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**LEWES
TOWN
COUNCIL**

Minutes of the Meeting of Lewes Town Council held on Thursday 24th February 2022 at 7.30pm in the Council Chamber, Lewes Town Hall

Present:

Councillor J Baah
Councillor M Bird
Councillor R Burrows
Councillor S Catlin (Mayor)
Councillor E Clarke
Councillor G Earl
Councillor R Handy
Councillor J Herbert
Councillor J Lamb
Councillor I Makepeace
Councillor Dr W Maples
Councillor R O'Keeffe
Councillor S Sains (Deputy Mayor)
Councillor J Vernon (from 8.40pm)
Councillor R Waring
Councillor K Wood

In attendance:

Town Clerk
Committee Administrator
Town Ranger
The Revd. Ben Brown

The Mayor welcomed Cllr Clarke to her first meeting of Council following the recent by-Election in Castle Ward.

100. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

101. Apologies for absence

There was an apology from Councillor Mayhew who was unwell and Councillor Milner was recovering after an operation.

102. Members' declarations of interest

Councillor Bird declared a Personal and Prejudicial interest in item 107.

Councillors Makepeace, Maples and Waring all declared a Personal interest in item 107.

Councillor Makepeace declared an interest in item 108.3 in that she attends meetings in her capacity as a Lewes District Councillor.

Councillor O’Keeffe declared an interest in item 108.3 in that she is a Trustee. Councillors Makepeace, Maples, O’Keeffe and Wood all declared an interest in item 108.5 in that they were all affiliated with different applicant organisations. Councillors Maples and Wood declared an interest in item 111.1 in that they are both allotment tenants.

103. Question time

There were none.

104. Minutes

Minutes of the Council meeting held on 20th January 2022 were received and agreed as a true record and signed by the Mayor.

105. Mayoral Announcements

105.1 Following Council’s response to the Bus Station consultation on 21st January, Heritage England had reported that they were preparing their recommendation with regards to the potential listing of the Bus Station and hope to submit to the Secretary of State for a decision soon.

105.2 The Mayor reminded Members to keep comments succinct when debating items on the agenda during the meeting.

106. Low Traffic Lewes

106.1 The Mayor welcomed Kevin Moore from Lewes Living Streets and Sheila O’Sullivan from Cycle Lewes to give feedback on a Grant awarded by the Town Council in December 2020 for the Low Traffic Lewes Project.

106.2 Members discussed the report that had been presented.

106.3 Low Traffic Lewes were working with Urban Movement (transport planners, traffic engineers and urban designers) to produce designs of the High Street to present to residents on ways that pedestrian and traffic movement can be improved. Fundraising for the project was ongoing and integration with other project groups throughout the town was vital.

106.4 The Mayor thanked Kevin and Sheila for their attendance and presenting an informative report.

107. OVESCO “Get Bikery”

107.1 The Mayor welcomed Chris Rowland, a Director of OVESCO energy service who had been operating in Lewes since 2007. Their primary objective was to generate renewable energy and encourage the town to be more energy efficient.

107.2 OVESCO is the facilitator for “Get Bikery’ and had received funding from Energy Saving Trust via Lewes District Council to secure eight E-Cargo bikes to use in Lewes town and surrounding area.

107.3 Council was being asked to consider the presentation and the Major Grant requested by OVESCO for start-up funding to progress the project to the launch phase which was aimed for March 2022.

107.4 The scheme would initially be run by volunteers and the OVESCO offices used to facilitate the service from. This was a pilot scheme to run for two years to understand the business model and it was hoped to set up a Social Enterprise to allow the scheme to fund itself.

107.5 The bikes would be available to local traders, charitable groups and for events in the town. The initiative was aimed at 'last mile' delivery to reduce the number of vans and other traffic in the town centre.

107.6 Cllr Bird, having declared a Personal and Prejudicial interest, left the Chamber and Council was asked to vote on the Major Funding Grant taking into consideration the scores that had been sent in by Members.

107.7 It was resolved that:

- 1. The Town Council note the report from Mr Rowlands and agree to award £4,900 to OVESCO for their Get Bikery E Cargo bike project.**
- 2. The process for Major Grant applications be reviewed by the Audit Panel**

107.8 Cllr Bird returned to the meeting.

108 Committees, Working Parties & Outside Bodies

108.1 Allotments Service Working Party 27th January 2022

Council received the Minutes of this meeting, and **it was resolved that:**

The Minutes of the Allotments Service Working party are noted.

108.2 Allotments Service Working Party 15th February 2022

Council received the Minutes of this meeting, and **it was resolved that:**

The Minutes of the Allotments Service Working party are noted.

108.3 Lewes & Seaford Citizens Advice Bureau (CAB)

Cllr Lamb related some salient points from a recent meeting of CAB. Statistics on the activity of the bureau showed that for the three months from 1st October 2021 to January 1st 2022, 828 clients in Lewes District had sought advice on financial benefits matters.

Southover House was due to close where the CAB currently had an office and the organisation had recently approached the Town Clerk regarding this.

Their total budget next year was set at £283,000. They receive a grant of £190,000 per year from Lewes District Council so the shortfall would be made up by fundraising, town council grants and the Sussex Community Development Association.

Advisors are mainly giving advice on the phone or on-line and they are achieving the national average for quality and performance amongst CAB organisations.

It was resolved that:

The report on the CAB is noted.

108.4 Lewes and District Association of Local Councils

Council received the Minutes of the meetings held on 1st November 2021 and 15th February 2022 and **it was resolved that:**

The Minutes of the LDALC meetings held on 1st November 2021 and 15th February 2022 are noted.

108.5 Grant Panel 9th February 2022

Council considered report FC022 containing recommendations for payments of grants for the fourth cycle (of four) for the year 2021 to 2022. **It was resolved that:**

The Grants payments recommended in report FC022 as shown in column H of the table appended to the report be approved.

109 Councillors Individual Duties

109.1 Members considered report FC023/2022 changes to Councillors individual duties **it was resolved that:**

**Councillors Handy and Vernon be appointed to the Audit Panel
Councillor Clarke be appointed to the Planning Committee,
Transport Committee, Pells Land Exchange Working Party, UN
Sustainability Goals Working Party, Equality Diversity and
Inclusion Working Party and the Allotments Service Working
Party**

110. Bus Station – Asset of Community Value

Members considered a notice of motion (NOM013/2022) that Lewes Town Council nominate Lewes Bus Station as an Asset of Community Value (ACV) and to complete an ACV nomination form to submit to Lewes District Council.

110.1 It was resolved that:

The Town Council nominates Lewes Bus Station as an Asset of Community Value and that delegated authority is given to the Town Clerk to complete the AVC nomination form to submit to Lewes District Council based on the notice of motion (NOM013/2022)

111 Allotment Review

111.1 Members considered report FC024/2022, the proposed changes to the Allotment Service following a review by the Allotment Service Working Party at their meetings on 27th January and 15th February 2022. The Town Clerk summarised the report.

111.2 Cllrs Maples and Wood left the Chamber having declared an interest as Allotment Tenants.

111.3 It was resolved that:

- 1. The rental period for Allotment Tenancy will run from 1st October to 30th September.**
- 2. To increase the rental fee from £4.50 per rod to £5.50 per rod from 1st April 2022 to 30th September 2023.**
- 3. To increase the rental fee from £5.50 per rod to £7 per from 1st October 2023.**
- 4. Agree the revised Tenancy Agreement, with some minor wording amendments be delegated to the Town Clerk.**

5. Agree the role description for an Allotment Site Representative and the introduction of this volunteer scheme.

111.4 Cllrs Maples and Wood returned to the meeting.

112 Queen's Jubilee Green Canopy Initiative

112.1 Members considered report FC025/2022 for planting a tree as part of the national Queen's Green Canopy Initiative for the Platinum Jubilee, with a recommendation for a specified tree and proposed location.

112.2 It was resolved that:

**A tree be planted in the King George V Silver Jubilee Commemoration octagon at the Convent Field on 11th March 2022 as part of the National Civic Tree Planting Initiative.
The type of tree to be purchased be delegated to the Town Clerk.**

113 COVID Update

113.1 The Town Clerk reported that the Government would be removing all remaining restrictions in England from 24th February 2022. Capacity in the Town Hall, All Saints Centre and Malling Community Centre was currently at 75%. Encouragement would be given to users in all Town Hall buildings to wear face coverings, open windows, wash hands and stay at home if feeling unwell. It was proposed that capacity in all town council buildings return to 100. **It was resolved that:**

In line with Government COVID restrictions being removed on 24th February 2022, all Town Council buildings return to a 100% capacity for hirers.

114. Town Clerk Review

114.1 Members considered report FCO26/2022, which the Town Clerk summarised. **It was resolved that:**

The Town Clerk Review is noted.

115. Items for press release

115.1 Grants Panel decisions
Lewes Low Traffic
Get Bikery
Bus Station
Queen's Jubilee Green Canopy Initiative
Allotments

The meeting closed at 8:50pm.

TOWN MAYOR