

Lewes  
Town  
Council

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

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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 15 December, 2022, at 7:30pm, which you are summoned to attend.

Laura Chrysostomou  
Town Clerk  
9 December 2022

## Agenda

### 1 Filming of council meetings and mobile phones

During this meeting, the public are allowed to film the committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the exempt part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

### 2 Apologies for absence

### 3 Members' declarations of interests

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

### 4 Question time

Members of the public are welcome to attend this meeting of the council. Questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent. A period of 15 minutes is allocated for this purpose. Questions or requests to address the council must be submitted to the Town Clerk by noon the day before the meeting.

### 5 Minutes

5.1 To agree the minutes of the council meeting held on 10 November 2022  
(attached on pages 4 to 7)

- 5.2 To agree the minutes of the extraordinary council meeting held on 30 November 2022 (attached pages 8 to 11)

## **6 Mayor's announcements and urgent items**

### **7 Committees, working parties and outside bodies**

To receive the minutes from committees, working parties and panels and to consider any recommendations arising. To receive reports from members serving on outside bodies.

- 7.1 Planning and Conservation Committee 11 October 2022 (attached on pages 12 to 18)
- 7.2 Planning and Conservation Committee 8 November 2022 (attached on pages 19 to 32)
- 7.3 To receive the notes and presentations from the South Downs National Park Authority Parish Workshop 11 October 2022 attended by Councillors Maples and Wood (attached on pages 33 to 51)
- 7.4 To receive the notes from the East Sussex Association of Local Councils AGM 30 November 2022 attended by Councillors Lamb and Makepeace (attached on pages 52 to 53)
- 7.5 To receive an oral update from Councillor Makepeace on the National Association of Local Council's Women Councillors network meeting.
- 7.6 Grants Panel 7 December 2022 (Report FC023/2022 attached on pages 54 to 59)

### **8 South East Water consultation**

South East Water have launched their Water Resources Management Plan public consultation. The consultation runs until 20 February 2023. Full details can be found by clicking on the following link:

[https://getinvolvedsoutheastwater.uk.engagementhq.com/wrmp24?utm\\_source=Stakeholder+email&utm\\_medium=email&utm\\_campaign=Launch+email](https://getinvolvedsoutheastwater.uk.engagementhq.com/wrmp24?utm_source=Stakeholder+email&utm_medium=email&utm_campaign=Launch+email)

Council is asked to view the consultation, note the public exhibition dates and consider whether it wishes to prepare a response.

### **9 Southern Water Consultation**

Southern Water have launched their Water Resources Management Plan public consultation. The consultation runs until 20 February 2023. Full details can be found by clicking on the following link: <https://www.southernwater.co.uk/our-story/water-resources-management-plan/wrmp24-survey>

Council is asked to view the consultation and consider whether it wishes to prepare a response.

## **10 Officer's reports**

### 10.1 Urban verge cutting options

(Report FC024/2022 attached on pages 60 to 64)

### 10.2 Past Mayor and Mayoress badges estimates

(Report FC025/2022 attached on pages 65 to 72)

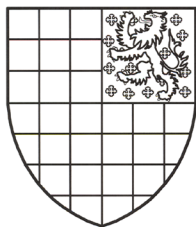
### 10.3 Provision of CCTV in Lewes town

(Report FC026/2022 attached on pages 73 to 74)

## **11 Exempt business**

It is recommended that:

The public and accredited representatives of the press be excluded from the meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.



**Minutes** of the meeting of Lewes Town Council held on Thursday 10 November 2022 at 7.30 in the Council Chamber, Lewes Town Hall.

**Present:**

Councillor Burrows  
Councillor Clarke  
Councillor Handy  
Councillor Lamb  
Councillor Makepeace  
Councillor Maples  
Councillor Milner  
Councillor Sains (Mayor)  
Councillor Vernon  
Councillor Waring

**In attendance**

Town Clerk  
Deputy Town Clerk  
Committee Administrator  
Mayor's Chaplain

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

75.1. The procedures were noted.

**76. Apologies for absence**

76.1. There were apologies from Councillors Baah, Bird, Catlin, Earl, Herbert and Wood who were all unwell and Councillor Mayhew who had a prior commitment.

**77. Members' declarations of interests**

77.1. There were none.

**78. Question time**

78.1. There were none. There was one member of the public present.

**79. Minutes**

79.1. Minutes of the meeting held on 6 October 2022 were received and agreed as a true record.

**80. Mayor's announcements and urgent items**

80.1. The Mayor recounted her recent visit to Blois to attend the Twinning Summit and was made very welcome by the Mayor of Blois, Marc Gricourt and spoke about the positive relations between Lewes and Blois. The Mayor informed Council that Waldshut-Tiengen would be hosting the sixtieth anniversary celebration of Twinning

in 2023. In response to a question from a councillor, the Mayor confirmed she had travelled to and from Blois by car and ferry.

80.2. The closing event for Black History Month held at the town hall on 30 October had been a great success.

80.3. On 4 November the Mayor welcomed the Waldshut-Fager Band who held a concert in the town hall and then joined Commercial Square bonfire society in the bonfire processions on the 5 November.

80.4. Council were reminded about Armistice and Remembrance days on the 11 and 13 November. Full details for both days were available from the Mayoral and Admin Officer.

80.5. The Civic Carol Service would be held on Monday 19 December 2022 at 7pm at St Anne's Church.

80.6. The Mayor will host a staff and councillors Christmas party on Wednesday 21 December 2022.

80.7. The short mat bowls match arranged for Friday 18 November 2022 had been cancelled.

## **81. Committees, Working parties and outside bodies**

81.1. Planning and Conservation Committee 23 September 2022

81.1.1. Council received the minutes of this meeting and it was resolved that:

81.1.2. The minutes of the Planning and Conservation meeting on 23 September 2022 are noted.

81.2. Audit and Governance Panel 28 September 2022

81.2.1. Council received the minutes of this meeting and it was resolved that:

81.2.2. The minutes of the Audit and Governance meeting on 23 September 2022 are noted.

81.3. Lewes District Council Planning Service User Group Minutes 3 October 2022

81.3.1. Council received the minutes of this meeting and it was resolved that:

81.3.2. The minutes of the Lewes District Planning Service Group 3 October 2022 are noted.

## **82. Requirement for an access officer**

82.1. Council considered a notice of motion that Lewes Town Council contacts Lewes District Council and East Sussex County Council to explore working towards the provision of an Access Officer.

82.2. Given that Lewes is about to undergo two large areas of development within the town, potentially causing significant pressure on infrastructure and access, Lewes Town Council believes that now is the time to address the lack of an Access Officer for this area.

82.3. Lewes Town Council believes that collaboration across the three tiers of Local Government would achieve a successful joined up approach to access across highways and pavements, housing and benches amongst other Local Authority

responsibilities and provide best value for residents whilst mitigating the financial pressure on any one tier of local authority. It was resolved that:

- 1 Lewes Town Council agree to contact Lewes District Council and East Sussex County Council to explore working towards the provision of an Access Officer.

### **83. East Sussex County Council Enhanced Partnership Plan and Scheme: Stakeholder Consultation**

83.1. East Sussex County Council (ESCC) had written to all key stakeholders notifying them that an Enhanced Partnership Plan and Scheme had now been prepared.

83.2. Council considered the stakeholder consultation and recommendations from the Planning Committee following their meeting on the 8 November.

83.3. There was concern regarding council offering a response on the overall project and whether the assumptions and expenditures proposed in the plan should be challenged and whether council could offer suggestions where money should be spent in Lewes.

83.4. Councillor Maples had produced a presentation on the Enhanced Partnership Plan that had been circulated to all councillors and had prepared a draft response to the consultation based on that presentation.

83.5. Councillors felt that the Plan had a lack of vision and that it should reflect the vision and objectives set out in the Lewes Neighbourhood Plan and ask ESCC to focus on sustainable transport options with the emphasis on urban active travel schemes and investment in bus transport and any other projects that create extra capacity for private vehicles should be avoided.

83.6. Councillors Maples, Clarke, Makepeace and Lamb offered to consider and finalise the draft response before submitting it to the town clerk to compile the final response. It was resolved that:

- 1 Council agreed that delegated authority be given to the Town Clerk to compile the final response to the stakeholder consultation to include points raised in Councillor Maples report and to include the points raised in 83.5 above.
- 2 Agree the recommendations from the Planning Committee.

### **84. East Sussex County Council Local Transport Plan 4: Consultation**

84.1. East Sussex County Council had launched the review of their fourth Local Transport Plan.

84.2. The review of the plan would be in two stages, stage one being the scoping phase and stage two being strategy development.

84.3. Council considered the consultation and the recommendations by the Planning Committee following their meeting held on 8 November.

84.4. Councillors were apprised with the 'Plan Themes' and additional themes that the planning committee had considered at their meeting. Council considered the issues and opportunities proposed as a response from the Planning Committee.

84.5. Council agreed that all of the themes in the plan were important and that the following themes be added in Council's response to the consultation:

- 1 Mobility as a human right.
- 2 Integration of mobility of transport infrastructures.
- 3 Culture Change (to drive use of active travel and public transport)
- 4 Safety, health, well-being and impacts to include air quality and noise reduction.
- 5 Housing and transport, planning and infrastructure.
- 6 Cost benefit analysis, accountability and key performance indicators.

84.6. Councillors Maples, Clarke, Makepeace and Lamb offered to consider and finalise the draft response before submitting it to the town clerk to compile the final response. It was resolved that: delegated authority be given to the Town Clerk to compile the final response to the East Sussex Local Transport Plan.

## **85. Officer's reports**

85.1. Civility and Respect project

85.2. Council considered report FC021/2022 requesting to sign up to the Civility and Respect pledge developed by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

85.3. Council were asked to endorse councillors and staff undertaking the civility and respect focused training. It was resolved that:

- 1 Council agree to sign up to the Civility and Respect pledge developed by the National Association of Local Councils (NALC) the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).
- 2 Agree a supplementary estimate from the General Fund for expenditure on the civility and respect focused training costing up to £1,580 for access to two of the modules for all councillors and staff.

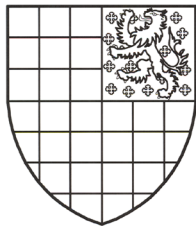
85.4. Council received an oral report from the Town Clerk regarding staff matters.

85.5. The All Saints Centre Assistant Manager has now returned to work full time.

85.6. Maternity cover recruitment for the Communication Officer had been unsuccessful. The post would be re-advertised on social media sites and Councillors were encouraged to share the job information.

The meeting closed at 20:35pm.

Signed..... Dated.....



**Minutes** of the meeting of Extraordinary Meeting of Lewes Town Council held on Wednesday 30 November 2022 at 7.30 in the Council Chamber, Lewes Town Hall.

**Present:**

Councillor Bird (Deputy Mayor)  
Councillor Catlin  
Councillor Clarke  
Councillor Earl  
Councillor Lamb  
Councillor Makepeace  
Councillor Maples  
Councillor Mayhew  
Councillor O’Keeffe  
Councillor Wood

**In attendance**

Town Clerk  
Committee Administrator

**86. Chair**

86.1. Due to the absence of The Mayor, Councillor Bird the Deputy Mayor was duly elected Chair for the meeting.

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

87.1. The procedures were noted.

**88. Apologies for absence**

88.1. There were apologies from Councillors Baah, Burrows, Handy, Herbert, Milner, Sains, Vernon and Waring.

**89. Members’ declarations of interests**

89.1. There were none.

**90. Question time**

90.1. There were two members of the public present. An elector from Westmeston, a nearby parish to Lewes addressed the council stressing the affinity Westmeston has with Lewes socially and economically and that the parish would not wish to be moved from the Lewes Parliamentary boundary.

**91. Officers’ report**

91.1. Boundary Commission for England Review 2023  
Council considered report FC022/2022 on the revised proposals for new Parliamentary constituency boundaries in the South East region which form part of



the Boundary Commission for England (BCE) Review 2023. Council were also asked to consider advice from the BCE and to explore potential counter proposals and to agree a response from the Town Council.

91.2. Lewes Town Council had responded to initial proposals in the first stage of the review. Council's initial response was not deemed acceptable by the BCE due to a proposed split through the town of Polegate and Willingdon parish, both who currently sit within the Lewes constituency.

91.3. The BCE have issued their revised proposals for the south east regions.

91.4. It was important that Lewes Town Council provides a counter proposal that ensures the electorate figures are within the parameters set by the Commission and support this with evidence of local ties such as the way in which the community shops, school catchment areas, road and public transport networks, social links etc. Planning and further development pressures, including how the community is forming could also be used to evidence interconnectedness.

91.5. Using the online plan builder from the BCE Council modelled various proposals.

91.6. Lewes Town Council proposed the following changes to the revised boundary constituencies:

- 1 Move Hartfield ward from Sussex Weald to East Grinstead and Uckfield
- 2 Move Buxted from Sussex Weald to East Grinstead and Uckfield
- 3 Move Arlington from Lewes to Sussex Weald
- 4 Move Stone Cross from Lewes to Bexhill and Battle
- 5 Move Chailey, Barcombe and Hamsey East Grinstead and Uckfield to Lewes
- 6 Move Plumpton, Streat, East Chiltington and St John East Grinstead and Uckfield to Lewes
- 7 Move Ditchling and Westmeston from East Grinstead and Uckfield to Lewes

91.7. Lewes Town Council recognises that this results in Sussex Weald being 85 under the permitted electorate range, but this is considered to be minimal in the context but given the significant development in the south east these figures will change anyway and will no doubt have done so already given these figures relate to the electorates as they were on 2 March 2020.

91.8. Of significant consideration for Lewes Town Council and submitted as evidence to support the Council's proposal were the following:

1. The revised boundary constituencies from the BCE cut across Landport Bottom which is owned by Lewes Town Council, putting this one piece of land owned by the Town Council in two constituencies. It is a priority habitat chalk grassland lying just on the edge of Lewes town and much loved by the residents of the Town and surrounding parishes. Splitting this historic and priority habitat site will require the Town Council to form a relationship and understanding with two MPs not just one, in addition to having to maintain the relationships with the South Downs National Park (SDNPA) and Lewes District Council to manage this unique site.

2. The River Ouse, of historic and cultural significance, provides a connection between these communities and Lewes Town Council feels strongly that their proposed constituency which includes the villages north of the Town be renamed “Lewes and Ouse Valley”.
3. Linked to that, the River Ouse flows through the parishes of Barcombe and Hamsey, while its main east/west tributary, the Bevern Stream collects water from all the other parishes. This isn't simply a geographical fact. Expectation of housing development is particularly heavy in the area north of Lewes. Planning proposals in Plumpton, Chailey, Barcombe, Cooksbridge, Hamsey imply immense pressure on the water infrastructure and drainage. An MP will need to be very alert to the needs of villagers and downstream residents as we negotiate these challenges and make flood resilience adjustments.
4. Much of Lewes Town Council's proposal includes areas under the SDNPA which is a critical point of planning and landscape.
5. Planning and further development pressures, including how the community is forming are also evidence of the interconnectedness between our proposed Lewes and Ouse Valley constituency, best represented by one MP with a thorough understanding of their entire area.
6. The BCE itself acknowledged in its response that their proposed Lewes constituency was a controversial decision and there were clearly strong feelings in opposition to this. Lewes Town Council is aware of the strong feelings of the villages to the north of Lewes to remain in the same constituency as Lewes with many valid reasons put forward with which Lewes Town Council concurs. The strength of feeling is such that over 100 responses have been submitted by Barcombe. Residents from Barcombe and Westmeston attended the Lewes Town Council extraordinary meeting expressed their concerns about being separated from Lewes.
7. The school catchment areas provide further evidence of the intrinsic links between Lewes and the villages to the north. Both the bus services, some of which we support, and the road infrastructure including the C7 and A275 provide the spine that connect school services.
8. Shopping and access to services, including ever decreasing postal services, further demonstrate the local ties with Lewes being the focal destination for those villages to the north.
9. Dentists (all in Lewes), medical and clinical services, treatment clinics all within the Lewes constituency are accessed by the villages north of Lewes. If those villages are excluded from the Lewes constituency, they will have to contact two MPs if they wish to raise any issues relating to any of these services, no doubt falling between the net because the MP in their residential constituency isn't the MP in the constituency that the services are located in.
10. This process has identified a possible anomaly with the boundaries for the constituency based on the wards cutting across the gardens of properties in Highdown Road. In fact in one map the properties themselves seem to

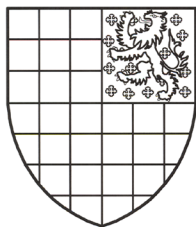
be split between two wards which cannot be correct and should be examined.

91.9. **It was resolved that:**

- 1 Delegated Authority be given to the Town Clerk to respond to the Boundary Commission response by 2 December 2022 as detailed in minutes 91.6 to 91.8 above.
- 2 A vote of thanks was recorded to Councillor Makepeace and the Town Clerk for research carried out on the Boundary Commission for England Review 2023 prior to the meeting.

The meeting closed at 20:35pm.

Signed..... Dated.....



**Minutes** of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 11 October 2022 at 7.00pm

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

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

61. **Apologies:** There were none.
62. **Declarations of Interest:** There were none.
63. **Question Time:** There were none.
64. **Minutes:** The Minutes of the meeting held on 23 September 2022 were received and signed as a true copy.
65. **Chair's announcements:**
  - 65.1. The Chair asked members to be succinct with any comments during the meeting as there was a full agenda.
  - 65.2. Item 9 on the agenda (Planning Training – 8 September 2022) would be deferred until the next planning meeting on 8 November.
66. **Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 19 September 2022, 26 September 2022 and 3 October 2022. Their comments are appended.
67. **South Downs National Park Authority – Call for sites and local green spaces designation:**
  - 67.1. The Committee considered whether the Town Council wishes to submit sites as part of the South Downs National Park Authority (SDNPA) call for sites and any green spaces for designation.
  - 67.2. It was noted that the SDNPA will look at sites in the Neighbourhood Development plan again so unless there was new or additional information on those sites there was no need to submit these again.
  - 67.3. A workshop had been held with councillors and two local residents to explore potential sites and green spaces for designation and suggestions arising from this were also considered by the committee.
  - 67.4. The Town Clerk detailed proposed overarching statements to be sent to the SDNPA as part of this call for sites from Lewes Town Council:

- 1 LTC would like the SDNPA to approach owners who own sites in public ownership to support much needed affordable housing in the Town.
- 2 The Town Council would like to see at least 50% of the publicly owned sites to provide Lewes Low-Cost Housing and Affordable Housing.
- 3 LTC requests that it is written into the Local plan that developers should talk to the relevant bodies at an early stage.
- 4 Need an action plan for strategic site that includes Wenban Smith (Strategic Site Policy SD57 NSQ and Eastgate Area).

67.5. The Committee considered a list of proposed sites and resolved to delegate authority to the Town Clerk to prepare and submit to the SDNPA the following sites:

1. Phoenix car park
2. Station car park
3. Lewes Library Solar Panels
4. 36-38 Friars Walk
5. Springman House
6. Shelley's Hotel
7. Barclays and Old Bank
8. 2 Fisher Street
9. Southover House
10. Sackville House
11. Westfield House
12. County Hall
13. NCP Car Park South of Wenban Smith
14. Raystede shop and St Peter and St James
15. Lewes Prison
16. Southover Building, Mountfield Road
17. Friars Walk/Court Road car park

67.6. The Committee considered a list of proposed green space sites and resolved to delegate authority to the Town Clerk to prepare and submit to the SDNPA the following sites:

1. Brighton Road South from riding school to prison
2. Steps to Valance Road, Guys Road
3. Valance Road Verge
4. Neville Road, East and West verges
5. Middle Mount Harry green
6. Middle Way
7. Mount Harry Stores
8. Cross Way

9. Wallands Crescent/Offham Road – strip of land
10. Prince Edwards/King Henry's Road trees
11. De Warrenne Road
12. Gundreda Road verges
13. Gundreda Road trees
14. Ferrers Road
15. Top of Kingsley Road
16. Offham Road verge Kingsley
17. Prince Edwards Road
18. Malling Close opposite shops
19. The Martlets
20. Hereward Way
21. Queens Road green
22. Fitzgerald Road and verges
23. Deanery Close
24. Church Lane, Malling
25. Malling Hill, Lynchetts
26. Malling green
27. Church Lane green
28. Church Lane to Earwig Corner
29. Grass on other side of Waitrose carpark
30. Verge area outside Culfail/South Street
31. Verges south of Culfail Tunnel
32. South Downs Road
33. Abergavenny Road
34. St Anne's Hill
35. Houndean Rise
36. St Pancras Gardens
37. Timberyard Lane
38. Newton Road
39. Winterbourne Triangle
40. Winterbourne Lane
41. Glebe Close
42. Cranedown
43. Spences Court
44. Depot
45. Walled Garden west of South Downs Sports Club
46. De Montford Road, next to Astley House
47. West of Astley House (western curtilage)
48. The Gallops Community Orchard
49. Saxonbury House Gardens
50. Shelley's Garden
51. Cockshut SDNPA restoration project
52. Land around Cockshut north of the A27 Ham Lane

- 53. County Hall – western as open space
- 54. Houndean Land
- 55. Church Lane allotments
- 56. Haredean allotments
- 57. Landport allotments
- 58. Highdown allotments
- 59. Paddock Road allotments
- 60. Queens Road allotments
- 61. Earwig corner allotments
- 62. Coombe allotments
- 63. St Anne's school site
- 64. Neville Crescent green
- 65. Trinity Churchyard site
- 66. Convent field site
- 67. The Mound site
- 68. Priory park site
- 69. Land behind priory crescent site
- 70. Cemetery site
- 71. Jubilee gardens and Juggs lane site

67.7. The Chair thanked Councillor Makepeace for her work in compiling the green spaces list, and attendees of the workshop which including valuable contributions from two local residents.

**68. Planning Training – 8 September 2022:**

68.1. Item deferred until the next meeting of the Planning Committee on 8 November 2022

**69. Miscellaneous Planning Issues:** There were none.

The meeting ended at 8.45pm

Signed: .....

Date: .....

## Appendix 1

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Non Material Amendment to Planning Permission SDNP/22/00175/HOUS to include removal of rear extension and alteration of fenestration 8 Valence Road

Ref. No: SDNP/22/04347/NMA | Received: Thu 15 Sep 2022 | Validated: Thu 15 Sep 2022 | Status: Application Determined

**Comment:**

Councillors noted this application and that it had been determined

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

Ref. No: SDNP/22/04320/FUL | Received: Wed 14 Sep 2022 | Validated: Wed 14 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Non Material Amendment to Planning Permission SDNP/22/00175/HOUS to include removal of rear extension and alteration of fenestration 58 Valence Road

Ref. No: SDNP/22/04347/NMA | Received: Thu 15 Sep 2022 | Validated: Thu 15 Sep 2022 | Status: Application Determined

Councillors note this application and that is had been determined

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

Ref. No: SDNP/22/04320/FUL | Received: Wed 14 Sep 2022 | Validated: Wed 14 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Various repairs/alterations to west-facing first floor bedroom window

Fairhall Southover High Street

Ref. No: SDNP/22/04432/PRE | Received: Sun 18 Sep 2022 | Validated: Sun 18 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Discharge of condition 3 of planning application SDNP/20/04043/LIS to provide a schedule of external materials, finishes and samples The Castle Lodge  
Ref. No: SDNP/22/04368/DCOND | Received: Fri 16 Sep 2022 | Validated: Fri 16 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Discharge of condition 3 of planning application SDNP/20/04042/HOUS to provide a schedule of external materials, finishes and samples The Castle Lodge  
Ref. No: SDNP/22/04367/DCOND | Received: Fri 16 Sep 2022 | Validated: Fri 16 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Demolition of existing building (sui generis) and construction of three mixed-use buildings with 685m<sup>2</sup> of commercial floorspace at ground floor level (Use Class E) 30 self-contained flats (C3), communal landscaped areas, 24 car parking spaces and 73 cycle parking spaces SIG Roofing Site Davey's Lane  
Ref. No: SDNP/22/03867/PRE | Received: Thu 11 Aug 2022 | Validated: Mon 05 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors objected to this application due to the lack of information available

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Garden works including the creation of new flower beds, two patio areas, new paths with pavers and gravel and the erection of 1no pergola 50 Prince Edwards Road  
Ref. No: SDNP/22/04362/FUL | Received: Fri 16 Sep 2022 | Validated: Tue 20 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Retrospective application for the conversion and extension of double garage into ancillary annex and storage room 9 Hawkenbury Way  
Ref. No: SDNP/22/04263/HOUS | Received: Mon 12 Sep 2022 | Validated: Thu 22 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors re-iterated their comments made at their meeting on 5 July 2022 –  
*Councillors support this application with the condition that the ancillary annex would be for the sole use of the applicant's family and friends and not for sub-letting*

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Erection of single-storey rear extension, demolition of existing single-storey rear extension, installation of air source heat pump, and alterations to fenestration  
30 Cluny Street

Ref. No: SDNP/22/04130/HOUS | Received: Tue 06 Sep 2022 | Validated: Mon 26 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors support this application although would recommend that the applicant be referred to the South Downs Dark Skies Policy

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Replacement front windows and door 2 Cluny Street

Ref. No: SDNP/22/03968/HOUS | Received: Wed 24 Aug 2022 | Validated: Thu 29 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

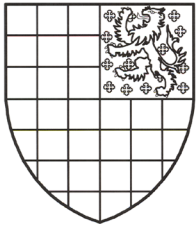
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Erection of a part two-storey and part single storey rear extension, loft conversion, addition of driveway with dropped kerb 3 Eridge Green

Ref. No: SDNP/22/03852/HOUS | Received: Wed 17 Aug 2022 | Validated: Fri 16 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application and welcome bat boxes



**Minutes** of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 8 November 2022 at 7.00pm

**Present:** Councillors, E Clarke, R Handy, J Lamb, I Makepeace, Dr W Maples (not appointed to the committee) and M Milner

In the absence of Councillor Catlin, Councillor Milner took the chair for the meeting.

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

70. **Apologies:** There were apologies from Councillors Baah and Catlin who were unwell and Councillor Sains who had Mayoral business to attend to.
71. **Declarations of Interest:** Councillor Makepeace declared an interest in SDNP/22/04605/HOUS – 48 North Way, in that the applicant is a near neighbour.
72. **Question Time:** There were seven members of the public present.
73. **Minutes:** The Minutes of the meeting held on 11 October 2022 were received and signed as a true copy.
74. **Chairs announcements:** The Chair informed the committee that items on the agenda would be taken in a different order to prioritise the consultations with earlier closing dates.
75. **Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 10 October 2022, 17 October 2022, 24 October 2022 and 31 October 2022. Their comments are appended.
76. **Lewes Parking Review 2022 formal consultation:**
  - 76.1. Following an initial consultation in May 2022, the Committee considered whether they support the formal proposals or make an objection.
  - 76.2. **It was resolved that** the committee had no further comments to add to the Lewes Parking Review 2022.
77. **East Sussex Local Transport Plan 4 consultation:**
  - 77.1. East Sussex County Council had launched the review of their fourth Local Transport Plan. The review of the plan was in two stages. Stage 1 – Scoping Phase and Stage 2 – Strategy Development. The Committee considered Themes, Issues and Opportunities in the consultation.

77.2. It was resolved that, the Committee's responses set out in 76.3, 76.4 and 76.5 be recommended to Full Council.

77.3. Question 1: Which themes do you feel are most important?  
The Planning Committee recommend that all themes are important.

77.4. Question 2: What themes do you think have been missed?

1. Transport Hierarchy
2. Culture Change (to drive use of active travel & public transport)
3. Housing and transport
4. Impact and well-being (impact on residents, vulnerable, noise)
5. Mobility (Every village, every hour)
6. Planning and infrastructure
7. Cost benefit analysis, accountability and key performance indicators

Issues:

1. Lack of bus station for the Town of Lewes.
2. Cost benefit analysis
3. The hierarchy focuses on growth rather than community
4. Silo approach
5. Lack of cycle paths and patchy provision create a barrier to cycling
6. Congestion in towns, poor air quality, make a negative experience for pedestrians
7. Need to change the culture so that pedestrians and cyclists are equal and feel welcomed. Help motorists support pedestrians and cyclists.
8. The most vulnerable/least able should be at the top of the hierarchy. The lack of a dedicated Access Officer to inform strategic planning results in the needs of these groups being overlooked and neglected.
9. Cost of public transport makes it prohibitive
10. Lack of reliability of public transport
11. Connectivity between buses and trains is poor and not user friendly
12. Lack of rural transport, no Lewes to Uckfield line
13. Lack of cycle infrastructure between Lewes and Seaford and Lewes and Newhaven. Increased regeneration in Newhaven so need to improve the cycle infrastructure to maximise benefit of this investment.

Opportunities:

1. Bus station/interchange for Lewes.
2. Reinstate the Lewes to Uckfield line.
3. 'Every village, every hour, bus report CPRE 2021' – mobility as a human right
4. To improve and increase cycle routes and in doing so consider material used and road calming measures that are cycle friendly
5. To reduce through traffic in Lewes Town. Potential for traffic free days linked with events, building caveats in for those where circumstances or disability means they can't do that.
6. Greener buses and demand response travel enabling different sized buses at different times of the day.
7. Opportunity to involve creative and alternative transportation such as micro scooters, e-cargo bikes, car clubs, charging points

8. Reduce speed limits by increasing the 20mph speed limit across Lewes
9. Invest in young people cycling so that every child has the opportunity to take their cycling proficiency test before leaving primary school.
10. Explore cycle to school schemes (like cycle to work schemes)
11. Reduce car parking quota for houses to encourage active travel

77.5. Other:

Lewes Town Council should ask to see the data that informs the plan. The documents section on the website contained nothing.

**78. East Sussex Enhanced Partnership Plan and Scheme: Stakeholder Consultation:**

- 78.1. East Sussex County Council had written to all key stakeholders requesting feedback and comments on the Enhanced Partnership Plan and Scheme Consultation.
- 78.2. It was resolved that the Committee's recommendation set out in 78.3 to 78.7 be made to Full Council.
- 78.3. Can money be vired from one allocation to another? £300,000 is not enough for transport hubs especially when Lewes needs a bus station.
- 78.4. Lewes Town Council strongly supports reduction in tariffs and increased frequency of services and improvements to services.
- 78.5. Page 11 of the Plan, section 3.9 details assumptions. Lewes Town Council would encourage ESCC to challenge some of those assumptions and be creative in looking for opportunities for example the assumption there will be no clean air zones.
- 78.6. Lewes Town Council would like to be included in the governance structure, particularly given it has Service Funding Agreements with two bus companies.
- 78.7. Query as to whether DDRT (Digital Demand Responsive Transport) had been dropped but it is suggested as an option in Appendix A, page 62. Is it there for rural areas?

**79. South Downs National Park Authority – Consultation on the draft Brooks Road Planning Brief**

- 79.1. The chair invited members of the public present to speak on the item and their comments were noted by the Committee.
- 79.2. The Committee then considered the draft Planning Brief that had been prepared for the Brooks Road area of central Lewes.
- 79.3. The Town Clerk reported back on a discussion with the SDNPA who had stated that the brief had been developed as short guidance based on the Local Plan (LP) and the Lewes Neighbourhood Development Plan (NDP), giving a steer for Brooks Road. Whilst the focus is on Brooks Road, and making better connections to the Town, it doesn't exclude the rest of Town, but there is the LP and NDP for that. The brief is about creating a "one pager" for the Brooks Road area, highlighting all the bits relevant to that area. For this reason, it's not new policy and can't bring in new policy.
- 79.4. The Committee resolved to respond as follows:

1. Where public authorities own land in the area they should be encouraged by the SDNPA to support affordable housing in Lewes.
2. What research has been undertaken to determine what the employment hub needs are in the area and should the SDNPA, East Sussex County Council (ESCC), Lewes District Council (LDC) and Lewes Town Council (LTC) collaborate to promote the town as an employment hub.
3. Is there any potential to provide multifunctional open spaces that include food growing?
4. The brief encourages potential developers to make use of Pre Application advice. The brief should explain the tiers of local authority in the brief and encourage applicants to engage early with County, District and Town Councils.
5. Will the public have access to electric charging points given this will be a destination point to access shopping or to attend work in the area?
6. There is a lack of waste and dog waste bins throughout the area.
7. The brief should stress the importance of pedestrian and cycle infrastructure in the area. Is there a timescale for pedestrian infrastructure in the area? Roads to some locations seem to be unnamed. Crossing Brooks Road to Davey's Lane is extremely dangerous. The area is not pedestrian or cyclist friendly and there needs to be user friendly routes in place to reach recreational spaces and the Town. For example a cycle path on Mayhew Way is referred to, however this is not an adequate cycle path.
8. The brief should be strengthened regarding low-cost housing, speeding restrictions with a 20 mile per hour limit and car free travel.
9. Is there a definition for mixed use and a ratio that can be applied to this area?
10. Should the Article 4 Directive be extended for the Brooks Road area?
11. There was concern that the employment spaces may be left empty. It is important to ensure there is research and evidence. There is a need to ensure that there are employment opportunities in Lewes. What are the targets for housing and employment in this Brooks Road area? Developers should be encouraged to develop good schemes and Lewes District Council should offer discounted business rates.
12. Without targets for housing and employment in the area, which informs infrastructure such as bus routes, a piecemeal approach to development should be avoided.

13. The area will be a major thoroughfare when the Old Malling Farm site is developed, and this would need to be taken fully into account.

**80. Planning Training – 8 September 2022:**

80.1. This item was deferred until the next meeting of the Planning Committee on 29 November 2022

**81. Miscellaneous Planning Issues:** There were none.

The meeting ended at 9.40pm

Signed: .....

Date: .....

## Appendix 1

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Discharge of Condition 3 (Programme of Archaeological works) of Planning Approval SDNP/21/06027/FUL. Grazing Land adjacent Stanley Turner Recreation Ground Kingston Road Lewes East Sussex

Ref. No: SDNP/22/04705/DCOND | Received: Thu 06 Oct 2022 | Validated: Mon 10 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

---

Replacement of cedar shingles external wall cladding with cedar fibre cement board external wall cladding 48 North Way

Ref. No: SDNP/22/04605/HOUS | Received: Wed 05 Oct 2022 | Validated: Fri 07 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Replacement of cedar shingles external wall cladding with cedar fibre cement board external wall cladding 44 North Way

Ref. No: SDNP/22/04617/HOUS | Received: Wed 05 Oct 2022 | Validated: Fri 07 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Low carbon deep retrofit & extension of an existing four bedroomed house  
Badan Lodge Cuilfail

Ref. No: SDNP/22/04607/PRE | Received: Mon 03 Oct 2022 | Validated: Tue 04 Oct 2022 | Status: Advice Provided

**Comment:**

Councillors note this application

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Change of use from chiropractor office to tattoo studio 32 Cliffe High Street

Ref. No: SDNP/22/04575/PRE | Received: Fri 30 Sep 2022 | Validated: Wed 05 Oct 2022 | Status: Decision Pending

**Comment:**

Councillors note this application

---

Two storey side and single storey rear wraparound extension 36 Mount Harry Road

Ref. No: SDNP/22/04564/HOUS | Received: Fri 30 Sep 2022 | Validated: Fri 07 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

---

Redevelopment of a 1940s detached two bedroom bungalow 1 Windover Crescent

Ref. No: SDNP/22/04571/PRE | Received: Wed 28 Sep 2022 | Validated: Fri 30 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Installation of entrance door from street level to the dwelling, separating it from the shop/gallery with some internal and external alterations, and amendments to application ref SDNP/16/02635/HOUS for the extension of the rear lower ground floor external deck area to accommodate steps and rear fenestration works  
31 Maisonette Lansdown Place

Ref. No: SDNP/22/04480/HOUS | Received: Mon 26 Sep 2022 | Validated: Mon 03 Oct 2022 | Status: Application in Progress



**Comment:**

Councillors support this application

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Discharge of conditions 3 (ground levels) and 4 (surface water run-off) in relation to SDNP/22/02056/HOUS 6 Meridian Road

Ref. No: SDNP/22/04430/DCOND | Received: Thu 22 Sep 2022 | Validated: Wed 28 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors note that application had been approved

---

Erection of 1no. three bedroom dwelling with off road parking

Land to The rear of 47 Cliffe High Street

Ref. No: SDNP/22/04353/FUL | Received: Thu 15 Sep 2022 | Validated: Tue 27 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors noted that the proposed development would be a four bedroom dwelling and considered this over development of the site and would overshadow neighbouring properties. They reiterated comments made on an earlier application on this site regarding a permeable surface for the parking areas and raised concern about the possible disruption or destruction of an important culvert. Councillors therefore objected to this application

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Non Material Amendment to Planning Permission SDNP/22/00245/HOUS to include roof profile of duo pitched roof forming gable on front elevation to be raised 100mm for thermal insulation. 19 Prince Edwards Road

Ref. No: SDNP/22/04308/NMA | Received: Wed 14 Sep 2022 | Validated: Wed 14 Sep 2022 | Status: Case Withdrawn

**Comment:**

Councillors note that this application had been withdrawn

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Replacement garage on existing footings, two storey side extension to replace existing single storey extension, and erection of masonry boundary wall 67 The Avenue

Ref. No: SDNP/22/04267/HOUS | Received: Tue 13 Sep 2022 | Validated: Fri 30 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors heard and noted objections from a near neighbour. The Committee agreed with comments made by the Conservation Officer on a previous application (SDNP/22/01404/ HOUS) to build a two storey side extension at this site. The

proposed development would conflict with policies HC3 A and SS1 and objective 5.19 in the Lewes Neighbourhood Plan and therefore Councillors objected. Councillors noted the importance of preserving the street scene in accordance with the aforementioned policies, as well as the granite marker stone within the boundary wall.

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New dormer window to the rear and conservation type rooflight to the front roof elevation 3 Mount Pleasant

Ref. No: SDNP/22/03260/HOUS | Received: Mon 11 Jul 2022 | Validated: Tue 27 Sep 2022 | Status: Application in Progress

**Comment:**

Councillors support this application although would recommend the use of blinds in line with the South Downs National Park Dark Skies Policy

---

Removal of external Fire Escape 1 Station Road

Ref. No: SDNP/22/04824/FUL | Received: Mon 17 Oct 2022 | Validated: Mon 17 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Erection of single storey rear extension with terrace and green roof Flat 84 High Street

Ref. No: SDNP/22/04789/FUL | Received: Fri 14 Oct 2022 | Validated: Fri 14 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Non Material Amendment to Planning Permission SDNP/19/03128/HOUS to include correcting existing drawings to show existing front door with modern semi-circular glazing 126 Western Road

Ref. No: SDNP/22/04756/NMA | Received: Wed 12 Oct 2022 | Validated: Wed 12 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors note this application had been approved

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Replacement existing white UPVC windows on front elevation with grey aluminium windows 1A Gundreda Road

Ref. No: SDNP/22/04734/PRE | Received: Sat 08 Oct 2022 | Validated: Sat 08 Oct 2022 | Status: Advice Provided

**Comment:**

Councillors note this application

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Raising of roof on Block B, installation of balconies on Block A, provision of PV panels to roofs pace of Block A and B, provision of cycle/refuse storage, ancillary works and landscaping The Mallings Business Centre

Ref. No: SDNP/22/04630/FUL | Received: Thu 06 Oct 2022 | Validated: Thu 06 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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New supporters and players toilet blocks, and a new Anti Doping testing facility  
The Dripping Pan

Ref. No: SDNP/22/04624/FUL | Received: Wed 05 Oct 2022 | Validated: Wed 05 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Replacement of existing defective flat roof coverings and plant room access handrail with new flat roof coverings, thermal insulation to meet current building standards and handrail to plant room access walkway HMP Lewes

Ref. No: SDNP/22/04608/LDP | Received: Wed 05 Oct 2022 | Validated: Wed 05 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

Replacement windows 7 Prince Edwards Road

Ref. No: SDNP/22/04736/PRE | Received: Fri 30 Sep 2022 | Validated: Fri 30 Sep 2022 | Status: Advice Provided

**Comment:**

Councillors note this application

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Application for listed building consent for damp-proofing works 96 High Street

Ref. No: SDNP/22/04522/LIS | Received: Wed 28 Sep 2022 | Validated: Tue 04 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

---

Erection of two-storey side/rear wraparound extension, demolition of existing outbuilding and erection of new outbuilding, 20 Gundreda Road

Ref. No: SDNP/22/04903/HOUS | Received: Thu 20 Oct 2022 | Validated: Thu 20 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Non-material amendment to planning approval SDNP/20/04957/CND for minor changes to Block 2 cladding Malling Industrial Estate, Unit 8 Brooks Road

Ref. No: SDNP/22/04774/NMA | Received: Thu 13 Oct 2022 | Validated: Thu 13 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors note this application has been approved

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Addition of east-facing rooflight, south-facing window, and solar panels to side and rear roof elevations, Brendon Rotten Row

Ref. No: SDNP/22/04768/HOUS | Received: Thu 13 Oct 2022 | Validated: Thu 13 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application although would recommend the use of blinds in line with the South Downs National Park Dark Skies Policy

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Erection of a rear dormer window and Installation of front conservation type rooflight  
3 Mount Pleasant

Ref. No: SDNP/22/04758/LIS | Received: Wed 12 Oct 2022 | Validated: Wed 12 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application although would recommend the use of blinds in line with the South Downs National Park Dark Skies Policy

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Construction of mixed-use development comprising 3 new commercial units (Use Class E), 4 self-contained flats and a single family house (C3). Proposals include private amenity space for all residential units together with natural landscaping and communal green space for use by employees and residents. Secure cycle parking, car parking and refuse/recycling storage to be integrated throughout the site.  
Storage Area Daveys Lane Lewes East Sussex

Ref. No: SDNP/22/04721/FUL | Received: Tue 11 Oct 2022 | Validated: Tue 18 Oct 2022 | Status: Application in Progress – This application was called in by the SDNPA – 20 October 2022

**Comment:**

Councillors strongly objected to this application and concurred with comments made by the Friends of Lewes. This committee felt that this application should not be considered until the SDNPA Consultation on the draft Brooks Road Planning Brief was approved and finalised.

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Erection of outbuilding in front garden 28 Ferrers Road

Ref. No: SDNP/22/04716/HOUS | Received: Tue 11 Oct 2022 | Validated: Fri 14 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Erection of a rear dormer, Loft conversion to include gable end extension 10 Hill Road

Ref. No: SDNP/22/04707/HOUS | Received: Tue 11 Oct 2022 | Validated: Fri 14 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

Outline application for the demolition of existing buildings and construction of mixed-use development comprising 12 new commercial units (Use Class E) and 48 self-contained residential units (C3). Proposals include private amenity space for all residential units together with communal green space and natural landscaping. Secure cycle parking, car parking and refuse/recycling storage to be integrated throughout the site. The Malthouse Daveys Lane

Ref. No: SDNP/22/04692/OUT | Received: Mon 10 Oct 2022 | Validated: Thu 13 Oct 2022 | Status: Application in Progress - This application was called in by the SDNPA - 21 October 2022

**Comment:**

Councillors note that this application conflicted with paragraph 6.2.10 in the draft SDNPA Brooks Road Planning Brief and that the proposed development does not offer any affordable housing or information to what type of businesses would occupy the space, therefore the committee strongly objected to this application

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Erection of side extension, loft conversion, and rear dormer, 21 Meridian Road

Ref. No: SDNP/22/04667/HOUS | Received: Fri 07 Oct 2022 | Validated: Wed 12 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Erection of a side extension to existing front garage, addition of walkway and balustrade to garage roof, 1 Hill Road

Ref. No: SDNP/22/04629/HOUS | Received: Thu 06 Oct 2022 | Validated: Tue 11 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Various internal and external works to ground floor and lower ground floor to include installation of kitchen equipment and piping to connect to existing drainage system in order to facilitate the change of use from clothing store to Korean vegan cafe. To paint existing panelled fascia timber shopfront and install signage both internally and externally, 70 High Street

Ref. No: SDNP/22/04588/LIS | Received: Tue 04 Oct 2022 | Validated: Wed 19 Oct 2022 | Status: Application in Progress

Councillors support this application

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To replace existing garage velux window with new dormer window Withypool, Kingston Road

Ref. No: SDNP/22/04468/HOUS | Received: Fri 23 Sep 2022 | Validated: Wed 12 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Part retrospective planning application for change of use to Class E (restaurant) and Sui Generis use (take-away) Railway Arches Pinwell Road

Ref. No: SDNP/22/04389/FUL | Received: Tue 20 Sep 2022 | Validated: Wed 12 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Conversion of Third Floor Office to 3 Residential Units made up of 1no two bedroom unit and 2no one bedroom units and associated internal alterations  
25-26 Third Floor High Street

Ref. No: SDNP/22/05037/FUL | Received: Fri 28 Oct 2022 | Validated: Fri 28 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors support this application

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Discharge of Conditions 21 and 22ii of Planning Approval SDNP/17/00387/FUL.

Land at Southdowns Road

Ref. No: SDNP/22/04961/DCOND | Received: Tue 25 Oct 2022 | Validated: Tue 25 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Discharge of Conditions 28 and 29ii of Planning Approval SDNP/15/01303/FUL.

Land at Southdowns Road

Ref. No: SDNP/22/04960/DCOND | Received: Tue 25 Oct 2022 | Validated: Tue 25 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Replacement roof to accommodate first floor loft storey with rear dormer and two rooflights to front roofslope 19 Middle Way

Ref. No: SDNP/22/04959/HOUS | Received: Tue 25 Oct 2022 | Validated: Tue 25 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application

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Discharge of conditions 3 (Full details and samples of external materials and screening materials and details of proposed planting) and 10 (photographs of proposed bricks for the front elevation) related to planning approval

SDNP/21/04356/HOUS 4 De Warrenne Road

Ref. No: SDNP/22/04939/DCOND | Received: Mon 24 Oct 2022 | Validated: Mon 24 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors note this application

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Variation of Condition Numbers 4, 6, 8, 9, 10, 15, 16, 17, 19, 21, 22, 23, 26, 36 of Planning Approval SDNP/20/05799/FUL, for the re-wording of the conditions, to allow for commencement of enabling/demolition works, prior to the discharge of the conditions Pells Church Of England Primary School

Ref. No: SDNP/22/04909/CND | Received: Thu 20 Oct 2022 | Validated: Thu 20 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors note that this application was standard procedure, however the committee were concerned that residents in the immediate vicinity of this development were not being proactively informed with plans for the site.

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Replacement of conservatory and existing single storey side extension roofs with a uniform level roof terrace, Installation of timber sash windows , new clerestory windows to replace existing clerestory windows, new ground floor structural openings and associated works 143B High Street

Ref. No: SDNP/22/04484/HOUS | Received: Mon 26 Sep 2022 | Validated: Tue 25 Oct 2022 | Status: Application in Progress

**Comment:**

Councillors were neutral on this application



## **South Downs National Park Authority – East Sussex Parish Workshop Iford, near Lewes, Tuesday 11 October 2022**

The Parish Workshop focused on three main areas:

- Reviewing the Local Plan
- Design Supplementary Planning Document
- Nature Recovery and Climate Change action

### **Local Plan Review**

The Local Plan will continue to focus on core SDNPA high level targets and will continue to contain core policies such as Dark Night Skies, Ecosystem Services etc. It was acknowledged that a Housing Policy is essential and that SDNPA enjoys a more protected position than Lewes District Council. Two major focuses are 'Nature for All', expanding the use and awareness of the National Park to people who don't normally use it, and 'Climate Action and Nature Recovery'. Other elements are homes, jobs and renewable energy with local services such as EV charging and lighting coming into the Local Plan. They were pleased with the call for local green spaces which resulted in 28 submissions and hope that there will be more interest in potential renewable energy sites in future.

### **Neighbourhood Plan updates**

The Park wrote to Parishes in June about updating the Local Plan and their Neighbourhood Plans. The park wishes to work collaboratively with parishes and towns on this next stage of Neighbourhood Plans and Local Plans. There is an option rather than a complete update of the Neighbourhood Plan to draft a Parish Priority Statement. This is the case for parishes wholly within the National Park. This would be shorter and less work than the Neighbourhood Plan for parishes that feel they cannot take on the full work of creating or updating a Neighbourhood Plan. It was confirmed that even if parishes do not update their Neighbourhood Plan, they will retain the right to CIL for development in their parish.

### **Issues impacting the Local Plan**

Locally the SDNPA is aware of major issues around water and sewage. This covers water resilience, drought and intensity of water use and extraction. SDNPA have worked on a water neutrality strategy in West Sussex and nutrient neutrality in the area of the Solent. There is in addition an aquifer partnership in the East Downs focusing on these issues of water usage, conservation and extraction.

### **Design SPD (Supplementary Planning Document)**

The document went to consultation and review in July and has now been approved. Tim Slaney emphasized that this was a landscape-focused strategy which does not mean focusing solely on the natural blue/green landscape but the existing townscapes, buildings and structures of villages and towns within the Park.

The Planning document comprehensively deals with many areas of planning development including, as examples, biodiversity gain, conservation areas, the amount of green space needed around buildings, schemes being in accordance with landscape, building material types. The full plans are published on the SDNPA site under [www.southdowns.gov.uk/planning-policy/supplementary-planning-document](http://www.southdowns.gov.uk/planning-policy/supplementary-planning-document)

A significant point, in addition to these, was the recognised need to enable pedestrians and cyclists to move between new developments, shops and other social amenities, without having to drive out, or to walk along, main roads. Permeability will be a 'new' factor in determining the appropriateness of new developments.

There was a discussion around how this will be executed in areas with delegated planning, for example, Lewes District Council. SDNPA officers have run Design Guide training with District officers as part of the plan rollout. The Park is setting up better and more regular links between officers at SDNPA and LDC. This should enable hosts to raise any cause for concern regarding planning decisions.

With regard to the conservation area implementation, there was a discussion about what is perceived to be divergence with the SDNPA guidelines and how delegated authorities such as LDC make decisions for parishes within the SDNPA. SDNPA emphasized increased training and links on this point, and also the inclusion in specific conservation area advice as part of the SPD. They pointed to a Conservation Area Management Appraisal document and a Built Area Specialist at SDNPA as support.

### **Nature Recovery and Climate Change action – progress and sharing best practice**

Presented by Andrew Lee, who leads Sustainability and Climate Change at the SDNPA. Covering areas of 'Nature Recovery' and 'Climate Action'.

**Nature Recovery** – To support these aims, the SDNPA is working on habitat restoration, maintenance and enhancement. They meet regularly with over 900 farmers in the SDNPA. Discussions have centred on use/restoration of marginal land, water capture and storage on farmlands (restoration and construction of new dewponds are an example) and biodiversity increase. The SDNPA has created a nature recovery hub that advises communities and individuals to use. The SDNPA is working towards what it called Farming in Protected Landscapes. It was further noted that many local farmers are already engaged with or interested in restoration and biodiversity gain practices.

**Climate Action** – SDNPA is working to reduce its carbon footprint by 150 tons pa in line with the 2030 net zero target. The SDNPA is working on its own estate but unlike other National Parks, it is unique in not being a landowner, with the exception now of the Seven Sisters Country Park. For the SDNPA, it can only achieve net zero through working with communities, businesses and landowners and land managers.

Community Energy projects are one route that SDNPA are keen to support to reach net zero. Barcombe village is a case study in terms of energy transition. A primary aim is to get villages off of oil and on to more sustainable and green energy. A major part of this work focuses on energy retrofitting for businesses and houses.

Questions arose about planning issues over the new Exceat bridge. The SDNPA is not in favour of a two-lane construction, believing this will create more traffic. It does not see this area as a major throughput for traffic. The bridge has not yet come up for planning and rests with ESCC and Highways, not the SDNPA. As a more general

point following on from the Exceat bridge discussion, it was noted that SDNPA sees places in the South Downs as 'destinations' and that this may sometimes be at odds with highways/traffic plans that see places as 'through routes'.

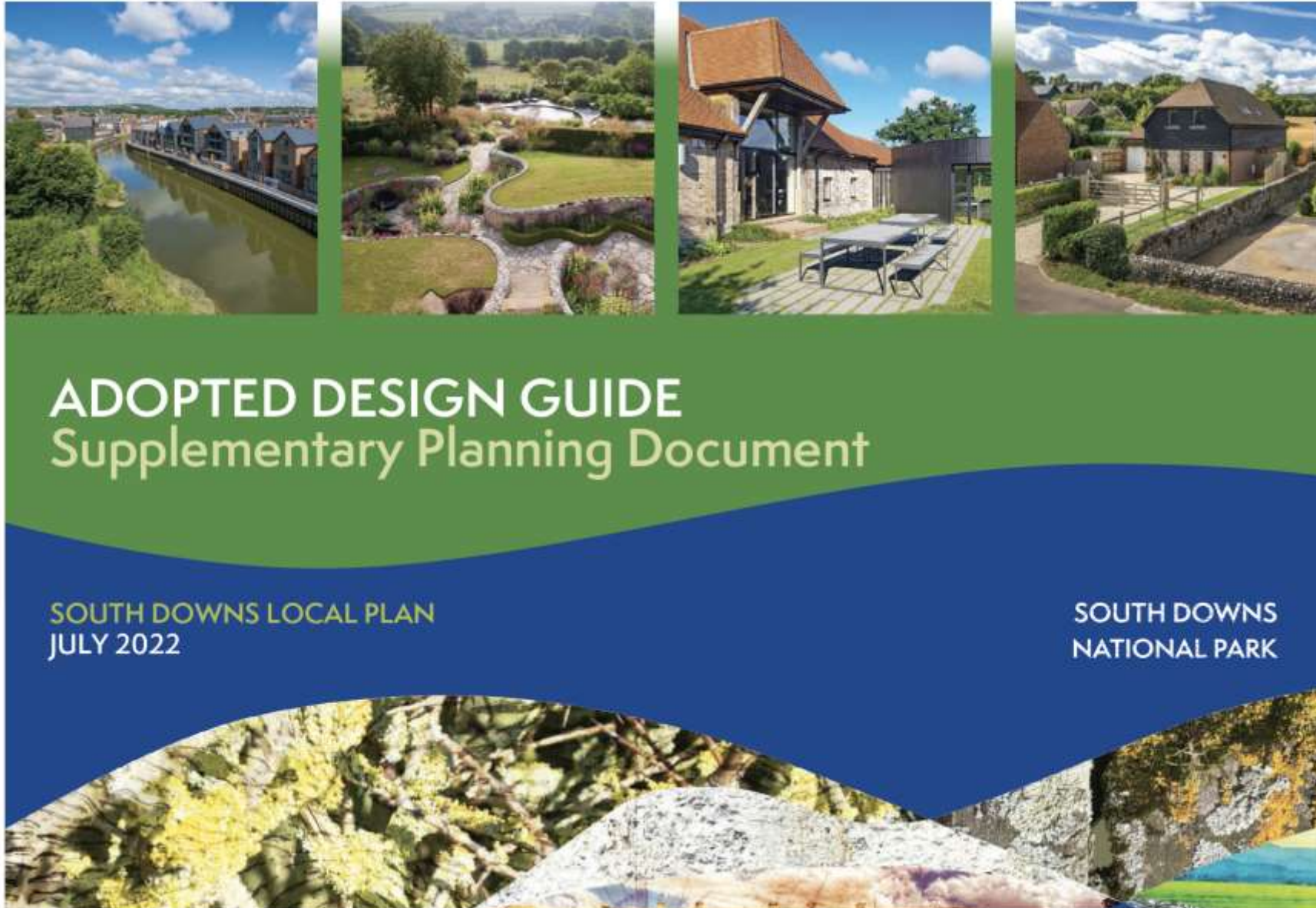
Questions arose about energy retrofitting for businesses and houses when the building is listed and there are limits or prohibitions on improvements and changes to windows, insulation on Grade I or II listed buildings.

This was followed by a Climate Action best practice and sharing session which we hope the SDNPA will share soon.

Attached as appendix 1 is the presentation for the parish workshop.

Attached as appendix 2 is the Local Plan Review presentation for the parish workshop.

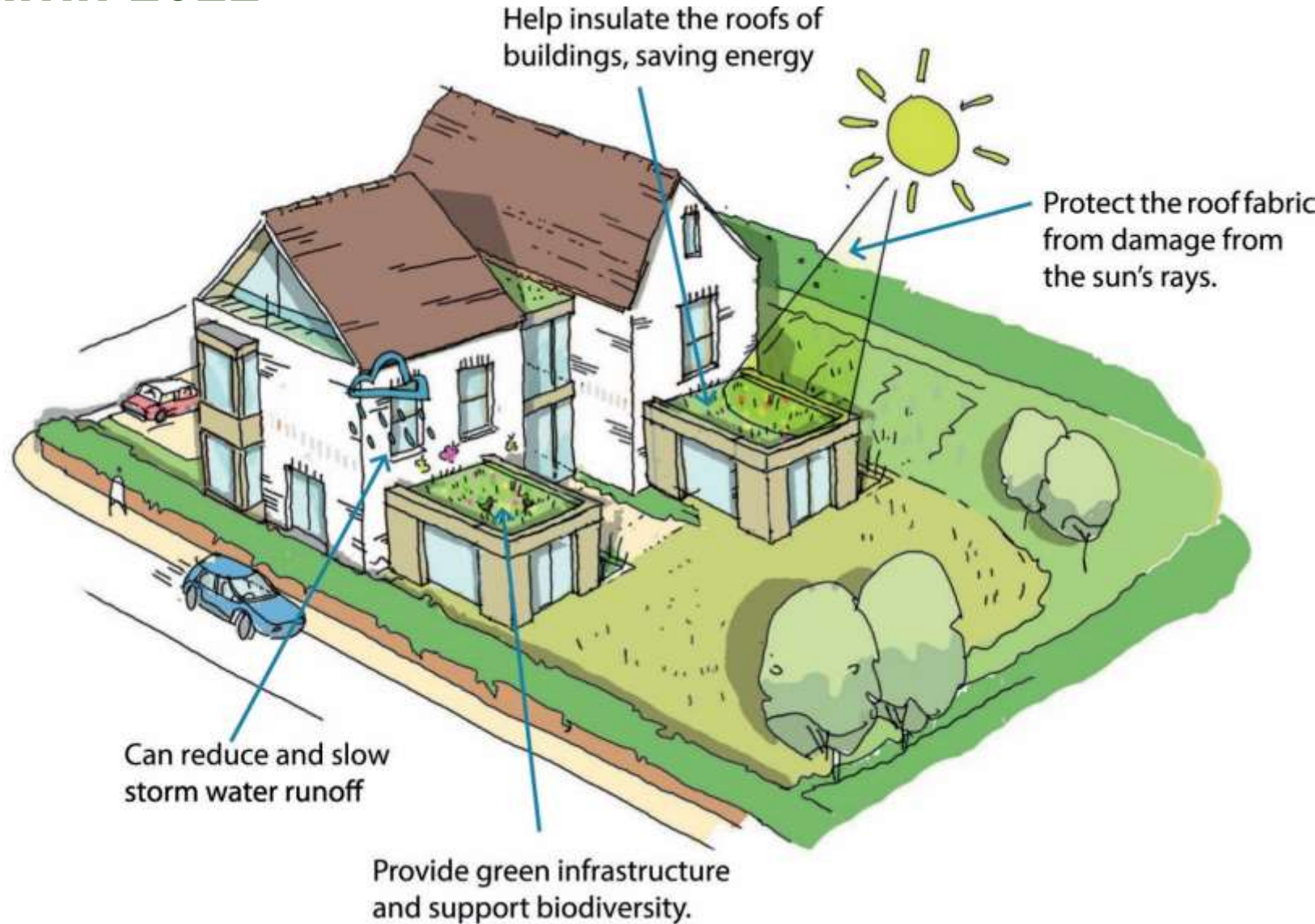
# Parish Workshops, Autumn 2022



# Parish Workshops, Autumn 2022

## The Design Guide SPD

- What is it?
- Why do we need it?
- What is its status?
- What is it covering?
- How will it be used?
- What is the 'Landscape-led Approach to Design'?

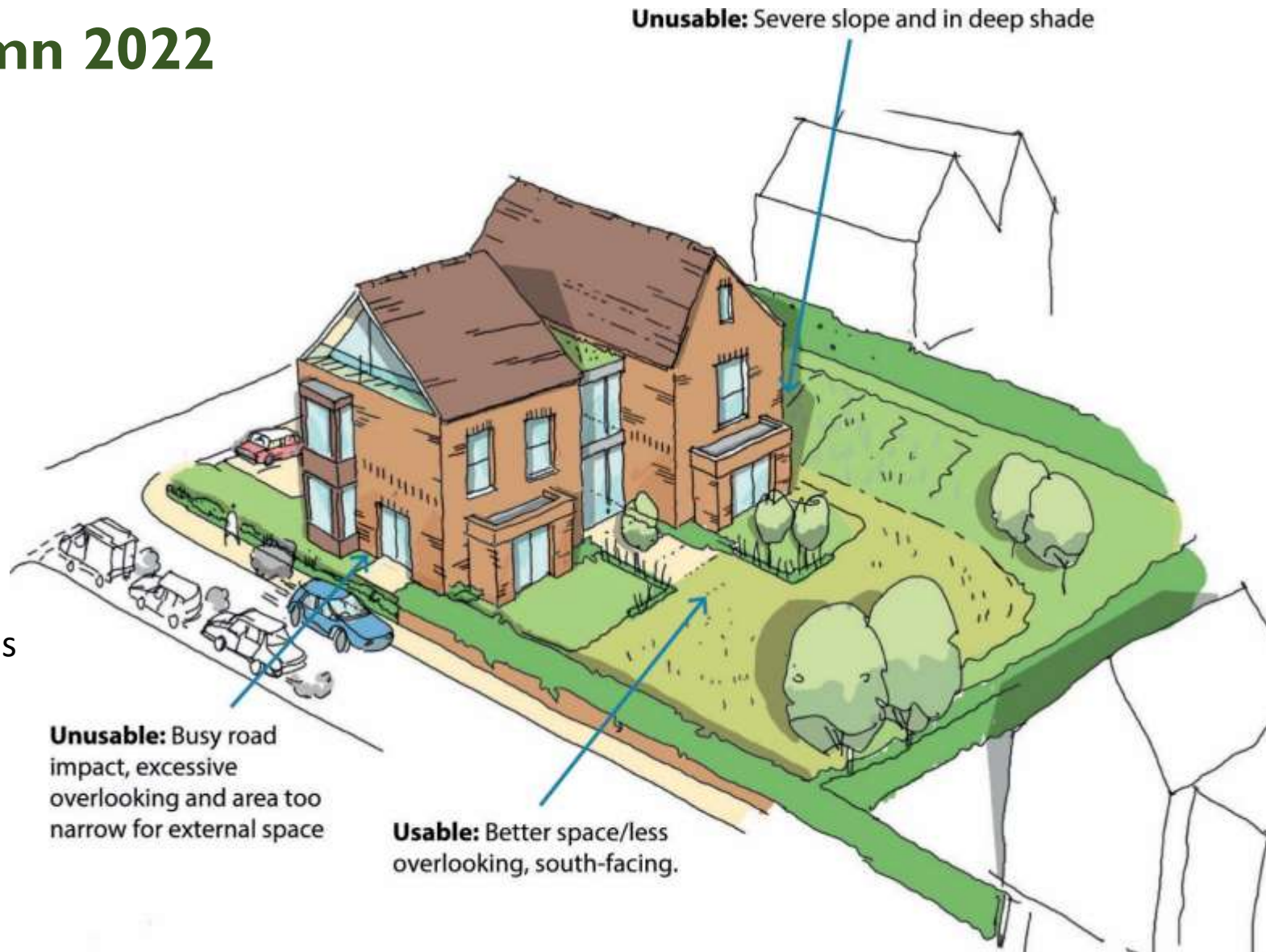


# Parish Workshops, Autumn 2022

## What is it?

The Design Guide:

- ❑ provides generic design advice, following the 'landscape-led approach' which featured strongly in the Local Plan;
- ❑ is **not** locally specific design guidance for areas or locations in the National Park;
- ❑ had the benefit of
  - ❑ 2 years of member involvement and is strongly supported by them;
  - ❑ 2 rounds of public consultation
- ❑ is a resource for officers, applicants and members (and parishes) articulating the Authority's approach to design quality.

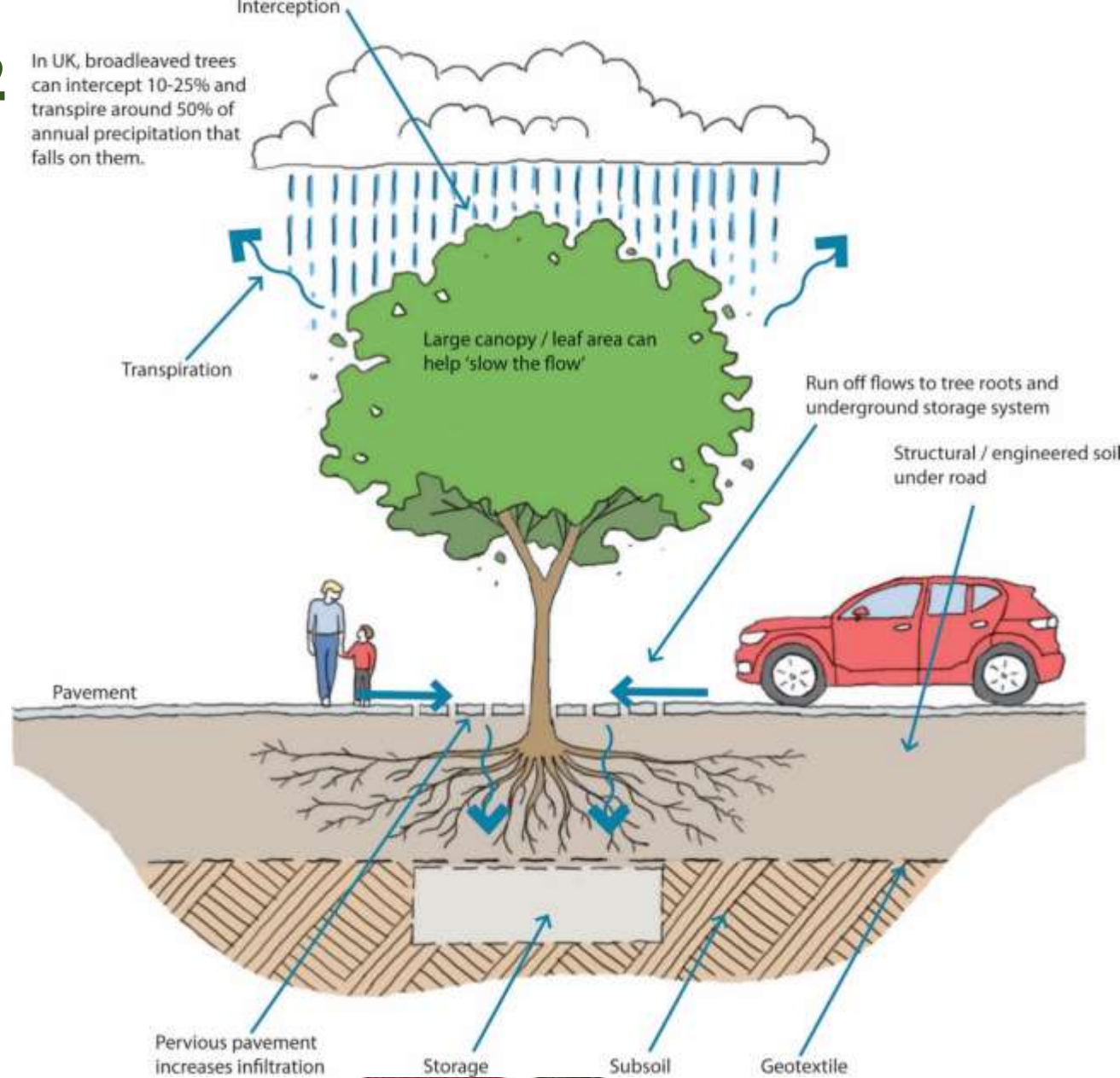


# Parish Workshops, Autumn 2022

## Why do we need it?

### The Design Guide

- ❑ will help provide a more consistent approach;
- ❑ can be used as a reference when assessing the design quality of planning applications and in appeals;
- ❑ is a response to increased Government emphasis on LPAs providing design guidance.



# Parish Workshops, Autumn 2022

What is its status?

National



National Park Purposes

NPPF

National Design Guide

National Model Design Code

Local

SDNP Partnership Management Plan

## South Downs Local Plan

- Technical Advice Notes (9)
- Sustainable Construction SPD
- Parking SPD
- **Design Guide SPD**



Neighbourhood

## Neighbourhood Development Plans (NDPs)

Village Design Statements

Other

Conservation Area Appraisals and Management Plans

Development and Planning Briefs



# Parish Workshops, Autumn 2022

## What is its status?

### Strategic Policy SD5: Design

1. Development proposals will only be permitted where they adopt a landscaped approach and respect the local character, through sensitive and high quality design that makes a positive contribution to the overall character and appearance of the area. The following design principles should be adopted as appropriate:
  - a) Integrate with, respect and sympathetically complement the landscape character by ensuring development proposals are demonstrably informed by an assessment of the landscape context;
  - b) Achieve effective and high quality routes for people and wildlife, taking opportunities to connect GI;
  - c) Contribute to local distinctiveness and sense of place through its relationship to adjoining buildings, spaces and landscape features, including historic settlement pattern;
  - d) Create high-quality, clearly defined public and private spaces within the public realm;

- e) Incorporate hard and soft landscape treatment which takes opportunities to connect to the wider landscape, enhances GI, and is consistent with local character;
- f) Utilise architectural design which is appropriate and sympathetic to its setting in terms of height, massing, density, roof form, materials, night and day visibility, elevational and, where relevant, vernacular detailing;
- g) Provide high quality, secure, accessible, and where possible, integrated storage for general and recycling waste, heating fuel, and transport related equipment;
- h) Provide high quality outdoor amenity space appropriate to the needs of its occupiers or users;
- i) Ensure development proposals are durable, sustainable and adaptable over time, and provide sufficient internal space to meet the needs of a range of users;
- j) Give regard to improving safety and perceptions of safety, and be inclusive and accessible for all; and
- k) Have regard to avoiding harmful impact upon, or from, any surrounding uses and amenities.

# Parish Workshops, Autumn 2022

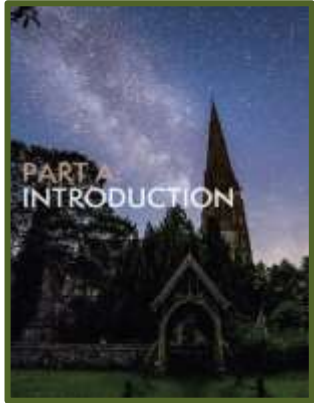
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# Parish Workshops, Autumn 2022

## How will it be used?

### Structure



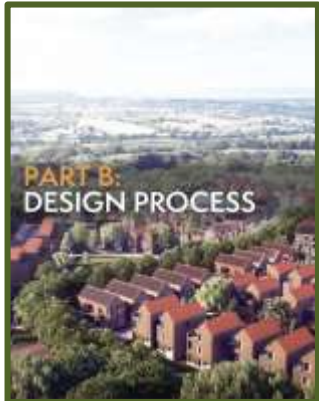
#### Introduction

- How to use it.
- Policy framework.
- Definition of landscape.



#### Design Guidance

All design principles expected to guide development proposals.



#### Design Process

Landscape-led approach for:

- Small scale development.
- Large scale development.



#### Appendices

- Appendix A: Key Design Principles.
- Appendix B: Other Important Guidance
- Appendix C: Larger/sensitive developments
- Appendix D: Quality of Routes.

# Parish Workshops, Autumn 2022

## How will it be used?

### Navigation

#### C.10.2 COMMUNAL GARDENS

**KEY DESIGN PRINCIPLE**

Communal residential gardens should generally consist of at least 20m<sup>2</sup> of usable open space per dwelling and where possible incorporate multifunctional GI and SuDS.

C.10.2.1 Communal gardens (and amenities) for residents or staff and visitors in non-residential development should be designed in a landscaped way reflecting local landscape character and providing amicable and multifunctional spaces incorporating green infrastructure enhancement (see C.9) and SuDS (see C.9.3) and contributing to ecosystem services.




Figure 10.4: Well-designed communal garden space between houses at Goldsmith Street, Norwich.

C.10.2.2 Communal gardens are often associated with apartment blocks or multi-residential buildings such as retirement homes, but could equally be provided to serve houses. They should be sized to provide meaningful spaces for the residents they serve. A good guide for a minimum amount of communal garden space is 20m<sup>2</sup> per dwelling. This calculation should include areas of private amenity (such as balconies) provided but should exclude areas that cannot be described as 'usable'.




Figure 10.5: Usable and unusable communal garden space.

#### C.10.3 BALCONIES

C.10.3.1 Balconies are mostly a feature of apartments and can provide some much needed (semi) private amenity and fresh air for flat-dwellers. To count as useful amenity space, balconies should be dimensioned sufficiently to at least accommodate a small table with two chairs and relevant access space (Figure 10.6).

C.10.3.2 Balconies can assist with providing good levels of natural surveillance (see C.7.5) and active frontages (see C.1.7), making the public realm safer and animating street elevations.




Figure 10.6: Potential dimensions for balconies.

#### C.10.4 PRIVACY AND DAYLIGHT

**KEY DESIGN PRINCIPLES**

- All new development should consider the private amenity and daylighting of new and existing residents.
- Overlooking distances for rear windows between existing and new homes should be at least 22m and 20m respectively.
- Good daylighting in dwellings and non-residential buildings should be maximised (subject to dark night skies requirements).

#### Privacy

C.10.4.1 A minimum distance should be provided between opposing rear windows of neighbours. The minimum distance from rear windows of a new development to the rear windows in an existing dwelling of 22m (and 20m in wholly new development) should generally be observed. These parameters should be extended by 5m where there are three or more storeys.




Figure 10.7: Traditional perimeter block arrangement creating a minimum back to back distance and private garden zone behind houses and a public realm in the front.

C.10.4.2 Privacy is less of a concern at the front of properties which face onto the public realm (the street) as people generally have different expectations here compared with the rear of the property.

#### Daylight

C.10.4.3 Good quality natural light helps to make the interior of a dwelling or a work place a more pleasant and enjoyable place to spend time. It also reduces the need to use electric lighting.

C.10.4.4 The amount and quality of natural light depends on the:

- size and position of windows,
- the shape of rooms,
- the colour of internal surfaces,
- and the structures that surround the building.

A daylight factor (Df) for inside buildings is expressed as a percentage of the daylight experienced outside on an overcast day. In offices, a Df of between 2 and 5 is desirable at desk height. With a Df of 2 or below, the room appears dim, and electric lighting will likely be used.

C.10.4.5 Electric light circuit design should be zoned to take account of fenestration so that only the darker areas of the office receive electric lighting when necessary.

C.10.4.6 In all habitable rooms, the Authority requires windows. Roof mounted 'light tubes' can bring natural light into corridors, landings and other rooms where window light cannot penetrate sufficiently.

C.10.4.7 The size of windows to provide good daylighting must be balanced with privacy requirements within the home. It is important that the orientation, location and use of the room are all taken into account when considering the size and location of windows.

The dark night skies (see C.15) requirements must also be considered. BREEAM assessments include credits for minimum standards for natural daylight levels for non-residential buildings.

C.10.4.8 New development must not create excessive overshadowing of the windows of habitable rooms, and should maintain adequate daylight levels in neighbouring properties. Figure 10.8 shows how this can be calculated. Overshadowing of established solar collection, such as photovoltaic panels or tiles should also be avoided.

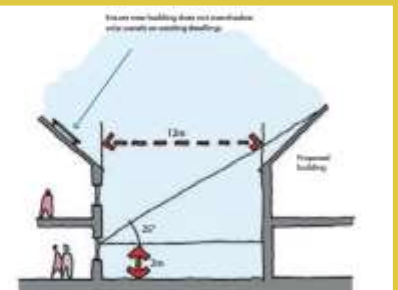


Figure 10.8: Daylighting diagram for new development adjacent to an existing property.

# Parish Workshops, Autumn 2022

## The Landscape-led Approach to Design

### What is 'landscape'?

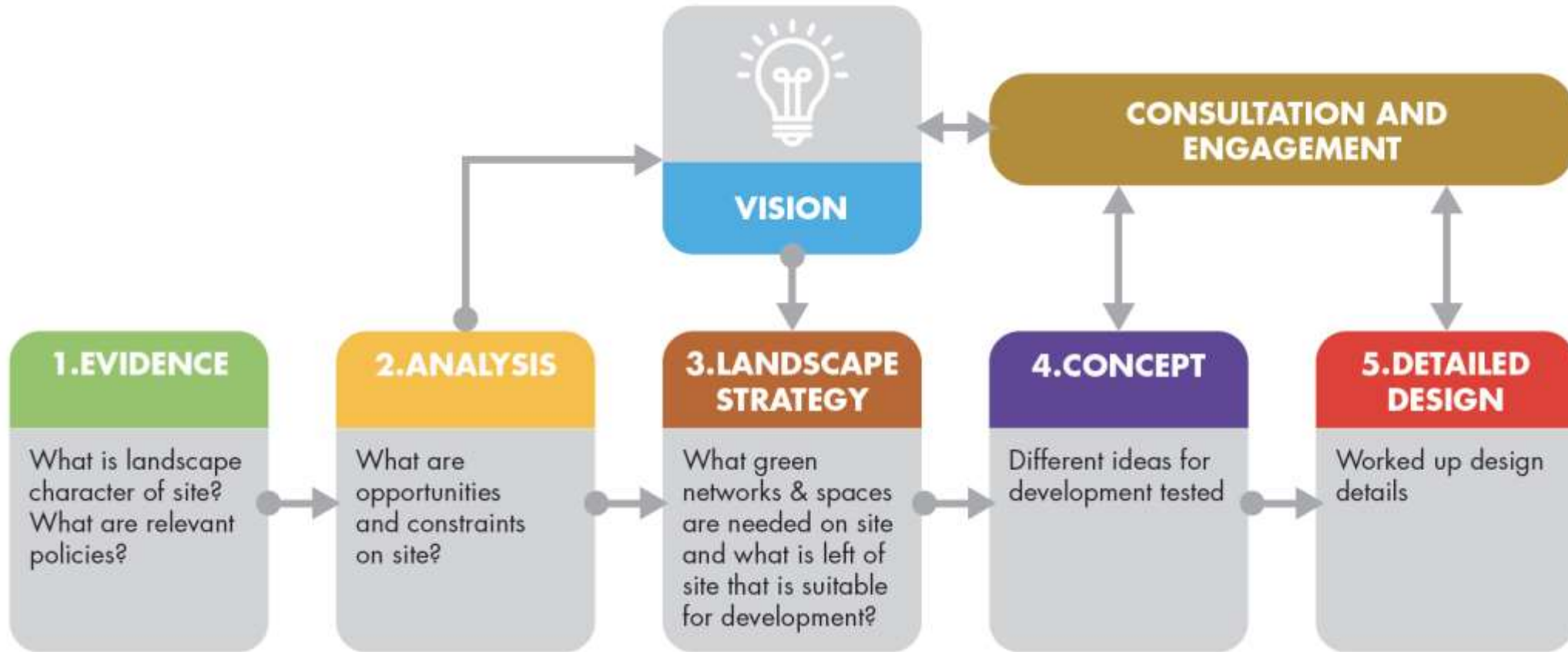


**Landscape** in this context includes everything that is a result of the actions and interactions of people and nature.

- So it includes:
- Structures, buildings and townscapes
  - Roads and paths
  - The materials that build them
  - Fields and woods, hedgerows and trees
  - The local ecology, air and climate
  - The shape of the land
  - Water features
  - Geology**

# Parish Workshops, Autumn 2022

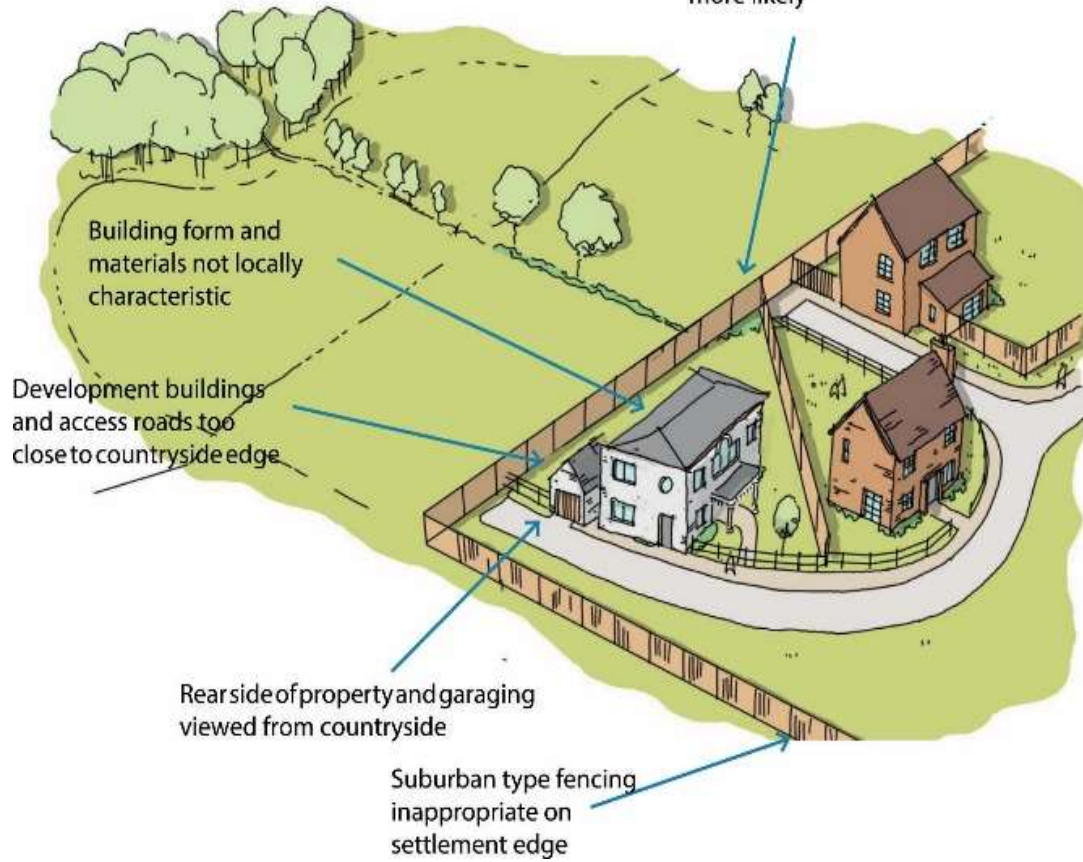
## The Landscape-led Approach to Design



# Parish Workshops, Autumn 2022

## The Landscape-led Approach to Design

Layout should not make pressure for future development phases more likely

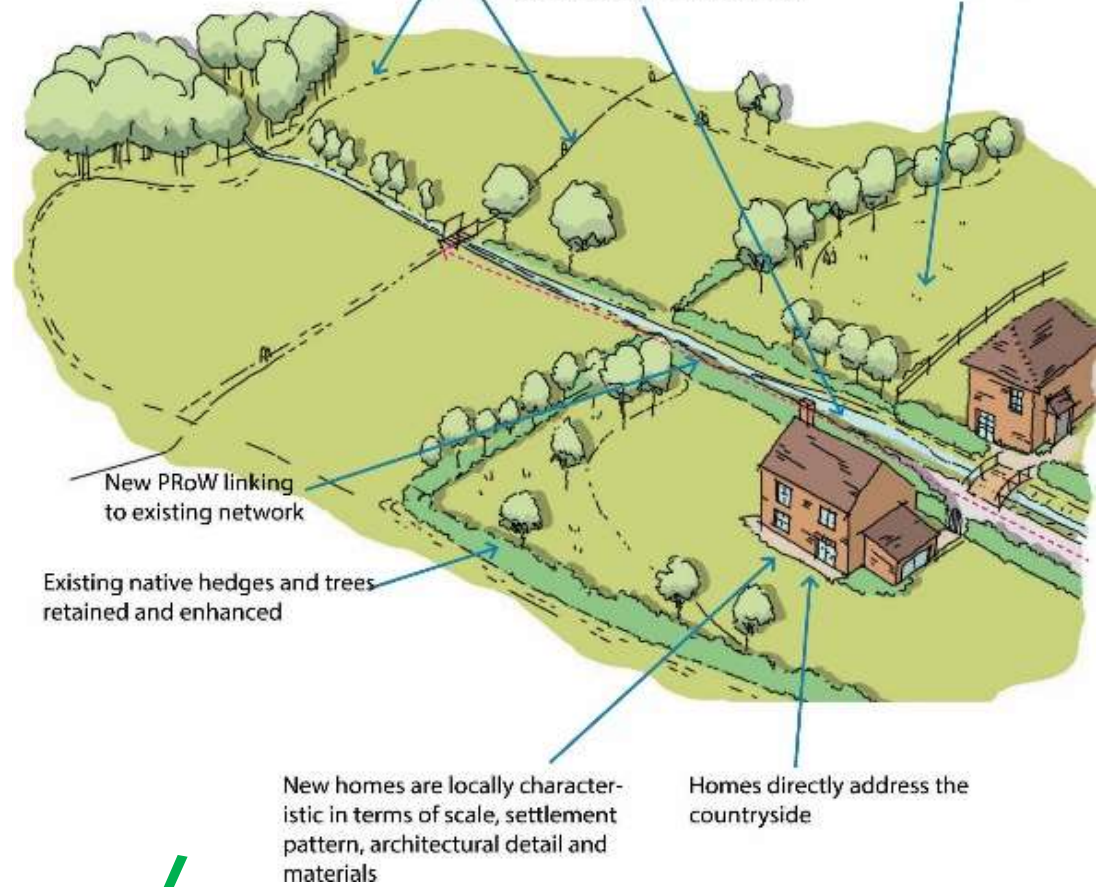


**X** Not landscape-led

Existing public footpath network

Existing ditch incorporated as SuDS feature through site

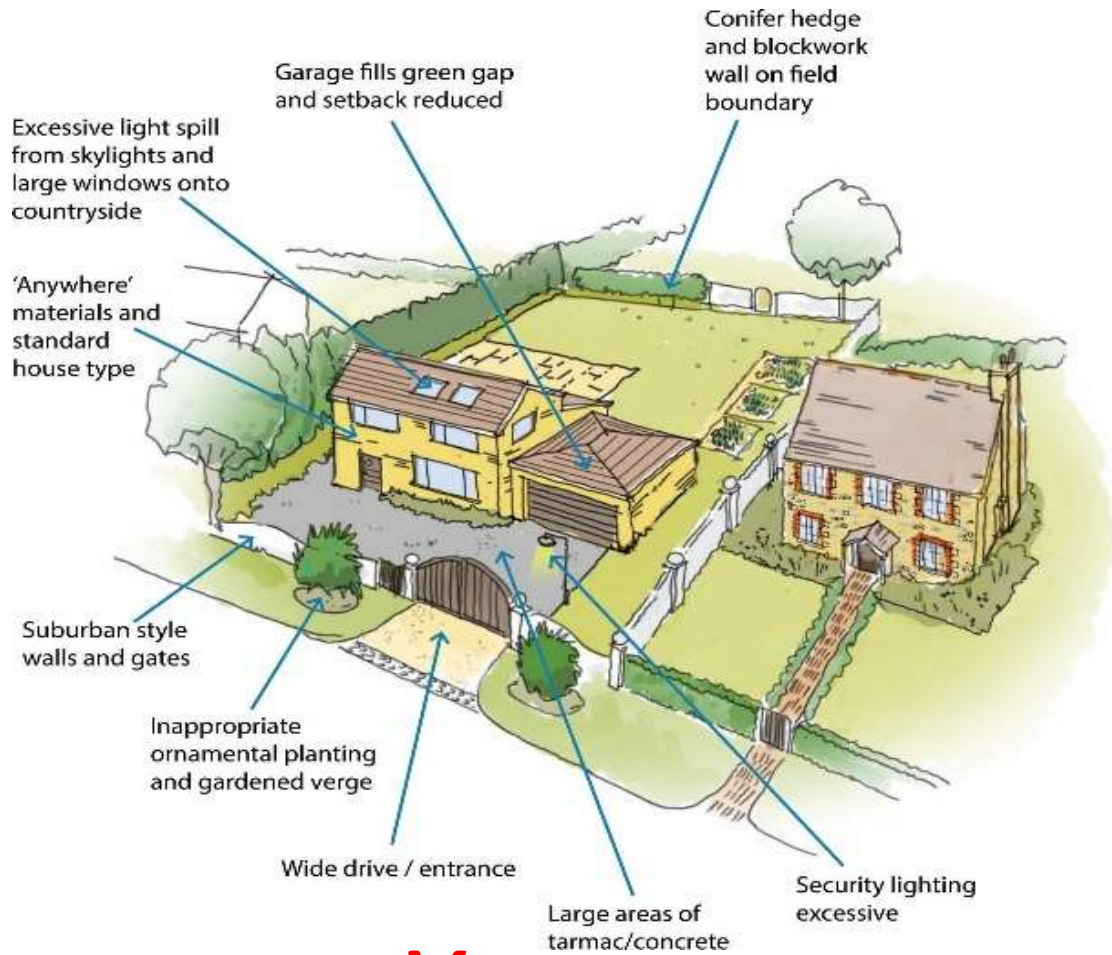
Green infrastructure/ POS buffer with countryside



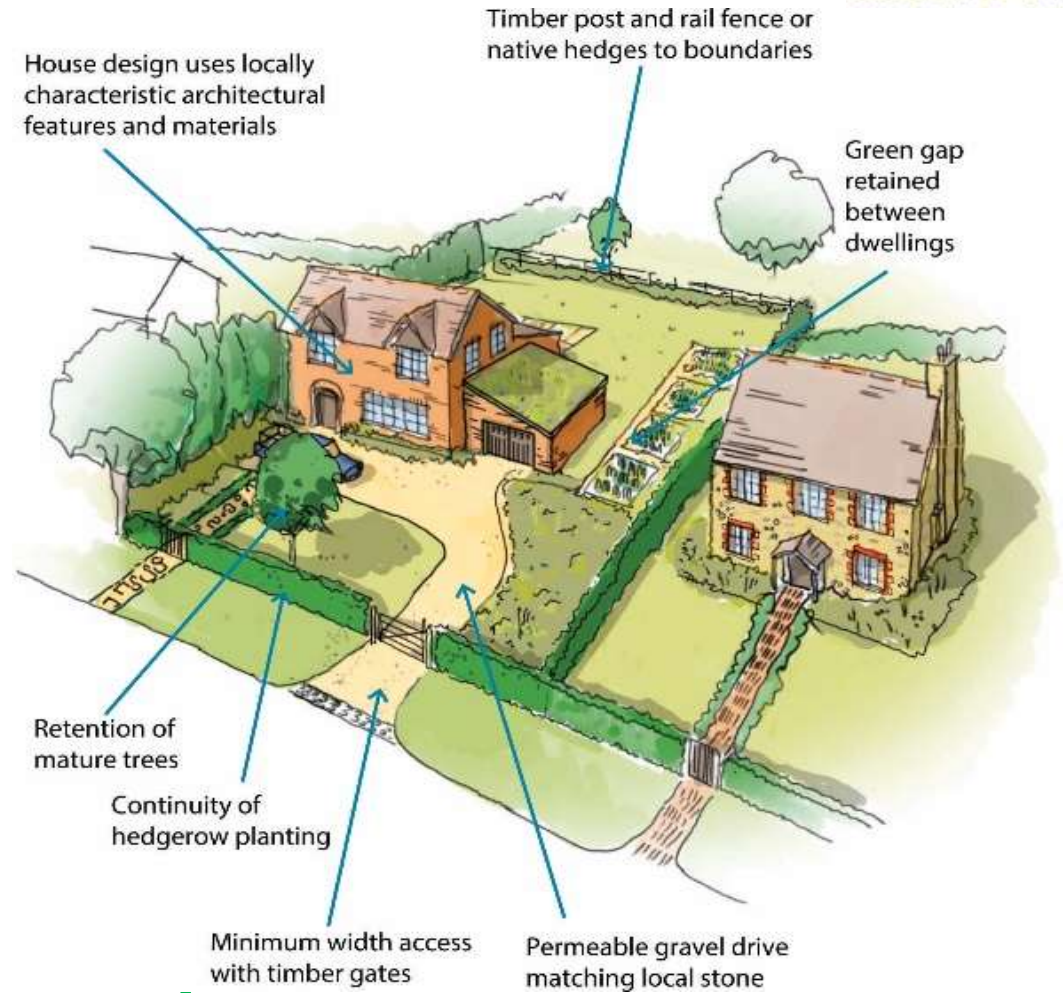
**✓** Landscape-led

# Parish Workshops, Autumn 2022

## The Landscape-led Approach to Design



**X** Not landscape-led



**✓** Landscape-led



# Parish Workshops, Autumn 2022

## Further Resources



### **The Design Guide SPD**

[Adopted Design Guide SPD - South Downs National Park Authority](#)

### **More guidance on landscape-led design in the National Park**

[Landscape-led Design - South Downs National Park Authority](#)

### **Examples of landscape-led design in the National Park**

To understand how the landscape-led approach has been successfully carried out, the Authority has put together some case studies:

[DESIGN-GUIDE-Case-Study-1-Large-Residential.pdf \(southdowns.gov.uk\)](#)

[DESIGN-GUIDE-Case-Study-2-Medium-Residential.pdf \(southdowns.gov.uk\)](#)

[DESIGN-GUIDE-Case-Study-3-Non-residential.pdf \(southdowns.gov.uk\)](#)

[DESIGN-GUIDE-Case-Study-4-Farmstead-Conversion.pdf \(southdowns.gov.uk\)](#)

### **Videos of landscape-led design in the National Park**

What is good Design? <https://www.southdowns.gov.uk/landscape-design-conservation/design-in-the-south-downs/what-is-good-design/>

Landscape-led Design: <https://www.southdowns.gov.uk/landscape-design-conservation/design-in-the-south-downs/what-is-good-design/our-goals-and-objectives/>

## **Parish Workshops Autumn 2022: Local Plan Review**

### **What we have done:**

- Seems like yesterday that we adopted our first ever local plan in 2019.
- Decision at NPA in May to review our Local Plan
- This is in line with Government policy that says you need to review and update as necessary your local plan every five years. We don't need a brand new plan that undoes all the good things we established in our original plan.
- Having an up to date local plan and a five year housing land supply protects us from speculative planning applications particularly for housing. We are, however, much more protected than our neighbouring local authorities outside the NP that have challenging housing requirements and need to meet the Housing Delivery Test every year.
- It is a review and not a brand new plan so we are keeping the key elements of our adopted plan i.e. our spatial strategy, landscape led approach to design, dark night skies and ecosystem services
- We want to focus on our corporate priorities of nature recovery, climate change and a national park for all
- We have been busy since May.
- We ran a Call for Sites for a number of land uses including homes, jobs and renewable energy. There were 259 site submissions so thank you if your parish council sent in a site. We are now processing all the submissions and then will be going out on site to assess them.
- We also ran a Call for Local Green Spaces and received 29 submissions. Again thank you if one of them came from your parish council
- We are also working on other evidence such as a development need study and a water cycle study

### **How you can help us:**

- You can help us with your local expertise and provide us with detailed information we need for our LPR.
- Once we have assessed the site submissions we will be asking you for feedback on them. We will also share them with councillors for wards within the NP
- Soon, we will be sending out links to an online form for you to fill out about the facilities and services in your parish such as internet and EV charging points

- We will also be asking you to fill out on line forms about open spaces in your parish
- Many of you have made NDPs that you worked hard to prepare and together allocate much of the land for housing in the National Park
- This time, we are asking for you to work collaboratively on our LPR instead reviewing your NDP
- If you chose not to review your NDP you will still retain the higher rate of CIL and your NPD will still be used in the determination of planning applications in your parish
- For parishes that are wholly in the NP or whose main settlement is in the NP we are introducing Parish Priority Statements, which are your opportunity to set out the principal needs and prevailing views of your local community. Much shorter and less work than an NDP. They won't contain policies or allocations, but they are your opportunity to say in a few words what your local community wants for your parish. Further details to follow

#### **A time of change:**

- We are preparing our LPR at a time of great change nationally and locally
- The Government published the Levelling Up & Regeneration Bill in May and then announced a new Planning & Infrastructure Bill in its new Growth Plan a week late. This has now been scrapped.

#### **Going forward:**

- We are currently working on a new timetable for the Local Plan Review, which will be approved by the Authority in December
- We look forward to working collaboratively with you on the LPR and we will make the most of your local knowledge that you share with us.

## **Report on East Sussex Association of Local Councils AGM**

The East Sussex Association of Local Councils (ESALC) AGM, held in Uckfield on 30 November 2022, was chaired by the Association's new president, the Marquess of Abergavenny. The meeting began with a detailed report of its activities and its services by the chair, Councillor Catlin.

He welcomed the recently formed Bexhill Town Council and highlighted the work Fairlight Parish Council has done in creating warm spaces in the village. He outlined services available from ESALC including dispute resolution, help with salaries and recruitment as well as visioning and objective setting. ESALC also provides advice on merging and creating councils and liaises with Sussex Police.

### **Sussex Heritage Trust**

The Sussex Heritage Trust gave an illustrated talk on its campaign to preserve historic elements of the public realm. These include everyday objects such as red telephone boxes, water hydrants, pillar boxes, cast iron lamp posts, boot scrapers and much else beside. Among other things, the Trust maintains the toll house on the A27. Councils were asked to sign up to record historic street items in their area.

### **Elections Act**

The 4 May 2023 local elections were the subject of a presentation by electoral officers from Wealden District Council. They outlined several changes planned for conducting elections brought in by the Election Act; two of which will be introduced for May next year.

The first is the requirement for voters to show photo identification at polling stations. Voters who do not have approved ID such as passports and driving licences will be able to apply for a Voter Authority Certificate up to six days before the election. The second change concerns accessibility of polling stations. Returning Officers will have a responsibility to support disabled voters with audio facilities, Braille overlays and wheelchair access.

Councillors were advised to publicise the date of the elections and the need for voter ID, and to be aware of the pre-election 'purdah' period. They were also advised to read Electoral Commission guidance on the Elections Act and to ensure that an imprint appeared on all candidate publicity. Lack of a proper imprint is the biggest cause of complaint, the officers said.

The Elections Act also clarifies the offence of undue influence, which at present relates to the use of violence to make someone vote a particular way. Under the new proposals there would be a broader definition of the offence to include physical violence, damage to someone's property or damage to their reputation.

### **Civility and Respect**

The National Association of Local Councils (NALC) has launched a Civility and Respect Project with the aim of tackling the rising incidence of intimidation, abuse, bullying and harassment of councillors, clerks and council staff. NALC has identified

numerous steps to improve the situation including training, improved governance, intervention to support struggling councils and tighter legislation.

NALC would like to see greater powers for monitoring officers to suspend and possibly fine councillors. Keith Stevens, NALC chair, told ESALC delegates to call out bad behaviour when it happens, rather than wait till afterwards. Trevor Leggo, ESALC chief executive, gave several examples of local incidents. At Horsham District Council the monitoring officer received 49 complaints about bad behaviour at Steyning Council over three years and spent £20,000 on consultants. Rother District Council spent £10,000 this year investigating complaints at Northiam Parish Council and has determined not to hear any more.

Mr Stevens urged councils to sign up to NALC's Civility and Respect pledge which commits them to taking steps to curb bad behaviour.

### **East Sussex Resilience and Emergencies Partnership**

East Sussex Resilience and Emergencies Partnership assesses the risk of an emergency, informs the public and plans to continue to provide critical services. At present the organisation is focusing on winter preparedness: identifying 'warm welcome locations' and encouraging local groups to set up warm spaces with the help of grants of up to £10,000.

Spokesman Steven Clare sign posted several useful resources. For example, energy and water companies operate a Priority Services Register designed to support people who are vulnerable to a break in service.

Communities Prepared is a national programme that equips community emergency volunteer and flood wardens with the knowledge to prepare for and respond to a range of emergencies, from flooding and severe weather incidents to pandemics.

### **Possible actions for Lewes Town Council**

- 1) Sign NALC's Civility and Respect pledge and adopt its recommendations
- 2) Sign up to record historic street items in Lewes.

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 15 December 2022**

**Report Number: FC023**

**Report by: Town Clerk**

**Subject: Grant Panel Recommendations – 7 December 2022 Cycle 3**

### **1. Summary**

- 1.1 To propose payment of grants as recommended by the Grants Panel, following its meeting on 7 December 2022 (the third of four cycles for 2022 to 2023).

### **2. Recommendations**

- 2.1 Council is Recommended to:

1. Approve the grant payments recommended and shown in column H of the table appended to this report.

### **3. Background**

- 3.1 The Grants Panel met on 7 December 2022. 11 applications were considered, with requests for support in the total of £15,920.
- 3.2 Assessing applications were: Councillors Burrows, Makepeace, Maples, and Wood. Apologies were received from Councillors Herbert, O’Keeffe and Sains.
- 3.3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:

- Closeness of match to Council’s policy, objectives and underlying values. Support for the community organisations working for the benefit of the Town, contributing to the wellbeing of the local community and helping to maintain a vibrant community section in the Town. Support the Council vision, which includes:
  - Sustainable transport, related infrastructure and signage, cycle routes, bus transport
  - Openness, engagement, consultation, partnership
  - Trees and biodiversity; wildlife and the environment; open spaces
  - Support for equality, diversity and inclusion, and specially disadvantaged and under-represented groups and foodbanks
- Robustness: general likelihood of success. Will the project be able to achieve its own aims? How thorough is the application in demonstrating this?

- Financial Planning: are there strong indicators of financial prudence? For example, are there adequate accounts or previous projects achieved to budget? Is the amount of funding requested appropriate for the project? If the project is to continue beyond a pilot stage, is it sustainable? Has other support been considered or obtained?
- Scope: Is the cost proportional to the prospective benefits over the course of the project/activity/installation? This may include number and breadth of beneficiaries, geographical scope across different areas, but also duration or legacy merits. What is the demonstrable impact for the community?
- Narrative explanation and any special insight or consideration

3.4 Where recommended awards are below the amount requested by the applicant, the details of the proposal were scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council's published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant's own funds, and other detail elements.

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

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

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

- 5.1 The recommended grant awards for this cycle amount to £11,300 in total, to be met from the £60,000 Grant Budget, which leaves a balance of £26,865 for the 2022 to 2023 financial year.

Laura Chrysostomou

**Town Clerk**

A	B	C	D	E	F	G	H	I
Ref	Organisation	Stated purpose of organisation	Stated purpose of grant requested	Total project cost	Own funds employed	Grant Requested	Recommended	Salient comments (if any) by Panellists
1	Pippa's Group	Preschool group for children who are in need	Contribution towards the salary of a staff member who will work with a small group of children (or one to one)	6,000	4,000	2,000	<b>2,000</b>	The applicant is advised to seek funding from other organisations. The panel noted the high level of reserves and sought clarification as to whether this was earmarked for something or a requirement to have. Feedback was requested for accountability and transparency.
2	Railway Land Wildlife Trust	Environmental education charity that aims to inspire environmental sustainability by bringing nature to the heart of Lewes	Purchase of scythes and training session for volunteers at Landport Bottom	959	300	300	<b>300</b>	The panel would encourage engagement with Plumpton College in the future.
3	Lewes Sports Club	Community Amateur Sports Club to provide facilities for and promote participation of the whole community	Urgent upgrade of the electrical infrastructure of the Clubhouse	5,300	1,300	2000	<b>1,000</b>	The applicant is asked to get two more quotes for the work needed to ensure best value. The panel noted the figure on the quote presented didn't match the figures in the application form.



4	Swords of Albion	To educate demonstrate the medieval history of combat, equipment and fighting styles from the high to late middle ages	Hire equipment for a free townwide re-enactment 13-14 May 2023	8,275	465	2,000	<b>1,600</b>	Revised amount due to incorrect arithmetic
5	Patina	Voluntary association of parents, teachers, local businesses and artists who support arts education after it was significantly reduced in the national curriculum	Materials for the Moving On project	19,000	10,000	2,000	<b>2,000</b>	The panel noted that Patina always provide their annual feedback giving a clear understanding of the use and impact of the Town Council's grant.
6	Seedy Saturday	Annual community event to encourage gardening, growing food and outdoor activities	Hall hire, publicity, insurance, speakers fee, expenses and refreshments	2,713	1,813	900	<b>900</b>	
7	Moving Sounds	To make participatory, therapeutic, creative experiences accessible for all ages,	Music workshops, office and administration costs, replacement instruments,	3,010	510	1,500	<b>1,200</b>	The groups finances need to be presented clearer

		abilities and backgrounds to benefit groups with dementia, deaf and disabled, youth groups and transgender groups	travel and insurance					
<b>8</b>	Cliffe Bonfire Ltd	A bonfire society run by volunteers	To host Archbishops Bingo, hall hire, raffle items, advertising, hire of bingo equipment, sundry items and transport	320	100	220	<b>0</b>	No award given due to the panel being mindful of the cost of living crisis and previous grant given in September 2022. It is recommended the approach to fundraisers is reviewed to generate funds.
<b>9</b>	Green United CIC	A group for young people In Lewes schools to work together on environmental projects	Hall hire, lamp post banners, and website servicing	1,000	0	1,000	<b>800</b>	For future reference the applicant is asked to present more detailed information in the form.
<b>10</b>	SASBAH	Lifelong support to people of all ages who are affected by spina bifida, hydrocephalus and other disabilities	To continue support over 70 people around Lewes with disabilities	8,090	1,000	2,000	<b>1,000</b>	Feedback on previous grants awarded by the Town Council is required as per grant conditions (item 16) to enable Council to better understand the project. Feedback is collected and presented internally already so this task should not be onerous.

11	A-listers inclusive film club	A start up film making club for young people with special needs, disabilities and neuro diversity	To help fund a film making project called "Sights and Sounds of Our Sussex by the Sea"	4,450	250	2,000	<b>500</b>	The award is proportional in relation to the cost. The panel noted the intention to source funding from other organisations. The panel looks forward to seeing the project expand to a wider group of Lewes residents.
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**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 15 December 2022**

**Report Number: FC024**

**Report by: Town Clerk**

**Subject: Urban verge cutting service options**

**1. Summary**

- 1.1 The report presents to Council the urban verge cutting options put forward by East Sussex County Council for 2023, including options for self-delivery.

**2. Recommendations**

- 2.1 Council is Recommended to:
1. Agree which urban verge cutting option from East Sussex County Council it wishes to choose (section 4 refers).
  2. If option 2, 3, 4 or 5 are chosen to agree the required sum to be included in the 2023 to 2024 budget discussions (section 5 refers).

**3. Background**

- 3.1 Each year East Sussex County Council (ESCC) provides options for Urban Grass Cutting of verges in the town to Lewes Town Council. In 2021 the Town Council opted for the standard two cuts per year to be delivered by ESCC in 2022 but asked for self-delivery options to be considered the following year.
- 3.2 Part of those considerations also included exploring the option of the Town Council self-delivering the cutting of Urban Wildlife and Meadow verges in 2023.
- 3.3 It should be noted that 'Wildlife and Meadow Verges' are managed in a different way and have separate schedules.
- 3.4 It should also be noted that these are different to 'Rural Verges' which are not offered as a self-delivery option due to serious health and safety risks.
- 3.5 See appendix 1 for a map from ESCC with the different verges represented by different colours or the following link for the online map from ESCC: [grass cutting maps online here](#).
- 3.6 For the last four years Lewes Town Council has opted for Option 1: two standard cuts to Urban Grass verges delivered by ESCC.

#### **4. Urban verge cutting options for 2023**

- 4.1 The three options for Urban Grass Cutting are:
- Option 1 – Standard: Two cuts over the course of a year, normally in May and September, to be carried out by ESCC at no cost to the Town Council. Urban grass will be managed for safety purposes only.
  - Option 2 – Extra cuts: the Town Council may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Town Council a total of £3,330 for the year.
  - Option 3 – Self delivery: Lewes Town Council takes on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area but would continue to carry out meadow and wildlife cuts. ESCC would pay the Town Council the sum of £1,665 to do this.
- 4.2 Following discussions ESCC has offered Lewes Town Council two further options to include options for urban wildlife/meadow verges:
- Option 4 – Self-delivery: Lewes Town Council takes on responsibility to deliver all urban grass cutting and Wildlife/Meadow urban verges in their area. This must include a minimum of two cuts on urban grass verges over the course of the year. Meadow verges have one cut in late September. Wildlife verges have one cut in late September with arisings collected. Both meadow and wildlife verges may require additional visibility cuts especially at road junctions or bends which the Town Council would be responsible for. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Town Council the sum of £4,036 to do this.
  - Option 5 – Self-delivery: Lewes Town Council takes on responsibility to deliver all Wildlife/Meadow urban verges in their area. This option was requested by Lewes Town Council following discussions with Wildlife Lewes and has been agreed in principle by ESCC. ESCC will only carry out urban grass cutting in the area in accordance with either option 1 or 2 above. ESCC are yet to confirm what they would pay the Town Council, but it is estimated to be in the region of £2,000 to do this.
- 4.3 If the Town Council should take on responsibility for cutting verges, ESCC will continue to make meadow or wildlife cut designations.
- 4.4 Wildlife cuts are considerably more expensive due to the cost of collecting and then disposing of the arisings. ESCC will only approve applications that fit a very specific criterion.
- 4.5 If the Town Council take on an element of self-delivery it will mean another layer of Council and contractors in terms of delivering verge cutting.
- 4.6 Should the Town Council take on either of the self-delivery options an agreement will need to be signed between ESCC and the Town Council. This will require that any contractor employed by the Town Council must be

suitably competent and qualified to work safely on the highway and must meet strict criteria set out by ESCC. That criteria can be summarised as follows:

- The contractor must have £10million public liability insurance.
- They will need to have a formal contract with Lewes Town Council.
- They must be trained and competent as required by the Safety at Streetworks and Roadworks Code of Practice 2013.
- They must comply with the Highways Act 1980 and the New Roads and Streetworks Act 1991.
- A written health and safety policy, risk assessment and method statement must be provided.

4.7 Consideration will need to be given to the resources required to procure, monitor and manage contractors under a self-delivery option. Additional staffing will be required for Option 4. Option 5 presents a significantly smaller project to take on responsibility for that may be manageable within existing resources.

4.8 ESCC have informed the Town Council that over the last two years 289 grass cases were raised with the ESCC call centre. In contemplating self-delivery options, the Town Council will need to consider the need to respond to these cases and the staffing resources to manage them.

4.9 A selection of local parish and town councils who have chosen to self-deliver were approached for feedback on management of their cutting regime. A summary of the findings is as follows:

- One parish have used ESCC approved contractors over the last few years with unsatisfactory results. They ran a procurement process approaching seven companies but only received one response which had a significant price increase from £4,500 to £15,000.
- Another parish council used an ESCC approved contractor with unsatisfactory results and are looking for a new contractor for 2023.
- Another parish council have just completed a three-year contract with a contractor and are looking to extend for a further three years having received a good service.
- A town council have their own in-house team who carry out the work with good results.
- Another parish council used a different contractor, who lives in the parish. They receive £306 from ESCC for the minimum two cuts per year and it costs them £2,000, however this is to deliver 10 cuts per year.

The findings present that if a local contractor or in house team are used then the system works well, but when the larger contractors are used the service is less than satisfactory and has implications on resources.

4.10 Members are therefore asked to consider and approve one of these five options.

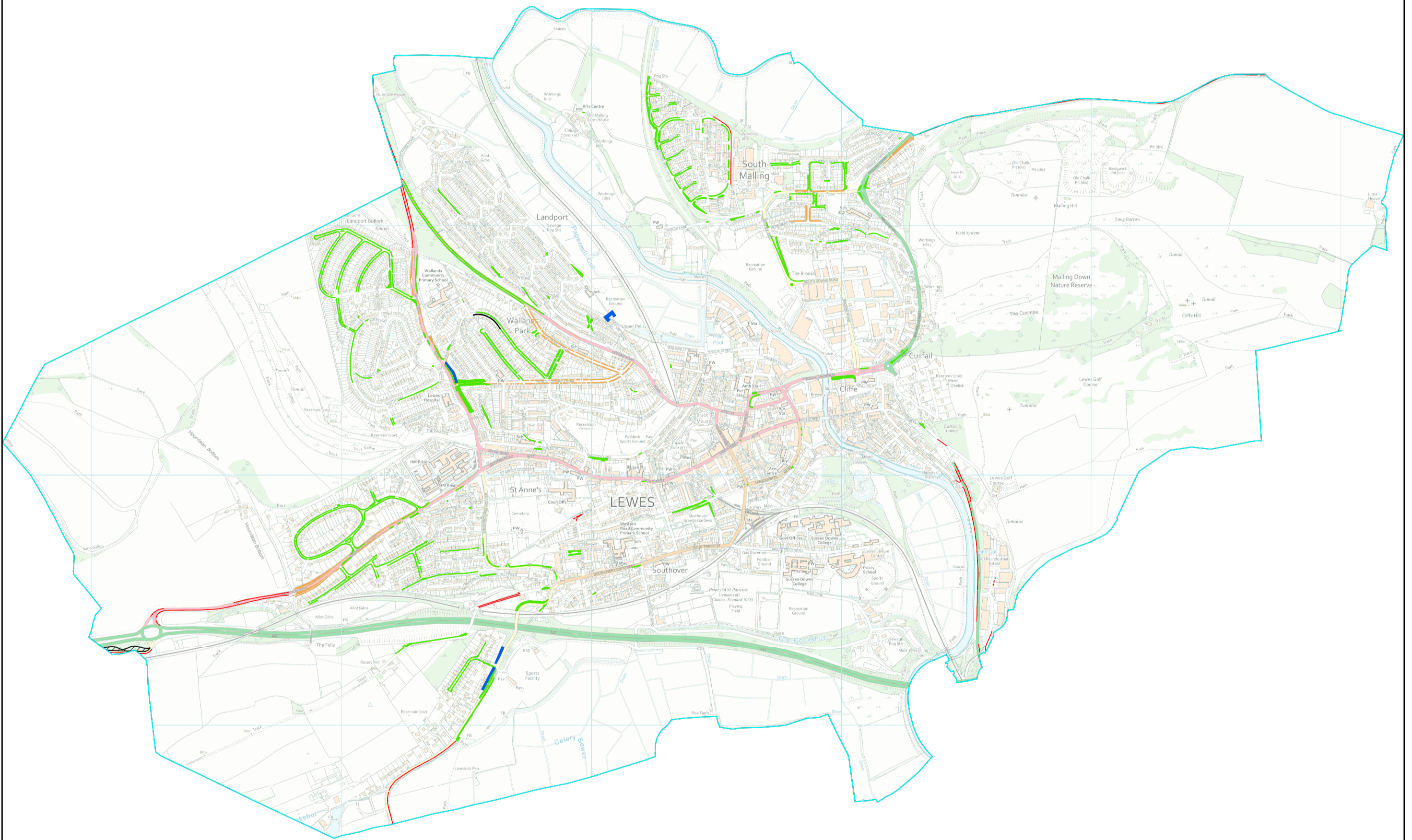
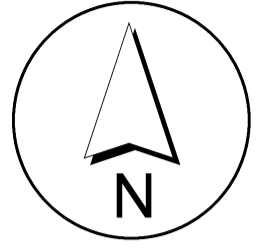
## **5. Financial Implications**

- 5.1 If option 2 is chosen budget provision of £3,330 will need to be added to the 2023 to 2024 budget.
- 5.2 If option 3 is chosen an estimated budget provision of £1,000 will need to be added to the 2023 to 2024 budget to employ the services of a local contractor. A notional £1,000 per annum would need to be included to increase staffing capacity to administer the cutting contract.
- 5.3 If option 4 is chosen an estimated budget provision of £2,000 will need to be added to the 2023 to 2024 budget to employ the services of a local contractor. A notional £1,500 per annum would need to be included to increase staffing capacity to administer the cutting contract.
- 5.4 If option 5 is chosen it is estimated the service could be delivered within the funding provided by ESCC but this would be subject to finding a suitably qualified contractor that can deliver a satisfactory service.

Laura Chrysostomou

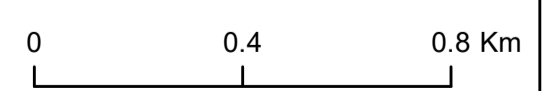
**Town Clerk**

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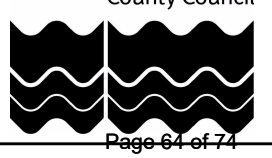


**Legend**

- Candidate
- Wildlife
- Giant Hogweed
- Knotweed
- Meadow
- Rural
- Urban



<b>Map Title:</b> URBAN / RURAL GRASS EXTENT - LEWES TC		<p><b>East Sussex County Council</b></p> <p>East Sussex County Council</p>
<b>Date:</b> 15/12/2021	<b>Author:</b> Highways Asset	
<b>Scale:</b> 1:14,512		





**Lewes Town Council**

**Non- Confidential**

**Committee: Council**

**Date: 15 December 2022**

**Report Number: FC025**

**Report by: Town Clerk**

**Subject: Past Mayor and Mayoress Badges**

### **1. Summary**

- 1.1 Council are asked to consider estimates provided by specialist companies who manufacture Past Mayor and Mayoress badges and select the preferred option and supplier.

### **2. Recommendations**

- 2.1 Council is recommended to:
  1. Agree the preferred design and supplier and confirm costs for consideration as part of the 2023 to 2024 budget discussions.

### **3. Background**

- 3.1 The Past Mayor and Past Mayoress badges have always been sourced from one local supplier, company A, due to the proximity of the business. Current costs are £2,917 excluding VAT for the two badges.
- 3.2 In accordance with the Town Council's financial regulations estimates have been sought from other suppliers. These are outlined in appendix 1.
- 3.3 It should be noted that all three suppliers will require an initial set up cost for casting the badges.

### **4. Financial implications**

- 4.1 The cost of the preferred options will be included for consideration as part of the 2023 to 2024 budget discussions. It should be noted the estimates are valid for 30 days only and therefore subject to increase.
- 4.2 The cost of the badges is normally met from the regalia budget. It should be noted that this budget is currently inadequate at £1,450 which includes maintenance of other civic regalia such as the robes, hats and silverware.

Laura Chrysostomou

**Town Clerk**

## Appendix 1

Company A	Current Price £2,917 for both badges	Hallmarked sterling silver, enamelled and engraved Packed in presentation case Company A already has a Die
Company B	<p>Estimate</p> <p>Die charge £832+£683.20</p> <p>Past Mayor Pendant £398.20 each Quantity 2 £368.37 each Quantity 3 £358.42 each Quantity 5 £331.47 each</p> <p>Past Mayoress Pendant £416 each Quantity 2 £386.17 each Quantity 3 £376.23 each Quantity 5 £349.30 each</p>	<p>In the first instance there will be a part die charge, representing customers contribution towards the new manufacturing appliances needed to produce the pendants. This charge is non-repeatable, and the company guarantee safe keeping and good condition of the appliance, repairing or replacing at their own expense in the future should this be necessary. The appliances remain the property of the company but are only used for the manufacture if pendants against customers specific orders.</p> <p><u>Past Mayor Pendant</u> Hallmarked sterling silver pendant Special shape size 38mm x 63mm Enamelled three colours Finished in polished parcel Heavy Gold Plate (HGP) Packed in presentation case</p> <p><u>Past Mayoress Pendant</u> Hallmarked sterling silver pendant Special shape size 38mm x 63 Enamelled three colours Pierced Finished in polished parcel HGP Packed in presentation case</p>

<p>Company C</p>	<p>Estimate Die charge £567.00 Supply of artwork, refundable on receipt of order £100 Past Mayor/Mayoress Pendant Metal Gilt £300 each Silver Gilt £750 each Engraving £1.20 per character £45 collarette and presentation</p>	<p><u>Past Mayor/Mayoress Badge</u> Includes collarette and presentation case Estimate based on using A3 design on front with A5 reverse and enamelled centre shield on a 2 inch medal (gold plated base metal) With collarette and presentation case</p>
<p>Company D</p>	<p>Estimate Die charge £600.00 Past Mayor/Past Mayoress Pendant £243.35 each Engraving £1.07 per character Storage £31.58</p>	<p><u>Past Mayor/Mayoress Badge</u> Hallmarked silver gilt and enamelled suspended from a short military style ribbon Handmade leatherette lined storage case</p>



Company A.



Customer Approval..... Date.....

Dimensions: 38 mm (width) x 58 mm (height)

Company B.



Customer Approval.....Date.....

Dimensions: 38 mm (width) x 63 mm (height)

## 2" PLAIN & WREATH MEDALS WITH RING



A



A/1



A/2



A/3



A/4



A/5

Company D.

OPTION A



DESIGN BY : DAVE HARPER

**DIMENSIONS**

37MM Ø

**ENAMEL COLOURS**

L2 COBALT & P13 ROUGE

**QUOTE NO:** S548

**MATERIAL & FINISH**

HALLMARKED SILVER GILT

**CUSTOMER APPROVAL**

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**Lewes Town Council**

**Non- Confidential**

**Committee: Council**

**Date: 15 December 2022**

**Report Number: FC026**

**Report by: Town Clerk**

**Subject: Renewal of CCTV Memorandum of Understanding**

### **1. Summary**

- 1.1 Council are asked to consider whether to renew the memorandum of understanding between the Police and Crime Commissioner for Sussex and the CCTV partners consisting of various local authorities.

### **2. Recommendations**

- 2.1 Council is recommended to:
1. Confirm renewal of the memorandum of understanding between the Police and Crime Commissioner for Sussex and the CCTV partners and agree the costs of £7,713 for consideration as part of the 2023 to 2024 budget discussions.

### **3. Background**

- 3.1 The Town Council is part of a CCTV partnership with the Police and Crime Commissioner for Sussex and partners from various local authorities across Sussex.
- 3.2 The Town Council pays for the transmission and maintenance costs for three CCTV cameras in the town, located at Cliffe High Street; Lansdown Place/Station Street and Station Street/High Street.
- 3.3 The current memorandum of understanding (MOU) is due for renewal in December 2022. BT have confirmed that the cost for a three-year contract for transmission costs can be secured with no price increase. The cost of the entire BT transmission contract is £253,410.
- 3.4 Lewes Town Council under the current MOU have paid 66% of the transmission costs for the three cameras in the Town, a total of £4,483 per annum. The discount on the recharge was given as the Town Council was an early adopter.
- 3.5 In addition, there are maintenance costs of £809.20 per annum. The maintenance contract will end in September 2023 and Sussex Police will liaise with partners ahead of the renewal.

- 3.6 Under the new three-year MOU partners will pay 100% of the recharge costs for transmission. The cost to Lewes Town Council will be £6,793.14 per annum and maintenance costs of £920 per annum.
- 3.7 Sussex Police cannot offer variances on the contract term of the MOU due to the scale of what they are delivering. They are therefore asking the partners to commit to a three year renewal.
- 3.8 Sussex Police have advised that the cameras in Lewes were bought in 2017 and that the lifespan of a camera is between five to ten years. It is estimated that a camera costs £500 to replace the cost of which is met by the partner. It is therefore advisable to budget £500 per camera for the three period of the MOU.
- 3.9 Because the system is a stand-alone platform it is not linked to the police main frame so the reporting from the system is manual. Reports cannot be generated on the success of convictions because of CCTV use but reports can be generated on where CCTV activity was used in the detection of a crime or public safety matter. It is anticipated this data will be available in March 2023. Sussex Police report that the cameras support over 65% of vulnerable people in the community not only assisting with crime matters but by supporting other services such as public safety and missing people, helping to direct the right services such as ambulance or fire to the scene.
- 3.10 Sussex Police are exploring government schemes and external funding for CCTV programmes. As well as starting a transmission procurement in 2023 they will be exploring in the future use of wireless CCTV cameras so that transmission costs are reduced. As part of the transmission review provision of discounted new cameras will be explored.
- 3.11 Should Lewes Town Council wish to cease the partnership agreement the CCTV cameras will be switched off.

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

- 4.1 The annual cost of the three CCTV cameras in Lewes town will be £7,713. The current budget allocates £9,000.

Laura Chrysostomou

**Town Clerk**