUL

Land at Southdowns Road

Ref. No: SDNP/22/03403/DCOND | Received: Tue 19 Jul 2022 | Validated: Tue 19 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

---

Removal of condition 3 for change of use to achieve 2no. separate dwellings 6 The Lynchets

Ref. No: SDNP/22/03421/PRE | Received: Mon 18 Jul 2022 | Validated: Tue 19 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors regret that no information was available on this application and therefore were unable to comment

---

Loft conversion, basement extension and internal alterations to a Grade II listed building

13 Mount Pleasant

Ref. No: SDNP/22/03227/HOUS | Received: Fri 08 Jul 2022 | Validated: Wed 20 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

---

Loft conversion, basement extension and internal alterations to a Grade II listed building.

13 Mount Pleasant

Ref. No: SDNP/22/03228/LIS | Received: Fri 08 Jul 2022 | Validated: Wed 20 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

---

Discharge of Condition No. 17 (Boundary Treatments in Phase 1) of Planning Consent SDNP/15/01303/FUL Land at Southdowns Road

Ref. No: SDNP/22/02366/DCOND | Received: Tue 17 May 2022 | Validated: Tue 17 May 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

---

Extension of permitted temporary recreation use for the Horse Box Bar from 28 days to 78 days per calendar year

Paddock Field North of The Residential Enclave The Old Racecourse

Ref. No: SDNP/22/03388/FUL | Received: Tue 19 Jul 2022 | Validated: Tue 19 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors objected to this application due to the lack of consultation with near neighbours and the development obstructing the recorded route of a public bridleway

---

**NB This application has been called in by the SDNPA**

Change of use from commercial equestrian use (Sui Generis) to class E(g) including internal alterations to the existing building to accommodate 4 commercial units and external alterations to front and rear elevations.

County Stables The Motor Road Old Racecourse

Ref. No: SDNP/22/03385/FUL | Received: Tue 19 Jul 2022 | Validated: Tue 19 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors object to this application in that commercialisation in that area would be out of keeping with the natural environment

---

Replacement 2no. sliding sash windows on front street elevations 15 Valence Road

Ref. No: SDNP/22/03632/PRE | Received: Thu 28 Jul 2022 | Validated: Thu 28 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

---

Erection of new two storey dwelling with alterations to the northern boundary wall 207 High Street

Ref. No: SDNP/22/03497/FUL | Received: Tue 26 Jul 2022 | Validated: Tue 26 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application although raised concern about the proposal overlooking neighbouring properties. This application appears to meet the criteria applied in respect of improving the Swift nesting opportunities and it is recommended that the applicant is encouraged to consult with [lewesswifts@gmail.com](mailto:lewesswifts@gmail.com) to investigate the potential to include Swift-bricks or similar during the project.

---

New grille and vent ductwork 3 Bell Lane

Ref. No: SDNP/22/03135/FUL | Received: Mon 04 Jul 2022 | Validated: Fri 08 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

Demolition of existing outbuilding and replacement with new garden room at the rear 117 High Street

Ref. No: SDNP/22/02977/LIS | Received: Thu 23 Jun 2022 | Validated: Fri 22 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

---

Demolition of existing outbuilding and replacement with new garden room at the rear 117 High Street

Ref. No: SDNP/22/02976/HOUS | Received: Thu 23 Jun 2022 | Validated: Fri 22 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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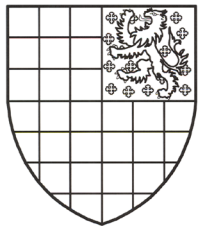
Erection of platform connecting rear door to existing terrace, addition of steps to existing terrace, and addition of balustrade to new platform and existing terrace 77 Highdown Road

Ref. No: SDNP/22/02966/HOUS | Received: Thu 23 Jun 2022 | Validated: Thu 21 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application





**Minutes** of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 30 August 2022 at 7.00pm

**Present:** Councillors S Catlin (Chair), M Milner and S Sains

**In attendance:** Town Clerk and Committee Administrator

45. **Apologies:** were received from Councillors Clarke and Makepeace who were on holiday and Councillor Lamb who was unwell.
46. **Declarations of Interest:** There were none.
47. **Question Time:** There were none.
48. **Minutes:** The Minutes of the meeting held on 9 August 2022 were received and signed as a true copy.
49. **Chair's announcements:** The Committee had been circulated correspondence from the South Downs National Park Authority (SDNPA) regarding 'Removal of Publicity for Submitted Pre-Planning Application Enquiries' together with a personal response from Councillor Milner. **It was resolved that:**
1. Subject to a response from the SDNPA to Councillor Milner's email, this issue be discussed with the Planning Trainer at the planning training session scheduled for 8 September 2022.
  2. If no response is received to Councillor Milner's email, recommend to Council that Lewes Town Council write to the SDNPA querying its change to the process regarding pre-applications.
50. **Presentation:**
- 50.1. The Chairman welcomed Andrew Simpson who gave Councillors an update on progress of the Phoenix Development.
  - 50.2. Human Nature (HN) had established three working groups to assist with the consultation process being undertaken: Affordable Housing and Living work group, Access and Mobility work group and a Design work group. The groups would continue to meet throughout the project.
  - 50.3. HN were in the process of appointing a construction team to help with detailed design work.
  - 50.4. HN plans to maximise affordable housing provision whilst ensuring that the scheme can be delivered.
  - 50.5. The Town council would support the maximum amount possible of Lewes Low-Cost Housing (LLCH) in the proposal. The SDNPA and Lewes District

Council (LDC) would like 30% affordable housing. Mr Simpson explained that with more LLCH, the total percentage of affordable housing would be less.

- 50.6. The affordable and living housing group were focusing on minimising energy bills, looking at zero carbon and providing zero carbon energy. The proposal would also provide a community café with affordable produce.
- 50.7. Small start-up work- spaces were being proposed with an aim for small businesses to grow.
- 50.8. The Access and Mobility group included representatives from the Lewes Area Access Group and were focusing on people living with a disability.
- 50.9. The proposal would look at providing a car-club and electric bicycles to reduce traffic movements.
- 50.10. HN were looking at options for accessibility given the suggested location of a new bus interchange facility on Phoenix Causeway.
- 50.11. The Design Group is focusing on how the development would integrate visually into Lewes and construction materials that could be sourced locally.
- 50.12. HM would like to present to the Planning Committee prior to submission of the Planning Application.
- 50.13. The Chair thanked Mr Simpson for his informative presentation

**51. Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 8 August 2022, 15 August 2022 and 22 August 2022. Their comments are appended.

**52. North Street Quarter Task and Finish Group:** The committee considered the notes of the North Street Quarter Task and Finish Group meeting: **It was resolved that:**

- 1. The notes of the North Street Quarter Task and Finish Group meeting are agreed

**53. Miscellaneous Planning Issues:** The Chair informed the Committee of the following contrary and withdrawn applications.

- 53.1. Contrary decisions (LDC/SDNPA refused – LTC neutral/support)
  - SDNP/22/01775/CND 39 The Avenue
  - SDNP/22/01889/NMA Land at Southdowns Road
  - SDNP/22/02545/HOUS 9 Hawkenbury Way
- 53.2. Contrary decisions (LTC refused – LDC/SDNPA approved)
  - SDNP/22/00927/HOUS Kilimani Culfail
  - SDNP/22/01836/FUL 20-21 High Street
- 53.3. Withdrawn Applications
  - SDNP/22/01404/HOUS 67 The Avenue

The meeting ended at 8.00pm

Signed: .....

Date: .....

## Appendix 1

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Various external works including replacement signage with manifestation to doors add 2 no community advertising boards, update existing external lighting to signage with new slim line LED fittings, re-painting of window and door frames, re-location of existing letter box, and removal of existing fire exit 1 Station Road

Ref. No: SDNP/22/03639/PRE | Received: Mon 01 Aug 2022 | Validated: Tue 02 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors made no comment on this application

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Use of land for vehicle rental, erection of temporary office and ancillary facilities  
The Forecourt Court Road Car Park

Ref. No: SDNP/22/03583/FUL | Received: Fri 29 Jul 2022 | Validated: Fri 29 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors objected to this application as there was insufficient information in the proposal

---

Construction of part single-storey, part two-storey side and rear extension, alterations to fenestration, and demolition of existing side and rear extension  
2 St Pancras Road

Ref. No: SDNP/22/03498/HOUS | Received: Tue 26 Jul 2022 | Validated: Tue 02 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

---

Construction of three commercial buildings for light industrial or warehouse/trade counter use (Class E or B8). Retention of existing watercourse and creation of landscaped biodiversity buffer zone along north and eastern boundaries. Existing access road to be extended with vehicle turning area and associated parking and cycle parking to be provided. Land East of Malling Industrial Estate Brooks Road  
Ref. No: SDNP/22/03451/FUL | Received: Thu 21 Jul 2022 | Validated: Mon 01 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors support this application although they would recommend ground source heat pumps as an alternative to air source heat pumps

---

Two storey side extension, replacement windows and installation of air source heat pump 75 Highdown Road

Ref. No: SDNP/22/03359/HOUS | Received: Fri 15 Jul 2022 | Validated: Tue 02 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Removal of panes of glass from two windows on the first-floor south elevation, installation of aluminium louvre fixed to the window frames, the louvres will be mill finish to match existing louvres already installed in the building

Automatic Telephone Exchange North Street

Ref. No: SDNP/22/03281/FUL | Received: Tue 12 Jul 2022 | Validated: Mon 18 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

Digital display (TV) screen placed in window bed of shop, illuminated/switched during set hours that can be changed - brightness can also be adjusted

217 High Street

Ref. No: SDNP/22/03271/ADV | Received: Tue 12 Jul 2022 | Validated: Fri 29 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors object to an illuminated screen in the Conservation Area

---

Installation of new ducting to rear of property, addition of 1 slimline roof lantern, addition of green roof onto existing flat roof, upgraded door to rear of property 84 Flat High Street

Ref. No: SDNP/22/03222/FUL | Received: Thu 07 Jul 2022 | Validated: Thu 14 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

---

Variation of condition 2 (plans) related to Planning Application SDNP/16/04707 to allow changes to the boot room on the ground floor with the removal of an external doorway and insertion of patio doors (on the front elevation) to improve light to the living space. The Royal British Legion Morris Road

Ref. No: SDNP/22/03188/CND | Received: Wed 06 Jul 2022 | Validated: Mon 18 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors note this application and approve the use of timber

---

Installation of new dormer to rear and repairs to roof. 3 Mount Street

Ref. No: SDNP/22/03129/HOUS | Received: Mon 04 Jul 2022 | Validated: Wed 27 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

External painting, like for like, woodwork and walls in existing colours. Flat 1 1 Friars Walk

Ref. No: SDNP/22/03098/LIS | Received: Thu 30 Jun 2022 | Validated: Sun 10 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application although noted that the work had been completed

---

Single storey in-fill rear extension. 27 Priory Street Lewes

Ref. No: SDNP/22/03050/HOUS | Received: Tue 28 Jun 2022 | Validated: Mon 01 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Replacement of existing inconsistent field fencing with new split chestnut post and rail fencing Rhylstone The Motor Road Old Racecourse

Ref. No: SDNP/22/03387/HOUS | Received: Tue 19 Jul 2022 | Validated: Tue 02 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

Replacement of structural beam at first floor front elevation, lateral restraint to flank walls at first and second floor and repairs to internal plaster 23 Cliffe High Street

Ref. No: SDNP/22/03653/LIS | Received: Wed 03 Aug 2022 | Validated: Mon 08 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

Redevelopment of 'former auction rooms' into ten residential units

Garden Street Auction Rooms

Ref. No: SDNP/22/03728/PRE | Received: Tue 02 Aug 2022 | Validated: Tue 02 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors were unable to comment on this application as details on the proposal were unavailable

---

Garage conversion to a habitable space, with windows to match existing and wall to be of similar or matching appearance to existing 6 Prince Edwards Road

Ref. No: SDNP/22/03435/HOUS | Received: Thu 21 Jul 2022 | Validated: Thu 21 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

---

Replacement lean to garden room to the rear and replacement of existing shed with linear storage 51 New Road Lewes

Ref. No: SDNP/22/03436/HOUS | Received: Thu 21 Jul 2022 | Validated: Thu 21 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Installation of detached covered pergola to existing beer garden The Tally Ho

Ref. No: SDNP/22/03362/FUL | Received: Fri 15 Jul 2022 | Validated: Mon 18 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Installation of rooftop solar panels 18 Barons Walk

Ref. No: SDNP/22/03381/HOUS | Received: Thu 14 Jul 2022 | Validated: Thu 28 Jul 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Images of rear elevation with materials to match existing (Condition 3) , obscured glazed on side elevation (condition 2), development was done before one year had

elapsed and building regulations approval obtained (Condition 4) and done in accordance with submitted drawings (Condition 5) 6 Dorset Road  
Ref. No: SDNP/22/03766/DCOND | Received: Thu 11 Aug 2022 | Validated: Thu 11 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

---

Repairs to sash windows and associated cills/surrounds to south elevation  
141 High Street

Ref. No: SDNP/22/03220/LIS | Received: Thu 07 Jul 2022 | Validated: Wed 03 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

Repointing of a maximum of 20% of the joints on the front brick portion of the house, repointing of the coping stones at the front top of the house. Placement of hessian sheeting for up to a month to allow drying time 2 Keere Street

Ref. No: SDNP/22/03148/LIS | Received: Mon 04 Jul 2022 | Validated: Wed 03 Aug 2022 | Status: Application in Progress

**Comment:**

Councillors support this application



**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 6 October 2022**

**Report Number: FC016**

**Report by: Town Clerk**

**Subject: Grant Panel Recommendations – 21 September 2022 Cycle 2**

**1. Summary**

- 1.1 To propose payment of grants as recommended by the Grants Panel, following its meeting on 21 September 2022 (the second of four cycles for 2022 to 2023).

**2. Recommendations**

- 2.1 Council is Recommended to:
1. Approve the grant payments recommended and shown in column H of the table appended to this report.

**3. Background**

- 3.1 The Grants Panel met on 21 September 2022. 10 applications were considered, with requests for support in the total of £8,830.
- 3.2 Assessing applications were: Councillors Burrows, Makepeace, Maples, and Sains. Apologies were received from Councillors Catlin, Herbert, O’Keeffe and Wood.
- 3.3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:
- Closeness of match to Lewes Town Council’s grant scheme policy
  - Overall robustness of the proposal – general likelihood of success/sustainability
  - Financial planning exhibited – adequacy/prudence/appropriateness etc.
  - Scope and sustainability of the proposal – beneficiaries, scale, thoroughness
  - A personal (subjective) assessment, based on any special insight or considerations
- 3.4 Where recommended awards are below the amount requested by the applicant, the details of the proposal were scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council’s published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant’s own funds, and other detail elements.

#### **4. Recommended Grant Awards**

- 4.1 The recommended grant awards for this cycle are shown in column H of the table appended to this report.
- 4.2 Salient points considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column I where appropriate of the appended table) fall into the areas of:
- No further funding sought
  - Sum requested disproportionate to own assets or contribution to scheme or project.
  - Sum requested from Council disproportionate to total cost of scheme or project and its target.
- 4.2 Members are therefore asked to approve the recommended grant payments.

#### **5. Financial Implications**

- 5.1 The recommended grant awards for this cycle amount to £8,830 in total, to be met from the £60,000 Grant Budget, which leaves a balance of £38,165 for the 2022 to 2023 financial year.

Laura Chrysostomou

**Town Clerk**

A	B	C	D	E	F	G	H	I
Ref	Organisation	Stated purpose of organisation	Stated purpose of grant requested	Total project cost	Own funds employed	Grant Requested	Recommended	Salient comments (if any) by Panellists
1	Lewes Defibs	To raise awareness to the public as to the locations of defibrillators and provide free training courses in their use	4000 Locking cabinet external and 1 Pad SPE semi-automatic defibrillator	1,577	677	900	900	
2	St Mary's Pantomime	Family pantomime every January for the people of Lewes and surrounding area	Tab curtains, front tabs, electrical testing and new lighting	2,902	100	2,000	1,500	Good community group providing opportunity for young people to engage in the arts. It was noted the grant was for the centre rather than the group.
3	Commercial Square Bonfire Ltd	Carry out traditions of Commercial Square Bonfire Society on 5 November	To host the Waldshut Fager Band from 3/11/22 to 6/11/22	2,500	2,000	500	500	Supports cultural exchange. Contribution towards accommodation.
4	Musicians of All Saints	Promote and maintain public education in the appreciation of the art and sciences of music in all its aspects by the presentation of public concerts and recitals	15-30 musicians and conductor, marketing and hire of premises	2,250	6,500	1,500	1,125	

5	Southover Good Neighbours	To allow neighbours to access help from each other	Marketing, DBS checks (3 from last financial year) and 5 DBS checks for 2022, meeting room hire and miscellaneous	447	97	350	350	Noted they had received a grant from the Town Council for the last three years. Good neighbourhood scheme and the panel values their contribution. As they have now been operating for three years could seek funding from other sources and perhaps seek donations from neighbours.
6	Cliffe Bonfire Society	A bonfire society run by volunteers who fundraise to support their activities and costs	Hire of town hall for Christmas craft fair, decorations, advertising, santa's grotto, sundry items and transport	930	200	730	315	Contribution to room hire
7	Well-being Tree CIC	Connecting the community through improving physical and mental health	Music/drama sessions, art sessions, wellbeing sessions, administration and evaluation	3,339	1,302	1,962	1,150	Contribution towards the music/drama sessions/performances.
8	Lewes Textile Design Museum and Workshop	To fund raise in order to set up a formal charity to create a textile design museum Lewes to offer educational workshops and become a visitor centre	Creation of a steering group, advertisement etc	2,560	620	1,940	1,550	Could help local economy and encourage local residents in dressmaking etc. Should specify if seeking funding elsewhere
9	Lewes Speakers Club	A club for anyone to develop and improve	Membership fund x 10, room hire, website	1,800	500	1,300	200	Panel felt the costs were disproportionate to the target increase of membership. Contribution towards website

		confidence in their public speaking, leadership and social skills	development and advertisement					development as start of promoting, which should help raise awareness and membership. Panel would like feedback on success of website. Panel suggested outreach and engagement work with secondary schools to encourage children to join. Welcome to apply again in future cycles.
<b>10</b>	Diversity Resources International DRI	Supports ethnically diverse' and migrant communities in Sussex	Marketing and promotion, staff to support event, project management	3,000	1,000	2,000	1,240	Should apply for financial support sooner and demonstrate other funding applications. 50% contribution towards marketing material, rent of Depot, staffing and a contribution towards the project management.

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 6 October 2022**

**Report Number: FC017**

**Report by: Town Clerk**

**Subject: Changes to councillors individual duties**

**1. Summary**

- 1.1 To appoint one member to the Audit and Governance Panel
- 1.2 To consider appointment of one member to the Grant Panel

**2. Recommendations**

- 2.1 Council is Recommended to:
  - 1. Nominate and agree one Member for the Audit and Governance Panel to bring it to its fixed complement of six
  - 2. To consider appointing one member to the Grants Panel which has no fixed complement.

**3. Background**

- 3.1 Duties were originally allocated to individual members at the Annual Meeting on **26 May 2022**.  
  
Tables of current appointments are appended, for information
- 3.2 Members' attention is drawn to the statutory provisions (*section 85 Local Government Act 1972*) regarding vacation of office by failure to attend meetings: appointment to an organ of the Council, or to an Outside Body, is qualification under these rules and attendance is taken into account in application of the six-months' absence regulation.

**4. Councillors individual duties**

- 4.1 A table of current appointments is appended to this report.
- 4.2 Councillor Catlin requests to resign from his seat on the Audit and Governance Panel. Council has an established fixed complement of six for this Panel, consisting of five members after this change.
- 4.3 Council to consider nominations and agree one member to join the Audit and Governance Panel.

- 4.4 Councillor Catlin requests to resign from his seat on the Grants Panel. Council has not established a fixed complement for this Panel, consisting of seven members after this change
- 4.5 Council to consider whether it wishes to appoint a member to this panel, and if it does, consider nominations and agree one member to join the Grants Panel.

Laura Chrysostomou

**Town Clerk**

## Councillors individual duties 2021 to 2022 as at 30 September 2022

		Allotments Working Pty	ASC Steering Grp	Audit Panel	Bank Sign	Buildings	Comms & Events	Devolution	Equality, Divy & Incl.	Finance	Grants	Landport Bottom	MCC Steering Grp	Open Council	Pells Land Exchange	Personnel	Planning	Transport	UN Sust & Goals
Janet	<b>Baah</b>				✓				✓				✓				✓	✓	✓
Matt	<b>Bird</b>	✓		✓		✓			✓			✓	✓	✓				✓	✓
Richard	<b>Burrows</b>	✓	✓		✓			✓			✓	✓				✓			
Stephen	<b>Catlin</b>	✓	✓			✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	
Emily	<b>Clarke</b>	✓							✓						✓		✓	✓	✓
Guy	<b>Earl</b>				✓	✓	✓	✓		✓			✓						
Rob	<b>Handy</b>			✓					✓			✓					✓	✓	
James	<b>Herbert</b>		✓		✓				✓	✓	✓			✓				✓	✓
John	<b>Lamb</b>	✓				✓				✓			✓				✓		
Imogen	<b>Makepeace</b>	✓					✓			✓	✓			✓		✓	✓	✓	✓
Wendy	<b>Maples</b>	✓		✓			✓	✓	✓		✓			✓		✓			
Graham	<b>Mayhew</b>				✓	✓	✓	✓		✓					✓	✓			
Merlin	<b>Milner</b>		✓	✓		✓	✓						✓				✓	✓	
Ruth	<b>O'Keeffe</b>		✓		✓		✓				✓	✓		✓	✓			✓	✓
Shirley-Anne	<b>Sains</b>	✓	✓		✓						✓	✓	✓	✓	✓		✓		
Jonathan	<b>Vernon</b>			✓			✓					✓		✓				✓	
Richard	<b>Waring</b>		✓			✓								✓				✓	
Kate	<b>Wood</b>						✓	✓		✓	✓		✓	✓	✓	✓			



**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 6 October 2022**

**Report Number: FC018**

**Report by: Town Clerk**

**Subject: Review of grant funding assessment procedure**

## **1. Summary**

- 1.1 Following a review of the grant assessment process by the Audit and Governance Panel as requested by Full Council, the Audit and Governance Panel asked the Grants Panel to consider its proposed amendments. The Grants Panel reviewed the proposals at its meeting on 21 September 2022 making recommendations to the Audit and Governance Panel to consider at its meeting on 28 September 2022.
- 1.2 The amendments include changes to the criteria used for scoring and the implementation of a guide to differentiating scores.
- 1.3 There is a proposed revision to the procedure for major funding applications, which would involve the Grants Panel undertaking the scored assessment of any applications in an extraordinary meeting and then making a recommendation to Full Council, as is the current procedure for small grants, with no scoring undertaken at Full Council.

## **2. Recommendations**

- 2.1 Council is recommended to:
  1. Consider the proposed revisions to the procedure.
  2. Agree that sustainability, where applicable, is only assessed in criterion 3, financial planning (paragraph 4.2 refers).
  3. Agree that Council's policy criteria for grants (criterion 1 of the list in paragraph 4.1) is listed on the scoring sheet to aid assessment.
  4. 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" (paragraph 4.3 refers).
  5. Agree that criterion 5, personal (subjective) assessment, is not scored (paragraph 4.4 refers).
  6. Agree the revised scoring criteria detailed in the table at paragraph 4.5, which will be applied to both smaller and major grants.
  7. Agree the proposed scoring definitions listed in the table at paragraph 4.6.
  8. 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 (paragraph 4.7 refers).

9. Agree that the application form be amended to include a question about previous funding from the Town Council and whether feedback has been submitted (paragraph 6.3 refers).

### **3. Background**

- 3.1 Following a major funding request in 2022 Council requested that the Audit and Governance Panel review the major funding procedure.
- 3.2 The Audit and Governance Panel put forward a revised procedure and asked the Grants Panel to consider this, particularly because the procedure included a first stage of assessment by the Grants Panel prior to an application going to Full Council.
- 3.3 The existing procedure is detailed at appendix A for Councils reference.
- 3.4 The Grants Panel considered the proposals at its meeting on 21 September and made recommendations on these to the Audit and Governance Panel.
- 3.5 The Audit and Governance Panel considered the proposals at its meeting on 28 September and recommends to Council the revised procedure as set out below.

### **4. Proposed scoring**

- 4.1 The current procedure involves scoring five set criteria:
  - 1) Closeness of match to the Council's objectives and underlying values
  - 2) Robustness of proposal – general likelihood of success, sustainability
  - 3) Financial planning – adequacy, prudence, appropriateness
  - 4) Scope and sustainability – beneficiaries, scale, thoroughness
  - 5) Personal (subjective) assessment – any special insight or consideration.
- 4.2 The Audit and Governance Panel noted that sustainability is assessed in two criteria, 2 and 4. It is therefore proposed that sustainability, where applicable, is only assessed in criterion 3, financial planning.
- 4.3 It was agreed by the Audit and Governance Panel that Council's policy criteria for grants (criterion 1 of the list in 4.1 above) is listed on the scoring sheet to aid assessment. It was also agreed 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".
- 4.4 It is proposed that criterion 5, personal (subjective) assessment, is not scored as this is not appropriate in what is an objective process. This can however be offered as part of the discussion, with added insights that might be of general interest to the assessors.
- 4.5 The revised scoring criteria proposed by the Audit and Governance Panel is detailed in the table below. This would be applied to both smaller and major grants.

1	<p>Closeness of match to the Council's policy, objectives and underlying values.</p> <p>Support for community organisations working for the benefit of the Town, contributing to the wellbeing of the local community and helping to maintain a vibrant community sector in the Town.</p> <p>Support of the Council's vision, which covers:</p> <ul style="list-style-type: none"> <li>• Sustainable Transport, related infrastructure and signage, cycling routes, bus transport</li> <li>• Openness, engagement, consultation, partnership</li> <li>• Trees and biodiversity; wildlife and the environment; open spaces</li> <li>• Support for equality, diversity and inclusion, and specifically disadvantaged and under-represented groups and foodbanks</li> </ul>
2	<p>Robustness: general likelihood of success. Will the project be able to achieve its own aims? How thorough is the application in demonstrating this?</p>
3	<p>Financial Planning: are there strong indicators of financial prudence? For example, are there adequate accounts or previous projects achieved to budget? Is the amount of funding requested appropriate for the project? If the project is to continue beyond a pilot stage, is it sustainable? Has other support been considered or obtained?</p>
4	<p>Scope: Is the cost proportional to the prospective benefits over the course of the project/activity/installation? This may include number and breadth of beneficiaries, geographical scope across different areas, but also duration or legacy merits. What is the demonstrable impact for the community?</p>
5	<p>Narrative explanation and any special insight or consideration</p>

4.6 The Audit and Governance Panel identified a need to develop a simple guide to differentiating scores. This would be applied to both smaller and major grants. Previously 5 criteria were each scored out of 20 giving a total max score of 100. It is proposed that each criteria is scored out of 5 rather than 20. The proposed scoring definitions are listed in the table below:

1	The application has no merit and am not in favour of funding
2	There is some merit in this application on this criteria but am not in favour of funding
3	I support this application on this criteria and want there to be partial funding
4	I strongly support this application on this criteria and want there to be majority funding

5	I completely support this application on this criteria and want it to receive all the funding requested.
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- 4.7 There was also discussion about how to address scores of those absent or not scoring due to a declared interest. Currently a median score of those present is inserted if there is no score from a councillor due to absence or declaration of interest. It is recommended 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.

## **5. Major funding grant proposed change to procedure**

- 5.1 It is recommended 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.
- 5.2 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.
- 5.3 Concern had been raised by some councillors regarding applicants being present in the public gallery during deliberation at Full Council. This matter was discussed by both panels. Councillors are asked to consider the matter of exempt business in relation to Section 100 of the Local Government Act 1972, the confidential nature of the business to be conducted and the relevant paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 that must be applied if the public are to be excluded.

Further information on the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12A>

<http://askyourcouncil.uk/openness-and-accountability/annex-b/>

Qualification C should be noted: information is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- 5.4 The Audit and Governance Panel noted that it is important we are open and transparent and that the public are entitled to see how the Precept is being used.

## **6. Development of FAQs**

- 6.1 The Grants Panel were asked to formulate some FAQs (frequently asked questions) for the officer receiving grant applications to assist them in their initial review of the application and ensuring all relevant information is available for the Grants Panel prior to the panel's assessment meeting.
- 6.2 FAQs proposed:
- Have they had funding previously from the Town Council? If so, how much and when? Have they given feedback on previous projects?
  - Are they based in Lewes?
  - What specifically will they use the money for, giving examples such as subsidised tickets, materials, costumes.
- 6.3 It has been proposed that the application form be amended to include a question about previous funding from the Town Council and whether feedback has been submitted.

Laura Chrysostomou

**Town Clerk**



## Assessment of requests for ‘Major funding’

### Background:

1. The system employed when assessing smaller grants (<£2,000) within the established Community Grants Scheme is that the Grants Panel evaluates applications in four ‘rounds’ each year, with members individually awarding scores on perceived merits in five categories; then collectively analyzing aggregate results, and reaching consensus having assessed comparative ‘ranking’ of applications and other factors. Recommendations for awards are made in a report to Council.
2. Requests arise from time to time for financial support in larger sums – “Major funding” - usually related to projects within the community that appear to the applicant body to have some resonance with the aims of a parish council, and these may be brought direct to Council or to a Committee or Working Party according to context.
3. Such requests are usually received individually, and a system of comparative ranking as used by the Grants Panel is not appropriate. Council has agreed a system (*Resolution FC2020/07.2 refers*), devised by the Audit & Governance Panel, giving a simple, structured, assessment that can be understood by both applicant and assessors. This follows the same principle of five equally-weighted elements and similar criteria. These are:
  - i) Closeness of match to the council’s objectives and underlying values\*
  - ii) Overall “robustness” of the proposal – *ie* general likelihood of success/sustainability
  - iii) Financial planning exhibited – *ie* adequacy/prudence/appropriateness *etc.*
  - iv) Scope and sustainability of the proposal – *ie* beneficiaries; scale; thoroughness
  - v) A personal (subjective) assessment; based on any special insight or considerations.

Also considered are factors such as the balance or proportion of Council funding being sought, compared with other sources and the applicant’s own funds, and other detail elements of a proposal.

\*These are inherent in the establishment of a parish Council and enhanced by published policies in specific areas of activity or aspiration.

### Assessment:

4. When a relevant application is received, to be considered at any meeting of Council; Committee or Working party, a standard application form completed by the applicant will be accompanied by this briefing note and a blank scoresheet for Councillors to complete individually. An example is attached to this note.
5. Councillors should individually record a score for each of the five elements (maximum score 20 for each = total max 100) according to their own judgement. A median average of the scores recorded by those present will be entered on behalf of any absent Member. The resulting total score will be represented as a percentage of the maximum possible. This process is a first-stage to moderate any inherent ‘high’ or ‘low’ scoring tendencies among individuals. The final decision is reached following a discussion – informed by the ‘scoring’ of the application in terms of total score and proportion of the theoretical maximum.
6. Council should set a minimum threshold score required before a request might be eligible for further consideration (65% is recommended in most circumstances). Failure to reach the threshold will result in immediate rejection. If there is sufficient support, represented by a score at or above the threshold, the matter is then concluded following discussion.
7. Following discussion, any award should be agreed by a vote in the normal manner.

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 6 October 2022**

**Report Number: FC019**

**Report by: Town Clerk**

**Subject: Funding towards Christmas initiatives in Lewes 2022**

### **1. Summary**

- 1.1 Council are asked to consider reallocation of the budget which contributes towards road closure costs for the Christmas late night shopping event, from the Lewes High Street Traders Association to the Chamber of Commerce who are now managing the road closures.
- 1.2 Council are asked to consider contributing towards the Lewes District Council campaign to shop independent at Christmas.

### **2. Recommendations**

- 2.1 Council is recommended to:
  1. 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 towards the Lewes District Council shop local at Christmas campaign from the Civic Administration Grants budget.

### **3. Funding towards Christmas late night shopping road closures**

- 3.1 The Town Council has a Civic Administration grant budget of £70,000 part of which is allocated as a contribution towards road closure costs for the Christmas late night shopping event in Lewes. This was previously paid to the Lewes High Street Traders Association but as the Chamber of Commerce are now managing the road closures Council are asked to agree a contribution of up to £750 towards road closure costs, principally costs of marshalling the barriers.

### **4. Lewes District Council shop independent at Christmas campaign**

- 4.1 Lewes District Council have approached the Town Council seeking funding towards printing costs to promote the shop independent at Christmas campaign. Details of the campaign can be found on their website here: <https://www.lewes-eastbourne.gov.uk/lewes-district-council-news/win-festive-hampers-by-christmas-shopping-at-local-independent-stores/>

- 4.2 All three local Town Councils and Chambers have been approached and asked to contribute £150 towards printing costs. If the Council contributes the Town Council's logo will be used on all publicity material and the Town Council will be acknowledged in press releases and social media posts.

### **5. Financial implications**

- 5.1 The Town Council has a Civic Administration grant budget of £70,000 from which contributions of up to £2,000 towards Christmas late night shopping are met. The £750 for road closures and the £150 for the shop independent at Christmas campaign could both be met from this budget.

Laura Chrysostomou

**Town Clerk**



**Lewes Town Council**

**Non- Confidential**

**Committee: Council**

**Date: 6 October 2022**

**Report Number: FC020**

**Report by: Town Clerk**

**Subject: Condition Survey for the Town Hall**

### **1. Summary**

- 1.1 Council agreed at its meeting in January 2022 that a condition survey be undertaken for the Town Hall, to include the residential flat. The report provides quotes to undertake the condition survey at the Town Hall and seeks approval to appoint company A.

### **2. Recommendations**

- 2.1 Council is recommended to:
  1. Agree the condition survey of the Town Hall with the preferred supplier, with the cost of £3,150 to be met from the earmarked reserve for Town Hall maintenance.

### **3. Background**

- 3.1 As approved by Council in January 2022 a condition survey of the Town Hall including the residential flat is required to inform a long-term proactive maintenance program as well as inform medium term financial planning.
- 3.2 Following that decision quotes were obtained from three different companies to undertake condition surveys of the Town Hall. These are outlined in appendix 1.
- 3.3 The quotes were considered by the Buildings Advisory Group at its meeting 12 September 2022. It is recommended to go with company A. Whilst this is not the cheapest quote, the company demonstrated appropriate experience in condition surveys on buildings of a similar nature, along with the technical equipment and resources to deliver the required proactive maintenance program the Council is hoping to achieve.

#### **4. Financial implications**

- 4.1 The cost of the condition survey would be met from the earmarked reserve for Town Hall maintenance which is currently £232,000. It should be noted that this budget, along with other earmarked reserves will be needed to cover the costs of the Town Hall heating project and redecoration and replacement of carpets and lights in some rooms as identified in the 2021 to 2022 Council Plan.

Laura Chrysostomou

**Town Clerk**

## Appendix 1

Company A	Quote £3,150	<p>Fee includes all business disbursements.</p> <p>Able to give references.</p> <p>Produce a 10-year building fabric condition survey / 10 year planned preventative maintenance.</p> <p>Planned preventative maintenance document will highlight all the building elements internal and external, current condition, required repairs, and allocate a risk rating and priority rating along with costs across the reporting period which we propose as 10 years.</p> <p>The survey and report will be undertaken by our chartered building surveyors with a minimum of 10 years of chartered surveyor experience.</p> <p>Excludes mechanical and electrical services.</p>
Company B	Quote £2,000	<p>Report will mention all facets of the property in terms of condition to external construction and fabric of the building. Rolling program of works for next decade as far as possible for works in future years, with an opinion on current costs. Costs are considered for general market building costs for good local traders. Ordered list of most essential to minor. Will also comment on internal fabric of the building in terms of condition and requirements for essential and ongoing works including improvement or decor. Inspection includes services, although we understand certificates and trader's inspections are correct and take place on a yearly basis.</p> <p>Unable to give references.</p>
Company C	Quote £48,000	<p>Several inspections to be over a series of weeks anticipated as 20 days on site.</p> <p>Previous experience of similar work on listed buildings.</p> <p>Records the current condition of the property to assist the Town Council with its planned maintenance. Costings are not provided at this stage for any suggested repairs or advice on timescales relating to them, but the Council's priorities can be discussed and relevant potential costings subsequently.</p> <p>Disbursements not included. Disbursements for photos will be added.</p>