

To: All members of Lewes Town Council,

A meeting of Lewes Town Council will be held in the Council Chamber, Town Hall, Lewes, on 23 March 2023, at 7:30pm, which you are summoned to attend.

Laura Chrysostomou
Town Clerk
17 March 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 23 February 2023
(attached on pages 3 to 7)

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 31 January 2023
(attached on pages 8 to 14)
- 7.2 Planning and Conservation Committee 21 February 2023
(attached on pages 15 to 23)
- 7.3 Extraordinary Planning and Conservation Committee 6 March 2023
(attached on pages 24 to 25)
- 7.4 To receive the notes from the Citizens Advice Bureau Board Meeting 16
February 2023 attended by Councillor Lamb
(attached on page 26)
- 7.5 To receive the notes from the Summer Road Safety briefing 13 March 2023
attended by Councillor Lamb
(attached on pages 27 to 28)

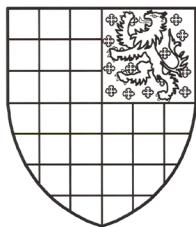
8 Officer's reports

- 8.1 Major Funding Request from Low Traffic Lewes
(Report FC037/2023 attached on pages 29 to 33)
- 8.2 Request to support Low Traffic Lewes project consultation
(Report FC038/2023 attached on pages 34 to 49)
- 8.3 Verge cutting tender update
(Report FC039/2023 attached on pages 50 to 51)
- 8.4 War memorial maintenance
(Report FC040/2023 attached on pages 52 to 54)
- 8.5 Community Infrastructure Levy proposed expenditure
(Report FC041/2023 attached on pages 55 to 56)
- 8.6 Transfer of responsibilities to interim Town Clerk
To agree transfer of responsibilities of Proper Officer and Responsible Finance
Officer (section 151 Officer)

9 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 23 February 2023 at 7.30 in the Council Chamber, Lewes Town Hall.

Present:

Councillor Baah
Councillor Bird
Councillor Burrows
Councillor Catlin (left at 8:50pm)
Councillor Clarke
Councillor Handy
Councillor Lamb
Councillor Makepeace
Councillor Dr Maples
Councillor Dr Mayhew (left at 8:50pm)
Councillor Milner
Councillor O’Keeffe (arrived 20.03pm)
Councillor Sains (Mayor)
Councillor Vernon
Councillor Waring
Councillor Wood

In attendance

Town Clerk
Committee Administrator
Town Ranger
Mayor’s Chaplain

104. Filming of council meetings and mobile phones

104.1. The procedures were noted.

105. Apologies for absence

105.1. There were apologies from Councillor Earl who was unwell and Councillor Herbert due to a personal commitment.

106. Members’ declarations of interests

106.1. There were none.

107. Question time

107.1. There were none.

108. Minutes

108.1. Minutes of the meeting held on 19 January 2023 were received and agreed as a true record.

108.2. Minutes of the extraordinary meeting held on 7 February 2023 were received and agreed as a true record.

109. Mayor's announcements and urgent items

109.1. The Mayor informed council of attendance at the funeral of past Mayor Jim Daly, who had been Mayor four times.

109.2. The Civic Awards would be presented at the Annual Town Meeting on 16 March 2023.

109.3. There was due to be a vigil at Cliffe bridge the following evening marking a year since the invasion of Ukraine.

110. Committees, Working parties and outside bodies

110.1. Audit and Governance Panel 25 October 2022

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

110.1.2. The minutes of the Audit and Governance Panel meeting held on 25 October 2022 are noted.

110.2. Planning and Conservation Committee 10 January 2023

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

110.2.2. The minutes of the Planning and Conservation Committee held on 10 January 2023 are noted.

110.3. Grants Panel 8 February 2023

110.3.1. Council considered report FC029/2023 containing recommendations for payments of grants of the fourth and final cycle for the year 2022 to 2023.

110.3.2. It was resolved that:

- 1 The grants payments recommended in report FC029/2023 in column H of the table appended to the report be approved.

111. Summer Road Safety briefing

111.1. Council was asked to nominate one representative to attend the Sussex Police Summer Road Safety virtual briefing event on Monday 13 March 2023 6pm to 7pm on Microsoft Teams. It was resolved that Councillor Lamb attend.

112. Officer's reports

112.1. Proposed Town Council activities for the King's Coronation

112.2. Council considered report FC030/2023 that proposed a range of activities that had been considered by the Commemorations and Events Committee at their meeting on 9 February 2023.

112.3. It was resolved that:

112.4. The proposed activities outlined in report FC030/2023 be agreed with the costs being met from the King's Coronation budget of £2,500 and the Seniors Tea Party budget of £1,500.

112.5. Verge cutting tender

112.6. Council considered report FC031/2023 which detailed the tender process undertaken to secure a contractor to undertake the work for the Town Council's self-delivery of cutting wildlife and meadow urban verges.

112.7. It was noted that due to an amendment in the area to be cut East Sussex County Council (ESCC) had reduced the payment to the Town Council from £1,392 to £1,304.

112.8. It was confirmed that safety visibility cuts would be required on some verges and this would be an additional cost, although these costs were unknown.

112.9. Council discussed the quotes and the option to select a contractor who did not use leaf blowers to remove arisings from the road and pavements. This option cost significantly more but was in accordance with Council's previous resolution to encourage using environmentally friendly tools, procedures, equipment and methods that don't produce noise pollution.

112.10. It was resolved that:

The contractor offering to use operatives to sweep and rake arisings to clear them from pavements and the road be agreed and up to £8,031 be spent from the Environment Enhancement Fund in earmarked reserves to cover the additional costs over the income received from ESCC.

112.11. Rural verges as wildlife corridors

112.12. Council considered report FC032/2023 which outlined the reduced Rural Grass Cutting option from East Sussex County Council.

112.13. It was resolved that:

Lewes Town Council wished to continue to be involved in the reduced rural grass cutting trial to aid biodiversity and would notify residents of participation in the trial through social media, minutes from meetings and on the Council's website.

112.14. IT support contract tender

112.15. Council considered report FC033/2023 which explained the Town Council had been with its current IT support provider for over 10 years and a tender process had been undertaken for the provision of IT support to the organisation.

112.16. It was resolved that:

The change to the Council's IT support provider following a tender process be noted with a saving of £898.05 per annum on basic support.

112.17. Insurance policy tender

112.18. Council considered report FC034/2023 which explained the need to extend the Council's current insurance for one year without seeking quotes to enable a comprehensive review of its insurance requirements. Historic non-compliance with statutory health and safety requirements had resulted in the policy being at risk of cancellation. Work had been done to demonstrate a more robust approach to risk and safety management and the insurance has remained in place. Further work is required on this as well as the comprehensive review to enable adequate insurance needs to be defined ahead of any tender process.

112.19. Council was advised that the renewal cost quoted in the report would increase as it had been identified that some contents insurance cover was absent. A revised price had not yet been received but it was expected to be within budget.

112.20. It was resolved that:

The Council's insurance policy is extended for one year the cost of which can be met from the Insurance budget.

- 112.21. Conclusion of external audit 2021 to 2022
- 112.22. Council considered report FC035/2023 which explained the external auditor had given a clear certificate.
- 112.23. It was resolved that:
The External Auditor certificate and report for 2021 to 2022 be noted.
- 112.24. Authorisation of purchase orders
- 112.25. Council considered report FC036/2023 which outlined which officers could authorise purchase orders and proposed a change to those.
- 112.26. It was resolved that:
- 1 The interim Deputy Town Clerk be authorised to sign purchase orders.
 - 2 The Town Ranger be authorised to sign purchase orders up to the value of £250 but only to facilitate small purchases for day to day work that the Town Ranger progresses.

113. Exempt business

- 113.1. The Mayor proposed and it was resolved that:
The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

This item is a confidential report for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

114. Officers exempt reports

- 114.1. Governance and probity
- 114.2. At the extraordinary meeting of the Council on 7 February 2023 there was recognition that Council had embarked on a modernisation agenda, and following the resignation of the Town Clerk, it was agreed that Council would discuss different options to progress that modernisation agenda.
- 114.3. It was noted that Council needs to address the culture, governance and development needs of the organisation. It is the corporate body responsibility of Council to set the tone and culture of the organisation, so it is important to empower the new administration to be able to do that. Therefore, a robust induction process for Councillors was required with annual refresher training to support culture change.
- 114.4. As discussed earlier in the meeting when the need for a Whistleblowing Policy was raised, there was a need to empower councillors to call out inappropriate conduct by creating an environment of trust, confidence, openness, and reassurance.
- 114.5. It was noted that concerns regarding the behaviour of councillors where this relates to the Code of Conduct can be raised with the Monitoring Officer. Details of how to do this are on the Lewes District Council website.

114.6. It was noted that an equality of connection and interaction can be achieved by having those frameworks whilst maintaining openness and transparency.

114.7. A variety of options were discussed, and it was resolved that:

- 1 Standing Orders are amended so that civility and respect training and chair and vice chair training is mandatory for all councillors.
- 2 A councillor cannot be a Chair or Vice Chair without having attended a relevant training course, including the Mayor as Chair of Council.
- 3 All members of the Personnel Panel must undertake employer role training and no councillor may sit on a hearing or appeal panel without having undertaken employer role training.
- 4 All councillors to attend induction training to include role of a councillor, finance, data protection, civility and respect, communications and social media.
- 5 Councillors induction would include a visit to the Council's assets.
- 6 The Town Council work with Lewes District Council's Monitoring Officer on induction, with the Monitoring Officer focussing on governance and probity, expectations of members under the Code of Conduct and the seven Nolan Principles.
- 7 Training on the Council's principles and policies should be delivered.
- 8 A member and officer protocol be implemented.

114.8. Staffing matters

114.9. It was drawn to members attention that it is vital there is no discussion with anybody on this matter outside of this Council meeting and therefore councillors are required to observe absolute confidentiality and sign a statement to confirm they understand this.

114.10. The Town Clerk made councillors aware of a staffing matter that had arisen.

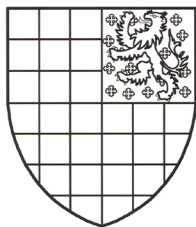
114.11. Councillors Mayhew and Catlin withdrew from the meeting at 8:50pm.

114.12. The matter of confidentiality was discussed at length.

114.13. It was resolved that authority be delegated to the Chair and Vice Chair of the Personnel Panel to deal with the administration of the staffing matter.

The meeting closed at 9.20pm

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



Minutes of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 31 January 2023 at 7.00pm

Present: S Catlin, I Makepeace, M Milner and S Sains

In attendance: Town Clerk and Committee Administrator

- 99. Apologies:** There were apologies from Councillor Clarke who was unwell and Councillor Handy who had a work commitment. There was no word from Councillors Baah or Lamb.
- 100. Declarations of Interest:** There were none.
- 101. Question Time:** There were none.
- 102. Minutes:** The Minutes of the meeting held on 10 January 2023 were received and signed as a true copy.
- 103. Chairs announcements:**
- 103.1. The Chair informed the committee that a hybrid planning application had been submitted by Human Nature (Lewes) Limited to the South Downs National Park Authority for a proposed redevelopment of the North Street Quarter north of Phoenix Causeway including Springman House.
- 104. Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 9 January 2023, 16 January 2023 and 23 January 2023. Their comments are appended.
- 105. Miscellaneous Planning Issues:**
- 105.1. The Chair Informed the committee of correspondence received from Mr C Wright, Planning Officer, Lewes District Council concerning SDNP/22/03581/FUL and SDNP/22/03578/LIS 191 High Street, The Crown Hotel. The Committee had objected to this proposal at their meeting on 23 September 2022.
- 105.2. The applicant had submitted additional information that was available on the planning portal.
- 105.3. The Committee noted that the minimum measures had now been met in relation to marketing the commercial space although still objected to the application due to lack of natural light in the proposed basement flat.
- 105.4. The Committee requested that the Committee Administrator contact Mr Wright requesting clarification on what the requirements are for natural light in a basement dwelling
- 105.5. The Committee indicated that they would like more information regarding hip to gable extensions. It was agreed that the Committee Administrator would contact Lewes District Council on planning policy regarding this.

The meeting ended at 7.54pm

Signed:

Date:

Appendix 1

Installation of metal gate at the bottom of the side garden Castlecourt Castle Precincts

Ref. No: SDNP/23/00028/FUL | Received: Thu 05 Jan 2023 | Validated: Fri 13 Jan 2023 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey rear extension, porch to front, enlargement of rear terrace and addition of glazed canopy, and associated demolition of existing conservatory 19 The Meadows

Ref. No: SDNP/23/00014/HOUS | Received: Wed 04 Jan 2023 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application although the Committee queried the calculation of the ground floor space as it appears to include temporary additions for which planning permission was not applied for

Variation of condition 2 (Plans) related to Planning Approval SDNP/22/01861/LIS to include removal of roof lantern over glazed entrance doors to new extension, relocation of electrical supply and meter and removal of existing inadequate demountable fire compartment wall in loft void with new demountable adequate fire compartment wall 32 Friars Walk

Ref. No: SDNP/22/06004/LIS | Received: Wed 04 Jan 2023 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey rear extension, loft conversion, addition of driveway with dropped kerb 3 Eridge Green

Ref. No: SDNP/22/05957/HOUS | Received: Wed 28 Dec 2022 | Validated: Wed 28 Dec 2022 | Status: Application in Progress

Comment:

Councillors noted that the proposed window in the loft conversion would be a 'Cabrio' style window and would be situated at the front of the property that would be unsuitable in this location so therefore objected to this application

Single storey rear extension and associated demolition of existing conservatory 107 Highdown Road

Ref. No: SDNP/22/05960/HOUS | Received: Wed 28 Dec 2022 | Validated: Thu 28 Dec 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Variation of condition 2 (Plans) related to Planning Approval SDNP/22/01860/FUL to include removal of roof lantern over glazed entrance doors to new extension, relocation of electrical supply and meter and removal of existing inadequate demountable fire compartment wall in loft void with new demountable adequate fire compartment wall 32 Friars Walk

Ref. No: SDNP/22/05928/CND | Received: Thu 22 Dec 2022 | Validated: Thu 22 Dec 2022 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey side and rear extension and associated demolition of existing extension 1 Pelham Terrace

Ref. No: SDNP/22/05874/HOUS | Received: Tue 20 Dec 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Front wrap around extension & drop kerb 3 Valley Road

Ref. No: SDNP/22/05758/HOUS | Received: Mon 12 Dec 2022 | Validated: Tue 03 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Single storey rear extension 30 Cross Way

Ref. No: SDNP/22/05741/HOUS | Received: Fri 09 Dec 2022 | Validated: Mon 19 Dec 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Loft conversion with hip to gable conversion and dormer 37 Hamsey Crescent

Ref. No: SDNP/22/05639/HOUS | Received: Mon 05 Dec 2022 | Validated: Thu 22 Dec 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Loft conversion with hip to gable conversion and dormer 3 Hamsey Crescent

Ref. No: SDNP/22/05621/HOUS | Received: Fri 02 Dec 2022 | Validated: Thu 22 Dec 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Change of use from vacant retail unit (Class E) to hot food takeaway (Sui Generis) and associated works including installation of extract and ventilation equipment,

window repairs, replacement of principal entrance door, and removal and replacement of some internal doors and walls on lower ground floor and ground floor 50 High Street

Ref. No: SDNP/22/05599/LIS | Received: Wed 30 Nov 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors noted that this proposal would have a negative impact on residential amenity and that the extraction and ventilation would be too close to near neighbours. The proposal would create excessive traffic at a very busy road junction. Concern raised on the proposal included internally illuminated lighting in the conservation area and also the prospect of litter in the High Street. Therefore the committee strongly object to this application.

Change of use from vacant retail unit (Class E) to hot food takeaway (Sui Generis) and associated works including installation of extract and ventilation equipment, window repairs, replacement of principal entrance door, and removal and replacement of some internal doors and walls on lower ground floor and ground floor 50 High Street

Ref. No: SDNP/22/05598/FUL | Received: Wed 30 Nov 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors noted that this proposal would have a negative impact on residential amenity and that the extraction and ventilation would be too close to near neighbours. The proposal would create excessive traffic at a very busy road junction. Concern raised that the proposal included internally illuminated lighting in the conservation area and also the prospect of litter in the High Street. Therefore the committee strongly object to this application.

Section 73A retrospective application for erection of outbuilding in rear garden 19 The Avenue

Ref. No: SDNP/22/04492/HOUS | Received: Tue 27 Sep 2022 | Validated: Mon 02 Jan 2023 | Status: Application in Progress

Comment:

Councillors could not assess whether this application was in line with Policy SD31 in the Local Plan. It was noted that although this application was retrospective the outbuilding had not yet been erected. Councillors also raised concern regarding the loss of amenity to a near neighbour. Therefore the Committee strongly objected to this application.

Discharge of Condition 3 (Planting Proposal) related to Planning Approval SDNP/22/04716/HOUS 28 Ferrers Road

Ref. No: SDNP/23/00097/DCOND | Received: Wed 11 Jan 2023 | Validated: Wed 11 Jan 2023 | Status: Decision Pending

Comment:

Councillors note this application

Ground Floor rear extension with pitched roof forming porch between storage outbuilding, with 2no. roof lights, shingle cladding and removal of existing chimney and original breeze block shed, and loft conversion with rear dormer and single front roof light and various internal works 24 Hawkenbury Way

Ref. No: SDNP/23/00141/PRE | Received: Tue 10 Jan 2023 | Validated: Tue 10 Jan 2023 | Status: Application in Progress

Comment:

Councillors note this application

Installation of external signage to include 1x part illuminated Lotus pylon, illuminated Lotus wordmark & monogram, part-illuminated entrance wayfinder sign and entrance cladding Caffyns Brooks Road

Ref. No: SDNP/23/00080/ADV | Received: Tue 10 Jan 2023 | Validated: Tue 10 Jan 2023 | Status: Application in Progress

Comment:

Councillors noted that the external signage was already in place and was not on the applicants property. It was also noted that there were inconsistencies in the planning application and that two more signs were also in place on the property. Illuminated lighting should not be required when the business is not operational, so therefore Councillors strongly object to this application.

Redevelopment of detached two bedroom bungalow 1 Windover Crescent

Ref. No: SDNP/23/00027/FUL | Received: Wed 04 Jan 2023 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors considered this proposal as overdevelopment as outlined in SD30 in the Local Plan where a replacement building should not exceed 30% GIA. The proposed development is 137% larger than the existing dwelling. The proposal does not concur with the Local Plan's Dark Skies Policy and it was noted that hedge at the front of the existing property had already been removed. Councillors felt that the design was unsympathetic to the area and therefore objected to the proposal.

Single storey side and front extension, construction of driveway and vehicle parking to front, and vehicle crossover to front 16 Firlie Crescent

Ref. No: SDNP/22/05958/HOUS | Received: Wed 28 Dec 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Single storey side/rear extension, relocation of lower ground floor front door to side of lightwell, and installation of air source heat pump to rear 29 Grange Road

Ref. No: SDNP/22/05965/HOUS | Received: Wed 28 Dec 2022 | Validated: Fri 06 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Removal of external ATM, making good of wall to match existing, Removal of all signage and marketing from building 63 High Street Ref. No: SDNP/23/00252/FUL | Received: Fri 20 Jan 2023 | Validated: Fri 20 Jan 2023 | Status: Application in Progress
Comment:

Councillors support this application

Non-Material Amendment to Planning Application SDNP/22/02707/FUL to include changing all vertical timber cladding to horizontal timber cladding 130 South Street Ref. No: SDNP/23/00164/NMA | Received: Mon 16 Jan 2023 | Validated: Mon 16 Jan 2023 | Status: Application in Progress
Comment:

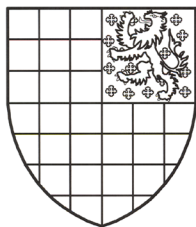
Councillors note this application and welcomed the horizontal cladding which is in keeping with the Sussex vernacular

Variation of condition 2 (plans) related to Planning Approval SDNP/22/02707/FUL to include the addition of an external staircase to the approved balcony to the back of the new build 130 South Street Ref. No: SDNP/23/00168/CND | Received: Mon 16 Jan 2023 | Validated: Mon 16 Jan 2023 | Status: Application in Progress
Comment:

Councillors note this application

Erection of single storey rear/side extension and hip to gable rear roof extension with rear dormer 39 Mill Road Ref. No: SDNP/22/05686/HOUS | Received: Wed 07 Dec 2022 | Validated: Mon 09 Jan 2023 | Status: Application in Progress
Comment:

Councillors were neutral on this application



Minutes of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 21 February 2023 at 7.00pm

Present: E Clarke, R Handy, J Lamb I Makepeace, M Milner and S Sains

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

In attendance: Town Clerk and Committee Administrator

- 106. Apologies:** There were apologies from Councillor Baah who had a personal commitment and Councillor Catlin who was unwell. Councillor Lamb apologised that he would need to leave the meeting early to attend to a family matter and left the meeting at 7:18pm after planning application SDNP/23/00493/LIS was considered.
- 107. Declarations of Interest:** Councillor Sains declared an interest in SDNP/23/00356/CND, 35 Newton Road in that she is a near neighbour of the applicant and Councillor Lamb declared an interest in SDNP/23/00158/HOUS, 1 Park Road in that the applicant is a candidate in the forthcoming elections representing the same political party as Councillor Lamb.
- 108. Question Time:** There were none.
- 109. Minutes:** The Minutes of the meeting held on 31 January 2023 were received and signed as a true copy.
- 110. Chairs announcements:**
- 110.1. The Chair informed the committee that the Brooks Road Planning Brief had been determined by the SDNPA Planning Committee on 9th February for use for development management purposes.
- 111. Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 30 January 2023, 6 February 2023 and 13 February 2023. Their comments are appended.
- 112. South Downs Local Plan Review**

- 112.1. The Committee considered how to approach the next stage of the SDNPA Local Plan review which required the Settlement Facilities Assessment form and the Open Spaces Assessment forms to be completed by the Town Council. The deadline for completing these forms was the 6 April 2023. The forms would need to be drafted and approved by the committee at their next meeting 14 March 2023.
- 112.2. The Clerk highlighted that the SDNPA were also looking for Parish Priority Statements to be completed by 20 October 2023. The clerk explained the need to assess whether the Council's own neighbourhood plan needs to be reviewed, and if so to what extent. She had contacted the consultant who ran the planning training and diagnostic workshop for the Council to discuss the potential to run two workshops to assess the neighbourhood plan. One in the morning for councillors and one in the afternoon where a focused group of residents, in particular those who participated in the original neighbourhood plan steering groups, could be invited to join councillors and feed into that assessment. The clerk outlined potential timelines, taking into consideration the elections and new administration in May 2023, it was preferable that the workshops were run with the current administration and a report provided that could be given to the new administration to consider and agree the way forward. The committee felt this would be a useful approach. It was resolved that:
The consultant be asked to deliver these workshops.
- 112.3. Councillor Makepeace referred to the Community Led Planning services provided by Action in Rural Sussex, and in particular their offer to provide a briefing on neighbourhood priority statements. It was resolved that:
Action in Rural Sussex be invited to attend a future meeting to give a briefing on neighbourhood priority statements.
- 112.4. The committee agreed the appointment of a task and finish group from members of the planning committee and that this group could ask for contributions from other members of the Council so that their local knowledge can be called upon. It was resolved that:
Councillors Milner, Makepeace and Sains be appointed to the task and finish group and the Committee Administrator would set up meetings to draft the forms.
- 113. Levelling-up and Regeneration Bill: reforms to national planning policy**
- 113.1. The committee considered the National Planning Reform consultation including the submission that had been shared by Plumpton Parish Council through the Local District Association of Local Councils. Councillor Clarke had completed work on this. The committee agreed to use the Plumpton Parish Council response as a basis for their response and proceeded to go through each statement, referring to the SDNPA response, and amending their response accordingly. It was resolved that:

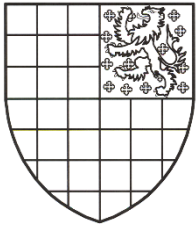
113.2. Delegate authority to the Committee Administrator to base the responses on the Plumpton Parish Council response, subject to the amendments discussed and agreed in the meeting. The final response is appended.

114. Miscellaneous Planning Issues: There were none.

The meeting ended at 8.19pm

Signed:

Date:



Lewes
Town
Council

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

lewes-tc.gov.uk

Call: 01273 471469

Email: info@lewes-tc.gov.uk

MEMORANDUM

To: Planning and Conservation Committee

Date: 31 January 2023

Subject: Planning Applications validated for week of 30 January 2023

The following planning applications have been validated by the planning authority for the week of 30 January 2023 Full detail on these applications is available from the South Downs National Park Planning website

<https://planningpublicaccess.southdowns.gov.uk>

These will be considered by the Planning and Conservation Committee at their meeting on **21 February 2023**

Replacement of 7 single-glazed ground floor hardwood windows to north, east, and south elevations with double-glazed wood windows, 11 single-glazed first floor hardwood windows to all elevations with double-glazed wood windows, and 1 single-glazed hardwood loft window to east elevation with double-glazed wood window
1 Park Road

Ref. No: SDNP/23/00158/HOUS | Received: Mon 16 Jan 2023 | Validated: Fri 20 Jan 2023 | Status: Application in Progress

Comment:

Councillors support the application but note that detailed drawings were not submitted as stated in the Heritage Statement

Erection of a replacement single storey front extension, Erection of a rear dormer, installation of front rooflight 49 South Street

Ref. No: SDNP/23/00134/HOUS | Received: Thu 12 Jan 2023 | Validated: Thu 19 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application but request that the plans are compliant with the Local Plan Dark Skies policy and policy SD48 which sets out the minimum thermal efficiency requirements

Installation of rooftop solar panels and conservation roof light to south elevation

The Old Vicarage Church Lane

Ref. No: SDNP/23/00114/LIS | Received: Wed 11 Jan 2023 | Validated: Thu 19 Jan 2023 | Status: Application in Progress

Comment:

Councillors support this application but would like the Local Plan Dark Skys policy to be incorporated into the design

Installation of rooftop solar panels and conservation roof light to south elevation

The Old Vicarage Church Lane

Ref. No: SDNP/23/00113/HOUS | Received: Wed 11 Jan 2023 | Validated: Thu 19 Jan 2023 | Status: Application in Progress

Comment:

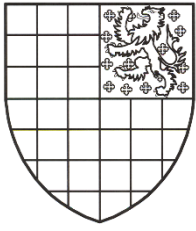
Councillors support this application but would like the Local Plan Dark Skys policy to be incorporated into the design

Replacement of windows Flat 26 Malling Close

Ref. No: SDNP/22/05956/FUL | Received: Fri 23 Dec 2022 | Validated: Mon 23 Jan 2023 | Status: Application in Progress

Comment:

Councillors support this application



Lewes
Town
Council

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

lewes-tc.gov.uk

Call: 01273 471469

Email: info@lewes-tc.gov.uk

MEMORANDUM

To: Planning and Conservation Committee

Date: 7 February 2023

Subject: Planning Applications validated for week of 6 February 2023

The following planning applications have been validated by the planning authority for the week of 6 February 2023. Full detail on these applications is available from the South Downs National Park Planning website

<https://planningpublicaccess.southdowns.gov.uk>

These will be considered by the Planning and Conservation Committee at their meeting on **21 February 2023**

Side/rear extension to lower ground floor with terrace to extension roof and demolition and rebuilding of existing rear extension 21 De Montfort Road

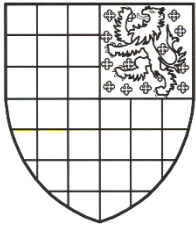
Ref. No: SDNP/23/00218/HOUS | Received: Wed 18 Jan 2023 | Validated: Tue 24 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Non-Material Amendment to Planning Application SDNP/22/04768/HOUS to include change of manufacturer and design of approved rooflight Brendon Rotten Row

Ref. No: SDNP/23/00167/NMA | Received: Mon 16 Jan 2023 | Validated: Fri 20 Jan 2023 | Status: Application Determined



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Town
Council

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

lewes-tc.gov.uk

Call: 01273 471469

Email: info@lewes-tc.gov.uk

MEMORANDUM

To: Planning and Conservation Committee

Date: 15 February 2023

Subject: Planning Applications validated for week of 13 February 2023

The following planning applications have been validated by the planning authority for the week of 13 February 2023. Full detail on these applications is available from the South Downs National Park Planning website

<https://planningpublicaccess.southdowns.gov.uk>

These will be considered by the Planning and Conservation Committee at their meeting on **21 February 2023**

New three bedroom detached dwelling Mulberries Cuilfail

Ref. No: SDNP/23/00603/PRE | Received: Wed 08 Feb 2023 | Validated: Fri 10 Feb 2023 | Status: Application in Progress

Comment:

Noted

Discharge of Condition 4 - Site Levels, Condition 6 - Earthworks, Condition 10 - Hard & Soft Landscaping, Condition 11 - Landscape Management Plan, Condition 19 - Foul Drainage, Condition 21 - Surface Water Drainage, Condition 22 - Attenuation Pond & Permeable Pavement, Condition 23 - Drainage Management Plan, Condition 32 - Street Lighting, Condition 35 - Visibility Splays and Condition 36 - Vehicular Access, relating to planning approval SDNP/22/04909/CND

Pells Church Of England Primary School

Ref. No: SDNP/23/00547/DCOND | Received: Wed 08 Feb 2023 | Validated: Wed 08 Feb 2023 | Status: Application in Progress

Comment:

Noted

Retrospective application for internal glazed screen between library and hallway at ground floor 140 High Street

Ref. No: SDNP/23/00493/LIS | Received: Mon 06 Feb 2023 | Validated: Mon 06 Feb 2023 | Status: Application in Progress

Comment:

Councillors support this application

Internal alterations to ground floor 141 High Street

Ref. No: SDNP/23/00503/LIS | Received: Mon 06 Feb 2023 | Validated: Mon 06 Feb 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application although there was concern that a disabled toilet will be removed

Conversion of existing office/storage ancillary building to residential 119A South Street

Ref. No: SDNP/23/00642/PRE | Received: Sun 05 Feb 2023 | Validated: Sun 05 Feb 2023 | Status: Application in Progress

Comment:

Noted

Installation of recessed cast iron horizontal gutter across the public pavement outside property 95 High Street

Ref. No: SDNP/23/00539/PRE | Received: Thu 02 Feb 2023 | Validated: Thu 02 Feb 2023 | Status: Application in Progress

Comment:

Noted

Variation of Condition 2 (Plans) and Removal or Rewording of Condition 3 (Matching Materials) related to Planning Approval SDNP/19/03681/HOUS to include changing external material of extension from Brick to Cedral Cladding Open for comment icon 35 Newton Road

Ref. No: SDNP/23/00356/CND | Received: Fri 27 Jan 2023 | Validated: Fri 03 Feb 2023 | Status: Application in Progress

Comment:

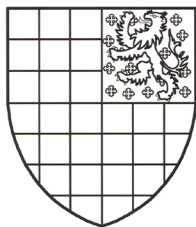
Councillors objected to this application and reiterated previous comments which stated no cladding to be used

Erection of two-storey side extension, single-storey rear extension, porch to front elevation, associated demolition of existing garage, porch, and conservatory, and installation of solar PV panels to front roof 57 Highdown Road

Ref. No: SDNP/23/00328/HOUS | Received: Wed 25 Jan 2023 | Validated: Tue 31 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application



Minutes of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Monday 6 March 2023 at 7.00pm

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

In attendance: Town Clerk and Civic and Administration Officer

115. Apologies: There were apologies from Councillor Lamb.

116. Declarations of Interest: There were none.

117. Question Time: There were none.

118. Chairs announcements: There were none.

119. Exempt business: The Chair proposed, and it was resolved 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.

The item being a confidential matter for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person (including the authority holding that information).

120. Exempt planning matter

The committee considered the pre app documentation provided by the South Downs National Park Authority for the Garden Street development.

It was resolved that the Town Council would respond to the SDNPA as follows:

1. From the documentation it is unclear if the development is for 10 or 17 units. The letter dated 23 January 2023 gives details of 17 flats but says there are 10 units. We are mainly commenting on the 17 flat proposal as the letter dated January 2023 led the Committee to believe 17 units was the latest proposal.
2. The illustrations did not match the worded statements.
3. There are no elevations on the plans.
4. In the 10-unit proposal, it appears to be a gated community which is not in keeping with the area and the committee are not in favour of gated communities.
5. The massing of 17 units is contrary to our Neighbourhood Plan, Page 74, item 2, in that it will obstruct views out to the chalk ridge, from the Grange Gardens and existing housing in Southover Road. There was also concern it overshadowed the Grange. The

neighbours in Tanners Brook, will be adversely affected by the height of the building being so close. Important views to the Castle will be seriously impeded, if not obliterated. The same principle applies to the reverse view down from the Castle towards The Mount.

6. There are concerns about the height of the development: it is felt that it impedes the chalk ridge views, and it does not meet the criteria of the SDNPA local plan Page 48 SD5 1a, and 1f was also felt relevant.
7. The number of dwellings expected to be erected is 11 as per Page 75 of the Neighbourhood Plan and the Planning Committee felt that 17 dwellings was overdevelopment, and the massing had an overbearing design.
8. The SDNPA require 50% of a development to be affordable housing. There is no information about who will provide this or how. The committee would prefer certainty on affordable housing, which must be onsite and not elsewhere in the district, and felt strongly that this should be included in the full planning application.
9. The committee welcome the removal of the four-bedroom dwellings but feel that the number of three-bedroom flats is still high and would prefer more two and one bedroom flats as per SDNPA local plan SD27. It is an ideal site for affordable homes and for those without cars.
10. We would like the developer to be upfront and transparent about viability for the site.
11. An increase in soft landscaping is appreciated but not to the detriment of and lack of affordable housing.
12. There was concern that steps were required to access/egress and no ramps; we need to ensure that the site and all properties are fully accessible.
13. Ground source heat pumps are preferable to air source heat pumps, they are infinitely more reliable and less visible and would permit a shared heating system. They are also more environmentally friendly and economical.
14. The committee noted that as the site was originally a medicinal herb garden for the Priory an archeological dig should take place before building commences.

The meeting ended at 7.45pm

Signed:

Date:

Report to Town Council on Lewes District Citizens Advice Board meeting February 16th 2023

Lewes District Citizens Advice (LDCA) has recently received this year's £8,000 grant from the Town Council: money that is sorely needed since demand has "gone through the roof", according to CEO Sarah Archer. The service is struggling to meet the needs of clients. At the time of writing there are two hundred clients waiting for a call back from LDCA volunteers and that number is rising.

Meeting the increased demand is not made easier by the time it takes to thoroughly train new volunteers. However, LDCA has made investments in new technology to speed up response times. For example, by installing an internet-based soft phone system. It is also in the process of recruiting an admin worker.

LDCA provides help with housing, employment, budgeting and debt, food bank referrals and fuel and other vouchers. There is extra help available for pensioners.

Fuel is the main debt issue - "There is rather a grim picture of fuel poverty," says Sarah Archer. Often there is little advice that LDCA can give because clients have done everything possible. "They have done all the cutting they can do." LDCA is expecting to see more people in rent arrears in future. Many clients have multiple issues. In 2022 LDCA helped 2,500 clients with 10,000 different issues.

Digital Exclusion is a factor in 28% of cases highlighted by advisers, often linked with debt, mental health problems and benefit poverty. Inability to use the internet and lack of IT skills are major factors limiting clients' access to information and services, sometimes linked with poor literacy skills.

Fundraising is vital if LDCA is to secure the resources to meet demand. The organisation relies on contributions from Councils in Lewes District and from charities. It has recently secured £65,000 in new grants and is waiting to hear about a Lottery application for £278,000 over three years. This would help extend its services in rural areas. LDCA has also applied to Lewes District Council's cost of living fund and to Newhaven Town Council, where it is based. The extra income would enable the organisation to hire more paid staff.

LDCA will have to move out of Southover House where face-to-face interviews take place but has yet to receive a timetable. Various alternative options are available.

John Lamb 19/2/2023

Report of a briefing by Sussex Police on their summer road safety campaign 13/3/23

Sussex Police briefed Parish Councillors on their annual summer road safety campaign called Operation Downsway aimed at countering anti-social driving. The campaign will begin on April 30.

There is rising anti-social driving on East Sussex's over 2,000 miles of roads. Last year throughout Sussex there were 55 fatalities and 1,111 seriously injured people as a result of traffic accidents and there is no sign so far this year that the numbers are reducing.

The Police referred to the five fatalities: speeding, non-use of seat belts, substance abuse, use of mobile devices and careless or inconsiderate driving. Officers detailed how they would respond to these threats.

They will be using unmarked vehicles to clampdown on offenders at specific locations using information supplied by Police Community Support Officers and Councillors, as well as via analytical software tools. Sussex Police will be meeting with the public at engagement events and roadshows and working with speed watch groups.

In East Sussex, police aim to visit every speed watch group this year. They promised to deal robustly with every infringement. Some attendees reported that recruiting speed watch volunteers was difficult, especially considering the abuse they received from drivers.

The problem of 'tunnel running' at Culfail tunnel was raised and attendees were told that there were regular spot checks on the A26 and that the Police would take action on unmuffled exhausts and were in touch with the Malling Hill Group. In Eastbourne a public space protection order has been put in place to curb engine revving, sounding horns, gestures, swearing and loud music in the Beachy Head area.

There were several questions about reducing traffic speed. Police were asked whether they would support the introduction of 20mph limits and said they would look at requests on a case by case basis. A Councillor from Burwash complained that efforts to introduce a 20mph limit in the village had been frustrated by police insistence on traffic calming measures that put the cost of the project out of reach of the Parish Council.

There was a plea to update vehicle activated speed signs to more modern ones with personalised readings and a thank you message. Sussex Police were also asked whether potholes caused accidents but said they did not have data on that.

Assistant Chief Constable Simon Dobinson said it was his force's ambition to be intelligence led. Behind every fatality were lives ruined. There was a cost to the economy and a cost to policing which inhibited the Police from focussing on prevention.

Apologies if any specific questions from Lewes Councillors were not answered. We were invited to email further questions and I would be happy to submit any you may have.

John Lamb

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 23 March 2023

Report Number: FC037

Report by: Town Clerk

Subject: Request for Major Funding – Cycle Lewes on behalf of Low Traffic Lewes

1. Summary

- 1.1 Council are asked to consider a funding request by Cycle Lewes on behalf of Low Traffic Lewes for their Lewes High Street traffic reduction and greener spaces pilot project. This request falls within the Council's 'Major Funding Request' protocol.
- 1.2 The report contains an overview of the Council's assessment protocol and the applicants funding request. The completed grant application form and supporting documents are sent to councillors separately due to the confidential nature of some the content.
- 1.3 In accordance with the Council's major funding process this major funding application has been considered and assessed at an extraordinary meeting of the Grants Panel on 8 March 2023 and their recommendation is set out below.

2. Recommendations

- 2.1 Council is recommended to:
 1. Consider the information provided by Cycle Lewes along with the recommendation from the Grants Panel to award £9,000 on the basis that this covered elements of the project budget such as the visual merchandising, marketing and promotion, survey analysis, report writing and insurance which align with the Council's vision and aims of both supporting traffic reduction and local businesses, but that it would also include a traffic survey.
 2. Approve the level of support it is prepared to offer.

3. Background

- 3.1 The Town Council has received a Grant Application from Cycle Lewes on behalf of Low Traffic Lewes for their Lewes High Street traffic reduction and greener spaces pilot project. The applicant requests funding of £10,000 and therefore falls within the 'Major Funding Request' protocol.

- 3.2 In accordance with the Council's major funding process this major funding application was considered and assessed at an extraordinary meeting of the Grants Panel on 8 March 2023.
- 3.3 Assessing the application was: Councillors Burrows, Herbert, Makepeace, Maples, Sains and Wood.
- 3.4 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 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
- Also considered are factors such as the balance or proportion of Council funding being sought compared with other sources and the applicant's own funds, and other detailed elements of a proposal.
- 3.5 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 detailed elements.
- 3.6 Following discussion, any award should be agreed by a vote in the normal manner.

4. Information

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

Organisation	Cycle Lewes (on behalf of Low Traffic Lewes)
Stated purpose of Organisation	<p>Cycle Lewes:</p> <ol style="list-style-type: none"> 1. Promotes cycling for all in and around the county town of Lewes 2. Campaigns for safer streets and sustainable transport 3. Supports cyclists and communities. <p>Cycle Lewes has partnered with Lewes Living Streets and others to develop a Low Traffic Lewes proposal utilising funding from Lewes Town Council and others.</p> <p>Cycle Lewes is a voluntary organisation governed by a constitution adopted in 2013 in accordance with Action in Rural Sussex approved template.</p>
Stated purpose of grant requested	<p>Project Title: Lewes High Street traffic reduction and greener streets pilot project</p> <p>The Aim of Project is to boost town centre vitality and viability through increasing shopper and visitor footfall and so contribute to:</p> <ul style="list-style-type: none"> • the economic regeneration of the town • maintain and restore town centre vitality and viability • improved air quality and reduction in traffic-borne pollution and carbon emissions • the creation of community and a sense of place • an enhanced public realm • supporting local businesses • the longer-term practical realisation of the long-held aspiration of stakeholders in the town to remove through traffic and reduce the impact of other traffic on the overall environment and thus contribute towards a carbon net zero and sustainable future – helping to make Lewes the UK’s first green historic town. <p>Our proposal and how it will work:</p> <p>We propose to hold 4 traffic-free ‘Open for Business – Make it in Lewes’ pilot days (starting small and on the back of existing events for which the road is closed – for example Battle of Lewes and Christmas Late Night Shopping - and building up to a more comprehensive scheme) in the centre of the town that will provide a unique opportunity to showcase the many independent businesses on the High Street and School Hill as well as</p>

	<p>facilitating enhanced footfall from which the other businesses who work from Lewes (particularly makers, producers and other 'creatives') will benefit. We also propose to provide an opportunity to support the development of new businesses through 'pop up' shops and market stalls. We will assist existing High Street traders through the offer of "visual merchandising" business development and marketing support. We will hold complementary cycling and walking activities – around the town and to the Downs – in the freed-up road space.</p> <p>The project will provide an opportunity for all stakeholders to experience and 're-imagine' what quieter streets in Lewes would look and feel like. We believe traders, officials and Councillors will see that the 'pedestrian pound' delivers better value to business than car-based shoppers. We believe such an approach will secure the support of traders and trader organisations – which has certainly been evidenced by our recent discussions.</p> <p>In the longer-term we expect the County Council to review the evidence and recognise the town-wide support for a package of permanent traffic reduction and related measures which will facilitate public realm improvements that will contribute towards making Lewes the first green historic town in the UK.</p> <p>We have discussed this scheme with the Chamber of Commerce, market and 'makers' traders, all three tiers of local authority, and other stakeholders as referred in the appendix and secured broad support for the proposal.</p> <p>Our aim is to utilise the evidence gained from these pilot projects to substantiate updates to the Neighbourhood Plan and the Local Cycling and Walking Implementation Plan (LCWIP) and the Local Transport Plan 4 (LTP4) such that the County Council as Highways Authority will approve and progressively implement a series of traffic reduction and public realm improvements that will contribute to increased visitor footfall and economic vitality and improved air quality (carbon net zero), contributing to Lewes becoming the UK's first green historic town.</p>
Total project cost	£31,000
Own funds employed	£3,000 £8,000 in kind related to volunteer help
Grant requested	£10,000

Other funding sources	<p>£10,000 applied for from the South Downs National Park.</p> <p>A provisional offer of £8,000 has been awarded subject to a formal offer letter being received.</p>
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5. Financial implications

- 5.1 Any request for major funding requires a supplementary estimate to be met from the General Fund. Council has already committed £56,159 from the General Fund this financial year, which stood at £405,000 on 31 March 2022.
- 5.2 The total budget for Grants and Service Funding Agreements in 2022 to 2023 is £119,487. A total of £112,342 has been spent this financial year, leaving £7,145 unspent which would be transferred to the General Fund at year end.

Laura Chrysostomou

Town Clerk

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 23 March 2023

Report Number: FC038

Report by: Town Clerk

Subject: Request for consultation support from Low Traffic Lewes

1. Summary

- 1.1 Council are asked to consider supporting the consultations through the Low Traffic Lewes project (managed by Lewes Living Streets and Cycle Lewes) that aim to gain local input into developing a scheme that reduces through traffic in the Town to present to East Sussex County Council.

2. Recommendations

- 2.1 Council is recommended to:
1. Consider the request to support consultations delivered by Low Traffic Lewes to explore different options to reduce through traffic in the town.
 2. If Council agrees to support the consultations, agree the level of support it is prepared to offer.

3. Background

- 3.1 The Town Council's Transport Committee received a presentation from Low Traffic Lewes (managed by Lewes Living Streets and Cycle Lewes) on 9 January 2023 regarding a project to reduce through traffic in the town of Lewes. A copy of the presentation can be found at appendix 1.
- 3.2 It was agreed that a report would be brought to full council to consider supporting in principle consultation on options to reduce traffic in the town.

4. Information

- 4.1 The vision of Low Traffic Lewes is for the town to become the United Kingdom's first green and sustainable town. To achieve this there is a need to address the dominance of motor vehicles in the town.
- 4.2 With support from both Town and District Council's, Low Traffic Lewes conducted surveys and undertook analysis as part of the Low Traffic Lewes project. The traffic survey revealed that around 50% of traffic on the High Street is through traffic, around 2,000 vehicles a day between Western Road and Phoenix Causeway.
- 4.3 The Low Traffic Lewes project looks to explore options that reduce through traffic; directs local traffic and visitors to existing car parks; promotes active

travel for in-town trips including walking, cycling, reduced price bus use and a potential hop on/hop off bus services. The aim of the interventions is to make the overall environment more pleasant for all users and to improve the business and social economy.

- 4.4 Option 1 includes using signage to encourage through traffic to utilise the A26 and A27. Real time occupancy information to encourage local traffic to utilise car parks at town entry points.
- 4.5 Option 2 includes road narrowing and raised platforms at various locations around the town. The aim to deter through traffic and reduce speeds, making it easier for pedestrians to navigate the town.
- 4.6 Option 3 includes the installation of an ANPR (automated number plate recognition) camera that charges a toll for all who pass along it with exemptions for local users. Visitors and others who pass the camera but then park in a car park would also be exempt. The aim is to reduce through traffic whilst incentivising visitors to use car parks.
- 4.7 The consultation would include a series of exhibitions and online surveys asking for views on the three options. These consultations would sit alongside the pilot traffic free days that form part of the Major Funding request earlier on the agenda for this Council meeting.
- 4.8 The support requested includes:
 - Use of the Town Council's logo in support of consultation material subject to liaison over text, images etc
 - Attendance at events by some councillors
 - Free room hire for consultation events
 - A nominated representative on the Steering Group
 - Assistance with sharing publicity and promoting consultations

5. Financial implications

- 5.1 Room hire costs are on average £60 per hour depending on the room, day and time.

Laura Chrysostomou

Town Clerk



Lewes Town Council

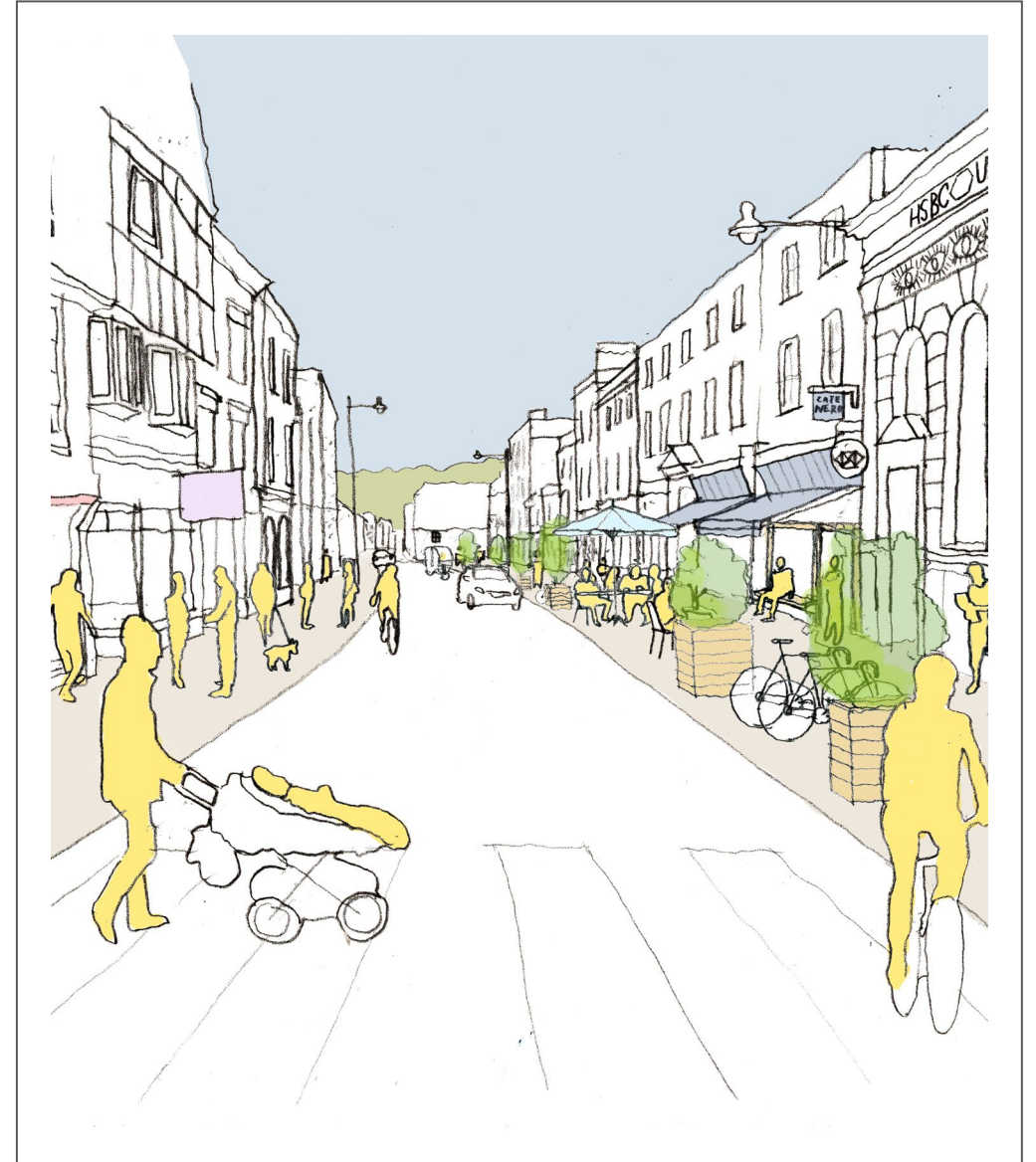
9th January 2023

Low Traffic Lewes

“Lewes **greener** streets”

Our Vision for Lewes – *for it to become the UK's first green and sustainable historic town*

- For Lewes to become the UK's first **green and sustainable** historic town. To be an **exemplar of green and sustainable living** in a unique historic setting
- Providing all the components of a sustainable lifestyle for residents alongside an attractive and vibrant town centre that benefits businesses and visitors alike
- To achieve this, it is necessary to restore Lewes to its historic core - to **address the dominance of motor vehicles in the town** and the negative consequences of this for residents, businesses and visitors – pollution and poor air quality, congestion, difficulty of navigating streets and footways, environmental degradation, poor public realm, etc.



Greener Streets in Lewes

- With support from the Town and District Councils we conducted surveys and undertook analysis as part of the *Low Traffic Lewes* project
- The traffic survey revealed c. 50% of traffic on the High Street is through traffic – 2,000 vehicles a day between our 2 camera points (Western Road and Phoenix Causeway) do not stop in the town
- The people surveys show people favour less traffic and slower speeds - c.80% for residents and 12% and 48% respectively in the business community
- There is *overwhelming support for the removal of some on-street parking and measures to slow or deter through traffic* up to and including a ban, amongst residents. Businesses reported negative views on this
- The **'Lewes High Street – Open for Business – Make it in Lewes'** proposal for the UK Shared Prosperity bid, which would have entailed the total closure of the High Street and School Hill, secured overwhelmingly support from businesses – probably because the details and benefits were clear
- The **Battle of Lewes** organisers have also found a more positive view from business towards street closures that are aimed at boosting tourism, trade and business

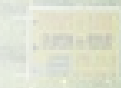


Greener Streets in Lewes

- There is support in Lewes for a radical approach to traffic management:
- one that deters through traffic
- that directs local traffic and visitors to existing car parks
- and that promotes active travel for in-town trips
- including walking, cycling, reduced-price bus use and a potential Hoppa bus, for instance
- a set of interventions that will make the overall environment more pleasant for all users and thus contribute to an improved business and social economy – ‘meeting the traditions of an ancient County Town’

Greener Streets in Lewes – option 1

- “Throttle back” through traffic – signage and ‘gateway’ features at town entry points to encourage through traffic to utilise the A26 Cuilfail Tunnel and A27
- Signage and real time occupancy information to encourage local traffic to utilise car parks at town entry points



Greener Streets in Lewes – option 2

- Road narrowing and ‘speed tables’/raised platforms at various locations around the town
- Aim is to deter through traffic and reduce speeds and overall volume and make it easier for pedestrians and others to navigate the town



Greener Streets in Lewes – option 3

- *installation of an ANPR camera on Phoenix Causeway* that charges a ‘toll’ for all who pass along it with exemptions for local users
- Visitors and others who pass the camera but then park in a car park will also be exempt
- Signage and real time occupancy information to encourage local traffic to utilise car parks at town entry points
- The aim is to encourage through traffic that offers nothing positive to the town (just pollution and congestion) to ‘do the right thing’ and utilise the by-pass whilst incentivising visitors to use car parks



Our Proposal – Toll and ANPR camera

- An ANPR camera on Phoenix Causeway with a toll for access together with changes at Cliffe High Street to prevent 'rat-running' with exemptions – this is aimed at **detering through traffic**
- Exemptions for residents, businesses, buses and emergency services
- Real-time directional and usage signage to car parks at town entry points (including Tesco, County Hall, District Council owned, etc) – this is aimed at **reducing local traffic movements**
- Exemption from toll for car park use
- Traffic lights at Southerham roundabout to facilitate entry onto A27 if needed
- Reduced bus fare to and from County Hall car park from School Hill and High Street
- Consideration of 'Park and Ride' at edge of town locations



Our Proposal – physical improvements

- With 50% less traffic, greater use of car parks and extended 'dwell time' from shoppers and other visitors we can introduce a phased approach to:
 - providing pedestrian priority at all signal-controlled road crossings
 - removing most on-street parking on High Street and School Hill
 - widening the pavements to enable improved accessibility as well as seating, planters and outdoor refreshment areas
 - introducing a segregated cycle route up School Hill – with the environment expected to be more conducive to cycling elsewhere



Our Proposal – other interventions

- We will need to explain the scheme to the main delivery firms so they can accommodate
- We will aim to get Google Maps and other SatNav operators to update route information
- If the Camera toll fails to significantly reduce traffic volumes in the town and/or results in rat-running issues and thus impedes the public realm improvements described in the previous slide, we could introduce more cameras and/or other measures to address this with additional exemptions as necessary



Benefits of this proposal

- Phased approach – assess, adapt, build support
- Choice for through trips – take the by-pass or pay a toll
- Incentivise car park and active travel use
- Improved environment making Lewes more attractive destination for shoppers and increasing dwell time, especially at western end of High Street
- Increased spend - good for business - good for local economy
- Cost neutral (subject to business case) with main benefits delivered without significant capital outlay



Role of Lewes Town Council

- **Vision** – to directly provide some infrastructure
- **Objectives** – support initiatives that contribute to economic vitality of the Town
- **Climate Emergency** – leading on making low carbon easier
- **Equality** – addressing needs of disadvantaged communities
- **Council Plan** – engage with appropriate projects from 3rd party initiatives, eg, transport



Working Together

- All like minded bodies pool 'resources' to facilitate delivery of the plan
- Toll 'fees' to pay for installation and running costs – with car parking revenue to off-set loss on on-street parking revenue – and potentially provide subsidy for Hoppa Bus and reduced bus fares, subject to level of fee and full business case
- S106 and CIL to help fund capital works, with funding bids for scheme that can demonstrate broad support



Next Steps

- Further consultation aimed at securing broad support - Spring 2023
- Pilot 'traffic free' days held in 2023 as part of consultation and beyond
- UK Shared Prosperity Bid re-packaged for national funding source – Major Funding application to Town Council
- All-tier Council support required for 'our plan' for 'our town' – in Neighbourhood Plan and LCWIP
- Lewes becomes an exemplar **green** historic town.



Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 23 March 2023

Report Number: FC039

Report by: Town Clerk

Subject: Selection of contractor for wildlife and meadow urban verges cutting

1. Summary

- 1.1 Due to East Sussex County Council changing the wildlife and meadow urban verges to be cut under the self-delivery model the quotes received from the contractors have been amended. Council is therefore asked to consider and appoint a contractor and approve the additional expenditure from the Environment Enhancement Fund in earmarked reserves.

2. Recommendations

- 2.1 Council is recommended to:
1. Consider and agree which contractor to appoint to deliver wildlife and meadow urban verge cutting and approve the appropriate additional expenditure from the Environment Enhancement Fund in earmarked reserves.

3. Background

- 3.1 At a meeting of Full Council on 23 February 2023 Council considered three quotes from two contractors for undertaking wildlife and meadow urban verge cutting. One contractor had only quoted for cutting using battery powered leaf blowers. The other contractor offered an option using leaf blowers as well as a more expensive option of not using leaf blowers. Council resolved to appoint the contractor offering the option to not use leaf blowers and resolved to meet the additional costs of £8,031 from the Environment Enhancement Fund.
- 3.2 Due to East Sussex County Council amending the list of wildlife and meadow urban verges, reducing the meterage but adding other verges, confirmation was required from the contractors to see if this impacted upon their quotes. After the Council meeting the contractors have come back with revised prices.

4. Revised quotes

- 4.1 The two quotes received can be seen in the table below.

Contractor A	Quoted £2,664.17	This quote includes the use of battery powered leaf blowers. They were recommended by a principle authority.
Contractor A	Quoted £4,064.17	This quote adds additional operatives to assist with raking and no use of leaf blowers.
Contractor B	Quoted £10,545	Contractor B is familiar with all the sites and requirements. They were recommended by one of the parishes who are extending their contract. This quote includes an operative sweeping team with brooms and rakes to clear arisings from the pavement and road. Originally the Quote was £9,335. Following a reduction in meterage but an increase in sites the quote was increased.
Contractor B	Quoted £5,925	This quote includes operatives using blowers

5. Financial Implications

- 5.1 ESCC will pay the Town Council £1,304 in total, broken down as £1,141 for meadow verges and £163 for wildlife verges.
- 5.2 Council had agreed to meet the additional cost of £8,031 from the Environment Enhancement Fund in earmarked reserves which is currently £21,727. If Contractor A is selected, then only £2,760.17 needs to be met from the EMR. If Contractor B is selected, then £9,221 needs to be met from the EMR.

Laura Chrysostomou

Town Clerk

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 23 March 2023

Report Number: FC040

Report by: Town Clerk

Subject: War memorial clean, repair and maintenance

1. Summary

- 1.1 The war memorial was last professionally cleaned in 2011 and is need of a sympathetic clean and minor restoration work.
- 1.2 Quotes have been sought for this work and are detailed in the report.
- 1.3 There is no allocated budget or earmarked reserve for this, and it is proposed the cost is met from the Environmental Enhancement Fund and Commemorations Fund in earmarked reserves.
- 1.4 It is recommended that an annual maintenance and inspection program be implemented.

2. Recommendations

- 2.1 Council is recommended to:
 1. Consider and agree which contractor to appoint to undertake a sympathetic clean and minor restoration work to the War Memorial and approve the appropriate additional expenditure from the Environment Enhancement Fund and the Commemorations and Events Fund in earmarked reserves.
 2. Agree to implement an annual maintenance and inspection package for the War Memorial.

3. Background

- 3.1 The war memorial was last professionally cleaned in 2011 and it has been noted that it is overdue to be done again.
- 3.2 There is a general build-up of traffic grime, Verdigris, and moss. The paint on the inscriptions has become faded or flaked off and some of the carving of the letters eroded. One of the inscription plinths also has a small piece of damage which requires repair.
- 3.3 The advised approach is for a sympathetic clean and minor restoration works. This entails cleaning as necessary to maintain the structural integrity of the memorial whilst ensuring the names of those recorded are preserved for future generations. It is not intended to restore the memorial to its original pristine condition. This is in accordance with the War Memorials Trust and

English Heritage guidance. Engraved lettering can be sharpened and re-painted.

- 3.4 Since the structure has Grade II* listed status, the cleaning process will require listed building consent and the Town Ranger will work in collaboration with the district council's conservation officer to achieve that. Advice will also be sought from the war memorials trust on memorial cleaning to achieve the desired outcomes.
- 3.5 Following the sympathetic clean and minor restoration work, it is recommended that Council implement an annual maintenance package. This would include an annual clean and inspection, ideally timed to coincide with preparing the memorial for the Remembrance Sunday and Armistice services.

4. Tender process

- 4.1 Four companies were approached and asked to quote. The remit given was for a sympathetic clean rather than to achieve a restored and polished look.
- 4.2 It is estimated that the work will take four to five days to complete. Contractors B, C and D all propose to use the Doff cleaning system (a process of cleaning stone using steam).
- 4.3 The four quotes received can be seen in the table below.

Contractor A	Quoted £4,850	This contractor specialises in war memorial restoration and maintenance. They have completed cleaning of simple stonework for the Town Council previously to a very good standard. This contractor stated they would not consider undertaking the work without a road closure which would be unreasonably difficult and expensive to achieve. The quote includes repainting of letters only.
Contractor B	Quoted £24,639	This contractor specialises in stonework restoration and conservation. They have completed similar cleaning for the Town Council previously to a satisfactory standard. Initially quoted £4,529 for a clean from the ground but when asked to reconsider and include scaffold and a sympathetic clean they quoted £24,639. This included re-cutting and re-painting of the lettering.
Contractor C	Quoted £16,438	This contractor is experienced in cleaning historic buildings including the annual cleaning of another war memorial in the region. They have completed cleaning of historic stonework for the Town Council previously to a satisfactory standard.

		This quote included re-cutting and re-painting of the lettering.
Contractor D	Quoted £19,793	<p>This contractor specialises in war memorial restoration and maintenance.</p> <p>It should be noted that they are based at a significant distance from the Town Council so their quote was based on photographs supplied by the Town Ranger and would require validating by the company with a visual inspection should the Council proceed with them.</p> <p>Their original quote was £12,662 and this entailed just re-painting of the letters. A further estimate was given to include resharpener, bringing the quote to £19,793.</p>

5. Financial Implications

- 5.1 There is no specific allocated budget or earmarked reserve for the war memorial. Based on the quotes received it is proposed that the cost is met from the Environment Enhancement Fund and the Commemorations Fund in earmarked reserves.
- 5.2 The Environment Enhancement Fund in earmarked reserves is currently £21,727, with up to £8,031 committed for self-delivery of wildlife and meadow verge cutting, although that they may change following consideration of an earlier report on the agenda for Council.
- 5.3 The Commemorations Fund in earmarked reserves is currently £10,092 with up to £1,500 committed in support of the International Women's Day event 2023.

Laura Chrysostomou

Town Clerk

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 23 March 2023

Report Number: FC041

Report by: Town Clerk

Subject: Community Infrastructure Levy: expenditure of £4,387.50 by May 2023

1. Summary

- 1.1 The Town Council must spend £4,387.50 of CIL funding by May 2023. The funding had previously been allocated to three different projects, but none have come to fruition.
- 1.2 The report provides two options for spending this funding, both of which meet the requirements of CIL spending and can be delivered within the timescale. One option, as previously discussed by Council, is to purchase additional play equipment for Pells playground. The other option is to purchase a storage unit for the football club to enable storage of their equipment at the Malling Community Centre.

2. Recommendations

- 2.1 Council is recommended to:
 1. Consider the options for spending the £4,387.50 CIL funding and agree which option should be progressed and approve the appropriate additional expenditure.

3. Background

- 3.1 The Town Council received £4,387.50 Community Infrastructure Levy funding in May 2018, and this is due to be spent by the end of May 2023.
- 3.2 The funding had been allocated to three different projects over this period, but none of these have come to fruition.
- 3.3 During the budget preparation discussions the Finance Working Party and Council considered spending this on an additional item of playground equipment at the Pells Playground as some items of equipment had been removed and not replaced pending the development of the North Street Quarter and potential developer funding that could be used to upgrade the recreation ground at Pells.
- 3.4 In discussions with the football club at Malling Recreation Ground there is a need for suitable storage for the football club. The football club currently have some items stored in Malling Community Centre's outside storage area as well as a large amount of equipment in a metal storage container on the green

area in front of the centre's car park. This metal storage unit was rented by the football club during the refurbishment of the centre for the football club to store the items they used to store in the centre's changing rooms. The equipment needs to be relocated and there isn't space for it in the showers within the centre. If it were to be relocated in the centre's storage cupboard this would leave no storage for the centre including storage for the café. There is no storage for the centre or café within the building, only small storage cupboards in the main hall in which regular hirers store their equipment.

4. Options for spending the £4,387.50 CIL funding

- 4.1 Option one would be to purchase a piece of playground equipment. The playground currently has a double junior swing, a double cradle swing, a trim trail and a climbing structure with a slide.
- 4.2 Advice has been sought on a piece of equipment that would complement the existing equipment. A four seat see-saw has been suggested at a cost of £4,423.
- 4.3 Option two to purchase a metal container unit for the football club has been explored with a view to siting it next to the external storage cupboards. The ground works for a base to sit the unit on would cost £1,700. The storage unit would cost in the region of £2,500 including powder coating, delivery, and erection. Planning permission would be required and would be in the region of £500. There would be space to the side of the unit for landscaping as part of the wider landscaping required to this side of the centre.

5. Financial Implications

- 5.1 There is £4,387.50 in CIL funding to be spent by May 2023.
- 5.2 The playground equipment would cost £4,423. The additional cost above the CIL funding could be met from the Pells Grounds Maintenance budget of £2,000.
- 5.3 The storage unit estimated costs total £4,700. The additional cost above the CIL funding could be met from the remaining earmarked reserve for Malling Community Centre.

Laura Chrysostomou

Town Clerk