

To: All members of Lewes Town Council,

A meeting of Lewes Town Council will be held in the Council Chamber, Town Hall, Lewes, on 19 January, 2023, at 7:30pm, which you are summoned to attend.

Laura Chrysostomou
Town Clerk
13 January 2023

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 15 December 2022
(attached on pages 3 to 8)

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 29 November 2022
(attached on pages 9 to 17)
- 7.2 Finance Working Party 5 December 2022 (attached on pages 18 to 20)

8 Road closure support

To receive a Notice of Motion from Councillor Maples
(NOM 003/2023 attached on pages 21 to 22)

9 International Women's Day event support

To receive a Notice of Motion from Councillor Makepeace
(NOM 004/2023 attached on page 23)

10 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

At its meeting in December Council agreed it would like to respond, therefore Council is asked to view the consultation and agree a response.

11 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>

At its meeting in December Council agreed it would like to respond, therefore Council is asked to view the consultation and agree a response.

12 Officer's reports

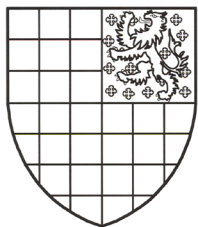
12.1 Civic Award draft policy and procedure
(Report FC027/2023 attached on pages 24 to 32)

12.2 Draft budget 2023 to 2024
(Report FC028/2023 attached on pages 33 to 50)

13 Exempt business

It is recommended that:

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



Minutes of the meeting of Lewes Town Council held on Thursday 15 December 2022 at 7.30 in the Council Chamber, Lewes Town Hall.

Present:

Councillor Bird
Councillor Burrows
Councillor Catlin
Councillor Herbert
Councillor Lamb
Councillor Makepeace
Councillor Maples
Councillor Sains (Mayor)
Councillor Vernon
Councillor Waring
Councillor Wood

In attendance

Town Clerk
Committee Administrator

Council held a minute's silence for Chris Walsh, former Town Clerk of Lewes who passed away on 18 November 2022.

92. Filming of council meetings and mobile phones

92.1. The procedures were noted.

93. Apologies for absence

93.1. There were apologies from Councillors Clarke, Earl, and Handy who were all unwell and Councillors Mayhew and Milner who both had a personal commitment. There had been no word from Councillors Baah or O'Keeffe.

94. Members' declarations of interests

94.1. There were none.

95. Question time

95.1. There were none.

96. Minutes

96.1. Minutes of the meeting held on 10 November 2022 and the minutes of the Extraordinary Council Meeting held on 30 November 2022 were received and agreed as a true record.

97. Mayor's announcements and urgent items

- 97.1. The mayor informed Council that she had attended a wreath laying for Remembrance Sunday at Lewes Priory Chapel Trust.
- 97.2. The Finnish Ambassador visited Lewes on 18 November to pay his respects at the memorial at St John's Churchyard and visited the mayor at the Town Hall.
- 97.3. The mayor had assisted in the re-starting of the clock at St Thomas a Beckett Church on 25 November.
- 97.4. The mayor recorded her personal thanks to Laura, Mel, Lee, Emma and Julie who had all served mulled wine, hot chocolate and mince pies at the late night shopping event on 1 December.
- 97.5. On 7 December the mayor hosted a children's party for thirty children from Lewes schools who receive family support.
- 97.6. Council was reminded that the Civic Carol service would be held on Monday 19 December at St Anne's Church at 7.30pm.
- 97.7. The mayors Christmas councillors and staff party would be held on Wednesday 21 December in the Council Chamber.

98. Committees, Working parties and outside bodies

- 98.1. Planning and Conservation Committee 11 October 2022
- 98.1.1. Council received the minutes of this meeting and it was resolved that:
- 98.1.2. The minutes of the Planning and Conservation meeting on 11 October 2022 are noted.
- 98.2. Planning and Conservation Committee 8 November 2022
- 98.2.1. Council received the minutes of this meeting and it was resolved that:
- 98.2.2. The minutes of the Planning and Conservation meeting on 8 November 2022 are noted.
- 98.3. South Downs National Park Authority Parish Workshop 11 October 2022
- 98.3.1. A vote of thanks was recorded to Councillors Wood and Maples for attending the workshop and it was noted that Councillor Waring was also there in his capacity as a South Downs National Park Authority member.
- 98.3.2. Council received the notes of the workshop and it was resolved that:
- 98.3.3. The notes of the South Downs National Park Authority workshop on 11 October 2022 were received and noted.
- 98.4. East Sussex Association of Local Councils AGM 30 November 2022
- 98.4.1. Councillor Lamb apprised members with salient points from the meeting.
- 98.4.2. Officers from Wealden District Council had presented to the meeting outlining changes following the Election Act that would now require electors to show photo identification at polling stations at the local elections in May 2023. Electors who had no approved identification would need to apply to their local council for a Voter Authority Certificate up to six days before the election. Town and Parish Councils were being asked to support the communications around this.
- 98.4.3. The meeting had also discussed the civility and respect project developed by the National Association of Local Councils (NALC).

98.4.4. Council resolved to sign up to the project at their meeting on 10 November 2022. The project encouraged training for councillors, clerks and staff to adopt good governance and to seek professional help should civility and respect issues arise.

98.4.5. Bullying or harassment in meetings of council, committee's or working parties should be called out at that instance and dealt with in the appropriate way.

98.4.6. Councils were being asked to support NALC to promote legislation to introduce sanctions for councillors whose behaviour may be inappropriate when conducting council business.

98.4.7. There was also a request that Council sign up to an initiative by Sussex Heritage Trust to count examples of historic items in the public realm such as cast iron lampposts, pillar boxes and gutter grids

98.4.8. Council received the notes of this meeting and it was resolved that:

98.4.9. The notes of the East Sussex Association of Local Councils AGM on 30 November 2022 were received and noted.

98.5. National Association of Local Council's Women Councillors network meeting

98.5.1. Council received a brief oral update from Councillor Makepeace.

98.5.2. The network was a local network WhatsApp group that Councillor Makepeace had signed up to which holds quarterly meetings via Zoom.

98.5.3. At the last meeting the group discussed the Civility and Respect project which Lewes Town Council had agreed to sign up to at their meeting in November.

98.5.4. The National Association of Local Councils had created their own accreditation for the White Ribbon Campaign which is a mission to prevent violence towards women and girls.

98.5.5. The network meeting also discussed the 'Debate not Hate' campaign and Councillor Makepeace would like Council to consider ideas to hold an event for International Women's Day on 8 March 2023 with the theme being 'Embrace Equity'.

98.5.6. The network was also looking at 'Expenses allowance for Carers' which is a scheme that currently district councillors can claim for but town councillors are unable to.

98.5.7. It was resolved that the oral report on the National Association of Local Council's Women Councillors network meeting was noted.

98.6. Grants Panel 7 December 2022

98.6.1. Council considered report FC023/2022 containing recommendations for payments of grants of the third cycle (of four) for the year 2022 to 2023

98.6.2. The Mayor informed Council that salient comments for Patina had been amended in the Grants report to read "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". The salient comments for A Listers in the same report had been amended to read "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."

98.6.3. It was resolved that:

1 The grants payments recommended in report FC023/2022 as in column H of the table appended to the report with the amendments as detailed in minute reference 98.6.2 be approved.

98.6.4. South East Water consultation

98.7. South East Water had launched their Water Resources Management Plan public consultation that would run until 20 February 2023.

98.8. Council had been asked to view the consultation and consider whether to make a response.

98.9. It was proposed that a task and finish group be appointed to identify areas in the consultation that Lewes Town Council should respond to. It was resolved that:

- 1 A task and finish group be appointed.
- 2 Councillors Bird, Burrows, Lamb, Vernon, Waring and Wood be appointed to the task and finish group to identify areas in the consultation that Lewes Town Council would want to respond a formulate a draft response for Council to consider at their meeting on 19 January 2023

99. Southern Water Consultation

99.1. Southern Water had launched their Water Resources Management Plan public consultation that would run until 20 February 2023.

99.2. Council had been asked to view the consultation and consider whether to make a response.

99.3. It was proposed that a task and finish group be appointed to identify areas in the consultation that Lewes Town Council would want to respond to. It was resolved that:

- 1 A task and finish group be appointed.
- 2 Councillors Bird, Burrows, Lamb, Vernon, Waring and Wood be appointed to the task and finish group to identify areas in the consultation that Lewes Town Council would want to respond a formulate a draft response for Council to consider at their meeting on 19 January 2023

100. Officer's reports

100.1. Urban verge cutting options

Council considered report FC024/2022 Urban verge cutting options put forward by East Sussex County Council (ESCC) for 2023 including options for self-delivery which the Town Clerk summarised.

100.2. The Town Clerk summarised discussions held with Wildflower Lewes and ESCC which had led to a proposed option 5 which had been agreed in principle by ESCC.

100.3. ESCC had confirmed they will pay £1,392 for option five not £2,000 as estimated in report FC024/2022.

100.4. There are 34180m² urban grass verges in the town and ESCC had confirmed that they would contribute £1,665 if the town council took on self-delivery.

100.5. There are 25217m² meadows in the town and ESCC would contribute £1,229 if the town council took on self-delivery.

100.6. There are 154.83m² wildlife verges and ESCC would contribute £163 if the town council took on self-delivery.

100.7. Meadow and wildlife urban verges only receive one cut per year, although junctions and paths could potentially need extra cuts for safety reasons.

100.8. Council discussed various issues around grass cutting of verges. It was suggested that Plumpton college could be approached to tender. It was noted that Lewes District Council have a biodiversity and pollinator strategy that supports the maintenance of their verges. It was noted that collection of arisings can be expensive. It was also noted that communication can be complex. There was no funding for additional staff resources included for self-delivery of wildlife and meadow verges.

100.9. A procurement exercise would need to be carried out before Lewes Town Council could employ a contractor. The costs to the town council may exceed the income received from ESCC to self-deliver the service.

100.10. It was resolved that:

- 1 Council agree option 5 – Self-delivery in the report to take on responsibility to deliver all wildlife and meadow urban verges delivering the same service as is currently of one cut per year and arisings collected from wildlife verges only. To include additional visibility cuts as required.
- 2 Council will review this option in the coming year and make any amendments as necessary.
- 3 Council agree option 1 standard cuts of two per year for the other urban verges to be undertaken by ESCC.

100.11. Past Mayor and Mayoress badges estimates.

100.12. Council considered report FC025/2022 which included estimates and designs by specialist companies who manufacture Past Mayor and Mayoress badges.

100.13. Past Mayor and Mayoress badges have always been sourced from one local supplier (company A) due to the proximity of the business.

100.14. If council opt for company B, C or D there would be a part die charge needed to produce the new pendants. This charge would be non-repeatable.

100.15. It was suggested that a mayor may choose to work with the local college during their mayoral year to have a badge designed.

100.16. It was resolved that:

- 1 Council agreed option D as outlined in appendix 1 in report FC025/2022 as the preferred supplier or the mayor may opt to engage with the local college to design and make a bespoke past mayor's badge up to the same value as option D.
- 2 Badges will no longer be presented to a past mayoress or consort.

100.17. Provision of CCTV in Lewes town

100.18. Council considered report FC026/2022 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.

100.19. The cameras aid looking for vulnerable people, missing persons, burglaries in homes and business premises and the annual bonfire celebrations which equated to around 65% of their use.

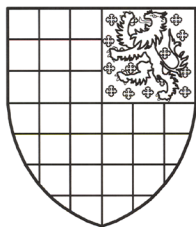
100.20. Sussex Police were exploring government schemes and external funding for CCTV programmes.

100.21. Should Lewes Town Council cease the partnership agreement the CCTV cameras would be switched off. It was resolved that:

- 1 Council agree the renewal of the memorandum of understanding between the Police and Crime Commissioner for Sussex and the CCTV partners for a further three years subject to regular updates on progress on the transmission procurement process in 2023 and the future use of wireless CCTV cameras in Lewes together with regular updates of how the CCTV is used in the detection of crime and public safety.

The meeting closed at 21:08pm.

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



Minutes of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 29 November 2022 at 7.00pm

Present: Councillors J Baah, S Catlin, E Clarke, J Lamb and I Makepeace

In attendance: Town Clerk and Committee Administrator

- 82. Apologies:** There were apologies from Councillors Handy and Milner who both had work commitments and Councillor Sains who was isolating at home pending a medical procedure.
- 83. Declarations of Interest:** There were none.
- 84. Question Time:** There were none.
- 85. Minutes:** The Minutes of the meeting held on 8 November 2022 were received and signed as a true copy.
- 86. Chairs announcements:** Astley House site, Spital Road, Lewes, BN7 1 PW - The Chair informed the Committee that the South Downs National Park appeal was upheld and the Appellant's comments dismissed.
- 87. Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 7 November 2022, 14 November 2022 and 21 November 2022. Their comments are appended.
- 88. Planning Training – 8 September 2022:**
The Committee considered learning points from the planning training held on 8 September 2022:
1. The need for frequent communication with Lewes District Council (LDC) and the South Downs National Park Authority (SDNPA) including contrary decisions.
 2. For the Planning Committee to have a list of material considerations.
 3. Planning surgery – where Councillors could meet developers or applicants submitting pre-applications and how the Lewes Neighbourhood Plan (LNP) would fit in with their proposed development.
 4. To have confidence in the LNP when making planning decisions.
 5. The need for consistency in decision making.

- 6. Develop our own short guides for planning similar to the Technical Advice Notes or the Friends of Lewes guides. They would include things the Town Council would like developers to have at the top of their minds for example wooden frames, permeable drives. The committee agreed it would be useful to direct residents to these existing guides via our website if possible.
- 7. To produce a summary of the LNP with key points for developers and applicants for easy reference. This brief can be shared with potential developers, architects and planning applicants to introduce them to the key objectives in the LNP that their development needs to address and to highlight the priorities that Lewes Town Council wants to see in any application when it considers them as a statutory consultee representing the residents of the Town. Furthermore, the brief will form the basis of any communication, engagement and training on the policies and objectives in the LNP. The desired outcome is that applicants at all levels will be aware of the LNP and where to find further information. Applications will address priorities such as green roofs, swift boxes, affordable housing at the point of application. Developments within the Town will be in accordance with the LNP.
- 8. It was resolved that the Committee appoint a task and finish group the aim of which would be to provide a succinct brief of the LNP. Councillors Clarke, Lamb and Makepeace be appointed to the group.

89. Miscellaneous Planning Issues: There were none.

The meeting ended at 8.05pm

Signed:

Date:

Appendix 1

This application was approved by the SDNPA on 9 November 2022

Non Material Amendment to Planning Application SDNP/22/01527/HOUS to include amendments to external material on proposed studio building and adjacent store Hill House Juggs Road

Ref. No: SDNP/22/05114/NMA | Received: Wed 02 Nov 2022 | Validated: Wed 02 Nov 2022 | Status: Application Determined

Comment:

Councillors noted this application

Internal and external alterations including relocation of bar servery and hotel reception, introduction of guest bedrooms within lower ground floor function room and replacement of existing conservatory with a new orangery

The White Hart Hotel

Ref. No: SDNP/22/05107/PRE | Received: Tue 01 Nov 2022 | Validated: Mon 07 Nov 2022 | Status: Application in Progress

Comment:

Councillors noted this application

Dual proposal for continuation of wedding/receptions in both Lewes Castle and Anne of Cleves' house

Anne of Cleves House & Lewes Castle Lewes East Sussex

Ref. No: SDNP/22/05144/PRE | Received: Mon 31 Oct 2022 | Validated: Mon 31 Oct 2022 | Status: Application in Progress

Comment:

Councillors noted this application

Installation of an Ultra-Violet Kiosk for the treatment of raw water and Motor Control Centre Kiosk Southover Pumping Station Kingston Road

Ref. No: SDNP/22/05033/FUL | Received: Fri 28 Oct 2022 | Validated: Fri 28 Oct 2022 | Status: Application in Progress

Comment:

Councillors fully support this application

Replacement of metal windows and door on the front elevation of property with sliding sash single-glazed timber windows and hardwood door The new windows and door will be timber units designed to match those of the neighbouring properties.
35 Talbot Terrace

Ref. No: SDNP/22/05003/HOUS | Received: Thu 27 Oct 2022 | Validated: Tue 01 Nov 2022 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey extension to the rear of the north building to form café
The Lewes New School

Ref. No: SDNP/22/04945/LIS | Received: Mon 24 Oct 2022 | Validated: Wed 26 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey extension to the rear of the north building to form cafe
The Lewes New School

Ref. No: SDNP/22/04944/FUL | Received: Mon 24 Oct 2022 | Validated: Wed 26 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Removal of existing signage, 1no. external ATM, 1no. external night safe and making good where removals affect the building. Installation of new sandstone where ATM and night safe are removed. Removal of non-original internal signage, fixtures, fittings, furniture, and equipment relating to the operation of this retail bank to facilitate its closure. 11 High Street

Ref. No: SDNP/22/04905/FUL | Received: Thu 20 Oct 2022 | Validated: Mon 31 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Removal of existing signage, 1no. external ATM, 1no. external night safe and making good where removals affect the building. Installation of new sandstone where ATM and night safe are removed. Removal of non-original internal signage, fixtures, fittings, furniture, and equipment relating to the operation of this retail bank to facilitate its closure. 11 High Street

Ref. No: SDNP/22/04906/LIS | Received: Thu 20 Oct 2022 | Validated: Mon 31 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Installation of replacement double glazed windows to front elevation Flat 2 170 High Street

Ref. No: SDNP/22/04888/FUL | Received: Wed 19 Oct 2022 | Validated: Fri 21 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Existing timber fascia panels to be painted green with relief gold lettering of the name of the proposed cafe. Traditional multi-coloured Korean details painted on each end panel 70 High Street

Ref. No: SDNP/22/04883/ADV | Received: Wed 19 Oct 2022 | Validated: Mon 24 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Alterations to facilitate change of use to a Café. Alterations will include external works such as the removal of a redundant flue, extract vent and waste water pipework, to be replaced with new where required 70 High Street

Ref. No: SDNP/22/04879/FUL | Received: Wed 19 Oct 2022 | Validated: Fri 21 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Ground floor alterations including new kitchen window and new doors, replacement roof covering and Installation of PV solar panels to roofs 5 Pelham Terrace

Ref. No: SDNP/22/04757/FUL | Received: Wed 12 Oct 2022 | Validated: Mon 31 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Discharge of condition 4c (Boiler flu design) in relation to SDNP/22/00916/LIS 10 Southover High Street

Ref. No: SDNP/22/04712/DCOND | Received: Tue 11 Oct 2022 | Validated: Mon 07 Nov 2022 | Status: Application in Progress

Comment:

Councillors note this application

Repairs and repointing to existing napped flint and brickwork garden walls on the east and west boundaries of the rear garden, as well as a reduction in height and local rebuilding of the west wall Pelham House

Ref. No: SDNP/22/04711/LIS | Received: Tue 11 Oct 2022 | Validated: Fri 04 Nov 2022 | Status: Application in Progress

Comment:

Councillors support this application

Single storey in-fill side/rear extension 27 Priory Street

Ref. No: SDNP/22/04516/HOUS | Received: Wed 28 Sep 2022 | Validated: Wed 26 Oct 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Various internal alterations on the basement and ground floor including removal of doors and door frames, flooring, underfloor heating, cupboards, shelving, partition lobby and hardwood curved backing shelving at the side of the ground floor fireplace. Infilling of wall where basement door is removed and creation of new opening using cement-based render and modern brick/cement mortar 8 Albion Street

Ref. No: SDNP/22/05208/LIS | Received: Tue 08 Nov 2022 | Validated: Tue 08 Nov 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Variation of conditions 2 (plans) and 5 (fitting of automatic black-out blinds) related to Planning Approval SDNP/22/00927/HOUS to include the installation of 3no roof lights in rear roof extension Kilimani, Cuilfail

Ref. No: SDNP/22/05184/CND | Received: Tue 08 Nov 2022 | Validated: Tue 08 Nov 2022 | Status: Application in Progress

Comment:

Councillors note this application

Conversion of garage into office space within the existing footprint 33 Spences Lane

Ref. No: SDNP/22/05238/PRE | Received: Fri 28 Oct 2022 | Validated: Wed 09 Nov 2022 | Status: Application in Progress

Comment:

Councillors note the Planning Officer's comments

Installation of 17 no bollards along store's western elevation Waitrose

Ref. No: SDNP/22/04956/FUL | Received: Tue 25 Oct 2022 | Validated: Mon 31 Oct 2022 | Status: Application in Progress

Comment:

Councillors support this application

Installation of a replacement front door and installation of a new window to rear elevation 23 Cluny Street

Ref. No: SDNP/22/04928/HOUS | Received: Fri 21 Oct 2022 | Validated: Tue 01 Nov 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Addition of 1no ground floor window and 2no first floor windows to side elevation and enlargement of doors and windows to rear 1 Cromwell Place King Henrys Road

Ref. No: SDNP/22/04873/HOUS | Received: Wed 19 Oct 2022 | Validated: Mon 24 Oct 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Erection of replacement rear extension with roof terrace, addition of rear dormer, erection of replacement outbuilding to rear, erection of outbuilding to front, installation of brise soleil and heat pump to rear, addition of roof solar panels, and alterations to fenestration throughout 4 Hereward Way

Ref. No: SDNP/22/04823/HOUS | Received: Mon 17 Oct 2022 | Validated: Tue 25 Oct 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application although they noted that the Planning Officer's comments regarding the balcony in the pre-application advice had not been taken into account

Erection of a roof extension to provide an additional one-bedroom flat 68-69 High Street

Ref. No: SDNP/22/04690/FUL | Received: Mon 10 Oct 2022 | Validated: Tue 08 Nov 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application although recommended that the privacy screen should cover the whole flat roof area

Discharge of Condition 5 (Written scheme of investigation) related to Planning Approval SDNP/21/05121/HOUS 107 Spences Lane

Ref. No: SDNP/22/05323/DCOND | Received: Tue 15 Nov 2022 | Validated: Tue 15 Nov 2022 | Status: Application in Progress

Comment:

Councillors note this application

Discharge of conditions 5 - Construction Management Plan, 12 - Sustainable Construction Report & Appendices, 25 - Ecological Design Strategy, 26 - Biodiversity Net Gain Assessment and 30 - Archaeology Evaluation WSI relating to planning approval SDNP/20/05799/FUL Pells Church Of England Primary School

Ref. No: SDNP/22/05314/DCOND | Received: Tue 15 Nov 2022 | Validated: Tue 15 Nov 2022 | Status: Application in Progress

Comment:

Councillors note this application

Installation of metal gate Castlecourt Castle Precincts

Ref. No: SDNP/22/05247/LIS | Received: Wed 09 Nov 2022 | Validated: Wed 09 Nov 2022 | Status: Application in Progress

Comment:

Councillors support this application

Single storey rear and two storey side extension 3 Christie Road

Ref. No: SDNP/22/05212/HOUS | Received: Tue 08 Nov 2022 | Validated: Mon 14 Nov 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application although would recommend that planning officers examine the overall size of the extension, if the garage is included as set out in Policy SD31 Paragraph 7.92 in the South Downs Local Plan (Development Proposals for Extensions)

Erection of outbuilding in rear garden and associated demolition of existing outbuilding 21 Hamsey Crescent

Ref. No: SDNP/22/05167/HOUS | Received: Fri 04 Nov 2022 | Validated: Fri 11 Nov 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Replacement of four softwood windows to southern elevation with timber hardwood windows The Bothy Cockshut Road

Ref. No: SDNP/22/05058/HOUS | Received: Tue 01 Nov 2022 | Validated: Thu 10 Nov 2022 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single-storey rear extension and associated demolition of existing rear extension 5 Eastport Lane

Ref. No: SDNP/22/05057/HOUS | Received: Mon 31 Oct 2022 | Validated: Fri 04 Nov 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Erection of single storey wraparound side and front extension and associated demolition of existing side extension 93 Highdown Road

Ref. No: SDNP/22/05048/HOUS | Received: Mon 31 Oct 2022 | Validated: Wed 09 Nov 2022 | Status: Application in Progress

Comment:

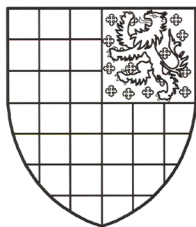
Councillors were neutral on this application

Erection of single storey rear extension, addition of dormer, and alterations to cladding 7 Sheepfair

Ref. No: SDNP/22/05031/HOUS | Received: Fri 28 Oct 2022 | Validated: Sat 05 Nov 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application



Minutes of a meeting of the Finance Working Party held on Monday 5 December 2022 at 6.30pm in the Council Chamber, Lewes Town Hall.

Present:

Councillor Earl
Councillor Lamb (Chair)
Councillor Mayhew
Councillor Makepeace
Councillor Wood

In attendance

Town Clerk
Responsible Financial Officer

1. Election of Chair

1.1. Councillor Lamb was elected as chair of the working party for the municipal year 2022 to 2023.

2. Filming of council meetings and mobile phones

2.1. The procedures were noted.

3. Apologies for absence

3.1. There were apologies from Councillor Herbert who had personal commitments.

4. Members' declarations of interests

4.1. There were none.

5. Question time

5.1. There were none.

6. Chair's announcements and urgent items

6.1. There were none.

7. Officers' reports

7.1. Draft budget for the financial year 2023 to 2024

7.2. The Town Clerk explained that the draft budget has been presented in a revised format developed by the Town Clerk and locum Responsible Financial Officer through a series of workshops with councillors. The Finance Working Party were invited to comment on the revised format which will be further developed to include projected budgets for 2024 to 2025 and 2025 to 2026.

7.3. The Town Clerk explained that this was an initial draft budget for the working party to consider which will be subject to further changes as the Council progresses

through the budget setting process. The Town Council's budget is under great pressure with substantial increases to utility costs, salary increases and general costs. Work is ongoing to provide projections on increases in areas such as business rates, utility bills and contractor costs. The results of recent surveys and research are also yet to be received and will impact on the budget.

7.4. The budget currently reflects a 5% increase on salaries although the national pay increase has not been confirmed yet.

7.5. Income from hire of venues shows no increase yet and the working party was asked to consider a steer on this. It was noted that income was under in the current financial year and that the budgeted income figures may not reflect the actual income received. It was noted that prior actuals were difficult to use to inform income due to covid. The suggesting of increasing hire charges by 5% or by 10% was considered but it was also noted that this may reduce occupancy levels resulting in loss of income. It was agreed that market research should be undertaken to ascertain venue hire costs in the local area. In early 2023 analysis of occupancy rates will be undertaken but that data won't be ready in time for setting the budget. It was agreed to keep the income figures as they are in the draft budget but to review increasing the hire charges following market research into local charges.

7.6. It was agreed to remove the tourism budget as there are no plans to use this for the forthcoming year.

7.7. The budget for the councillor and staff Christmas meal was removed. Alternative suggestions were offered for consideration.

7.8. Travel and subsistence for councillors was reduced from £2,600 to £1,600 and would be used for travel outside of the Town. Travel within the town would only be paid if there was a medical or similar need.

7.9. The proposed budget of £10,000 for contributing to an access officer was removed on the basis that the Town Council may not be required to contribute, but if it did this could be met from the General Fund.

7.10. It was agreed to reduce community grants from £60,000 to £50,000 as the last three years no more than £45,000 has been awarded. This was balanced with the increases in costs and greater need. It would be reviewed in future years.

7.11. It was agreed that formal service funding agreements should be implemented with monitoring and review processes. Additional officer resource would need to be assigned to undertake this work.

7.12. Further information was required on the contribution to CCTV.

7.13. The bonfire reception was reduced from £1,000 to £750 with a more focussed group of attendees and more of a light buffet and refreshments rather than a sit-down meal which meant attendees would be able to watch the procession.

7.14. The Mayor making reception budget was reduced from £4,000 to £2,500 and the event to be planned accordingly.

7.15. The twin town civic visits budget should be reviewed with primarily the Mayor and Mayoress visiting the twin towns. In anniversary years where there is a resigning of treaties additional support should be given by sending the Town Clerk or other officer. 2023 is an anniversary year. It was noted that the Mayor of the Town Council

changes each year. It was agreed that a maximum of three visitors would be received from the twin towns.

7.16. It was agreed that staff overtime for attendance at events and meetings should be reviewed to ensure it is efficient. The Town Clerk explained that staffing costs would be accounted for within the event budgets where applicable.

7.17. It was agreed to allocate £20,000 for festive lights.

The meeting closed at 20:27pm.

Signed.....

Dated.....

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 19 January 2023

Notice of Motion: NOM003

Received from: Councillor Maples

Subject: Support for road closures for forthcoming Battle of Lewes and Artist and Makers Market

1. Proposal

- 1.1 It is proposed that Lewes Town Council agrees an in-principle statement of support for day-time road closures for the commemoration of the Battle of Lewes and the spring artists and makers market.

2. Background

- 2.1 Lewes Town sees the benefits of short, temporary road closures at, for instance, Late Night Shopping, but has only had very short or 'rolling' road closures for day-time events, such as Armistice Day commemorations. The evidence of current research on High Street shopping and low-traffic neighbourhoods is that having pedestrianised areas or, in lieu of that, regular, longer road closures, improves high street sales and is of benefit for the wider community in terms of improved air quality and general conviviality. Many towns now have regular street closures for craft fairs, farmers' markets and public events. Indeed, it is remarkable that Lewes does not.
- 2.2 Councillors will be aware there are calls for the Town to support two daytime High Street road closures in 2023.
- 2.3 The first of these – planned for mid-March 2023 – has two intended functions: 1) to provide a Spring-time 'venue' for local artists, makers, pop-up craft shops, etc. and 2) as a test-bed for the proposed two-day (and other future) day-time road closures.
- 2.4 The second road closure proposal is to better facilitate the popular commemoration of the Battle of Lewes event taking place on the weekend of the 13th and 14th May.
- 2.5 Lewes Town has seen the great benefits of the re-introduction of the commemoration of the Battle of Lewes of 1264, starting with the 750th re-enactment event in 2014. Since then, there have been two further re-enactment events, in 2019 and 2022, each developing the programme to what is now a 'whole town' event that begins on the Nevill with skirmishes re-enacted in their exact or approximate locations along Spital Road, Western Road, the Bottleneck, etc., ending in a procession to the Convent Field and a large range

of medieval life demonstrations, stalls, activities and further re-enactments in the Convent Field and Priory.

- 2.6 The timing of what is currently a rolling road closure creates impediments to some of the more historic activities, and means that expansion of the event, related activities and opportunities for High Street traders are 'lost' at the top of the town, including e.g. park and ride-on-horse and cart, walking processions etc. A full road closure over a set day-time period on both Saturday and Sunday would enable a wider and better commemoration event.
- 2.7 The Town Council has indicated it is keen to support 'Living Streets'-type opportunities, utilising social and civic spaces to help support the cultural and economic life of the town. While all applications for street closures are issued through Lewes District Council who refer them to East Sussex Highways, Sussex Police, East Sussex Fire and Rescue, Sussex Ambulance Service and the Public Transport providers this motion seeks an in-principle statement of support for day-time road closures for the commemoration of the Battle of Lewes and the spring artists and makers market. Lewes District Council send the street closure application to the Town Council as part of the consultation process and these go to the Planning Committee who can then comment on the application.

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 19 January 2023

Notice of Motion: NOM004

Received from: Councillor Makepeace

Subject: Support for an event for International Women's Day 8 March 2023

1. Proposal

- 1.1 It is proposed that Lewes Town Council agrees expenditure up to £1,000 towards an event for International Women's Day 8 March 2023 to cover costs such as venue hire, refreshments, and payment of services.

2. Background

- 2.1 International Women's Day 8th March 2023 is an opportunity to celebrate the effort and impact women make in our lives.
- 2.2 In 2019 the then Mayor, Councillor Janet Baah, set up an event which invited 100 girls to the Town Hall to talk about their hopes and fears. In recognition of the success of the past event, the 2023 event aims to follow it with a celebration of Lewes young women, hoping that some of the original 100 girls will be able to attend.
- 2.3 The event will be delivered in partnership with Lewes Football Club who have offered role models and partnerships and Diversity Resource International, who partner with the Town Council to deliver Black History Month in the town.
- 2.4 It is hoped to be able to deliver the event in one of the Town Council's venues.

3. Financial implications

- 3.1 It is proposed the £1,000 is met from the Commemorations Fund earmarked reserve which currently stands at £8,092.

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 19 January 2023

Report Number: FC027

Report by: Town Clerk

Subject: Civic Awards review

1. Summary

- 1.1 The report seeks to review the Civic Awards, proposing a new policy and procedure with an updated application form. It is proposed to make just one category for the award simplifying the process and encouraging more applicants. The report seeks to review the award given to recipients.

2. Recommendations

- 1.1 Council is recommended to:
1. Consider and agree on the revised policy and application form (appendix 1).
 2. Agree to reducing the existing five categories to just one, with the aim of attracting more nominations.
 3. Consider and agree the award to be given to successful recipients.
 4. Agree on how many people will be awarded.
 5. Nominate an agreed number of councillors to form the selection panel with the Mayor.

3. Background

- 3.1 The Civic Award scheme details were formed at a working party on 31 October 2011. The concept for awarding a prize was "In recognition of outstanding service to the people of Lewes on behalf of whom Lewes Town Council records its appreciation".
- 3.2 Currently the five categories are Arts, Community, Environment, Heritage and Sports.
- 3.3 The first awards were given in 2012 when there were 18 nominees, five awards were given, one in each category.
- 3.3 In 2019 there were six nominations in total, this was the last time that Civic Awards were given out due to the Covid Pandemic.
- 3.4 The previous reward for recipients was £100 for donation to their chosen charity and a certificate and badge.

4. Proposed policy and procedure

- 4.1 It is proposed that the Civic Award scheme be revised to have only one category rather than five, simplifying the process and attracting more nominations.
- 4.2 The concept will stay the same see policy in appendix 1.

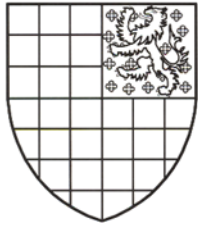
- 4.4 The panel of councillors to discuss and agree the nominations is to be appointed by Council each year and will include the Mayor.
- 4.5 Council is asked to consider what the award should be for successful nominations. As there are 50 badges in stock it is recommended these continue to be used.
- 4.6 Council is recommended to discontinue the £100 awarded in the previous scheme due to financial restraints. Council could consider a trophy, possibly similar to the glass Covid Award trophies as these were well received. The Finance Working Party have considered the budget for the Civic Awards and have proposed £500.
- 4.7 It is proposed that the application form, appendix 1, is updated to be General Data Protection Regulation (GDPR) compliant.

5. Financial Implications

- 5.1 Cost of printing certificate on quality headed paper.
- 5.2 Civic Award badges already in stock (50)
- 5.3 Cost of a glass trophy with standard engraving is estimated at £50. There is £500 in the Civic Awards budget.

Laura Chrysostomou

Town Clerk



Lewes
Town
Council

Draft Civic Awards Policy

Date	TBC
Document Number	3
Edition Number	1
Replaces	N/a
Policy Maker	Name, Job Title
Responsibility	Council
Resolution Number	Full Council Date Month Year - Minute Ref
Review Cycle	Every 4 years

This information pack contains:

Civic Award Policy
Policy Number 3
Procedure 3
Appendix 1 Nomination Form

1. Introduction

In Lewes there are many individuals and groups who volunteer their time and expertise for the good of the community, or add social, cultural, economic or environmental value to the town.

2. Policy statement

The Lewes Town Council Civic Awards aim to recognise and celebrate those who make significant contributions to Lewes town and its residents, and who volunteer their time and energy to help others or benefit the town.

Nominations can be made for individuals who have provided long-term service as well as groups who provide services to Lewes residents.

3. Policy aim

This policy sets out an agreed process for nominations and selection.

4. Procedures and guidance

4.1 Nominations

4.1.1 Nominations may be made confidentially by Councillors, officers or residents of the town.

4.1.2 All nominations should be made in writing on the Civic Award form and contain as much information as possible including contact details for the nominee.

4.1.3 Members of the public can submit a nomination for someone to receive a civic award by email or writing to the Council, clearly stating why they think that person should receive an award.

4.1.4 The nominations must be made confidentially and details of any individual or group nominated must not be made public.

4.1.5 Councillors and officers are required to treat all nominations as confidential. If further information is required to support a nomination, it will be gathered discreetly by officers.

4.1.6 Self-nomination is not permitted. The nominator is responsible for the content, quality and accuracy of the nomination.

4.1.7 There is no guarantee of an award as a result of a nomination, but due consideration will be given to all nominations received. Nominations will be reviewed by a panel of selected councillors who will decide upon the chosen winners.

4.1.8 The person making the nomination will be informed of the decision by the Civic Officer.

4.1.9 This is not a referendum - the number of nominations will not have a bearing in the judgement of the nomination and decision.

4.2 Civic Award criteria

4.2.1 Nominations can be for individuals or groups in paid or unpaid positions.

4.2.2 Nominees must have made a significant contribution to Lewes and its residents. This could be through a combination of a number of factors: those who add social, cultural, economic or environmental value to the town; initiatives to improve quality of life for residents; a sustained contribution to a particular issue which has wide reaching benefits for Lewes; improving the promotion of the town or enhancing its reputation.

4.3 Eligibility

4.3.1 Nominees should be resident within Lewes town electoral boundaries and be currently active in the community work for which they are nominated OR Nominees need not necessarily be resident in the town but will have contributed their services to the well-being of the town and its residents.

4.3.2 Nominated groups should provide services to Lewes residents.

4.3.3 Councillors and employees of Lewes Town Council are not eligible for the awards.

4.3.4 Awards cannot be given posthumously.

4.3.5 There are no restrictions on the Award being made to the same individual or group more than once, but it is preferable that they have not received a civic award recently. Please contact the Civic Officer who can confirm previous civic award recipients.

4.4 Successful nominations

4.4.1 The nominator will be advised of the successful nomination via email. Successful nominees will be advised of the award, via the Civic office, and be asked to indicate that they accept the award before it is announced publicly. Successful nominees will be invited to attend the Annual Town meeting or an alternative arrangement if the nominee is unable to attend.

4.4.2 The decision of the Panel is final.

4.4.3 The Council will not comment in any way on the nominations other than making the presentation to the award winner and linked publicity.

4.4.4 The details of successful and accepted nominees will be held on the Council's website and appropriate publicity will be produced for the Town Council's website, social media and for press releases.

4.5 Unsuccessful nominations

There will be no feedback on the success or otherwise of the nomination. It would be very unfair on any individual to have the reasons for an unsuccessful nomination shared in the public arena.

4.6 Civic Award procedures

4.6.1 The panel of councillors will be selected no later than January each year.

- 4.6.2 The deadline for applications will be set for the end of January each year and will then be considered by the panel.
- 4.6.3 The form can be completed on our website www.lewes-tc.gov.uk or made available to collect from the Town Hall reception, contact info@lewes-tc.gov.uk or call 01273 47169.
- 4.6.4 The successful nominees will be informed by email or letter by the Civic Officer in early March each year.
- 4.6.5 The awards will be given out at the Annual Town Meeting, or alternative date if the nominee is unavailable.



**Lewes
Town
Council**

Civic Award nomination form

If you have any difficulties or questions in filling in this form, please contact the Town Hall reception.

- 1) Nominees must have made a significant contribution to Lewes and its residents. This could be through a combination of a number of factors: those who add social, cultural, economic or environmental value to the town; initiatives to improve quality of life for residents; a sustained contribution to a particular issue which has wide reaching benefits for Lewes; improving the promotion of the town or enhancing its reputation.
- 2) Nominations can be for individuals or groups in paid or unpaid positions.
- 3) Nominees should be resident within Lewes town electoral boundaries and be currently active in the community work for which they are nominated OR Nominees need not necessarily be resident in the town but will have contributed their services to the well-being of the town and its residents.
- 4) Nominated groups should provide services to Lewes residents

Nominee

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed, or we will be unable to consider your nominee.

First name		Title
Surname		
Address		
Contact Number		
Email		

The recommendation

In this section, please set out details of why you think this individual should receive a recognition from the town council, maximum 1000 words, and any other supporting information.

--

Details of the person making the nomination

Please provide your details.

First name		Title
Surname		
Address		
Telephone number		
Email		
Relationship to nominee		
The nominee agrees to have their photograph taken and appear in relevant publicity including the Lewes Town Council Website, Social Media channels and publications. You have the right to withdraw your consent at any time.		
Signature		Date

Closing date for nominations is DATE MONTH YEAR

Important note

The nominations must be made confidentially and details of any individual or group nominated must not be made public. Any disclosure, on social media platforms or otherwise, will make this application invalid.

Please send this form with any enclosures (marked confidential) to:
Civic Awards, Lewes Town Council, High Street, Lewes, East Sussex BN7 2QS
OR by email info@lewes-tc.gov.uk

Data Protection and privacy notice

In this form we will ask for some personal information (such as name, address, postcode) to fulfil your request for information or services.

This information will be held securely and will be used to update you with information about the nomination. All the information you have supplied will be destroyed after the winners have been selected.

The information you provide will be kept secure and will not be passed on to any third parties without your consent. Should you wish to withdraw or amend your details please contact the Civic Officer on 01273 471469 or info@lewes-tc.gov.uk

Any processing will be performed in line with the requirements of the General Data Protection Regulations 2018.

For further information, and to find details of your rights and how we process personal data, please go to <https://lewes-tc.gov.uk/privacy-policy/>

By completing this form you are consenting to the Council capturing and storing the personal details in this form for providing the service requested.

Lewes Town Council

Non-Confidential

Committee: Full Council

Date: 19 January 2023

Report Number: FC028

Report by: Town Clerk

Subject: Draft Budget 2023 to 2024

1. Summary

- 1.1 Attached as appendix 1, for the Council's consideration, is the proposed Full Council budget for 2023 to 2024.
- 1.2 The budget is presented in a revised format developed by the Town Clerk and locum Responsible Financial Officer through a series of workshops with councillors with the aim of making it clear and easy to understand in the spirit of openness and transparency. The budget that is presented has been considered in detail and recommended to Council by the Finance Working Party.
- 1.3 The full council budget has been prepared to reflect a 5.45% increase in Band D for 2023 to 2024.
- 1.4 Also attached as appendix 2 for Council's consideration are the earmarked reserves.

Members are reminded of the restrictions on voting outlined in Section 196 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the settling of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

- 2.1 The Council is recommended to:
 - 1) Consider and approve the budget for 2023 to 2024 setting a Precept of £1,363,742.
 - 2) Review the earmarked reserves.
 - 3) Approve the level of the General Reserves (paragraph 4.1 refers)

3. Background

- 3.1 The budget is looking to take a strategic approach to managing the Council's budget, to deliver proposed projects and the aspirations of Council as well as continued support for local community service provision. Proposals from budget workshops and the Finance Working Party have been incorporated into the draft budget.
- 3.2 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, building reserve budgets for essential repairs to premises as well as taking into consideration the balance of earmarked reserves and the General Reserve.
- 3.3 The budget that is presented has been considered in detail by the Finance Working Party on 5 December 2022 and again on 5 January 2023. Principal in its deliberations was recognition of the financial hardship faced by residents, the desire to minimise increases where possible and deliver benefit for the community. The budget was also reviewed in the context of a rising rate of inflation, currently 10.7%, and unavoidable increases such as 10% on contracts and utility rates rising from £0.14 to £0.45 per kwh. The draft budget resulted in a precept that would increase significantly less than inflation, accepting this wouldn't cover unavoidable increases in overheads. On this basis the Finance Working Party recommend the budget to Council for approval.
- 3.4 The proposed Precept for 2023 to 2024 is £1,363,742. The overall effect of all projected income and expenditure for 2023 to 2024 is a 5.45% / £11.34 per annum (£0.22 pence per week) increase on Band D Council Tax. The proposed Band D Council Tax is £219.59 per annum, compared with £208.24 in 2022 to 2023.
- 3.5 Band D Council Tax is measured with reference to a Council Tax Base which is calculated every year by Lewes District Council. The new calculation of the Band D Base is 6,210 compared to 6,049 in 2022 to 2023. This Base figure is divided into the required Precept to give the Band D Council Tax figure.
- 3.6 This increase in the Band D Base produces an increase in precept of £35,332 for 2023 to 2024 for the equivalent amount of Band D Tax.
- 3.7 The tax base takes into consideration the Local Council Tax Reduction Scheme as well as the Collection Rate, which was increased from 97% to 97.80%.

4. General and Earmarked Reserves

- 4.1 General Reserves are working capital. Local Councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. The General Reserve as at 1 April 2022 was £405,102 (£375,801 in 2021). The 2022 to 2023 budget was set to return funds of £5,000 to the General Reserve. During the 2022 to 2023 financial year the Council has committed £31,408 to be spent from the General Reserve. The generally accepted recommendation regarding the appropriate minimum level of a smaller authorities General Reserve is that this should be maintained at between three and twelve months net revenue expenditure (NRE). The larger the authority this can be maintained nearer to three months, but the level of reserves should also be taken into consideration. The Town Council's internal auditor stated at the interim audit in November 2022 that they would expect to see General Reserves in the region of £500,000 to £600,000. In preparing the budget for 2023 to 2024 the Finance Working Party agreed to

maintain the level of General Fund reinstatement to £5,000 so that the Precept can be kept lower, with a view to increase it in future years.

- 4.2 Earmarked Reserves (EMR) can be earmarked at the discretion of the Town Council. EMR is allocated for a specific purpose or project but might not be spent in that financial year. They can result from:
- Monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council wish to carry out
 - A working balance to help cushion the impact of uneven cash flows e.g. election expenses
 - Events which have allowed monies to be set aside
 - Surpluses
 - Decisions causing anticipated expenditure to have been postponed or cancelled
 - To avoid unnecessary temporary borrowing
 - A means of building up funds to meet known or predicted liabilities
- 4.3 The Council's EMRs have been reviewed during the budget preparation and can be found at appendix 2. Provision has been made for re-establishment of exhausted reserves, continuation of prudent contributions and for projects and initiatives.
- 4.4 The proposed budget aims to allocate a further £100,000 to the EMR for the Town Hall. This is to support the aspiration of increasing energy efficiency and reducing carbon emissions. The Town Hall EMR is also used to support a proactive maintenance and conservation programme for the Town Hall. During phase one of the heating replacement project significant amounts of asbestos were found in the Town Hall and £30,000 had to be spent on removing this prior to commencement of the project. An asbestos survey has now been undertaken of the entire building and revealed further asbestos that will need to be managed accordingly. A full condition survey has been undertaken of the Town Hall and the report is due imminently. This will outline urgent maintenance requirements as well as a 10-year programme of preventative maintenance allowing the council to budget accordingly. The planned redecoration and replacement carpets to the Chamber and Yarrow Room and replacement lights to the Corn Exchange and Lecture Room have been put on hold pending the completion of phase one of the heating project and results of the various surveys. There are other maintenance requirements such as maintenance and repair to skylight window frames on the roof, redecoration of the Assembly Room and rear corridor, upgrade to the Corn Exchange bar area and redecoration of the Yarrow Room. Other items will come out of the condition survey.
- 4.5 The proposed budget aims to allocate a further £100,000 to the EMR for the All Saints Centre following a building survey in 2020 that outlined an estimated cost of £500,000 for urgent and proactive maintenance requirements for key aspects of the building, but excluded matters such as drainage and redecoration. The costs of such works have increased significantly since the report was produced and further work is required to establish the management of these going forward. However, there are some urgent repair works that must be undertaken and work has begun to progress these.
- 4.6 There is no longer a budgeted contribution of £5,000 for the Pells Kiosk project as the EMR now stands at £155,239.

- 4.7 Provision of £10,000 has been made for the Pells playground to facilitate future requirements to replace and renew the playground equipment.
- 4.8 Provision has been built into the budget for remedial work that will arise from the environmental audits. This has been allocated as an EMR.
- 4.9 The contribution to the historic plaques EMR has been increased from £300 to £800 to reflect the increased cost per plaque.
- 4.10 Provision of £5,000 has been made for Allotment site improvements.
- 4.11 The Finance Working Party recommend that the EMR for 'Neighbourhood salt bins grant' which is granted to residents' associations/groups for the purchase of the bin only, be redefined to include funding requests for refilling. Historically a resident group would apply via the community grant scheme for funding contributions towards refilling.
- 4.12 Appendix 2 also includes details of the Community Infrastructure Levy funds held by the Town Council. The CIL fund of £4,387.50 received in 2018 needs to be spent by May 2023. This was committed to support the Cycle Route 90, it was then suggested it could be used towards improving the surface on a section of the Ouse Valley Way from Lewes to Offham, and then more recently in March 2022 it was committed to the Piggy Steps project. Unfortunately none of these projects have called upon the funding. The Finance Working Party recommend that it is spent on replacing playground equipment at Pells that has been removed over the years but not replaced. Council are asked to consider this option given the other projects are not going to require this funding.

5. Income and Expenditure

- 5.1 All known expenditure has been budgeted for.
- 5.2 Overall the salaries budget has increased by £20,831 (3.26%). Factors included and affecting the salary budget include:
- The National Joint Council (NJC) for Local Government Services agreed a pay award of £1,925 for the 2022 to 2023 financial year, but this was only agreed in November 2022. There has been no confirmation of the pay award for 2023 to 2024. The salary budget has been set with a 5% increase in staff salaries.
 - The employers contribution to the Local Government Pension Scheme has decreased by 2%
 - The Town Council remains a Foundation Living Wage Employer
 - Maternity cover and recent changes to the staff structure
 - The Finance Working Party resolved that staff overtime for attendance at events and meetings be reviewed to ensure it is efficient. Staffing costs are accounted for within event budgets where applicable.
- 5.3 Provision has been made for anticipated increases in utilities with a 50% increase. It should be noted that utilities were not increased in line with inflation during last year's budget setting and the increased rates as noted in paragraph 3.3 above. Regular monthly meter readings are now being submitted.
- 5.4 Provision has been made for anticipated increases in insurance (5%), business rates (3%) and contracted grounds maintenance (10%). It is noted that these may be underestimated.
- 5.4 Maintenance of Service Funding Agreements (SFAs) and Grants to support community services, amenities, and local organisations, including:

- £27,600 bus service support. It is noted that East Sussex County Council are currently tendering for bus service provision and this may impact upon Compass and Community Transport for the Lewes Area (CTLA) to whom this funding is allocated.
- £3,000 Lightbox Project. This grant runs until 2025.
- £8,000 Citizens Advice Bureau
- £50,000 Small Community Grants budget. This has been reduced by £10,000 taking into consideration previous years actuals of £45,000 alongside increased costs.
- £20,000 Major Funding Grants. This is a new budget recognising the Council has received several major funding requests which are normally met from the General Reserve.
- £5,000 Twinning Association Support. This is a new budget line drawing together the financial support given by the Town Council to the association. The budget will cover costs such as room hire for regular meetings, hire of venues for receptions and to support cultural exchanges organized by the twinning association.
- £10,000 Pells Pool Community Association.
- £14,647 Priory Trust. This forms part of the lease with the Trust and contributes towards maintenance. This has been increased by 10% in line with contractual grounds maintenance costs.
- £11,513 for the three CCTV cameras in the town. This includes £7,713 to Sussex Police for the CCTV transmission partnership, £2,800 for electricity costs and £1,000 for replacement of cameras.

- 5.5 There is a new budget for a Mayor's Discretionary fund of £1,000. The purpose of the budget is to meet those one-off initiatives that the Town Mayor might identify whilst out and about in the Community. It is not intended to provide another round of grant funding. Criteria will be developed and approved if this budget is agreed by Council.
- 5.6 It was agreed to remove the tourism budget as there are no plans to use this for the forthcoming year.
- 5.7 The budget for the Councillor and staff Christmas meal was removed.
- 5.8 Travel and subsistence for councillors was reduced from £2,600 to £1,600 and would be used for travel outside of the Town. Travel within the town would only be paid if there was a medical or similar need.
- 5.9 The bonfire reception was reduced from £1,000 to £750 with a more focussed group of attendees and more of a light buffet and refreshments rather than a sit-down meal which means attendees would be able to watch the procession.
- 5.10 The Mayor Making reception budget was reduced from £4,000 to £2,500 and the event to be planned accordingly.
- 5.11 The Twin Town Civic Visits budget has been reduced with primarily the Mayor and Mayoress visiting the twin towns. In anniversary years where there is a resigning of treaties additional support should be given by sending the Town Clerk or other officer. 2023 is an anniversary year. It was agreed that a maximum of three visitors would be received from the twin towns once a year, normally during bonfire celebrations.
- 5.12 The budget includes funding for initiatives that have been brought to Council including:

- £20,000 contribution to festive lights in the town with a scheme to be developed and agreed by Council over the coming months.
 - £2,500 to support activities for the King's coronation which will be explored by the Commemoration and Events Committee.
- 5.13 A new income budget shows £1,392 to come from East Sussex County Council for the Town Council to undertake self-delivery of verge cutting on urban meadow and wildlife verges in the town. At the time the budget was considered by the Finance Working Party the expenditure was estimated at £1,392. It should be noted that an initial estimate has been received indicating the costs could be more than £6,000. This cost could be met from the Environment Enhancement Fund in EMR which is currently £20,727. A report with options will be brought to Council in due course when all estimates have been received.
- 5.14 The budget includes an increase to Fees and Charges of 5%, rounded to an appropriate value for the service concerned. An analysis of occupancy rates will be undertaken.

Laura Chrysostomou

Town Clerk

SUMMARY DRAFT BUDGET 2023 to 2024			2022-23 Actual Budget				
	Income	Expenditure	Net Income over	Income	Expenditure	Net Income over	
100	Corporate Administration	1,280	384,348	-383,068			
150	Democratic Services	0	28,824	-28,824			
170	Grants & Service Funding Agreements	0	157,760	-157,760			
180	Events	0	17,950	-17,950			
200	Town Hall	92,800	318,724	-225,924			
220	All Saints Centre	50,000	132,797	-82,797			
240	Malling Community Centre	50,000	165,795	-115,795			
260	Pells	150	19,518	-19,368			
300	Open Spaces & Amenities	1,392	84,227	-82,835			
320	Allotments	4,975	12,396	-7,421			
	COUNCIL	200,597	1,322,339	-1,121,742	204,855	1,251,133	-1,046,278
	Contribution to reserves	0	242,000	-1,363,742	0	213,500	-1,259,778
	Precept	1,363,742			1,259,778		
		1,564,339	1,564,339	0	1,464,633	1,464,633	0
	Tax Base	6,210.5			6,049.6		
	Band D Equivalent	£219.59			£208.24		
	Increase on Band D equivalent		5.45%				
	Increase per annum		£11.34				
	Increase per week		£0.22				
	General Reserve as at 1 April 2022	£405,102					
	Agreed expenditure from the GF	£31,408					

Direct comparative figures unavailable due to realignment of budget codes, but total income and expenditure figures are correct

100 CORPORATE ADMINISTRATION		2023/24
		<u>Draft</u>
1000	Fees & Charges	50
1015	Miscellaneous Income	1,230
	Income	1,280
4000	Salaries & Wages	247,970
4010	National Insurance	20,655
4020	Superannuation	56,065
4055	Other Staff Expenses	1,500
4125	Printing	230
4130	Stationery	510
4135	Books & Periodicals	234
4140	Postage	745
4145	Telephones	6,157
NEW	ICT	10,000
4150	Office Equipment	2,165
NEW	Internal Audit Fees	800
NEW	External Audit Fees	2,000
NEW	Website	4,272
NEW	Software Licences	8,420
4185	Training	7,500
4190	Subscriptions	6,801
4195	Advertising & Promotions	1,000
4200	Traveling & Subsistence	120
4400	Office Repairs & Maintenance	100
4430	Office Equipment & Furniture	120
4445	Premises Insurance	1,586
4605	Miscellaneous Insurance	4,799
4615	Other Miscellaneous Expenditure	600
	Expenditure	384,348
	Net Income over Expenditure	-383,068
	Contribution <u>from</u> Reserves	0
	General Reserve	5,000
	ICT Replacement EMR	2,000
	Website EMR	300
	Contributions <u>to</u> Reserves	7,300

<u>150 DEMOCRATIC SERVICES</u>		<u>2023/24</u>
		<u>Draft</u>
1015	Miscellaneous Income	
	Income	0
4110	Regalia	2,000
4125	Printing	1,000
4130	Stationery	700
4140	Postage	360
NEW	Software Licences	1,010
4170	Legal Expenses	2,000
4175	Hospitality	850
4180	Members Allowances	9,200
NEW	Mayors Allowance	978
NEW	Mayors Discretionary Fund	1,000
NEW	Members Training	1,000
NEW	Twin Town Civic Visits	3,000
NEW	Tourism	0
NEW	Civic Awards	500
NEW	Corporate Hospitality	500
NEW	Subscriptions	250
NEW	Mayors Expenses	250
NEW	Cllrs & Staff Xmas Dinner	0
NEW	Mayoral Miscellaneous	500
NEW	Town Meeting	650
4200	Traveling & Subsistence	1,600
4605	Miscellaneous Insurance	1,476
	Expenditure	28,824
	Net Income over Expenditur	-28,824
	Contribution <u>from</u> Reserves	0
	Renewable Energy EMR	2,000
	Election Costs EMR	5,000
	Contributions <u>to</u> Reserves	7,000

170 GRANTS & SERVICE FUNDING AGREEMENTS		2023/24
		<u>Draft</u>
	Income	0
4190	Community Grants	50,000
NEW	Major Funding Grants	20,000
NEW	CAB SFA	8,000
NEW	Christmas Late Night Shopping Grant	900
NEW	Twinning Association Support	5,000
NEW	LCAAG Support	550
NEW	Pells Pool Community Association SFA	10,000
NEW	PPCA Support	550
NEW	Compass Bus SFA	15,000
NEW	CTLA SFA	12,600
NEW	Lightbox Project SFA	3,000
NEW	Priory Trust SFA	14,647
NEW	CCTV SFA	11,513
NEW	Bonfire Stewards	6,000
	Expenditure	157,760
	Net Income over Expenditure	-157,760

180 EVENTS		2023/24
		<u>Draft</u>
1015	Miscellaneous Income	0
	Income	0
NEW	Bonfire Breakfast	1,000
NEW	Bonfire Reception	750
NEW	Seniors Spring Tea	1,500
NEW	Civic Carol Service	1,000
NEW	Remembrance Sunday	1,000
NEW	Christmas Late Night Shopping	1,000
NEW	Heritage Open Day	1,000
NEW	Black History Month	2,000
NEW	Mayoral & Civic Receptions	3,000
NEW	Mayor Making Reception	2,500
NEW	Holocaust Memorial Day Launch	200
NEW	British Empire Medal Investiture	500
NEW	King's Coronation	2,500
	Expenditure	17,950
	Net Income over Expenditure	-17,950
	Contribution from Reserves	0
	Commemorations & Events EMR	2,000
	Contributions to Reserves	2,000

<u>200 TOWN HALL</u>		<u>2023/24</u>
		<u>Draft</u>
1000	Fees & Charges	85,000
1010	Rentals	7,800
	Income	92,800
4000	Salaries & Wages	115,113
4010	National Insurance	10,296
4020	Superannuation	25,440
4100	Housekeeping consumables	2,600
4105	Equipment Rental	900
4115	Small Plant & Tools	1,100
4125	Printing	250
4130	Stationery	500
4140	Postage	350
4145	Telephones	1,100
NEW	Protective clothing	250
4160	Loan Charges	10,056
4165	Consultants	800
NEW	PRS/PPL Licences	2,000
NEW	Software Licences	150
4195	Advertising & Promotions	250
4400	Repairs & Maintenance	13,000
NEW	Waste	3,500
NEW	Health and Safety	2,000
4405	Grounds Maintenance	1,300
4410	Electricity	19,793
4415	Gas	16,748
4420	Water & Drainage	3,000
4425	Alarm Systems	3,000
4430	Equipment & Furniture	2,500
4440	Business Rates	65,130
4445	Premises Insurance	16,522
4605	Miscellaneous Insurance	1,076
	Expenditure	318,724
	Net Income over Expenditur	-225,924
	Contribution <u>from</u> Reserves	0
	Town Hall EMR	100,000
	Contributions <u>to</u> Reserves	100,000

220 All SAINTS CENTRE		2023/24
		<u>Draft</u>
1000	Fees & Charges	50,000
	Income	50,000
4000	Salaries & Wages	71,344
4010	National Insurance	6,356
4020	Superannuation	15,767
4100	Housekeeping consumables	1,400
4105	Equipment Rental	500
4115	Small Plant & Tools	200
NEW	Kiosk Stock	400
4125	Printing	500
4130	Stationery	350
4140	Postage	480
4145	Telephones	900
NEW	Protective clothing	250
NEW	PRS/PPL Licences	2,000
NEW	Software Licences	150
4185	Miscellaneous Expenses	350
4195	Advertising & Promotions	250
4400	Repairs & Maintenance	3,000
NEW	Health and Safety	1,000
NEW	Waste	700
4405	Grounds Maintenance	300
4410	Electricity	3,045
4415	Gas	1,830
4420	Water & Drainage	2,480
4425	Alarm Systems	500
4430	Equipment & Furniture	9,500
4440	Business Rates	3,955
4445	Premises Insurance	4,053
4605	Miscellaneous Insurance	1,237
	Expenditure	132,797
	Net Income over Expenditur	-82,797
	Contribution <u>from</u> Reserves	0
	All Saints EMR	100,000
	Contributions <u>to</u> Reserves	100,000

240 MALLING COMMUNITY CENTRE		2023/24
		<u>Draft</u>
1000	Fees & Charges	30,000
NEW	Café income	20,000
	Income	50,000
4000	Salaries & Wages	71,834
4010	National Insurance	5,507
4020	Superannuation	13,326
4100	Housekeeping consumables	1,200
4105	Equipment Rental	500
4115	Small Plant & Tools	150
4125	Printing	100
4130	Stationery	150
4140	Postage	100
4145	Telephones	900
NEW	Protective clothing	200
4160	Loan Charges	48,000
4165	Consultants	1,000
4170	Legal Expenses	1,500
NEW	PRS/PPL Licences	2,000
NEW	Software Licences	150
4185	Miscellaneous Expenses	300
4195	Advertising & Promotions	750
4400	Repairs & Maintenance	1,500
NEW	Health and Safety	500
NEW	Waste	600
4405	Grounds Maintenance	150
4410	Electricity	1,530
4415	Gas	1,530
4420	Water & Drainage	1,500
4425	Alarm Systems	1,000
4430	Equipment & Furniture	1,000
4440	Business Rates	5,195
4445	Premises Insurance	2,132
4605	Miscellaneous Insurance	1,491
	Expenditure	165,795
	Net Income over Expenditure	-115,795
	Contribution <u>from</u> Reserves	0
	Malling Centre EMR	0
	Contributions <u>to</u> Reserves	0

260 PELLs		2023/24
		<u>Draft</u>
1000	Fees & Charges	150
	Income	150
4105	Equipment Rental	0
NEW	Water extraction licence	90
NEW	Lake Maintenance	4,500
NEW	Playground Maintenance	1,000
NEW	Playground Contracted Inspections	963
NEW	Pells Contracted Grounds Maintenance	9,606
4405	Grounds Maintenance	2,000
4445	Premises Insurance	1,176
4605	Miscellaneous Insurance	182
	Expenditure	19,518
	Net Income over Expenditure	-19,368
	Contribution <u>from</u> Reserves	0
	Pells Lake EMR	3,300
	Pells Kiosk EMR	0
	Pells Playground EMR	10,000
	Contributions <u>to</u> Reserves	13,300

300 OPEN SPACES AND AMENITIES		2023/24
		Draft
NEW	Verges	1,392
	Income	1,392
4115	Small Plant & Tools	615
4170	Legal Expenses	1,200
4185	Miscellaneous Expenses	2,000
4195	Advertising & Promotions	200
4400	Repairs & Maintenance Amenities	8,000
4405	Grounds Maintenance	25,000
4410	Electricity	700
4430	Equipment & Furniture	2,000
4445	Premises Insurance	1,109
4605	Miscellaneous Insurance	463
	Subscriptions	600
NEW	Landport Bottom Motor Road & Water Costs	2,000
NEW	Landport Bottom Contracted Grounds Maintenance	475
NEW	Landport Bottom Ranger Service	8,000
NEW	Hanging Baskets Contracted	2,388
NEW	Contracted Client Charges Grounds Maintenance	2,292
NEW	Contracted General Costs for Grounds Maintenance	
NEW	Christmas Trees Contribution	3,500
NEW	Festive Lights	20,000
NEW	Verges	1,392
	Priory Repairs & Maintenance	200
	Priory Water & Drainage	180
	Priory Premises Insurance	331
NEW	Priory Cluniac Membership	1,583
	Expenditure	84,227
	Net Income over Expenditure	-82,835
	Contribution from Reserves	0
	Environmental Enhancement EMR	1,000
4165	Provision for environmental audit remedial work	5,000
	Town Clock EMR	300
	Historic Plaques EMR	800
	Priory EMR	300
	Contributions to Reserves	7,400

320 ALLOTMENTS		2023/24
		<u>Draft</u>
1010	Rentals	4,975
	Income	4,975
NEW	Subscriptions	70
4195	Advertising & Promotions	150
4200	Traveling & Subsistence	100
4400	Repairs & Maintenance	1,500
4405	Grounds Maintenance	4,000
4420	Water & Drainage	4,000
NEW	Software Licences	225
NEW	Allotment Show Costs	2,175
4605	Miscellaneous Insurance	176
	Expenditure	12,396
	Net Income over Expenditure	-7,421
	Contribution <u>from</u> Reserves	0
	Allotment site EMR	5,000
	Contributions <u>to</u> Reserves	5,000

Earmarked Reserves 2022 to 2023								
Reserve	Opening Balance 01/04/22 £	Transfer out of EMR	Expenditure to 31/3/23 £	Additions 31/3/23	Closing Balance 31/3/22 £	Committed £	Available balance £	Notes
Town Hall	232,000.00		120,510.93	100,000.00	211,489.07	80,000.00	131,489.07	Heating replacement + redeck as identified in Major Projects Plan 2021/22. Maintenance
All Saints Centre	60,820.00		19,434.34	40,000.00	81,385.66		81,385.66	Essential repairs as identified in survey + general maintenance
Open Spaces	53,000.00				53,000.00		53,000.00	Landport Bottom, Benches, Bins, Bus Shelters, trees etc
Lewes Priory	1,360.00		1,360.00	300.00	300.00		300.00	
Pells Lake	53,729.00			3,300.00	57,029.00		57,029.00	Dredging, wall repointing etc
The Pells	150,239.00			5,000.00	155,239.00		155,239.00	Kiosk refurbishment.
Commemorations Fund	8,092.00			2,000.00	10,092.00		10,092.00	
Environment Enhancement Fund	20,727.00			1,000.00	21,727.00		21,727.00	To support various enhancements in the Town Environs
Town Clocks	4,200.00				4,200.00		4,200.00	2 clocks: St Michael's. Fitzroy House
Malling Community Centre	86,200.00		28,600.31		57,599.69		57,599.69	Remainder of EMR to be spent on supporting revenue costs as estimated for first year + roof works & outstanding items from refurb-doors to windows/partition office corridor/landscaping/café adjustments etc
Neighbourhood road-salt bin grants fund	2,583.00				2,583.00		2,583.00	Loosely constituted Residents Group can ask for money from LTC who pay for purchase of bin only. RA pay for install & filling.
Election costs reserve	15,000.00			5,000.00	20,000.00		20,000.00	Est election costs May 2023 £21k
Devolution process (Provision)	71,600.00				71,600.00		71,600.00	
ICT	6,120.00				6,120.00		6,120.00	YE 2022 merged Website and ICT EMR together.
Renewable Energy	22,000.00			2,000.00	24,000.00		24,000.00	Some may be used for TH Air Source Heat Pump
Neighbourhood Plan	2,200.00				2,200.00		2,200.00	For the monitoring and review
Staff Cover	5,000.00		2,234.00		2,766.00	2,766.00	0.00	Underspent budget from RFO vacancy 21/22 earmarked to support RFO work in 22/23
	794,870.00	0.00	172,139.58	158,600.00	781,330.42	82,766.00	698,564.42	
Projects in Progress								
Our pictures project	1,000.00				1,000.00		1,000.00	
Historic plaques programme (with FoL)	1,028.00			300.00	1,328.00	1,328.00	0.00	Est £750 per plaque
Environmental Audits	15,000.00				15,000.00		15,000.00	Environmental audits as identified in 2019 visioning-LB, Town, Allotments
Allotments improvements	1,000.00			5,000.00	6,000.00		6,000.00	Ballcock equipped water butts/troughs
	18,028.00	0.00	0.00	5,300.00	23,328.00	1,328.00	22,000.00	
Community Infrastructure Levy (CIL)								
CIL Expires May 2023	4,387.50				4,387.50	4,387.50	0.00	Resolution FC31/3/22 resolved to commit £25k to Piggy Steps Project from CIL, as part of a SDNPA CIL Project being put forward.
CIL Expires October 2024	12,324.05				12,324.05	12,324.05	0.00	
CIL Expires April 2025	27,833.04				27,833.04	8,288.45	19,544.59	
CIL Expires April 2026	29,506.85				29,506.85		29,506.85	
CIL Expires October 2026	6,180.72				6,180.72		6,180.72	
CIL Expires April 2027				33,345.44	33,345.44		33,345.44	
CIL Expires October 2027				25,123.23	25,123.23		25,123.23	
	80,232.16	0.00	0.00	58,468.67	138,700.83	25,000.00	113,700.83	
Totals	£893,130.16	£0.00	£172,139.58	£222,368.67	£943,359.25	£109,094.00	£834,265.25	
General Fund 31/3/2022	£405,102.00							

EMR reconciled to Omega: