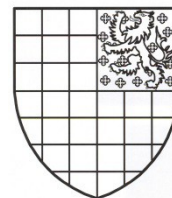


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**LEWES  
TOWN  
COUNCIL**

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To All Members of Lewes Town Council,

A Meeting of **Lewes Town Council** will be held in the **Council Chamber, Town Hall, Lewes** on **Thursday 11<sup>th</sup> November 2021**, at **7:30pm** which you are summoned to attend.

Laura Chrysostomou  
Town Clerk  
5<sup>th</sup> November 2021

## **Agenda**

### **1. Question time**

To consider any questions received regarding items on the agenda for this meeting.

### **2. Members' declarations of interests**

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

### **3. Apologies for absence**

To consider apologies tendered by Members unable to attend the meeting.

### **4. Mayor's announcements**

To receive any announcements from the Mayor.

### **5. Minutes**

To agree Minutes of the Council meeting held on 7<sup>th</sup> October 2021. (attached **page 2**)

### **6. Committees, Working Parties & outside bodies**

To consider matters arising from committees, working parties, members serving on outside bodies etc.

a) Finance Working Party 28<sup>th</sup> October 2021 (Minutes attached **page 15**)

7. Councillors Individual Duties (Report FC013/2021 attached page **18**)

8. Participatory Budget Pilot Report (Report FC014/2021 attached **page 20**)

9. Update on staffing and recruitment (oral report by TC)

For further information about items on this agenda please contact the Town Clerk by email at the above address

**Public attendance:** Members of the public have the right, and 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. Questions or requests to address the Council must be submitted by email to the Town Clerk at least 3 days in advance.

**Covid-19 risk arrangements:** All attendees are requested to wear face mask to reduce the risk of transmission.



## **MINUTES**

Of the meeting of **Lewes Town Council**,  
held on **Thursday 7<sup>th</sup> October 2021**, in the Council Chamber, Lewes Town Hall at 7:30pm.

**PRESENT:** Cllrs Dr J Baah; M Bird; R Burrows; S Catlin (*Mayor*); G Earl; R Handy; J Herbert; I Makepeace; Dr W Maples; Dr G Mayhew; M Milner; R O'Keeffe; S Sains (*Deputy Mayor*); J Vernon; R Waring and K Wood.

*In attendance:* S Brigden (*Town Clerk [TC]*); and Mrs E Tingley (*C'ttee. Admin.*)

*Observing:* Ms L Chrysostomou (*TC designate*) and B Courage (*Town Ranger*).

**FC2021/53 QUESTION TIME:** Cllr Makepeace asked a question regarding a previous decision of the Council. The question, together with the answer given, is appended to these minutes.

**FC2021/54 MEMBERS DECLARATIONS of INTERESTS:** There were none.

**FC2021/55 APOLOGIES FOR ABSENCE:** Were received from Cllrs Henman and Lamb who both had a family commitment.

**FC2021/55.1** Reasons submitted for absence from this meeting are noted.

**FC2021/56 MAYOR'S ANNOUNCEMENTS:**

All Councillors, staff and their families were invited to attend a trial run of the 'Top Trump' cards *iro* the Public Participatory Budget pilot scheme on Thursday 14<sup>th</sup> October at 2:00pm in the Council Chamber.

**FC2021/57 MINUTES:**

**It was resolved that:**

**FC2021/57.1** Minutes of the Council meeting held on 2<sup>nd</sup> September 2021 were received and agreed as an accurate record.

**FC2021/58 WORKING PARTIES AND OUTSIDE BODIES:**

*Members are reminded that anyone who may have attended a meeting of any recognized outside body which has covered issues that deserve attention by the Council, should ensure that TC is aware of this before the Council's next meeting, and preferably before the agenda deadline. Reports on all activities of the organization are not expected.*

**a) Grants Panel 15<sup>th</sup> September 2021:** Council considered report FC010/2021 (*copy in Minute book*) containing recommendations for payments of grants for the second cycle (of four) for the year 2021/22.

**It was resolved that:**

**FC2021/58.1** The grant payments recommended in report FC010/2021 (*copy in minute book*) (as shown in column G of the table appended to that report) be approved.

**b) Open Council Working Party 20<sup>th</sup> September 2021:** The Minutes of this meeting were received, and the recommendations considered. The meeting had considered:

*1 Public Participatory Budget pilot:* A sub-group consisting of Cllrs Vernon and Waring were to develop designs for 'Top Trump' cards but had unfortunately not been able to meet since the previous meeting. There was some discussion on the concept and principles of Community Infrastructure Levy; the fund that was to be subject to the public participation. Cllrs Vernon and Waring would endeavour to meet later that week. A timetable was agreed as:

) Cllr Vernon and Waring would bring draft designs to a focussed meeting of the Working Party to be scheduled for Week commencing 4th October.

) 'Friends and family' of Members would be used as guinea-pigs to test the impact of the scheme during week commencing 11th October.

} The Working Party would meet again during week commencing 25th October, or earlier if possible, to refine proposals for Council on 11th November (deadline for Council agenda items was 1st November)

There was a question as to the timescale, and TC had advised that the CIL fund was a ring-fenced sum held on account, and this project was not directly linked to the annual budget process. What the project aimed to do was seek input from the public on priorities for expenditure of that existing fund, related to the list of identified items in s11 of the Neighbourhood Plan. He recounted the timing of the incoming annual tranches of CIL received, which each had to be disbursed within 5 years or risk being reclaimed by the Planning authority. He advised that it was not necessary to define the amount to be spent, as the principle was to prioritize importance. Some Members felt that it was important to declare the amount available. Members were asked to consider practical points for consideration at the next meeting, such as recommended printers.

2 *Allotment representatives:* The working party had previously considered suggestions put forward by an allotment tenant for having more Tenant engagement across and between sites, through a system of representation at Council Allotment Group meetings – and a request for regular Allotment meetings. It was suggested that volunteers be representatives for each of the Council sites, initially by invitation and subsequently following an election process. The Working Party had considered such questions as the democratic dilemma posed by individuals as representatives and contrasting models such as an Allotments Society (either pan-Lewes or site-for-site). Members had been asked to crystallize their ideas on these issues, and these were discussed. In essence these were:

- a) To canvass all allotment tenants regarding formation of an allotment society.
- b) To appoint (by selection or election) representatives from each site on an arithmetical basis according to the size of the site.
- c) To postpone a decision on representatives pending a series of open meetings across the next year (3 or 4) to which all tenants were invited.
- d) To hold a Symposium for all tenants, to be held once clocks had reverted to Greenwich Mean Time for practical reasons, at which the general question of representation could be openly debated.

A question arose regarding practice at other Councils, and the TC Designate offered to source a role description for a volunteer site representative. The discussion continued and ultimately an informal vote was taken on these options it was agreed that the option to hold a Symposium later in the Autumn (shown as d) above).

3 *Working Party status:* It had been suggested that the Working Party should have a continuing remit beyond the tasks set by Council originally, and some Members wished to promote the recommendation that the Working Party should become a standing Committee. TC had advised that it was open to Members to take that forward and present a case to Council, and the Chair had undertaken to prepare an argument in favour of this. The reasoning was given as:

- } There will continue to be regular changes in how the community is reached.
- } The Communications Officer might find it useful to have a standing committee as a 'sounding board'
- } Recent proposals at other levels of government such as 'Citizens' Assembly' offer opportunities which, although addressed by the Communications officer, might also require strategic decisions to which a standing committee could have helpful input.
- } A standing committee would act as a conduit for supporting communication.
- } A standing committee could usefully scrutinize communications strategies on behalf of Council – currently subject to informal comment by individual Members.

There followed a debate in which Members stated that these points were not new, and already adequately addressed by the *ad hoc* nature of the Working Party. Many of the things mentioned were part of the routine functioning of Council and the engagement of individual Councillors, adequately addressed by Council at its regular meetings. TC was asked to comment and

recounted the legal distinctions and the reasoning behind the original formation of the current Council structure, with a minimum number of standing bodies and using ‘task & finish’ working groups to address matters when it was impractical for an issue to be considered appropriately at a Council meeting due to complexity or scale. The list of suggested benefits appeared to be no more than the principles already underlying the roles of individual Members and officers and Council corporately. It was commented that there was little evidence of adequate scrutiny of communications, although other Members considered the matter was properly covered, and it was acknowledged that once Council set a principle it was executed by officers with professional discretion. A Member suggested that the working party should focus on its original remit, which was not yet fully addressed. It was proposed and **agreed**, in accord with this view, that once the Participatory Budget project issues were addressed, the next general Working Party meeting should focus upon the main remit originally set and it should then be clear if there was any merit in a change in status.

**It was resolved that:**

**FC2021/58.2** The Minutes of the meeting of Open Council Working Party held on 20<sup>th</sup> September 2021 (*copy in minute book*) are received and noted, and its recommendations are approved.

**c) Buildings Working Party 23<sup>rd</sup> September 2021:** The Minutes of this meeting were received, and the recommendations considered. The meeting had considered:

1. *Town Hall Heating system refurbishment:* The meeting had welcomed Ben Campbell of Delta Green Environmental Design, the Council’s commissioned consultants; attending to advise. Members of the working party had been furnished with a set of documents for reference and TC advised that he had originally anticipated the focus of the meeting would be a recently-arisen issue which significantly affected the project.

Preliminary assessment of the electrical supply and distribution connections serving the Town Hall had established that, to serve the proposed Air Source Heat Pump (ASHP), an upgrade would be required to the buildings main supply. This had been submitted to UK Power Networks (UKPN), who own and maintain the supply infrastructure in the South-East, and they had determined that a local substation would require an upgrade to deliver the necessary supply. The cost quoted for this was over £150,000, much of which was attributable to basic engineering work such as excavations and groundworks. Quotes had earlier been received from five potential installation contractors which were broadly in line with the expected range, but the effect of this additional cost on the Council’s project was significant, and it had been expected that the meeting would revisit the programme – TC having identified various funding options which might allow it to continue with only slight revision.

Air Source Heat Pumps consist of an outdoor condenser or heat exchanger unit, which extract ambient air and transfer the heat through refrigeration pipework to indoor plant. A system would be capable of providing 100% of heating demand within the building during mild temperatures (*eg* Autumn/Spring), but the flow temperatures which they generate (around 55°C) is considerably lower than required (around 80°C) to adequately ‘drive’ the existing internal heating system during colder periods, when the system would need topping-up by an additional boiler. As the existing heating system (cast iron radiators and distribution pipework) was to be retained, the chosen system would install a hybrid heating system, comprising an air source heat pump supplemented by gas-fired boiler plant, based upon the ASHP providing approximately 75% of the heating requirements.

Immediately before commencement of the meeting a further quotation had been received, in respect of the acoustic enclosure required by the proposed Air Source Heat Pump, and this was an impractically large structure and such a high cost as to completely alter the viability of the project as it currently stood. TC’s advice now was that a comprehensive review of the project and the technical specification were called-for, as it now appeared that the total cost of the preferred option could be between £400,000 - 500,000.

Some Members robustly expressed their concern that these factors were not discovered earlier, but it was explained that this was the first practical opportunity to address the matter as necessary preliminary assessments of both the existing electrical supply system and the ambient sound levels in the area of the homes adjacent the rear yard had been delayed by the

Covid-19 pandemic. Estimates had been included for these elements, but not of the order of cost now being quoted.

Members, some with technical professional backgrounds, questioned the high quotations and asked if they were likely to reduce if investigated with the providers. There were elements that appeared to be open to further competition, but it was reluctantly acknowledged that there were unlikely to be significant reductions, given the nature of the industry. Mr Campbell was challenged as to whether he might have foreseen the order of costs now quoted, and he stated that this was unprecedented in his experience. The costs were not quantifiable until completion of the surveys and it was unfortunate that UKPN's infrastructure in the centre of Lewes was inadequate for this type of installation. It was an unfortunate fact that since the original project estimates were presented many elements had increased in price, but the installation contractors and machinery costs were still acceptable. What could not be foreseen was the extremely high charge for upgrading a sub-station, groundworks, and the acoustic shielding.

A member questioned the cost of the acoustic enclosure, citing the likely cost to build a music studio as a comparator, and Mr Campbell explained that the self-supporting structure had to allow free passage of air to the air-source heat pump yet mitigate the sound transmitted via the same air. This was a technical conundrum that required specialized materials and construction, although he had been surprised at the size of enclosure determined by the acoustic requirements, and the cost. It was noted that the surrounding area was relatively quiet for most hours of the day, which demanded more insulation, and ASHP equipment was accepted to generate low-frequency sound which 'carried' and was the most difficult to mitigate.

Mr Campbell confirmed that the model of ASHP was the same as originally specified, and Members were reminded that this had been selected having taken account of such factors as the ecological impact and sustainability and future availability of the refrigerant used in its operation. The original report had shown the investigation of alternative locations for the equipment, but none were feasible. There may be alternatives worthy of consideration if the project was to be reviewed, as the industry and the relevant technologies had continued to develop rapidly over the past two years. Members suggested that separation of multiple smaller ASHP units could be feasible, or the ASHP/boiler contribution could be profiled differently, placing greater load on boilers.

Original estimates had anticipated a simple upgrade of cable from a local substation but the supplier needed to effectively recommission the substation. In answer to technical questions regarding the existing electrical supply capacity, Mr Campbell advised that the capacity was inadequate for most of the options considered, and modern regulations prevented many of the 'workaround' suggestions being mooted by Members. He was asked if he had ever experienced such disruption or inflation of an ASHP-focussed project, and he confirmed that this was unprecedented.

It was agreed that a comprehensive review of the fundamental options for a more sustainable heating system was needed, and work on the project would reluctantly be halted until that was available. There was an acknowledged risk that the single functioning boiler at the Town Hall could fail and may be irreparable, but this was unavoidable. Members noted that recent global developments suggested non-gas options might be more attractive now. Mr Campbell agreed that his company could produce a new report in 4 - 6 weeks. The Working party agreed that it should meet again in mid-November once this was available. Mr Campbell was thanked for his report and advice, and he was invited to contact Cllr Milner if it was thought his technical input might be helpful – either his own or his professional colleagues.

2. *Insurance Risk Assessment Surveys:* The meeting received reports, recently submitted by Zurich Insurance Risk Engineering, on the Town Hall and All Saints Centre. These had been prepared following visits in August and September 2021 by the Council insurer's technical Risk Analyst and were comprehensive assessments of risks perceived in the buildings and operations. The surveyor's reports – intended as advisory, but ultimately relevant to an underwriter's evaluation of premium - were detailed and broadly complimentary. The executive summaries confirmed that:

In the case of the All Saints Centre – two items were noteworthy: one was classified as ‘advisory’ and related to the provision of a lightning conductor. This should accord with the standard BS EN 62305 - Protection against Lightning, and subject to scheduled, annual, testing and maintenance by a specialist, or suitably qualified electrical contractor. This was straightforward and should be accommodated within routine maintenance budgets.

The other was classed as ‘important’: the implementation of a Hot Work permit scheme. Significant fire risks are associated with hot work processes such as welding and cutting, grinding and the use of bitumen boilers - which may be undertaken in connection with structural alterations and routine maintenance work. These risks may be further aggravated by contractors who are not familiar with the premises, and who may not be aware of the potential risks. A Hot Work Permit Scheme should control all hot work - whether done by contractors or own employees – and is fundamentally a specific project risk-assessment. The surveyor had kindly provided a template and link to Zurich’s approved protocol. There was no direct cost associated with this recommendation and it would be incorporated into the building’s management immediately.

The report on the Town Hall cited three ‘advisory’ items – lightning protection (as for All Saints); Police response to intruder alarms (not available in this area – our alarms are monitored by the system provider); review of Fire Risk Assessments (to be scheduled).

Four ‘important’ notes were: A Hot Work certification protocol (as for All Saints); regular inspection and cleaning of kitchen extraction ducting (could be included with existing service contractor); electrical installation minor defects (previously identified by our own electrical contractor and scheduled for repair/replacement) and the need for a Rebuilding Cost survey for insurance purposes (not done since purchase of the building in 1998/9). This last would require a Chartered Surveyor to be commissioned specifically, as the present Building Sum Insured may not reflect the current rebuilding costs, having risen annually according to a theoretical formula.

*3. General Discussion:* A question had arisen as to maintenance of box-tombs in the churchyard of the All Saints Centre, showing encroachment of ivy and couch-grass. It was believed that Lewes District Council had commissioned a survey of repairs needed but no work was apparent. TC recounted the principle of responsibility for maintenance of a closed churchyard (distinguished from de-consecration) and the fact that the responsibility had been passed-on to the District Council under statutory provisions in the early 1980’s. The Town Ranger would enquire of District Council officers regarding the position.

**It was resolved that:**

**FC2021/58.3** The Minutes of the meeting of the Buildings Working Party held on 23<sup>rd</sup> September 2021 (*copy in minute book*) are received and noted, and its recommendations are approved.

**d) Pells land exchange Working Party 23<sup>rd</sup> September 2021:** Council received the Minutes of this meeting, and the recommendations arising. The meeting had considered:

The background to this matter was that a land-swap proposal had been made in early 2018 by Lewes District Council (LDC) in respect of land held by the Town Brook Trust – The Pells swimming pool and recreation ground - to better-align boundaries with the proposed North Street Quarter development. The Working Party was set up to consider the matter in detail and after careful consideration of detail, confirmed its view regarding the overall potential increase in land area; the inherent benefits of some of the land, and the opportunity to tidy boundary lines.

A conditional agreement was recommended, provided there was no cost to the Council (as Town Brook Trust); no technical reasons were discovered regarding the vestigial Brook, and valuations adequate to satisfy the Charities Act regulations supported the exchange.

Agenda and Minutes of these meetings (18/9/2018; 24/4/2019 and 25/2/2020) are published on the Council’s website and show all relevant reports, plans etc. Final recommendations were agreed by Council on 27th February 2020, and the relevant Minute is FC2019/109.7.

That position was relayed to LDC immediately and the matter had remained with them since then. LDC had recently submitted amended proposals for exchange including draft Heads of Terms and an independent valuation report. Details were considered subject to business confidentiality although there were general aspects to which Council's attention had been drawn by TC:

- › LDC had discovered, in carrying-out detailed work on the title boundaries, that one of the parcels of freehold land which LDC had proposed to swap takes in part of the Lease demise of another property holding. It was therefore not possible to include this land parcel in the exchange and the Heads of Terms related to two LDC-owned parcels only. The area of land owned by the Town Council which would be transferred was less than the original area valued.
- › There was a proposed 'balancing payment' payable by LDC to the Town Council as part of the exchange, in addition to LDC's two land parcels, to account for the difference in area. This was a modest but useful sum.
- › The valuation report noted the date of valuations as October 2019, and it was not immediately clear if the subsequent sale of the North Street development land (and attendant change in development prospects) had material implications for either value or the proposals in general terms, and this should be established.

The working party had considered the valuation report and Heads of Terms, and debated the points raised. There were questions as to the desirability of asking for a revised valuation on the grounds of updated values and/or certain assumptions underlying the assessment (*eg* current planning position and the costs used as a basis for the likelihood of development and sale of homes on the transferred land). TC had suggested that LDC might be asked to revisit these aspects, rather than commission a full revaluation, but after lengthy consideration of all relevant factors and benefits to the Trust, Members agreed to recommend that the transfer should be accepted, while the offer remained open.

**It was resolved that:**

**FC2021/58.4** The Minutes of the meeting of the Pells land exchange Working Party held on 23<sup>rd</sup> September 2021 (*copy in minute book*) are received and noted.

**FC2021/58.5** The transfer of land between Lewes District and Town Councils, as proposed in Heads of Terms provided by Lewes District Council, is agreed.

**e) Malling Community Centre Steering Group 30<sup>th</sup> September 2021:** The Minutes of this meeting were received, and the recommendations considered. The meeting had considered:

*1 General overview:* TC had briefly reviewed the current position, in that there were a few 'snagging' issues still outstanding but these were in-hand with sub-contractors as required and should be completed soon. Equipping the Centre continued, with tables and chairs now delivered and items such as window blinds installed. The building license for public entertainment; sale of alcohol etc was expected to be approved shortly by the Licensing Authority. Bookings were increasing, and the Centre Manager expounded upon these. Regular weekly bookings for evenings and mornings were rapidly filling the diary, and there were provisional bookings for single events in 2022. There were questions as to how these would operate under the proposed model of a catering licensee, and this would be dependent upon Council's requirements being met when tenders were offered to the professional market, if that were the model chosen. Most hirers seemed very open to a range of possibilities and excited about the future prospects. The majority of hirers were local groups, and most of the 'original' users had returned and expressed themselves very happy with the new building. One exception was the Scout Group, who were unhappy that they would be unable to offer some of their previous activities (indoor ball games and use of the kitchen for cookery skills training) and other dissatisfactions, including the charges. The Scout's traditional booking times remained open to them, but they were insistent that they must have exclusive use of the whole building. Other 'divisions' of the movement, such as Beavers and Cubs had returned and were very happy. Councillors expressed surprise that these younger age-groups did not have similar exclusivity requirements, and it had been explained that they simply chaperoned any young

member who needed to use facilities elsewhere in the building. Members were sympathetic to some of the Scout leader's points, although recognized that it would not be practical or advisable to agree some of the requirements. Discussions would continue, and any Members who wished to assist in finding a resolution were reminded that they must scrupulously observe the distinction between assisting a constituent, and operational management matters. It was recognized that a new profile of use would emerge once operations commenced, and Ms Roxx explained that there was much interest in the ultimate vision of a fully-operational Centre with the bar/café operating normally. This was attractive to many who used the halls, although some users sought a bar that they could operate themselves as a fund-raising opportunity, as in the past. There had been early discussions with other children's classes and family groups, and a relationship was building with the adjacent County Council's Children's Centre and a local adoption agency/group had expressed interest in regular use of the smallest hall. There followed a series of general questions from Members and discussion on several aspects of the building and prospective operations, including such things as users 'migrating' from other buildings/facilities in the area (a Wellbeing group were understood to have moved from elsewhere); bicycle stands (purchased – exact siting under consideration), and basic equipment for use by hirers. A 'gala' opening event would be planned in due course. A "Festival of Malling" was suggested as a theme, although it was acknowledged that the facility was intended to serve a wider community than the immediate local area. There was interest in the effectiveness of staff coverage for the operating hours that were becoming established. It was explained that these were being managed, and a number of other elements were in place to allow the Council flexibility in future *eg* the recruitment of three staff on fixed-term contracts at the All Saints Centre had covered the current establishment vacancy (Venue Assistant) and the maternity leave of the Manager and Assistant Manager. These would be reviewed in due course and there may be scope to redeploy one of these staff, although there were other factors to consider such as the eligibility for retirement of all operational staff at the Town Hall between mid-2023 and early 2024. Other matters discussed covered online booking systems; 'What's On?' guides; customer feedback opportunities etc, and it was acknowledged that there was scope for review by the new Communications Officer, collaborating with other working parties.

*2 Catering:* Further to the Group's earlier decision draft Heads of Terms (HoT) outlining details and the vision for the café/bar had been given to the Council's solicitor, and a draft lease was available for discussion. There followed a lengthy dissection of various elements of this, notably the opportunities for Council to influence or control hours of operation; locality of operator; use of local produce; sustainability of operations etc. All these aspects could be addressed by an interview process once a shortlist of credible/viable operators had been found through a tender process.

There were several questions regarding such aspects as the retention of the commercial agent, and their fee; the likelihood of attracting suitable operators with no current equipment available and no established clientele; opportunity to model flexibly for use as a community café etc. and it was explained that preliminary advice from the industry specialists indicated that the venue was an attractive proposition. The contract offered would specify requirements for any aspects unique to the Council's policies and overall management of the building, and when a contract was offered to the market, it should be possible to require a presentation by bidders before a tender was accepted, to assess compatibility with the Council's outlook. Cllr Bird argued that the HoT draft was rather prescriptive, and opportunities must remain open for local community operators. He was asked to provide suggestions for alternative text and undertook to provide this to TC after the meeting, for review and forwarding to the solicitor. Council noted these Minutes and it was observed that financial models proposed by prospective bidders must be carefully scrutinized.

**It was resolved that:**

**FC2021/58.6** The Minutes of the meeting of the Malling Community Centre Steering Group held on 30<sup>th</sup> September 2021 (*copy in minute book*) are received and noted.

**FC2021/59**

**OUSE WATER QUALITY:**

Council considered a Motion (*NOM010/2021 copy in minute book*) which proposed that Council



should write to Southern Water and South East Water asking what steps the companies are taking to alleviate the high level of pollution in the Ouse caused by discharges of sewage from sewage treatment works along the river and its tributaries; and the high level of water abstraction that has had a damaging effect on the tributary streams from the South Downs that feed in to the Ouse.

The motion stated that: there are 35 major sewage treatment works beside the Ouse and its tributaries. In times of heavy rain, the treatment works cannot always cope and raw sewage overflows into the river. If the flow into a sewage works exceeds seven times the dry weather flow (DWF) the company is deemed to have consent to discharge raw sewage to watercourses via what are known as Combined Sewage Overflows (CSOs), which results in rivers being charged with pathogenic bacteria and viruses, according to arboriculturalist Mary Parker, who has been researching the water system in Lewes District.

According to a Sussex Ouse Conservation Society (SOCS) newsletter from 2008, on the 23<sup>rd</sup> June 2008 Southern Water was fined £4,000 plus £845 costs for allowing sewage to enter the Bevern Stream. In 2017 the CSOs at Barcombe Sewage Treatment Works discharged 64 times. That is more than once a week. In 2018 there were 98 incidents covering a total of 635 hours. That is nearly twice a week, for a procedure that is only supposed to be carried out during “exceptional rainfall”.

The risk of pollution is not just from harmful bacteria and solid waste but also from dissolved nitrates, phosphates and other dangerous chemicals. There are frequent reports of people, especially children, swimming or falling off paddle boards becoming ill with dysentery. On many occasions large quantities of fish have been found dead in the river.

The concentration of chemicals in the river is exacerbated by the need for water for human consumption, industry and agriculture. The resulting low flows of the tributary streams of the Ouse are often inadequate to dilute the sewage thereby causing much ecological damage as well as being a threat to human health. In summertime about 60% of the river water at Barcombe Mills is sewage effluent. The water there is then extracted and cleaned to provide potable water.

Lewes District receives water from sources owned and operated by South East Water and Southern Water. Southern Water, which is owned by the Australian investment bank Macquarie, has a licence to remove 77,500,000 litres per day from its downland bore holes. South Eastern Water, which is 50% owned by an American company and 37% owned by a Canadian company, has six boreholes along the South Downs between Lewes and Shoreham. The company has a licence to abstract 5,500,000 litres a day from the boreholes along the foot of the Downs. 6. This high level of abstraction has had a damaging effect on the tributary streams from the South Downs that feed in to the Ouse. In 2016/17 South East Water estimated that every person used 151 litres of water per day but there needed to be a long-term reduction in water use. It is generally believed that Sussex could be faced with severe water shortages in just ten years' time if predictions from Southern Water prove to be accurate. The National Audit Office (25/3/2020) has called on the government to take further steps to prevent parts of the south of England from running out of water within 20 years.

There followed a lengthy debate during which several Councillors spoke. It was suggested that primary legislation is required and commented that another major flood event (as in 2000) was “inevitable” and that “effluent levels will be a key factor in community suffering”. TC was asked to word the letter “quite aggressively”.

**It was resolved that:**

**FC2021/59.1** Lewes Town Council will write to Southern Water and South East Water asking what steps the companies are taking to alleviate the high level of pollution in the Ouse caused by discharges of sewage from sewage treatment works along the river and its tributaries; and the high level of water abstraction that has had a damaging effect on the tributary streams from the South Downs that feed in to the Ouse.

## LEWES PRIORY – Priory Trust World Heritage Site bid

Council considered report (*FC011/2021 copy in minute book*) apprising Members of an initiative of Lewes Priory Trust (tenants of the Council's Priory Park), in alliance with the international Federation of Cluniac Sites, to register as a UNESCO World Heritage site.

Councillors were reminded that:

Lewes Priory Trust hold a lease, expiring in August 2041, on the Council's land at Lewes Priory. The permitted uses under the lease are:

- a) The provision establishment and management of a heritage site and other facilities with access for the public and to develop the site as desirable for heritage, heritage related, educational and general leisure purposes.
- b) The repair, renovation, restoration, maintenance and preservation of the remains and the heritage site generally.
- c) The support and encouragement of archaeological and other research related to the premises.
- d) The establishment and development of museums, displays and other exhibitions and to publicize the site in whatever manner is appropriate.
- e) The provision of facilities for the benefit and education of the public and to make such arrangements as are necessary to enable the public to view and enjoy the site (whether free or at a charge).
- f) With the prior agreement of the Council to perform or carry on any other purpose or activity which can in the opinion of the Trust be properly performed or carried on in connection with or ancillary to these uses.

The Council makes an annual grant under the lease as a fee for maintenance of the site as a public park.

Information provided by the Chairman of Lewes Priory Trust explained that Lewes Priory of St Pancras is a Cluniac monastery. It was the major Cluniac monastery in Britain. The Cluniacs were one of the most important monastic orders in the Middle Ages and it means that for some 450 years Lewes Priory was part of a network of hundreds of Cluniac monasteries across Europe. Today the impressive remains of Lewes's priory are owned by Lewes Town Council and maintained on a day-to-day basis by Lewes Priory Trust.

Lewes Priory Trust is one of 186 members of the international Federation of Cluniac Sites. The Federation had announced its plan to register as a UNESCO World Heritage Site.

Sites fall into two main categories, "cultural" and "natural". There are already 32 World heritage Sites in the UK, including Stonehenge and the Lake District.

What this means for Lewes:

Stage 1 - the Federation is creating a list of Cluniac sites from which a shortlist will go forward in support of the Federation's candidacy. Lewes Priory Trust has already indicated to the Federation that it wishes to be part of that shortlist.

Stage 2: the Federation presents its case to UNESCO. For Lewes this means a lot of paperwork, perhaps over a three-year period, demonstrating that the Priory is properly maintained, that it is part of the community and that local bodies (and indeed all the way up to national level in both the political and cultural domains) are supportive. The Trust feels confident that it meets all the criteria concerned and looks forward to collaborating at all levels in order to bring about the success of the bid. Although there will be some costs incurred during this process (*eg* travel and other costs associated with making presentations etc.) the Town Council should need to do no more than offer its current level of support and assist in maintaining the integrity of the site.

Stage 3: if the Federation's bid is successful, Lewes is then part of a UNESCO World Cultural Site and the town, the county and the country can promote Lewes Priory as such. Although registered as part of a "collectivity" of locations, such as the Route to Compostela and the Slate Landscape of Northwest Wales, Lewes would now stand alongside individual locations of world renown, among them the Taj Mahal, the Pyramids and the Colosseum in Rome.

Councillors considered this a very exciting project and wished to give it every support.

**It was resolved that:**

**FC2021/60.1** Lewes Town Council support the initiative of Lewes Priory Trust (tenants of the Council's Priory Park) in alliance with the international Federation of Cluniac Sites, to register as a UNESCO World Heritage site.

**FC2021/61**

**POLICY on COVID-19 PRECAUTIONS:**

There was in place a temporary policy with regard to continued restrictions on visitors to Council buildings. This required the wearing of masks by all visitors and limited audience or visitor numbers to 75% of a room/hall's normal capacity. This policy was to be regularly reviewed. Council considered the most recent Covid-19 infection rate statistics for the town and there appeared a slight decline in risk, although the picture was unclear and certain risk factors were thought to be increasing (*eg* seasonal changes and school-aged vectors)

**It was resolved that:**

**FC2021/61.1** The agreed temporary policy on Covid-19 mitigation remains to allow events at Council buildings with audiences/attendees numbering no more than **75%** of the maximum capacity of a room. This will be reviewed at the next meeting of the Council.

**FC2021/62**

**UPDATE ON MATTERS IN PROGRESS:**

An update on progress with the Annual Major Items Plan was distributed (copy in minute book) and TC elaborated on various salient points.

**FC2021/63**

**NOTICE of ITEMS IN PROSPECT:**

*Dates to note etc* for forthcoming meetings and events were:

- › The next Planning Committee would be Tuesday 12<sup>th</sup> October at 7:00pm in the Council Chamber (**face-to-face meeting**).
- › The Open Council Working Party would meet during week commencing 25<sup>th</sup> October (or earlier) details TBC.
- › The Building Working Party would be convened when a revised options report is received from the Consultants.
- › The next Council meeting would take place on **Thursday 11<sup>th</sup> November 2021** at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 1<sup>st</sup> November.
- › The next cycle of applications (Cycle 3 of 4) to the Council's grants programme has a deadline for applications (now online-only) of 19<sup>th</sup> November 2021 with an online meeting of the Grant Panel on Weds 1<sup>st</sup> December to formulate recommendations to Council on 16<sup>th</sup> December.
- › TBC – Landport Bottom Management Cttee and others in due course.

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

- › Ouse Water Quality (*letter to Southern Water and South East Water*)

**FC2021/64**

**TRANSFER of RESPONSIBILITIES to SUCCESSOR TOWN CLERK:**

Council considered report FC012/2021 (*copy in the minute book*) which recommended immediate transfer of responsibilities to the successor Town Clerk.

The Town Clerk (TC) would formally retire on 14th December 2021, but on account of significant accrued leave entitlement would cease work on 29th October 2021, taking leave up to the retirement date and with any balance outstanding at that date paid in lieu in the normal way. This meant that the meeting of 7th October 2021 was the last scheduled opportunity before the Town Clerk was effectively unavailable, for Council to transfer responsibilities without any problematic 'gap' in the conduct of all the Council's statutory and business processes.

The Town Clerk Designate had been in-post since 1st September. The agreed separate part-time post of Responsible Finance Officer (RFO) was not yet filled (recruitment would commence shortly).

TC explained that the Town Clerk Designate had rapidly familiarized herself with the role and already demonstrated a thorough understanding of the duties and responsibilities. He stated that he had no hesitation in proposing a handover of responsibilities earlier than the standard review of a new employee and had no doubt that this would offer a smooth transition for staff and Councillors alike.

As she previously acted as RFO at her previous Council (another 'larger' Council with a Council Tax precept of >£1Million) and would have a thorough briefing from TC (the current RFO) before leaving, during commencement of the annual budget cycle, the practical option to bridge any 'gap' before the new RFO was in post was to confer temporarily these responsibilities on the Town Clerk Designate.

**It was resolved that:**

**FC2020/64.1** All responsibilities and duties of the Town Clerk (TC) as Proper Officer; Head of Paid Service; statutory responsibilities and those conferred by Standing Orders; Financial Regulations *etc.* be transferred with immediate effect to the Town Clerk Designate, as a practical measure in anticipation of the imminent retirement of the present Town Clerk.

**FC2020/64.2** Pending commencement of the agreed part-time Responsible Finance Officer (*as defined in s151 Local Government Act 1972*), the responsibilities of that role are temporarily conferred on the Town Clerk Designate.

**FC2021/65**

**VOTE of THANKS**

There followed a presentation of gifts to the retiring Town Clerk, and thanks for his service. Three Members – all very long-serving Members and all past Mayors - asked to speak and described the many changes and advances brought to the Town Council by Mr Brigden compared with the organization he had originally 'inherited' in 2002; described as a "complete transformation". He was commended for his extensive knowledge; professional and pastoral care of staff and Councillors, and thanked for his diligence, advice, patience and friendship. Mr Brigden responded and briefly described his perspective on the past and future; thanking Councillors for their gifts and kind words.

**It was resolved that:**

**FC2020/65.1** Lewes Town Council records its thanks to its retiring Town Clerk, Steve Brigden, for his years of service.

There being no further business the Mayor closed the meeting; thanking everyone for their contributions.  
*The meeting ended at 8.35pm*

Signed:                      Date: .....

## **QUESTION RECEIVED:**

From – Cllr Imogen Makepeace (4<sup>th</sup> October 2021)

The Commemorations Committee of 12th August recommended to Council a budget expenditure for a firework display to commemorate the Queen's jubilee in June 22.

The Council has a policy for deciding Major Funding Requests.\* Resolution FC2020/07.2 The briefing for this policy is as follows:

"This Briefing Note explains how we will assess requests for 'Major funding', eg normally any request for more than £2,000, falling outside our Miscellaneous Grants scheme."

In answer to my question in an email of 27/09

*"Please could you define the difference between a committee's recommendation for allocating funds to a project and what is described as a "Major Funding project"?*

*I ask, because I am surprised to see that the recommendation for firework celebrations was not subject to our own policy for scrutinising how we spend public funds".*

This answer was given:

*"The 'Major Funding' principles apply to requests from third-parties as for 'ordinary' Community Grant applications – simply larger amounts.*

*You are quoting, out of context, a briefing note addressed to third-parties which states that the process applies '..when a relevant application is received'.*

*Had you attended Council you would have heard that this was not introduced as such, but as a partnership arrangement similar to others over the years where the Council has contributed such things as meeting rooms and assistance with the planning of events; some funds; the Mayor as host of opening/closing events and so-on. The Council will therefore be, effectively, spending its own funds."*

**Does the Council agree that *all* the money we are responsible for is public money and that we have an obligation to the community to demonstrate transparency and accountability?**

**Have these obligations been met by the process?**

**ANSWER:** given by the Mayor:

These selective quotes are misleading: the FULL answer given (27<sup>th</sup> Sept) was:

"This item was debated at length at the Council meeting which you missed (*holiday*).

It arose from the recommendation of a committee which you also missed (*family picnic*).

There was a protracted debate in Council, culminating in a vote which supported the recommendation.

Had you attended the original Commemorations Committee meeting you would have heard that a partnership role in the project envisaged by the Bonfire Societies was proposed by our own Civic Officer as representing an ideal way for the Council to address the Queen's Platinum Jubilee.

The Committee agreed. Your own colleague, Cllr Dr Maples, stated that although "not really her kind of thing" she anticipated that the event would be done very well, and that it was "...great if it is partly on our behalf..."

The 'Major Funding' principles apply to requests from third-parties as for 'ordinary' Community Grant applications – simply larger amounts.

You are quoting, out of context, a briefing note addressed to third-parties which states that the process applies '*..when a relevant application is received*'.

Had you attended Council you would have heard that this was not introduced as such, but as a partnership arrangement similar to others over the years where the Council has contributed such things as meeting rooms and assistance with the planning of events; some funds; the Mayor as host of opening/closing events and so-on. The Council will therefore be, effectively, spending its own funds.

The item was not 'waved through' as you claim but was subject to two votes – one on Cllr Handy's amendment calling for application of the Major Funding process, which failed, and one on the substantive Committee recommendation - which was **carried 9:5**."

*..continued*

Yes - the Council does have an obligation to the public to demonstrate transparency and accountability.

Yes - these obligations have been met by the process of recommendation and decision making through Committee and Council.

The Commemorations Committee is mandated to consider significant anniversaries, and to formulate recommendation for Council as to the appropriate recognition of them. The Committee did this with regards to the Queens Platinum Jubilee and the recommendation to Council was the sum of £15,000 to be included in the Budget for 2022/23 as support for the Lewes bonfire Society joint project for a Queens Jubilee firework display. The Committee felt this to be an appropriate recognition of the occasion, and by working in partnership with the Bonfire Societies, would be able to deliver a successful event at what was considered to be the lowest cost of a traditional Lewes display.

Transparency and accountability were demonstrated through the published minutes of the Committee, which formed part of the agenda for Council, which is published three clear working days before the meeting, ensuring the public are aware of the business to be conducted at the meeting. The minutes of Council were then also published, ensuring the public are aware of the decisions made by Council.

All Councillors should be familiar with Standing Orders regarding rescission of previous resolutions.



## **Minutes of the meeting of the Finance Working Party**

held on **Thursday 28<sup>th</sup> October 2021 at 7:00pm**, online via Zoom Meetings.

**Present** Cllrs G Earl; O Henman (elected Chairman); J Herbert; I Makepeace; Dr G Mayhew; and K Wood, and (not appointed to Working Party) Cllrs Catlin and Lamb.

In attendance: S Brigden (Town Clerk [TC]); Ms L Chrysostomou (TC Designate)

**FWP2021/01 Election of chairman:** Cllr Henman was elected Chairman.

**FWP2021/02 Apologies for absence:** There were none; all members were present.

**FWP2021/03 Declarations of interest:** There were none.

**FWP2021/04 Questions:** There were none.

**FWP2021/05 Remit of the working party:**

The working party is tasked to consider the detail of estimated expenditure and income for the Council's operations, levels of fees & charges, and to agree a draft budget and level of Council Tax precept, for recommendation to Council.

The Working Party is asked to ensure appropriate provision for items constituting the Council's Major Items Plan for 2022 to 2023.

**FWP2021/06** As the Working Party was to discuss low-level detail of the Council's finances, and during the meeting personal details related to present employees, and proposed expenditure on contracts for supply of goods and services (potentially commercially-sensitive) might be disclosed, the Chairman proposed, and it was consequently **resolved that:**

**FWP2021/06.1** "In view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960; any members of the press or public present be excluded and instructed to withdraw. The nature of this business is: personal details related to present employees, and proposed expenditure on contracts for supply of goods and services"

**FWP2021/07 Business of the meeting:**

1 Working notes were presented 'live', illustrating various assumptions and background values; together with draft service budgets for 2022 to 2023 and miscellaneous comparative values to help with context. It was explained that this meeting was intended to address basic assumptions and underlying principles, and further meetings could be held as required before a final recommendation to Council was formulated.

2 The Town Clerk elaborated upon the working-draft budget and explained underlying assumptions and reasoning; demonstrating factors such as value assumptions and estimated levels of increase for 'standard' elements such as insurances, utilities, staffing costs etc. and described the principles that had been applied in estimating the budget. It was noted that there were several unavoidable factors such as maternity leave cover; government imposed increase to National Insurance contributions for employers; increase to employer's contribution rates for the local government pension scheme and prudent provision for nationally-agreed pay awards.

Working Party Members satisfied themselves that these were reasonable, although noted that they wished to reserve opinions on a prudent increase to allow for utility charges, pending a review of prospective future energy charges etc, before finally confirming any budget recommendations.

3 The Town Clerk stressed that the Council must continue to heed the fact that the uncommitted General Fund (GF), depleted in recent years due to the cost of major repairs to buildings, should be maintained as per standing audit guidance at or around £400,000, and the Council's own Investment & Reserves Policy aimed to establish this at approximately four months' gross expenditure – i.e. between £470,000 and £500,000 at current budget levels. The strategy to achieve this had been, for the past few years, an annual appropriation from precept of £50,000 solely for the purpose of rebuilding the recommended GF balance – shown in tables and the published accounts as Reserve P10 '*General Fund reinstatement*'. Additionally, operating factors in recent years and reduced costs during the Covid-19 pandemic had improved the balance at the start of the current financial year to just over £375,000. It was noted that this situation could be allowed to continue developing slowly, because the Council held significant other Reserves which could be appropriated *in extremis* (and auditors recognized this position) but could not be ignored or delayed unduly.

4 With these points in mind, the Working Party considered the draft service budget estimates presented for 2022 to 2023. Principal in these deliberations was recognition that many taxpayers in 2022 could be facing continued financial hardships due to Covid-19, and there was a common desire to avoid or minimize increases if possible. It was acknowledged, however, that there were unavoidable increases and a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services; to continue the restoration of the General Fund balance, and to provide for unavoidable, foreseeable, expenses.

5 It was remarked that the Council's operating expenditure seemed biased toward buildings costs not services, but the Town Clerk emphasized that the buildings were predominantly used to provide community services and facilities that would otherwise be unavailable in the town. They were an intrinsic part of the town's cultural fabric – offering a 'home base' for many community groups and organisations at affordable rates, as well as being significant architectural landmarks with a rich history.

6 Building and engineering works were of particular concern, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Recent quotations for additional works necessary to complete a replacement of the Town Hall heating system were a particular factor, and this was being addressed by the Council's Buildings Working Party who awaited a revised report from consultants on technical options.

7 The working party considered the proposed contributions to reserves, and operational requirements, in some detail. The draft budgets presented took account of:

- Provision for known/anticipated increases in public utility supplies
- Adjustments for completed and imminent (previously approved) projects
- Provision for elements identified in the Council's 'major items' plan
- Appropriate reserves for agreed/anticipated projects
- Provision for anticipated increases in insurance and other overhead costs *etc*
- Provision for known increase in employers' pension and NI contributions



- Refinement of overhead allocation to services and base service cost estimates
- An estimated adjustment to salaries (a national agreement reached annually through the local government joint negotiating body).
- Provision for known and/or anticipated increases in cost of contracted services
- Maintenance of the small grants fund, recognizing the consistently high level of applications received
- Re-establishment of exhausted reserves and/or continuation of prudent contributions
- Provision for costs associated with the acquisition of assets or services through devolution
- Fees & charges income

The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues.

8 Provision was made for all 'unavoidable' increases to give a base value, and 'live' modelling of various options was conducted throughout the meeting with the implications and overall impact assessed at each point.

9 The draft budget initially presented had indicated a precept increase significantly above general inflation. Refinement of some Reserve provisions during the meeting reduced this substantially, and the Town Clerk indicated some areas where further modest refinement would reduce this. The adjustments were discussed in detail and a revised figure resulted in a precept that would increase slightly less than inflation, although this was inadequate to cover some of the unavoidable increases in overheads.

Members agreed that this position would hold until the Buildings Working party were in a position to evaluate revised plans for a Town Hall heating system replacement.

**FWP2021/08 Conclusions/recommendations:**

- The draft budget, as revised during the meeting, would be distributed shortly to Working Party members.
- A further meeting would be scheduled once the Buildings Working party were in a position to evaluate revised plans for a Town Hall heating system replacement.
- Before any budget recommendation to Council was finalized, the provisional values applied to allow for utility charge increases would be tested against tariff projections prevailing at that time.

**FWP2021/09** The Chair thanked everyone for their contributions and declared the meeting closed.

*The meeting ended at 9:30pm*

Signed: .....

Date:

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 11<sup>th</sup> November 2021**

**Report Number: FC013**

**Report by: Town Clerk**

**Subject: Changes to Councillors individual duties**

### **1. Summary**

- 1.1 To advise Council of proposed changes to individual Member's appointed duties

### **2. Recommendations**

- 2.1 Council is Recommended to:
1. Agree these changes and otherwise note the report.

### **3. Background**

- 3.1 Duties were originally allocated to individual Members at the Annual Meeting on 16<sup>th</sup> May 2019 and have subsequently been amended.  
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. Members Individual Duties**

- 4.1 Councillor Lamb requests that he be appointed to the Finance Working Party. (Council has an established fixed complement for this Working Party of six; currently consisting of *five* Members).
- 4.2 Councillor Lamb requests to resign from his seat on the Audit Panel. (Council has an established fixed complement for this Panel of six; consisting of *five* Members after this change.

Laura Chrysostomou

**Town Clerk**

Councillors Individual Duties 2021 to 2022 as at November 2021

		Bank Signatory		Grants panel	Planning Committee	Audit Panel (6)	Personnel Panel (6)	Finance w/Pty (6)	ASC Steering Group	Comms & Events	Landport Bott Mgt	Transport Committee	Buildings Refurb' nt	Pels land exchange	UN sust' y goals	Open Council	Eqy;Divy;In cl	Devolution W/pty	Allotments W/pty	MCC Steering
Janet	<b>Baah</b>	✓		✓								✓			✓		✓			✓
Matt	<b>Bird</b>					✓					✓	✓	✓		✓	✓	✓		✓	✓
Richard	<b>Burrows</b>	✓		✓			✓		✓		✓							✓	✓	
Stephen	<b>Catlin</b>			✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓
Guy	<b>Earl</b>	✓						✓		✓			✓					✓		✓
Rob	<b>Handy</b>				✓						✓	✓					✓			
Oli	<b>Henman</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: 11<sup>th</sup> November 2021**

**Report Number: FC014**

**Report by: Town Clerk**

**Subject: Participatory Budget Pilot**

### **1. Summary**

- 1.1 To propose a programme of participatory budget activities in relation to prioritising the list of projects contained in Section 11 of the Town Council's Neighbourhood Plan, which are eligible for funding from the Community Infrastructure Levy (CIL).

### **2. Recommendations**

- 2.1 Council is Recommended to:
1. Review and approve the Top Trumps Cards and proposed activity (paragraph 4 refers along with appendix 1)
  2. Review and approve the Context table (paragraph 5 refers along with appendix 2)
  3. Agree the outreach activities and confirm locations and facilitators (paragraph 6 refers)
  4. Agree expenditure up to £500 to deliver these (paragraph 8 refers)

### **3. Background**

- 3.1 Council had asked the Open Council Working Party to consider ways to engage the public with the agreed Public Participatory Budget pilot scheme, asking the community to help prioritize the list of projects (37 in total) contained in section 11 of the Lewes Neighbourhood Plan; all being eligible for funding from accrued Community Infrastructure Levy (CIL) receipts.
- 3.2 As a pilot scheme, it was recognized that the breadth of communications and outreach should not be disproportionate to the amount of CIL money available. Nevertheless, it was desirable to engage across the spectrum of online, face-to-face, focused and more 'casual' communication. Using a range of communications and discussion activity would give a better idea of what is scalable for future participatory budgeting exercises (should the pilot be successful).

- 3.3 The idea of the 'Top Trumps' cards being used as a means to neatly summarise Neighbourhood Plan projects and thereby aid discussion was warmly received by Council. Members of the Open Council Working Party were asked to prepare initial designs to allow a firm proposal with detailed costs to be assessed at a future meeting of Council.
- 3.4 Councillors Vernon and Waring prepared initial designs of the Top Trumps cards and a trial was conducted with Councillors and staff on 14<sup>th</sup> October 2021.
- 3.5 Following this trial the Working Party held a workshop on 26<sup>th</sup> October to feed back on the trial and agree the proposal for Council.
- 3.6 It was noted by the Working Party that a trial of the game online would be needed to ensure the format works.

#### **4. Top Trumps Cards**

- 4.1 Attached as Appendix 2 to this report are the draft Top Trumps cards for consideration and approval by Council. Please note that where projects have been or are nearly completed (e.g. Tingle's Way), those cards will be withdrawn, while other projects may be parsed into additional cards.
- 4.2 Following the trial, it was agreed by the Working Party that having three elements to the activity was the best way forward: (a) the ice breaker, (b) the favourite game, (c) the vote.

It was suggested that players have name cards if meeting face to face.

##### **(a) The 'ice breaker'**

- Play a game of Top Trumps as an icebreaker. It was noted that it was useful for the player to state the title and description from the card before 'playing' the card.
- Person to left of dealer starts. The winner of a round then starts the next round. If that is the same person again and again then the facilitator can get the person to the left of the winner to start.
- There will need to be adjustments to the 'traditional' game in the case of a draw – the player who went first would pick another category from that card and other players would do the same.
- The joker card enables a player to make a project up.
- Allow 15 minutes for the ice-breaker.

##### **(b) The 'favourite' game**

- Person with the most cards re-deals the entire pack
- This time each player lays out all their cards and selects a card (project) that is their favourite. Each player then talks to the group as to why they chose the card they did.
- Allow 15-20 minutes for the favourites game. Facilitator can allow people to go on to second choice round if they are waiting for other groups to finish.

### (c) The 'vote'

- This could be done two ways. On a chart/board with all the projects displayed and participants put a sticker next to their favourite. Or a ballot box and participants write on a blank piece of paper their favourite project and why. Online versions of the game will include simple polling.
- Depending on the location, format and participants, this aspect may last between 20-30 minutes.
- Facilitators should provide a short (max 5-10 mins) round-up, asking for feedback on the process (in some cases, we may wish to use a feedback form or link to online feedback) and thanking participants

4.3 Members are therefore asked to review and approve the draft Top Trumps cards (appendix 1) and the proposed activity as outlined above.

## **5. Context Table**

5.1 Members of the Working Party have made a start on a 'Context Table' designed to be printed as an A5 'booklet' (hard copy and digital) to go alongside the pack of cards to support the facilitators' understanding of each project and/or to provide context to participants. It could be put on the website ahead of any event and read in advance of attending.

5.2 Members are asked to review and approve this document (appendix 2), with final amendments to be made by the Town Clerk with members of the Working Party.

## **6. Participation**

6.1 The Working Party were keen to run sessions with a diverse range of people. Recognising that the Top Trumps format was highly portable, it was therefore suggested that, as well as hosting activities in the Town Hall and online, the activity is taken to different locations. Suggestions included: business meetings, community organisation meetings, sheltered housing, schools, Landport Community Hub, Linklater Pavilion and Malling Community Centre.

6.2 Delivering the project will require a number of facilitators. Several members of the Working Party volunteered to be facilitators. To encourage whole council engagement and to reach as wide and varied an audience as possible it was agreed to ask all Councillors if they wished to be facilitators.

6.3 Members are therefore asked to consider the option of undertaking wider outreach activities and, if agreed, to confirm locations/groups.

6.4 Members are also asked to volunteer as facilitators (training will be provided).

## **7. Map**

7.1 It was suggested by the Working Party that a map also be created to enable participants to see the spread of the projects across the Town. This is being worked on.

## **8. Financial Implications**

- 8.1 It was agreed that 12 packs would be required to enable a larger group of around 50 participants. The Working Party agreed that it would aid accessibility if 9 packs were produced at A6 size and 3 packs at A5 size. The Working Party agreed to use a local printing company, ideally who would meet environmental credentials, and would also allow freedom to change one or two cards rather than having to change a whole pack should damage or loss occur, or should significant new information arise. Estimated costs for printing up to £500.

Laura Chrysostomou

**Town Clerk**

## No.1 Create a 'Riverside Culture'



Create footpaths on both banks of the Ouse from Cliffe Bridge and Phoenix Bridges north west to Willey's Bridge and south east to Timbery Lane.

**Good for Pedestrians** \*\*\*\*

**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*\*

**Ease of Delivery** \*

**Cost** £££££

## No.2 Edge of Town Activity Hubs



The desire is to create opportunities for people young and old to meet in their locale to do things rather needing to come into the town centre.

**Good for Pedestrians** \*\*\*\*

**Cool, Cultural and Sporty** \*\*\*\*

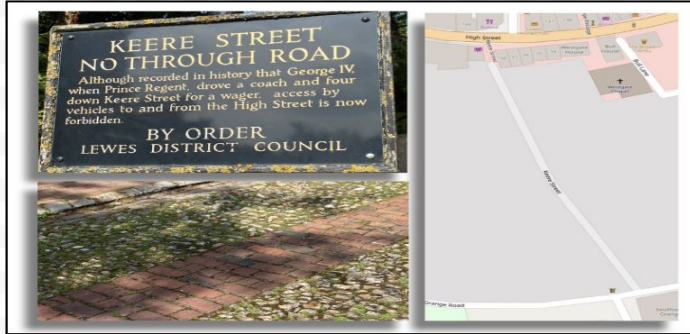
**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*

**Cost** ££



### No.3 Repairs to Keere Street



*Let's bring Keere Street back to its glory days of 1811 and how the Prince Regent would have found it - reset the cobbles and clear out the vegetation.*

**Good for Pedestrians** \*\*\*

**Cool, Cultural and Sporty** \*\*\*\*\*

**Calm, Relaxed and Wellbeing** \*\*

**Ease of Delivery** \*\*

**Cost** ££££

### No.4 Crown Court Pavement Repairs



*Use a heavier substrate to prevent vehicle damage or put in bollards to prevent vehicles mounting the kerb.*

**Good for Pedestrians** \*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*\*

**Cost** £££

## No.5 Pavement Repairs to the Hospital



*Minor repairs to make the route safe for people with a disability (e.g dropped crossings, removal of pavement problems)*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*\*\*

**Cost** ££

## No.6 Piggy Steps Pedestrian Crossing



*Children and parents passing back and forth between the Landport and two schools on the other side of Offham Rd requires a pedestrian crossing.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*\*

**Cost** ££

## No.7 Grange Road Pavement Repairs



*This have become challenging for those with mobility difficulties. It does not quite make the ESCC danger standards to trigger work.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*\*\*\*\*

**Cost** ££

## No.8 Access to Bell Lane Recreation Ground



*Provide proper disabled access to the Winterbourne Rec, from Bell Lane where the slope is at present challenging. Ideally part funding with LDC.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*\*

**Cost** £

## No.9 School Crossing Patrol



*Children and parents crossing back and forth to the primary and secondary schools make this a busy spot that requires a crossing patrol person.*

**Good for Pedestrians** \*\*\*\*\*

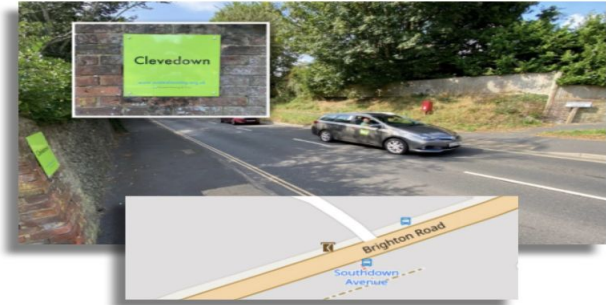
**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*\*\*\*\*

**Cost** ££

## No.10 Clevedon Sheltered Housing Crossing



*People from Clevedon Sheltered Housing on the south side of Brighton Road require a safe crossing point to the buses coming in from Brighton.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*\*

**Cost** ££££

## No.11 West Street Pedestrian Crossing



*The busy West Street favours traffic over pedestrians who struggle to cross at several points. Contribution towards or full funding of a pedestrian crossing.*

**Good for Pedestrians** \*\*\*\*\*

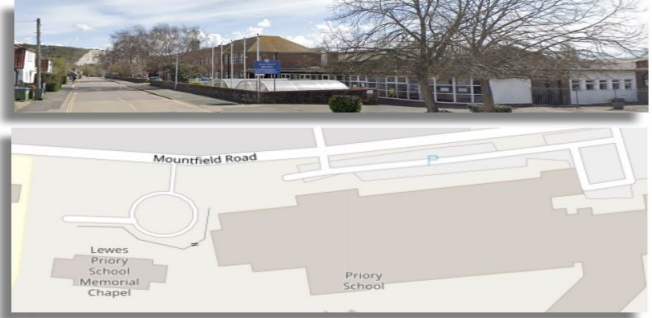
**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*\*

**Cost** ££

## No.12 Mountfield Road Crossing



*Priory School is a busy secondary school yet there is no dedicated pedestrian prioritised crossing spot along Mounfield Road.*

**Good forP** \*\*\*\*\*

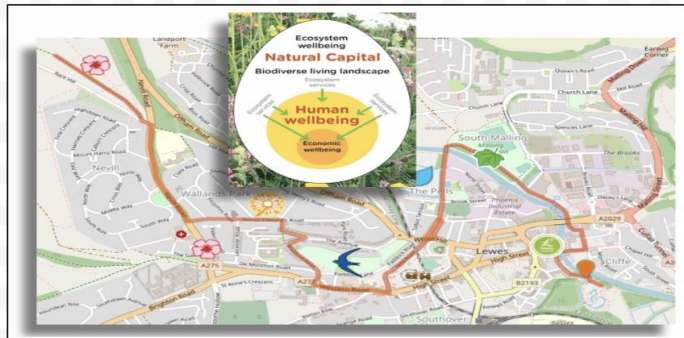
**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*\*\*

**Cost** ££

## No.13 Tingle's Way



*Contribution towards or funding of a self-guided tour of the Neighbourhood Plan 2015-2033 for Lewes Town as designed by Dr Colin Tingle.*

**Good for Pedestrians** \*\*\*\*

**Cool, Cultural and Sporty** \*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*\*\*

**Cost** £

## No.14 Cycle Route 90 through Lewes



*Working with ESCC and possibly SDNPA to fund a Cycle Route 90 through the town including the three links that are needed.*

**Good for Pedestrians** \*\*

**Cool, Cultural and Sporty** \*\*\*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*\*

**Ease of Delivery** \*\*\*\*\*

**Cost** ££

## No.15 Traffic Calming Measures



Provide traffic calming measures, either a speed camera or a vehicle activated warning sign, on Malling Hill and Malling Street.

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*\*\*

**Ease of Delivery** \*\*

**Cost** £££

## No.16 Lewes Bus Interchange



Create a suitable bus interchange or depot to replace the bus station when it is redeveloped.

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*

**Cost** £££££

## No.17 Free Visitor Coach Parking



*Provide a designated park for visiting coaches (left and right hand drive) and suitable driver facilities.*

**Good for Pedestrians** \*\*\*\*

**Cool, Cultural and Sporty** \*\*\*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*

**Cost** £££

## No.18 Reopen the Lewes to Uckfield Line



*Contribute to research and lobbying costs to raise enough funds regionally and nationally to reopen this important missing link in the railway network.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*

**Cost** ££



## No.19 Expand the local economy



*Look to expand the local economy away from the centre of town with local food shops, health services, creative services and concert venues.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*\*\*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*

**Cost** £

## No. 20 Decentralised Community Hubs



*Support ways to make places away from the town centre vibrant and distinct.*

**Good for Pedestrians** \*\*\*\*\*

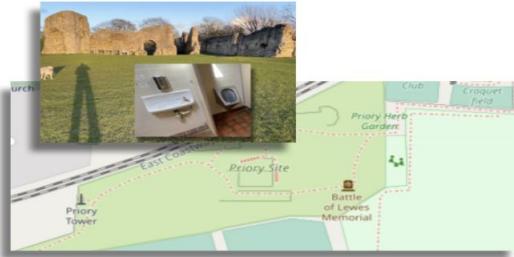
**Cool, Cultural and Sporty** \*\*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*\*

**Cost** £

## No. 21 Public Toilets for Priory Ruins



*Clean, easy access public toilets at this well visited location.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*\*\*

**Cost** £

## No.22 Reopen Western Road Public Toilets



*Provide public toilets on Western Road*

**Good for Pedestrians** \*\*\*\*

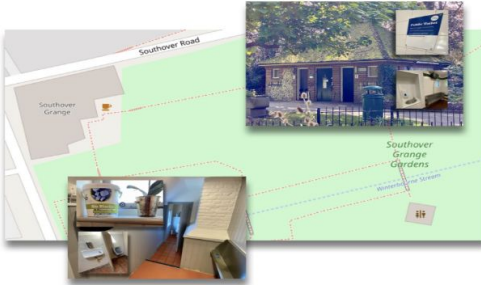
**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbein** \*\*\*\*

**Ease of Delivery** \*\*

**Cost** £££

## No. 23 Modernise Southover Grange WCs



*Improve, modernise and maintain the public toilets in Southover Grange Gardens to a high standard befitting of the town.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*\*

**Ease of Delivery** \*\*\*\*\*

**Cost** ££

## No.24 Run all the WCs



*Run the all town's public conveniences as 'clean and pleasant' premises by taking them all over from Lewes District Council.*

**Good for Pedestrians** \*\*\*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*\*\*

**Ease of Delivery** \*\*\*

**Cost** ££££££

## No.25 Operate St Mary's Social Centre



*Purchase St Mary's Social Centre from Lewes District Council and preserve for community use and run the centre with trustees.*

**Good for Pedestrians** \*\*\*

**Cool, Cultural and Sporty** \*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*

**Ease of Delivery** \*

**Cost** £££££

## No. 26 More Great Children's Play Areas



*Provision of more children's play areas around Lewes with up to date and exciting equipment.*

**Good for Pedestrians** \*\*\*

**Cool, Cultural and Sporty** \*\*\*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*\*

**Cost** ££££

## No. 27 Street Furniture Management



*Ensure that enhanced street furniture and more comprehensive sign-posting is provided in the Conservation Area whilst reducing street clutter.*

**Good for Pedestrians** \*\*

**Cool, Cultural and Sporty** \*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*\*

**Cost** £££

## No.28 Plant More Trees and Shrubs



*Plant more trees and shrubs in suitable places around the town: to create a pleasant environment, calm traffic, increase biodiversity and add shade.*

**Good for Pedestrians** \*\*\*\*

**Cool, Cultural and Sporty** \*\*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*\*

**Ease of Delivery** \*\*

**Cost** £

## No. 29 Reduce Overhead Cables



*Reduce unsightly overhead cables by putting them underground or managing them in a more aesthetic way in the Lewes building Conservation Area*

**Good for Pedestrians** \*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*

**Cost** £££££

## No.30 Complete Flood Defences



*Complete the flood defences along the River Ouse where additional improvements are required but are not planned to be provided.*

**Good for Pedestrians** \*\*\*

**Cool, Cultural and Sporty** \*\*

**Calm, Relaxed and Wellbeing** \*\*\*\*\*

**Ease of Delivery** \*

**Cost** £££££

## No.31 Sort out the Drains !!!



*Work with ESCC/or Southern Water to sort out some of the perennial problems with drains around the town.*

**Good for Pedestrians** \*\*\*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*\*\*

**Ease of Delivery** \*\*

**Cost** ££

Title

*Facts about this card - two lines maximum*

**Good for pedestrians** \*

**Cool, Cultural and Sporty Lewes** \*

**Calm, Relaxed and Wellbeing Lewes** \*

**Complexity** \*

**Cost** £

**Title**

*Facts about this card - two lines maximum*

**Good for Pedestrians** \*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*

**Ease of Delivery** \*

**Cost** £

**Title**

*Facts about this card - two lines maximum*

**Good for Pedestrians** \*

**Cool, Cultural and Sporty** \*

**Calm, Relaxed and Wellbeing** \*

**Ease of Delivery** \*

**Cost** £



# Context and details relating to the Lewes CIL Top Trumps Cards

## Introduction

Full Council had asked the Open Council Working Party to consider ways to engage the public with the agreed Public Participatory Budget pilot scheme, asking the community to help prioritize the list of projects (37 in total) contained in section 11 of the Lewes Neighbourhood Plan; all being eligible for funding from accrued Community Infrastructure Levy (CIL) receipts.

To increase engagement, the Working Party looked for different means by which the complexities of cost, working with other bodies, scope of each project, etc. might be expressed clearly and quickly. The Working Party has since developed the use of a version of 'Top Trumps' to present these complexities concisely, in order to facilitate discussion. Lewes CIL Top Trumps have several advantages as discussion prompts. They can – as already noted – provide complex information in a short, easily digestible format; they are portable, so can be used in different venues, including online, and with different groups of residents. They can be used to enable 'voting' at events, as well as to prompt discussion. They can be revised, should new information be brought to bear on a given project (e.g. a project has been completed or new funding streams have become available). They can be reused as often as necessary.

The following document aims to explain our take on the popular Top Trumps game for use in the Public Participatory Budget pilot. It will be produced as an A5 support booklet for facilitators (and game players) providing context, some additional information to the projects and potentially links and further details online – including to the Google Project location Map that is being prepared.

## Terms explained

CIL is a levy that local authorities can choose to charge on new developments in their area. The money should be used to support development by funding infrastructure that the council, local community and neighbourhoods want. CIL was adopted by the South Downs National Park Authority (SDNPA) on the 1<sup>st</sup> April 2017. The funds collected by the SDNPA are then spent on infrastructure needed to support the growth (of the new developments) planned in the National Park. Some of this money is also directly paid to parishes in which the development occurred.

The amount of CIL money each Parish Council receives from new development within their areas depends upon whether there is a Neighbourhood Plan in place. Parish Councils with a "made" Neighbourhood Plan, like Lewes Town Council, receive 25% of all the CIL funds collected from new development within their area. If Parish Councils do not spend the CIL money within 5 years of receipt or spend the money other than in accordance with prevailing regulations, the money must be refunded.

A Parish Council must use CIL money passed to it to support the development of the local council's area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure.

Lewes Neighbourhood Plan contains a section (s11 p146) outlining the community's wishes for application of CIL funds, and the Council has decided to ask the public, in 2021, to help prioritize the projects listed there.

More information can be found on our website <https://lewes-tc.gov.uk/services/planning/community-infrastructure-levy/>

Or on the SDNPA website here: <https://www.southdowns.gov.uk/community-infrastructure-levy/>

The Public Participatory Budget Pilot Scheme is intended to generate discussion and help participants prioritise the projects. This information will form an element of all the matters that need to be considered when looking to spend the Town Council's CIL funding. The table below shows the CIL receipts received so far by the Town Council.

Where a project will cost more than the money available, the Town may contribute towards that project or fund an element of it (such as feasibility studies) or may need to find funding from elsewhere: this could be through collaboration with other authorities, such as the County Council or South Downs National Park Authority, or grant funding from awarding bodies (whether local or national, public or private). Many projects will involve working with various stakeholders and other organisations such as District Council, SDNPA, Environment Agency, local voluntary organisations etc. Part of the job of the facilitator is to help participants understand these complexities: that it is rarely the gift of the Town Council to fund and complete a project entirely on its own. In this respect, facilitators need to manage expectations, but without discouraging people from voting for expensive, complicated projects, if that's what they want to prioritise.

Received (year):	2018	2019	2020	2021	
Amount:	£4,388	£12,324	£27,833	£29,506	<b>Total £74,051</b>
Must be used by (year):	2023	2024	2025	2026	

## How to Play

Top Trumps is a fun card challenge game where a myriad of subjects can be used. The rules are simple. A deck of cards can be of variable size, so long as you have enough for a round or two given the number of players. There will be three elements to the game for this participatory budget pilot scheme.

### 1) The 'ice-breaker' game – allow 15 minutes for the ice breaker

- Dealer (either the facilitator, or the person nearest the facilitator) shuffles and deals the cards face down. All cards should be dealt; it does not matter if some players have more cards than others.
- Players hold their 'hand' face up so they can only see the statistics on the top card face.
- The person to the left of the Dealer starts (it doesn't matter who, so long as the game then plays out so that everyone has a go!)
- The first player selects and reads out the title and description of their card, their chosen statistic (e.g., Pavement Repairs to the hospital, minor repairs to make the route safe for people with a disability, 'Good for pedestrians' \*\*\*\*\* (5 stars). The other players must then read out what they have for the same stat, in this instance 'Good for pedestrians'. The person with the best score for that stat wins the round and they take all the 'played' cards and put them at the bottom of their deck.
- The winner then picks a stat from their next card and the game continues.
- When a player runs out of cards they are out.
- The winner is the person with all the cards at the end of the game. Depending on time, the group may not finish the game, which is fine as it is an ice breaker.

NOTE: In case of a draw: the player who went first picks another category from that card and other players would do the same. The winner of this 'tie-breaker' round takes all the played cards and puts them on the bottom of their hand.

A quicker version of the game is simple to play – all the losing cards instead of going into the winner's deck are discarded.

### 2) The 'favourite' game – allow 15-20 minutes for the favourites game

- Winner of the ice breaker, or (if time's run out) the person with the most cards, re-deals the entire pack
- This time each player lays out all their cards face up and selects a card (project) that is their favourite.
- Each player takes turns to talk to the group as to why they chose the card they did.
- It is important for the facilitator to be very responsive to questions during this round, to ensure people have understood the nature of the project, cost, etc.
- Facilitator can allow people to go on to second choice round if they are waiting for other groups to finish.
- Facilitators should provide a short (max 5-10 mins) round-up

- 3) The Vote and summary – allow up to 25 minutes total, with 10-20 minutes for the voting activity, plus 5-10 minutes round up and participant feedback
- This could be done two ways. On a chart/board with all the projects displayed: participants put a sticker next to their favourite. Or a ballot box: participants write on a blank piece of paper their favourite project and why. Online versions of the game will involve using channels such as Zoom or SurveyMonkey polling.
  - Facilitators ask for feedback on the process (in some cases, we may wish to use a feedback form or link to online feedback) and thank participants

### What the Statistics and Categories on the cards mean:

Each of the categories have been chosen to broadly represent a theme that is close to our hearts: 'Good for Pedestrians' should speak for itself, while 'Cool, Cultured and Sporty' is for projects that enhance the town for residents and visitors, whether around the arts or sport. 'Calm, Relaxed and Well-Being' considers the values that improve the town's living environment relating to traffic, air and noise pollution and aesthetics.

The 'Ease of Delivery' includes things like the various council/agencies/organisations involved or at times the sensitivity of the project.

The 'cost' stat on the cards is only intended as a very rough indication. It has been broken down as follows and should only be expressed using the '£' symbol given how open to interpretation, change and qualification these are:


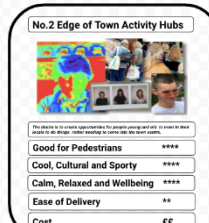
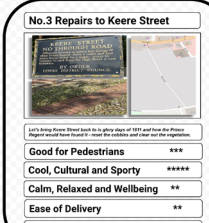
£ = up to £10,000

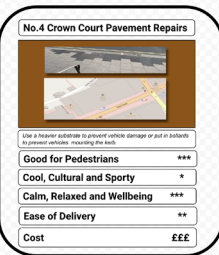
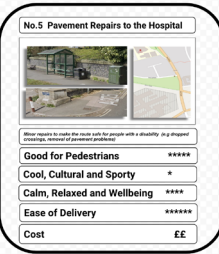

££ = up to £50,000

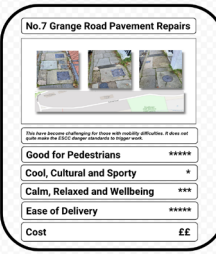

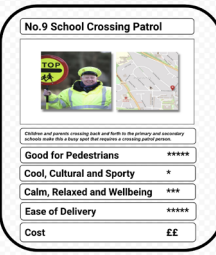

£££ = up to £100,000

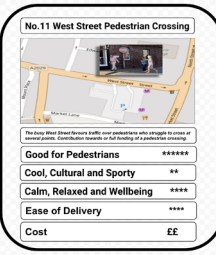
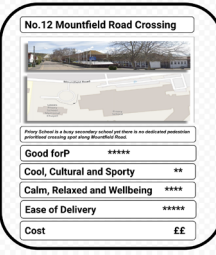
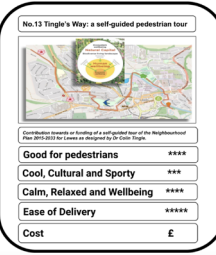

££££ = up to £250k

£££££ = £500k plus

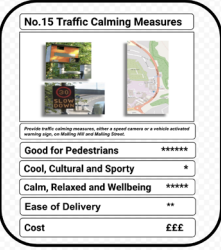



No. and Title	The Card	Details
<p>1: Riverside Culture:  (a) East Bank  Riverside Walk  Timberyard Lane to  Cliffe Bridge  (b) West Bank  Riverside Walk from  Cliffe Bridge to  Willeys Footbridge</p>	 <p><b>No.1 Create a 'Riverside Culture'</b></p> <p>Good for Pedestrians ****</p> <p>Cool, Cultural and Sporty **</p> <p>Calm, Relaxed and Wellbeing *****</p> <p>Ease of Delivery *</p> <p>Cost EEEEE</p>	<p>Provide a riverside path or paths as part of the desire to develop a 'Riverside Culture' in Lewes – “A vibrant river corridor that will become a valuable attraction for both local residents and visitors” (along the lines of Arundle, York and Stratford upon Avon).</p> <p>a) on the East side of the Ouse between Timberyard Lane and Cliffe Bridge  b) on the West side of the Ouse between Cliffe Bridge and Willeys Bridge</p> <p>Ease of delivery ranking is low because both sides of river there are safety issues and requires work with other agencies such as Environment Agency who controls works. Each section has its own complications over rights of way and land ownership. Was old coal gas so it's contaminated land.</p> <p>West side from Cliffe Bridge via the NCP car park and old timber yard to Phoenix bridge. A road to nowhere? Or simply NCP car park to Cliffe Bridge? Does it add more footfall for this corner shop – or become a security risk?  Linked to wider developments such as North Street Quarter.</p>
<p>2: Edge of Town  mixed-use space for  the young and old.</p>	 <p><b>No.2 Edge of Town Activity Hubs</b></p> <p>Good for Pedestrians ****</p> <p>Cool, Cultural and Sporty ****</p> <p>Calm, Relaxed and Wellbeing ****</p> <p>Ease of Delivery **</p> <p>Cost EE</p>	<p>Look for opportunities to design and create lively and diverse mixed-use community areas for old and young, with workspace where appropriate.</p>
<p>3: Keere Street  Repairs</p>	 <p><b>No.3 Repairs to Keere Street</b></p> <p>Good for Pedestrians ***</p> <p>Cool, Cultural and Sporty *****</p> <p>Calm, Relaxed and Wellbeing **</p> <p>Ease of Delivery **</p> <p>Cost EEEE</p>	<p>Restore the brick pavements and cobbles in Keere Street to their former glory.</p> <p>Involves working with County Council Highways and local residents.</p>





<p>4: Crown Court Pavement Repairs</p>		<p>Reworking of all the pavements near the Crown Court on the High Street, either with a much heavier duty substrate to avoid vehicle damage to the pavements, or with a scheme to keep the vehicles off the pavement. Only requires this work to edges as most of the work was done to the inner pavement.</p> <p>Requires working with County Council Highways, District to do road closures, High Street Traders, Cycle Lewes, Living Streets etc</p> <p>There has been exploration for putting in bollards, but it has been argued this would result in larger delivery vehicles mounting the kerb in order not to block High Street traffic.</p>
<p>5: Brighton Road to Victoria Hospital Pavement</p>		<p>Minor works along the route from the bus stop of Brighton Road to the Victoria Hospital to make the route safe for people with mobility and visual impairments (e.g. dropped crossings, removal of pavement problems etc.). None of the problems are severe enough to bring it into ESCC remit but added up they make the route very challenging for people with mobility difficulties.</p> <p>Involves negotiation with East Sussex Highways. Dropped kerbs will only be granted in specific circumstances. It is likely a joint contribution to costs would be required.</p>
<p>6: Pedestrian Crossing on Offham Road</p>		<p>Contribution towards or funding pedestrian crossing near the Piggy Steps on Offham Road at a point which serves all the families taking children to and from Landport to Wallands School.</p> <p>Location and Pedestrian Crossing type Toucan/Pelican, and approaches will influence cost. From a Zebra Crossing to the most sophisticated Toucan Crossing the cost margin would be ££ to £££.</p>

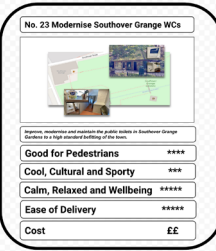
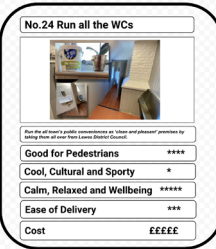

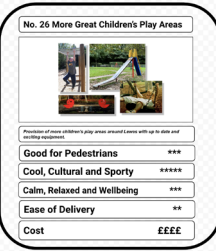
<p>7: Grange Road Pavement Repairs</p>		<p>Reworking the pavement along the terraced side of Grange Road which is very challenging for those with mobility difficulties but which does not at any point quite make the ESCC danger standards trigger to work.</p> <p>Involves further negotiation with East Sussex Highways. As noted, it doesn't meet the requirement for ESH intervention, so may have to be paid for by the Town.</p>
<p>8: Improve Access to Bell Lane Recreation Area</p>		<p>Provide a proper disabled access to the Winterbourne Rec, from Bell Lane where the slope is at present very challenging for those with mobility difficulties; part funding with Lewes District Council if they will or simply funding if they cannot.</p> <p>Recent work by Lewes District Council (July 2021) means there has been some easing of the gradient, but it may not yet meet safety requirements for wheelchair vehicles. There might be related access issues for the Rec that could be noted.</p>
<p>9: Prince Edward's Road School Crossing Patrol</p>		<p>Funding a school crossing person on Prince Edwards Road for children walking to and from Wallands and St Pancras Schools.</p> <p>Would need to liaise with ESCC Highways to ensure safety and best position.</p> <p>Ask participants where the proposed crossing guard might be located (near Leicester Road?).</p>
<p>10: Pedestrian Crossing for Clevedon Sheltered Housing</p>		<p>Contribution towards or funding pedestrian crossing near the Clevedown sheltered housing on Brighton Road.</p> <p>Location and Pedestrian Crossing type Toucan/Pelican, and approaches will influence cost. At this point some pavement/kerb enhancements have been made from the Bus Stop. From a Zebra Crossing to the most sophisticated Toucan Crossing the cost margin would be ££ to ££££. This would need to be a higher specification crossing due to its location.</p>


<p>11: Pedestrian Crossing on West Street</p>		<p>Contribution towards or funding a pedestrian crossing on West Street.</p> <p>Mixed views as some want this and others don't. Traders have their opinions too.</p>
<p>12: Priory School Pedestrian Crossing on Mountfield Road</p>		<p>Contribution towards or funding a pedestrian crossing on Mountfield Road close to the Priory School.</p> <p>As Mountfield Road is a narrow, traffic calmed dead end, with the Leisure Centre, Priory School and Colleges all with people visiting, though busy, the traffic is 'calmed'. Therefore, crossing could be less expensive. Mountfield Road is particularly difficult as there are so many junctions; there may be no location for a pedestrian crossing that fits within statutory safety measurements.</p>
<p>13: Tingle's Way Pedestrian Tour of Lewes</p>		<p>Continued support for "Tingles Way" — a self-guided pedestrian tour through Lewes, highlighting features of biodiversity, ecosystem services and natural capital in the community, based on the work of Dr Colin Tingle, to whom this Neighbourhood Plan is dedicated.</p> <p>The main part of the project is almost complete. The Town Council has already contributed miscellaneous grants. Additional work may include further QR codes and work to launch the tour.</p>
<p>14: Cycle Route 90 across Lewes</p>		<p>Working with ESCC and possibly the SDNPA to fund a Cycle Route 90 through the town including three links needed: from the Brighton Road down into Winterbourne; through Winterbourne having agreed the route through Bell Lane Rec with Lewes District Council; through Southover into the Cliffe having negotiated a route.</p> <p>Easy options to facilitate cycling are 1) dropped kerbs and 2) contributing to signage through the town.</p>

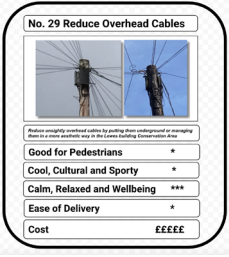




<p>15: Malling Hill and Malling Street Traffic Calming</p>	 <p><b>No.15 Traffic Calming Measures</b></p> <p>Provide traffic calming measures, either a speed camera or a vehicle activated warning sign, on Malling Hill and Malling Street.</p> <p>Good for Pedestrians ***** Cool, Cultural and Sporty * Calm, Relaxed and Wellbeing ***** Ease of Delivery ** Cost £££</p>	<p>Provide traffic calming measures, either a speed camera or a vehicle activated warning sign, on Malling Hill and Malling Street.</p> <p>Involves negotiation with East Sussex Highways, police and local residents. The feasibility study suggested a couple of traffic calming options; contributing towards one of these would be possible.</p>
<p>16: Bus Interchange to replace the Bus Depot</p>	 <p><b>No.16 Lewes Bus Interchange</b></p> <p>Create a suitable bus interchange or depot to replace the bus station when it is redeveloped.</p> <p>Good for Pedestrians ***** Cool, Cultural and Sporty *** Calm, Relaxed and Wellbeing *** Ease of Delivery * Cost £££££</p>	<p>Creating a suitable bus interchange point to replace the bus station.</p> <p>Facilitator's note: This is currently a very live topic with a large number of groups involved in various negotiations. Please take note of where a 'suitable replacement' might be located and what facilities are desired. As background, this will involve negotiation with East Sussex Highways, South Downs National Park Authority, LDC, current owners of the site (Generator Group), the three bus companies, other representatives of anticipated developments at e.g., Phoenix/North Street, former Wenban-Smith location, Lewes Living Streets, Cycle Lewes, Access for All, Friends of Lewes, etc.</p>
<p>17: Provision of dedicated parking for tourist coaches</p>	 <p><b>No.17 Free Visitor Coach Parking</b></p> <p>Provide a designated space for visiting coaches (left and right hand drive) and provide driver facilities.</p> <p>Good for Pedestrians ***** Cool, Cultural and Sporty ***** Calm, Relaxed and Wellbeing ***** Ease of Delivery * Cost £££</p>	<p>Provide a designated coach park for visiting coaches with facilities for their drivers.</p> <p>Facilitator's note: involves negotiation with East Sussex Highways and LDC. Depending on the outcome of negotiations, it may/may not be costly. If someone had the land, it may just be a case of contributing towards widening entrances/exits. Points to explore: would this be needed weekends only, or all week-long (with greatest need during the summer, presumably).</p>
<p>18: Reopen the Lewes to Uckfield Line</p>	 <p><b>No.18 Reopen the Lewes to Uckfield Line</b></p> <p>Contribute to research and funding costs to re-open through funds, grants and donations to support the transport strategy and the railway network.</p> <p>Good for Pedestrians ***** Cool, Cultural and Sporty ** Calm, Relaxed and Wellbeing ***** Ease of Delivery ** Cost ££</p>	<p>Contribute to studies / other measures that aim to reopen the railway to Uckfield.</p> <p>Facilitator's note: The last time a study was conducted Lewes, Uckfield, Newhaven and Seaford Town Councils each put £30,000 towards it.</p>

<p>19: Encourage local food stores and services</p>		<p>Look to expand the local economy and support and encourage the introduction of local food shops, health services, creative services and concert venues.</p> <p>Facilitator's note: Draw attention to the similarities between cards 19 and 20. Try to establish ideas for achieving this.</p>
<p>20: Encourage vibrant community hubs away from the town centre.</p>		<p>Encourage development to ensure that not everything is located in the town centre, preventing unnecessary travel and ensuring that all areas retain a vibrant atmosphere where people can get to know their neighbours and feel at home in their own distinct locality within the town.</p> <p>Facilitator's note: Draw attention to the similarities between cards 19 and 20. Try to establish ideas for achieving this.</p>
<p>21: Public Toilets at Priory Ruins</p>		<p>Provide public toilets close to the Priory remains.</p> <p>Facilitator's note: Try to find out where this might be. Some people may remember there used to be toilets near the Convent Field. Note that this would involve negotiation with LDC who operate public toilets or potential to explore other options. Might be funding for feasibility study.</p>
<p>22: Western Road Toilets: Fix Building and re-open.</p>		<p>Providing public toilets in Western Road.</p> <p>LDC toilets there but closed.</p> <p>LDC have just announced funding for public toilets including Western Road. Gateway to Town from the South Downs.</p>

<p>23: Modernise the toilets in Southover Grange Gardens</p>	 <p><b>No.23 Modernise Southover Grange WCs</b></p> <p>Improve, modernise and maintain the public toilets in Southover Grange Gardens to a high standard reflecting the town.</p> <table border="1"> <tr><td>Good for Pedestrians</td><td>****</td></tr> <tr><td>Cool, Cultural and Sporty</td><td>***</td></tr> <tr><td>Calm, Relaxed and Wellbeing</td><td>*****</td></tr> <tr><td>Ease of Delivery</td><td>*****</td></tr> <tr><td>Cost</td><td>££</td></tr> </table>	Good for Pedestrians	****	Cool, Cultural and Sporty	***	Calm, Relaxed and Wellbeing	*****	Ease of Delivery	*****	Cost	££	<p>Modernise the public toilets in Southover Grange Gardens.</p> <p>Some improvements have already been made, but it is now on the list of toilets that will be improved by LDC. In this case, the improvements will be minor.</p>
Good for Pedestrians	****											
Cool, Cultural and Sporty	***											
Calm, Relaxed and Wellbeing	*****											
Ease of Delivery	*****											
Cost	££											
<p>24: Take over public toilets from Lewes District Council and enhance</p>	 <p><b>No.24 Run all the WCs</b></p> <p>Run the all town's public conveniences as 'clean and pleasant' premises of being clean and well looked after (Lewes District Council)</p> <table border="1"> <tr><td>Good for Pedestrians</td><td>****</td></tr> <tr><td>Cool, Cultural and Sporty</td><td>*</td></tr> <tr><td>Calm, Relaxed and Wellbeing</td><td>*****</td></tr> <tr><td>Ease of Delivery</td><td>***</td></tr> <tr><td>Cost</td><td>£££££</td></tr> </table>	Good for Pedestrians	****	Cool, Cultural and Sporty	*	Calm, Relaxed and Wellbeing	*****	Ease of Delivery	***	Cost	£££££	<p>Take over the town's public toilets from LDC/ESCC and running them as clean and pleasant premises.</p> <p>Facilitator's note: It is important to remind people that upkeep of toilets is expensive, not least as they are regularly vandalised. The high cost also reflects the refurbishment that may be required to bring them up to pleasant premises when they get taken over as well as the legal and contractual work to implement.</p>
Good for Pedestrians	****											
Cool, Cultural and Sporty	*											
Calm, Relaxed and Wellbeing	*****											
Ease of Delivery	***											
Cost	£££££											
<p>25: Take over St Mary's Social Centre from Lewes District Council and run it ourselves</p>	 <p><b>No.25 Operate St Mary's Social Centre</b></p> <p>Purchase St Mary's Social Centre from Lewes District Council and operate for community use and run the centre with volunteers.</p> <table border="1"> <tr><td>Good for Pedestrians</td><td>***</td></tr> <tr><td>Cool, Cultural and Sporty</td><td>***</td></tr> <tr><td>Calm, Relaxed and Wellbeing</td><td>****</td></tr> <tr><td>Ease of Delivery</td><td>*</td></tr> <tr><td>Cost</td><td>£££££</td></tr> </table>	Good for Pedestrians	***	Cool, Cultural and Sporty	***	Calm, Relaxed and Wellbeing	****	Ease of Delivery	*	Cost	£££££	<p>Purchase of the St Mary's Social Centre from the District Council to preserve it for community use, the trustees of the centre continue to run it.</p>
Good for Pedestrians	***											
Cool, Cultural and Sporty	***											
Calm, Relaxed and Wellbeing	****											
Ease of Delivery	*											
Cost	£££££											
<p>26: Provision of further Children's Play Areas along with appropriate equipment.</p>	 <p><b>No. 26 More Great Children's Play Areas</b></p> <p>Provision of more children's play areas around Lewes with up to date and suitable equipment.</p> <table border="1"> <tr><td>Good for Pedestrians</td><td>***</td></tr> <tr><td>Cool, Cultural and Sporty</td><td>*****</td></tr> <tr><td>Calm, Relaxed and Wellbeing</td><td>***</td></tr> <tr><td>Ease of Delivery</td><td>**</td></tr> <tr><td>Cost</td><td>££££</td></tr> </table>	Good for Pedestrians	***	Cool, Cultural and Sporty	*****	Calm, Relaxed and Wellbeing	***	Ease of Delivery	**	Cost	££££	<p>Provision of further children's play areas along with appropriate equipment.</p> <p>Facilitator's note: Find out specifically where more play areas are needed and what sorts of equipment they would like to see.</p> <p>Purchasing land for play areas is challenging, especially given the need for housing.</p>
Good for Pedestrians	***											
Cool, Cultural and Sporty	*****											
Calm, Relaxed and Wellbeing	***											
Ease of Delivery	**											
Cost	££££											

<p>27: Adapt Street Furniture to be in keeping with a Conservation Area</p>		<p>Ensure that enhanced street furniture is provided in the Conservation Areas whilst reducing street clutter, and having more comprehensive sign-posting of footpath and cycle routes in the town and on to the adjoining countryside.</p> <p>Facilitator's note:</p> <ol style="list-style-type: none"> <li>1. Enhanced and appropriate street furniture Facilitator to tease out what sorts of street furniture (benches, picnic tables, 'parklet' spaces, cycle racks).</li> <li>2. Reducing street clutter Facilitator to tease out what sorts of street clutter (A-frame signs on pavements, grouped cycle racks, poorly spaced benches or bins)</li> <li>3. Signposting Facilitator to tease out what sorts of signposting: 'finger post signs? Boards with maps? Online 'route maps? (etc)</li> </ol> <p>Would need to work with ESCC and other agencies depending on what was required.</p>
<p>28: Plant trees or shrubs in suitable places around town.</p>		<p>Support the planting of trees, shrubs and hedges at suitable places around the town.</p> <p>This could include trees and/or shrubs in containers/planters.</p> <p>There is also thinking here around use trees dug into the pavement/road to be used for aesthetic reasons and as traffic calming measures.</p> <p>Will involve work to obtain licences and working with landowners.</p> <p>The cost can vary depending on location, number, species and maintenance.</p> <p>From Lewes Urban Arboretum we are advised that:  For trees planted by volunteers estimate £200 per 3-5 metre street tree.  The Elms planted by contractors at St. Anne's Hill cost £2,560 per tree.  Hedgerow whips generally cost less than £2 each</p> <p>Additional financial support has been provided in the past in various ways (e.g. legacies, donations, grants, match-funding) and could happen in the future.</p> <p>From Lewes Arboretum:</p>

		<p>I Tree Eco survey &gt; <a href="https://www.friends-of-lewes-i-tree-eco-survey-report-2019.pdf">friends-of-lewes-i-tree-eco-survey-report-2019.pdf</a> (<a href="https://www.wordpress.com">wordpress.com</a>)</p> <p>Google map showing where Lewes Urban Arboretum has already planted trees: <a href="#">Lewes Urban Arboretum: tree planting to date – Google My Maps</a></p>
<p>29: Reduce overhead power cables in the Conservation Area</p>		<p>Undergrounding or removing overhead wires to buildings in the Conservation Area.</p> <p>Facilitator's note: A very complicated project with multi agency involvement and difficulties in finding alternatives. Possibly explore options to 'tidy up' cables?</p>
<p>30: Complete the Flood Defences along the River Ouse</p>		<p>Contribute to the completion of flood defences along the riverbank where they are not presently planned to be provided.</p> <p>Facilitator's note: complex project requiring purchase of land, work out engineering, work out the Environment Agency approach, Highways approach etc</p>
<p>31: Sort out the drains (with ESCC/Southern Water)</p>		<p>Work with ESCC/Highways, LDC, Southern Water and/or Environment Agency to sort out the drainage in several town locations where it is a perennial problem:</p> <ul style="list-style-type: none"> <li>a Near the bottom of The Avenue</li> <li>b On Nevill Road near to Nevill Green</li> <li>c On Bell Lane near to the pedestrian crossing</li> <li>d Boughey Place</li> </ul> <p>Facilitator's note: Note that exploratory works are on-going at various locations, with alternative solutions being explored such as plans by LDC to trial a rain garden at the corner of Bell Lane Rec.</p>

32: Blank Template  
(or Joker)

Title

Write about this card. Use these maximums

Good for Pedestrians \*

Cool, Cultural and Sporty \*

Calm, Relaxed and Wellbeing \*

Ease of Delivery \*

Cost £

Facilitator's note: Encourage people to use the 'joker' to add their own suggestions for Town Council spending. Note that the current CIL funding may not be used for new suggestions, but their ideas can help shape the Council's thinking about future budgets.