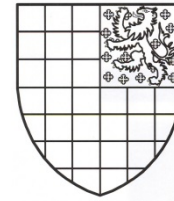


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**LEWES  
TOWN  
COUNCIL**

### **To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held on **Thursday 10<sup>th</sup> November 2016**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk, 3<sup>rd</sup> November 2016

## ***AGENDA***

### **1. QUESTION TIME**

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

### **2. MEMBERS' DECLARATIONS OF INTERESTS**

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

### **3. APOLOGIES FOR ABSENCE**

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

### **4. MAYOR'S ANNOUNCEMENTS**

To receive any announcements from the Mayor.

### **5. MINUTES**

To agree Minutes of the Council's meeting held on 29<sup>th</sup> September 2016.

*(attached page 3)*

### **6. WORKING PARTIES & OUTSIDE BODIES**

To consider matters arising from working parties; members serving on outside bodies *etc.*

- a) *Neighbourhood Plan Steering Group 3<sup>rd</sup> October 2016* *(meeting notes attached page 16)*
- b) *North Street Quarter s106 Play & Recreation group 11<sup>th</sup> October 2016* *(Oral report by Cllr S Murray)*
- c) *Commemorations Working Party 21<sup>st</sup> October 2016* *(minutes attached page 21)*
- d) *Building repairs Working Party 21<sup>st</sup> October 2016* *(minutes attached page 23)*
- e) *Liaison meeting with Friends of Lewes 25<sup>th</sup> October 2016* *(meeting notes attached page 26)*
- f) *Communications Working Party 27<sup>th</sup> October 2016* *(minutes attached page 29)*
- g) *Personnel Panel 2nd November 2016* *(minutes attached page 31)*
- h) *Citizens' Advice Bureau* *(Oral report by Cllr R Murray)*
- i) *Sussex Community Rail Partnership* *(Oral report by Cllr Catlin)*

### **7. 'MISSING from the MEMORIAL' PROJECT**

To consider information provided *(Oral report by Cllr O'Keefe, and document attached page 34)*

### **8. UPDATE ON MATTERS IN PROGRESS** *(Oral report by Town Clerk)*

### **9. NOTICE of ITEMS IN PROSPECT** *(Oral report by Town Clerk)*

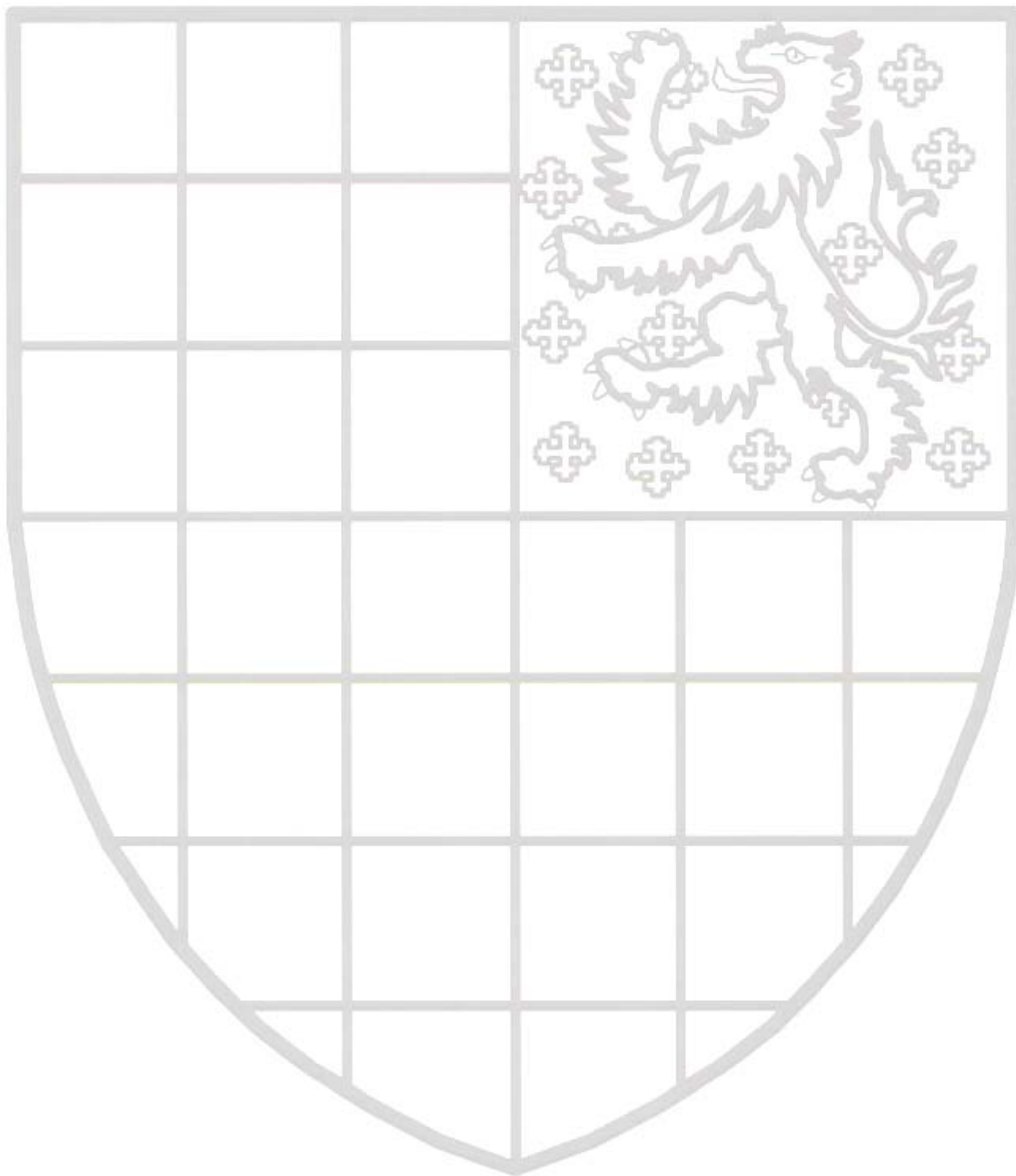
***For further information about items on this agenda please contact the Town Clerk at the above address***

This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk) Copies are available from the Town Hall

**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. For more information on how to ask questions, please contact the Town Clerk. General questions about the work of the Council can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

*Copies for information: T/hall noticeboard; LTC website; Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Fr'ds of Lewes*

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## ***MINUTES***

Of the **meeting of Lewes Town Council**,

held on **Thursday 29<sup>th</sup> September 2016**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

**PRESENT** Councillors A Ashby; J Baah; A Barker; R Burrows; S Catlin (Wischhusen); M Chartier (*Deputy Mayor*); W Elliott; H Jones; J Lamb; I Makepeace; Dr G Mayhew (*Mayor*); M Milner; R Murray; S Murray; R O’Keeffe; T Rowell and E Watts.

*In attendance:* S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst. Town Clerk*); Mrs E Tingley (*Committee Admin.*) and Canon R Moatt (*Chaplain*)

*Observing:* Ms V McLachlan (*Finance & Administration Officer*) Mr L Symons (*Town Hall Manager*) and Mr B Courage (*Town Ranger*)

Before the meeting opened, Canon Moatt offered a few words of reflection on the theme of sustainability – “a small word, but a big concept” – having recently holidayed on a relatively remote Greek island which enjoyed an average of only 25 days of rainfall each year, with only 3 days to date in 2016.

**FC2016/49** **QUESTIONS:** 7 Members of the public were present. A petition with 750 signatures regarding the Transatlantic Trade Investment Partnership (TTIP) was presented to the Mayor by the “Lewes Stop TTIP” citizens’ initiative.

A written question had been received in relation to the Lewes Neighbourhood Plan. The question, together with the answer given are appended to these minutes. A supplementary question was asked, and recorded with the response on the same appendix.

**FC2016/50** **DECLARATIONS of INTEREST:** Cllr R O’Keeffe declared interests *in* item 7c on the agenda (*re* Grants Panel recommendations) in that she is affiliated to several of the organisations in this item.

**FC2016/51** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Bolt who was dealing with illness within her family. **It was resolved that:**

**FC2016/51.1** The reasons submitted for absence from this meeting are accepted.

Members recorded their best wishes to Cllr Bolt for her son’s speedy return to health.

**FC2016/52** **MAYOR’S ANNOUNCEMENTS:**

a) The Mayor welcomed Dr Phil Wallek, Dr Jason Heath and Dr Laith Butti who would give a short presentation on proposals affecting provision of health services in Lewes.

b) it was announced that Julie Dean was recovering well at home from surgery following her cycle accident, and had sent thanks for all the good wishes she has received.

c) The Mayor thanked Cllr Chartier, Philip Pople and Ashley Price for their invaluable contribution to Heritage Open Day.

d) The Mayor also thanked all those involved in organising the recent, very popular, allotments show.

e) The historic tradition of Beating the Bounds would take place on Saturday 15<sup>th</sup> October.

f) The ‘Dementia-friendly Lewes’ initiative would hold a meeting at Lewes Football Club at 10.00am on Monday 31<sup>st</sup> October to discuss a Dementia Action Alliance.

g) Boundary Commission recommendations had been published, following recent consultation, and the Civil Parish of Lewes was to be reorganized to provide for 18 councillors, as at present, but representing *four* wards; Lewes Bridge (returning five

members) Lewes Castle (representing four members) Lewes Central (returning one member) and Lewes Priory (returning eight members).

h) Feedback had been received from Sussex Community Development Association (SCDA) who run activities and services including day care for the elderly, young people's employment support/empowering *etc.* SCDA had received a Town Council grant of £1,000 in the last cycle of 2015/16 to produce a book of short stories, poems and pictures, using the words and graphics of clients engaging with the Phoenix Day & Community Centre; mainly older adults and those suffering from dementia. The anthology was now published and was considered a great success. It "*represents participants' writing over the past year and showcases the creativity of vulnerable adults, aged 70+, and demonstrates what they can achieve given a safe, compassionate space and appropriate direction and stimulation*". SCDA had sent an example copy and it was extremely gratifying to see that it contained a full page expressing "deepest gratitude" to the Council for the grant which allowed the book to be developed and printed.

i) The Mayor had recently presented the Lewes Glynde and Beddingham Brass band's annual award to their most promising youth player. LGB had won the accolade "Best Young Band in the South East".

#### **FC2016/53 MINUTES:**

The minutes of the meeting held on 25<sup>th</sup> August 2016 were received and signed as an accurate record.

*Note: with reference to Minute FC2016/40* Cllr Rowell raised a further query regarding the statement that the questions had been considered to fail the test represented by Standing Order 1(d), insofar as he did not accept that the phrase "*members of the public are permitted to make representations, answer questions and give evidence...*" should be interpreted to mean "ask questions". TC elaborated: the wording of council's Standing Orders reflected the national model and this was simply a matter of drafting: The element was generally interpreted to apply to the asking of questions.

#### **FC2016/54 LEWES HEALTH HUB PROPOSALS:**

Dr Wallek (School Hill Surgery), Dr Heath (St Andrew's Surgery) and Dr Butti (River Lodge Surgery) presented to Council how general practices could work in the future. The current practices in the town provide services to Lewes and the surrounding areas. Currently School Hill served 8,000 patients with St Andrew's and River Lodge each serving 10,000 patients. With increasing pressure on general practice and the buildings that they provide their services from they had been looking at how to expand and to take on new challenges. The North Street Quarter development was to provide and develop new premises on that site which could house all three practices. These premises would enable more services to come together to serve the community, including some in fields not currently provided, and close to special housing for some clients.

A lengthy question and answer session followed, with a range of details discussed regarding these proposals. The GP's were seeking a "sense of approval", and Councillors expressed general support for the Lewes Health Hub plan. The doctors agreed to provide a copy of their extensive presentation.

#### **FC2016/55 WORKING PARTIES AND OUTSIDE BODIES:**

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

a) *Neighbourhood Plan Steering Group:* Council considered report FC010/2016 (*copy in minute book*) which appraised Council of development in drafting a Neighbourhood Plan for Lewes and clarified the relationship between the Council and co-opted representatives of the community:

The Town Council had announced in 2013 that it intends to produce a Neighbourhood

Plan for Lewes, using the provisions of the Localism Act 2011. A series of open public meetings had been held to begin the process. Lewes is a parished area having a separate Parish Council, and LTC is the lead body and must agree and publish the Plan. It is supported by the South Downs National Park Authority (SDNPA) but the actual definition of its policy scope and content should reflect the wishes of the community. The plan must ultimately pass through a formal process before becoming enforceable local planning policy: being submitted to an independent Planning Inspector and then needing to attract more than a 50% affirmative vote in a public referendum.

Council had agreed that a Lewes Neighbourhood Plan Steering Group (LNPSG) be set up to address these ambitions and appointed Councillors to form the nucleus of the group. It was considered that the 'branding' of the project should highlight community involvement and the LNPSG should be seen to work at arm's length, with routine reports and recommendations to Council for adoption.

A list of community organizations was agreed, who would be invited to nominate representatives. This was then extended to include all bodies recorded as members of Lewes Town Partnership, as it was considered that this represented a wide range of appropriate groups, who had demonstrated a desire for community engagement. Ninety-seven bodies were originally asked for representatives, and the first meetings of the LNPSG gradually saw a kernel of around twelve regular attendees develop, some of whom volunteered to lead task-groups on specific topics which were developed to form elements of the Plan. Terms of Reference were recommended and approved – being based upon a model used successfully elsewhere in the National Park.

A significant amount of research was conducted and community aspirations explored by the LNPSG, during 2014. This gave rise to a clear brief and in early 2015 a professional consultant was engaged by the Council, following a formal tender process, to manage the remaining process; helping the LNPSG to identify all relevant data; develop evidence and obtain public feedback to support a formal plan for Lewes. Ultimately a planning policy document having significant legal status, this will incorporate housing site allocations, green infrastructure, community facilities and infrastructure, enhance existing sustainable transport/street routes in and around the town, protect and enhance the built and natural environment and reflect the aspirations of the community.

From that point forward a carefully structured programme, tried-and-tested elsewhere, was introduced. This was based around 16 key tasks, as follows:

- Task 01 Inception Meeting
- Task 02 Site Visits
- Task 03 Prepare Consultation Materials
- Task 04 Visioning Event
- Task 05 Three Day Design Forum
- Task 06 Prepare Interim Report
- Task 07 Develop Policy Themes, Outline Plan + Supporting Vision Text
- Task 08 Exhibition + Engagement Event (two days)
- Task 09 Refinement of Outline Plan; Create First Full Draft Plan
- Task 10 Exhibition + Engagement Event (two days)
- Task 11** Prepare Regulation 14 Consultation Draft Plan ("pre-submission draft stage")
- Task 12 Six Week Formal Consultation (to include two-day drop-in event)
- Task 13 Prepare Regulation 16 Consultation Draft Plan
- Task 14 Six Week Formal Consultation (to include two-day drop-in event)
- Task 15 Prepare Plan for Examination
- Task 16 Professional Advice During Examination + Referendum

The Lewes Plan was currently at the stage of **Task 11** on this programme and the “steering” work was almost completed – the next stages being constrained by regulations. Adding substantial new material to a neighbourhood plan after the six-week ‘Regulation 14’ consultation (task 12) was not permitted. The plan needed to be as complete as possible before that stage although, if supported or indicated by consultation responses, subsequent deletion of items was acceptable.

Task 14 – ‘Regulation 16’ consultation on the final Plan – is conducted by the Planning Authority (SDNPA) and the remainder of the process is strictly formalized.

**Present situation:**

The last milestone in the information-gathering phase was a two-day public event (task 10) in November 2015 to publicize emerging policy themes, followed by an associated online questionnaire open until January 2016, although this was supplemented in March 2016 by two weekend workshop programmes for young people facilitated by Brighton University under the auspices of their *Agenda 21 – Digital Citizenship* initiative. Consultants had processed the resulting feedback, translating general comments into acceptable planning policy statements and relating these to the topical themes. In July 2016 they had produced a “rough draft” of a pre-submission draft Plan for the LNPSG to assess; refine; fill gaps, and then promote to Council for the formal Regulation 14 consultation.

Much of the work needed to refine this rough draft was straightforward and would reflect helpful comments by SDNPA professional planning officers and community commentators who either did not recognize their input in the document; sought amplification of certain aspects, or who wished to promote or extend a particular issue or context. The most significant outstanding work was related to the identification of sites for potential housing development. The Plan is required to identify sites (other than “strategic” sites such as North Street and Old Mall Farm) capable of accommodating 220 new homes over the plan period. A public advertisement had called for site owners to come forward and public workshops in 2015 identified (by marking on maps) 31 sites ‘of interest’, which must then be assessed for actual potential. Ownership was traced wherever possible and the SDNPA asked for a first-level opinion as to the viability of each site. So far only two sites had passed such scrutiny and obtaining answers from other owners was proving extremely difficult, although there was a possibility that the site of the former St Anne’s school may yield more. Discussions with ESCC on this matter could now take place in earnest as their Lead member for Resources had recently approved exploration, with local partners, of options for the site.

SDNPA was concurrently drafting its own park-wide Local Plan, which is scheduled to reach pre-submission stage in September 2017. This allows for gaps where drafting of Neighbourhood Plans, such as Lewes, are in progress but SDNPA announced earlier this year that they would hold such gaps ‘open’ only if those neighbourhood plans had reached their own pre-submission (‘Regulation 14’) stage by the end of March 2017. Should that stage *not* be reached in time SDNPA’s stated alternative is that they will ‘impose’ their own housing sites although it is unclear how they will identify sites if local efforts have failed.

**Issues requiring a decision:**

A meeting of the LNPSG was held on 31<sup>st</sup> August 2016, at which a number of people attended for the first time, including Town Councillors (not appointed by Council) who announced they were nominated to represent community groups. Some of those attending alluded to a perception of “public anger” at the present status of the Plan and the apparent hiatus since November 2015 and lack of communication during that time. There ensued a rather intemperate discussion and some argument over attribution of blame for lack of progress and perceived erosion of the group’s influence on the Plan. Proposals were made to remove Cllr Susan Murray as Chairman of the LNPSG and install Mr Ian Linton – attending his first meeting as the accredited representative of

Houndean Residents' Association. Others suggested that Mr Linton, a retired Project Manager, might be prevailed-upon to assist the Group and apply his expertise; perhaps from the position of Vice-Chairman. TC advised that the legal status of the group was an advisory body of the Town Council, and that a non-Councillor should not serve as Chairman. The group's status and this chairmanship aspect was hotly contested by some individuals, and Mr Linton was eventually voted-in as Interim Chairman.

Subsequent to the meeting, there had been unprecedented activity in refining topical work-strands by some LNPSG members and much of this was welcome. Mr Linton had attended a recent meeting with TC, SDNPA's Planning Policy Manager; the Chairman of SDNPA Planning Committee and the Council's consultant, at which options were discussed to move forward. It was at this meeting that SDNPA announced that a search for potential housing sites was being "twin-tracked" *ie* SDNPA officers were concurrently replicating local work albeit with a limiting factor in that they would only seek sites capable of accommodating six or more homes. This had since been confirmed by letter, although this offered no explanation as to how the sites might be found.

Two issues required decision by Council. The first of these was eligibility for **membership of the group**. The initial constitution reflected the desire for a small nucleus of Councillors plus a majority of public co-optees. Given the advanced state of development of the Plan it may be superfluous to appoint further Councillors, but Council should decide this and formally appoint to the duty if it so wished.

Broad public engagement was desirable, and those organizations who were originally invited to send representatives had not previously been asked to satisfy any particular criteria other than their membership of Lewes Town Partnership. The recent number of requests to join the Group, and particularly to be admitted to the Google Group set up for intra-Group communication, suggested that Council may wish to set a filter. The most obvious would be to require a body to demonstrate that it had a formal constitution and was not simply an association of like-minded individuals, in the same way as it Council filters applicants for financial grant (*eg* Resident's Association with officers and separate bank account).

Local councils had a general power to co-opt persons from outside their elected Membership to committees other than those for controlling/regulating finance (*s102 Local Government Act 1972*). This power rested with Council and not the committee. Co-optees must not be disqualified from election to the Council (*eg* bankruptcy), but need not be *positively* qualified for election (*eg* residency requirement). Co-optees to committees had, in general, no voting rights and no rights or privileges not enjoyed by the general public (*s13 Local Govt & Housing Act 1989*). They *may* have voting rights if co-opted to a purely advisory committee but without dispensation a co-opted member cannot fulfil the functions of a chairman such as the exercise of a casting vote; access to Council to promote the committee's views or answer questions; nor represent the Council.

TC had discussed the matter of the LNPSG status and eligibility of a co-opted member of the public to serve as **chairman** with the County association's retained solicitor, and was confirmed in the view that the Council should be advised to review the terms of reference of the Group and clearly determine, for the avoidance of doubt, that this was an advisory body of the Council with criteria for co-opted membership. Further: a group such as the LNPSG was something of a legal hybrid as it was not *purely* advisory in that work may be done on topical strands and promoted or discussed with outside bodies (*eg* SDNPA) without reference via Council, for obvious reasons of efficiency, and there was some discretion on expenditure of the agreed budget. If Council was minded to allow a co-optee to Chairmanship of the Group; there needed to be a statement of dispensation to cover the individual in exercising the functions required of the role and authority to work with the Town Clerk (as would a an elected Member), and he/she should be required to submit to the Council's Code of Conduct for Members.



**It was resolved that:**

**FC2016/55.1** For the avoidance of doubt: the Lewes Neighbourhood Plan Steering Group is an advisory body of the Council. Lewes Town Council will co-opt members of the public to the Group, to represent community groups and interests, under provision of s102 Local Government Act 1972. Such co-optees, when acting in that capacity, are bound by the same Code of Conduct as for Members of the Council and by the Council's prevailing Standing Orders. The Steering Group may decide who may be appointed a member of the group, which may include individuals; and all members of the Steering Group may vote on issues within its remit and accept a non-Councillor as Chairperson if so elected by the Group

**FC2016/55.2** Should a non-Councillor be elected to the role of Chairperson of the Lewes Neighbourhood Plan Steering Group, the Council will extend to them the same rights to present reports to Council meetings and to speak and answer questions for that purpose in the same manner as would an elected Councillor, provided always that said Chairperson has signed a declaration, in the same manner as an elected Member, to accept that they are bound by the Code of Conduct for Members of the Council and by prevailing Standing Orders and policies of the Council. Such Chairperson is authorized to work in consultation with the Town Clerk on any matter within the terms of reference of the Steering Group, in the same manner as would an elected Councillor.

b) *Landport Bottom Joint Management C'ttee 13<sup>th</sup> September 2016:* Cllr Makepeace, who had been elected to chair the Committee, reported that a site visit had taken place and the District Council's Ranger had given an informative presentation whilst on the land. Three notice boards had been vandalised but would not need replacement. The Friends of Landport Bottom had suggested that benches on the land would be useful, however siting and design could be a problem; TC and the Community Ranger would explore this with the SDNPA. A stile on the land needed to be changed to a kissing gate. Kew Gardens Millennium Seedbank had been granted permission to collect seeds from certain parts of the land. The Community Ranger would be suggesting to Plumpton College that during May to July next year sheep are kept off the site to see if it increases bio-diversity. Diseased trees overhanging the Offham Road would either need to be cleared or felled.

**It was resolved that:**

**FC2016/55.3** The oral report on Landport Bottom Management C'ttee is noted.

c) *Grants Panel 14<sup>th</sup> September 2016:* Members considered Report FC008/2016 (*Copy in minute book*) containing the recommendations for payment of grants for the second cycle (of four) of the 2016/17 year.

**It was resolved that:**

**FC2016/55.4** The grants payments recommended in report FC008/2016 (as shown in column G of the appended table) be approved.

d) *All Saints Steering Group 22<sup>nd</sup> September 2016:* Cllr Chartier presented the minutes of this meeting (*copy in minute book*) which had considered:

*Film@AllSaints:* Performance statistics had been presented for the full season, September 2015 to July 2016. Sixty-nine films had been shown over 114 screenings and average audience numbers continued to rise. The community cinema operation overall was showing a financial surplus from film tickets and kiosk sales. The season had yielded an operating surplus of £4,048; an increase over the previous year's £3,589. This was the fourth full season and analysis of the 'performance' of each film title had also been provided. There followed some discussion as to the anticipated effects of the proposed Depot Cinema, now understood to be opening in mid-2017 with only two auditoria and a new emphasis on community facilities such as meeting-rooms for hire. It was agreed that the film operation at All Saints should continue until such time as there was a major change in circumstances.

*Digital Cinema Projection equipment:* Council had referred the question of Digital Cinema



Projection equipment (DCP) back to the Steering Group for further consideration. DCP would allow a wider range of films; earlier showing after release of popular mainstream titles; ‘niche’ screenings including the potential to show live broadcasts from high-profile ballet/opera/theatrical performances *via* satellite/internet connections; improved overall sound and picture quality, and low operating costs. It had been estimated in 2015 that appropriate equipment would cost around £27,000 and Lewes Film Club had offered to contribute their savings of £10,000 towards this sum. It appeared likely that there would remain demand for film projection capability at All Saints in the future, and DCP could be seen as simply maintaining compatibility with modern developments, as in the past 35mm film had given way to disc media. It was suggested that further research should be carried-out into current costs and operational aspects, and a small group comprising TC; Miss Zeyfert; and Cllr Catlin was asked to do this. Cllr O’Keeffe stated that she would be happy to assist in researching possible community grant funds, although noted that it may be most appropriate for any application to be led by Lewes Film Club.

*Lighting:* An independent professional report on lighting at the centre had been considered. This proposed a specification for potential improvements to stage and ambient lighting provided at the Centre, and suggested the order of costs for a range of options with the benefits that could be derived from these. It was agreed that the proposals would offer appropriate benefits to users and bring the centre’s basic facilities in line with common modern standards. There were indications that ongoing operating costs would significantly reduce due to the modern technology, as would power consumption – a reduction of up to 75% in energy use was estimated. An earlier phase of this project had already seen the installation of a modern lighting truss system on stage, and the estimated total cost for purchase and installation of all elements of the proposed upgrade was around £24,000. The current balance on the financial Reserve for maintenance at All Saints stood at £44,800 and further contributions from precept had been frozen as it was anticipated that this sum was more than adequate for foreseeable maintenance. Council could utilize this reserve if it chose, and consider partial reinstatement if necessary in the next budget cycle. It had been agreed to recommend this course of action to Council.

*Sound:* The only sound equipment offered at All Saints for use by hirers was an outdated fixed public-address system. To offer a basic mixing desk and microphones, which could be used by events such as Lewes Speakers Festival and Lewes Live Literature; music/drama events, and also include installation of a hearing-loop would cost around £6,000. Technical specifications had been researched with the assistance of experts familiar with the centre, and estimates obtained. It would be possible to charge for hire as an “extra” to room-hire fees in the way that bar equipment and facilities are currently charged. This was considered appropriate, and a figure of £40 per hire was discussed and considered reasonable, aligned as it was to existing charges. Cllr O’Keeffe suggested she might apply to a grant fund in respect of elements such as the hearing-loop, and it was agreed that she would make an initial approach. The approved budget for equipment at All Saints was adequate for this purchase, and it had been agreed that Council should be asked to agree the project with a maximum cost of £6,000, potentially offset by grant.

*Toy Library:* Members had considered the history of the Toy Library, which had operated at All Saints for 30 years but could no longer recruit volunteers to manage it. ASC staff already assisted in many ways and the organizer had suggested that if the Council were to take the function in-house, the toys and the residual amount in their bank account (£400 – for new toy purchases) would be gifted to the Council. The library system and terms and conditions had been researched and reflected similar operations around the country; there was considered to be no need for review. Adults joined the library for an annual fee and borrowed most items free of further charge (maximum 5 a week). Larger items were loaned for a small additional amount. On joining, members signed a disclaimer accepting responsibility to choose age-appropriate toys for their children and to supervise their children whilst playing with them at the group. Adults staying for the associated

playgroup on Wednesdays were charged to cover costs of tea and coffee and the room hire. The toys were cleaned every time they are returned. Any broken/damaged toys were removed immediately and all were assessed and sorted during the summer holiday. It was confirmed that any additional time, eg preparation/distribution of advertising, could be accommodated alongside that for the *Film@AllSaints* operation.

*Heritage Open Day:* This was considered to have been a success at All Saints, with an organ recital by Ms Susan Bain being particularly well-received. There had been notably more visitors than the previous year, and a marked increase in younger age groups. "Grave rubbing" had proved very popular. In answer to a question regarding possible regular organ recitals it was noted that this was compromised by availability of the very busy hall, although some were being discussed with local organists.

**It was resolved that:**

**FC2016/55.5** The Minutes of the All Saints Steering Group of 22<sup>nd</sup> September 2016 (*copy in minute book*) are noted.

**FC2016/55.6** The recommendations of the All Saints Steering Group of 22<sup>nd</sup> September 2016 (*copy in minute book*) are agreed as:

- 1) Improvements to stage and ambient lighting be purchased and installed, as described in the independent technical report considered by the All Saints Steering Group at its meeting on 22<sup>nd</sup> September.2016 (*copy in minute book*). The sum of up to £24,000 to be drawn for this purpose from the financial reserve identified in the Council's published accounts as R2 (*current balance £44,800*).
- 2) Improvements to the sound equipment at the All Saints Centre, as considered by the All Saints Steering Group at its meeting on 22<sup>nd</sup> September 2016, be purchased and installed at a cost of up to £6,000 to be drawn from approved budgets for equipment at the Centre, but offset if possible by application to appropriate grant funds.
- 3) Lewes Town council will assimilate into the general operations of the All Saints Centre the toy-library service previously managed by independent volunteers, as considered by the All Saints Steering Group at its meeting on 22<sup>nd</sup> September 2016.

e) *Building repairs Working Party 27<sup>th</sup> September 2016:* Councillor Chartier presented the minutes of this meeting (*copy in minute book*). The meeting had considered:

*Update on works at Lewes Town Hall:* Work was underway to strip and re-tile the roof of the Assembly Room, and would continue for several weeks.

The upgraded fire alarm system was now fully-operational, and the infrastructure for publicly-accessible WiFi was in place. Broadband connections were scheduled for 2<sup>nd</sup> October, with commissioning of the system planned for the following day.

*Malling Community Centre:* The Chairman had welcomed Grant Crossley, Project Management Director for BLB Chartered Surveyors, who had been asked to submit proposals for management of a project for the refurbishment of the Malling Community Centre (MCC), following the last meeting. Mr Crossley explained that BLB, who were established in 1904 and were the consulting engineers who had managed the recent Town Hall façade refurbishment, had prepared a project brief; distributed to Members (*copy in Minute book*). This was structured in seven steps according to the industry-standard Royal Institute of British Architects (RIBA) Plan of Works Stages, and covered by the professional standards of the Royal Institution of Chartered Surveyors (RICS).

It was proposed that architects would be invited to prepare draft design ideas for approval by Council and subsequently a building contract would be offered through tender, with the contractors required to allow-for all risks and eventualities such as time over-runs. This would avoid unexpected inflation in the final cost and was a conventional approach. Council could suggest local architects for inclusion in the invitation to the first phase, to supplement the professional shortlist to which BLB would normally refer. It was suggested and agreed that the introduction of their design ideas

could be assessed at a meeting held at the MCC to which existing hirers and the public could contribute. The resulting preferred design option would then be submitted for Council approval, and the successful architect novated to the build contract once appointed.

Members had been pleased to note that the proposals recognized potential links to parallel projects such as the proposed refurbishment and extension of the Pells Pool Kiosk in the foreseeable future, to provide a café facility that may complement any similar installation should it be included in designs for MCC. Once the project reached the stage of a more detailed design it was intended that external grant funding would be researched. This was likely to involve multiple agencies as the building has discrete elements such as sports changing facilities; community rooms *etc.* that may be eligible for some 'specialist' grants.

The Working Party accepted BLB surveyors' Project Management fee proposal (*copy in Minute book*) in the aggregate sum of £19,062.50 and asked Mr Crossley to invite tenders for preliminary "due diligence" surveys such as asbestos risk; mechanical & electrical plant survey *etc.* The group would meet again when an appropriate milestone stage was reached.

**It was resolved that:**

**FC2016/55.7** The Minutes of the Building repairs Working Party 27<sup>th</sup> September 2016 (*copy in minute book*) are noted.

**FC2016/56**

**COUNCILLORS INDIVIDUAL DUTIES:**

A report (FC009/2016) was received, which advised changes requested by Members to their allotted individual duties (*copy in minute book*). Following a brief discussion **it was resolved that:**

**FC2016/56.1**

Appointments to Outside Bodies:

Landport Bottom Joint Management Committee

Cllr Barker's resignation from this duty is noted.

Cllr Burrows is appointed to this body.

Lewes Priory Trust

Cllr Watts resignation from this duty is noted.

Cllrs S Murray and R O'Keeffe are appointed to this body.

**FC2016/57**

**TREES ON LEWES HIGH STREET:**

Ms Audrey Jarvis of the Friends of Lewes was invited to speak and reported that three Elm trees on the High Street were treated for Dutch Elm Disease (DED) last year. The County DED Officer had contacted the Trees Committee of Friends of Lewes to seek assistance because, although, one of the trees had responded to treatment, the two others would need to be felled. East Sussex County Council would fell the trees to ground level and remove the arisings at a cost of £300.

The cost of replacing the felled trees would be:

£1,700 x 2 to excavate grind roots and prepare pit, and

£500 x 2 to supply and plant new tree (DED resistant)

**Total £4,400**

If the Friends of Lewes and Lewes Town Council could fund to £2,700, ESCC would be prepared to fund the remaining £1,700. The Friends of Lewes had approved funding of £1,200 and Lewes Town Council was asked to consider a contribution of £1,500.

After a short discussion **it was resolved that:**

**FC/2016/57.1** Lewes Town Council will contribute up to £1,500 for the replacement of two Elm trees on Lewes High Street, opposite The Pelham. Funds to be drawn from the

Reserve shown in the Council's accounts as R8 'Environmental Enhancement' which had a balance at 1<sup>st</sup> April 2016 of £23,355.

FC2016/58

#### **TRANSATLANTIC TRADE INVESTMENT PARTNERSHIP:**

Council considered a motion (*NOM008/2016 – copy in minute book*) proposing that Lewes Town Council make a statement of opposition to the Transatlantic Trade Investment Partnership (TTIP) currently being negotiated between the United States of America and the European Union. It was stated that:

There was some evidence that the TTIP negotiations may be faltering because of public opposition across Europe. However, there were also other similar treaties such as CETA (EU-Canada Comprehensive Economic and Trade Agreement in the pipeline which were likely to have similarly detrimental effects. Although Britain had voted to leave the EU, 'Article 50' would not be signed for several months and withdrawal from the EU would take a further two years. By that time Britain could already find itself inextricably committed to such undemocratic treaties. Lewes as a Transition Town supported local produce, farmer's markets, green energy, environmental sustainability and a Living Wage. TTIP was a threat to democracy, to small business and working people which threatened to increase inequalities here and abroad, not least because of the iniquitous provision for companies to sue governments if their policies to protect the environment or living standards, for instance, affect company profits. TTIP posed a threat to public service provision: the Local Authority Association has asked for the exemption of Education, Health, Social care and Police Services. A TTIP Free Zone was said to be a statement of objection to treaties over-riding democracy. Thirty-five authorities had already made similar statements.

**FC2016/58.1** Lewes Town Council supports the Motion (*NOM 008/2016 – copy in Minute Book*) that Lewes Town Council makes the following statement:

"Lewes Town council is deeply concerned about the Transatlantic Trade Investment Partnership (TTIP) currently being negotiated between the US and EU. As a town proud of its role in the history of democracy, of its early role in the Transition Town movement and of its support for a living Wage, the Council fears that this treaty will challenge democracy, damage our public services, local economy and the environment, as well as weakening further less developed countries. The town council therefore joins with nearby Brighton and Hove and Hastings in making a statement of objection by declaring Lewes to be a TTIP Free Zone. It asks the Mayor to write to the relevant government minister expressing our opposition."

FC2016/59

#### **COUNCIL ADMINISTRATIVE STRUCTURE:**

Council considered a motion (*NOM009/2016 – copy in minute book*) proposing that Lewes Town Council adopts a revised administrative structure. The proposer amended this and **it was resolved that:**

**FC2016/59.1** A working party be set up consisting of Cllrs Ashby; Catlin; Elliott; Chartier, Lamb, Makepeace, Milner, S Murray; and O'Keeffe to consider the Council's administrative structure and to bring recommendations to Council no later than its scheduled meeting for January 2017.

FC2016/60

#### **LOCAL GOVERNMENT FINANCE SETTLEMENT 2017/18 CONSULTATION:**

Council considered a government technical consultation paper (*copy in the Minute book*) which contained proposals affecting the precept-raising ability of Parish Councils. It was proposed that the referendum regime applicable to principal councils and limiting Council Tax increases to 2%, would be extended for 2017/18 to cover certain parish councils which the government considered to be 'higher spending'. This would affect some 120 Parishes, of which Lewes was one. There were further proposals to extend this to *all* parishes ultimately. TC outlined some initial thoughts on the proposals, and presented the prevailing opinions of the sector as they were emerging, which suggested

that the underlying logic was fatally-flawed and the criteria for “higher spending” attempted to compare a parish, which has only its Precept and operating income to rely upon, with a District Council that precepts simply to balance its spending having already accounted-for over £9million in other income (New Homes Bonus; Revenue Support Grant; retained business rates; and interest on much greater investments than any parish *etc.*). Further: the proposals ran contrary to the basic principles of Localism and sense-of-place and, if implemented, could see an end to desirable devolution of assets and services by principal Councils as there would be a strong disincentive for any parish to take these on if their ability to fund them was artificially constrained. ‘Snapshot’ agreements on transfer values, as proposed in the exemption principles, would inevitably prove to be too low as most devolution is of non-statutory services that have been significantly under-funded for several years. Individual Councillors could respond, or contribute comments to a corporate response which TC would prepare. Several Members offered opinions and comments, and were reminded that the Local Government Association’s prevailing philosophy was that “devolution is the only game in town”. The National Association of Local Councils; Society of Local Council Clerks, and LGA had asked Councils to promote their views widely and to ask local Members of Parliament to intercede with the responsible Minister.

**It was resolved that:**

**FC2016/60.1** The Town Clerk will prepare a response to the Department for Communities & Local Government consultation on the 2017/18 Local Government Finance Settlement, incorporating the points raised by members and by fellow parishes, and promote this to the relevant bodies and the local Member of Parliament.

**FC2016/61**

**UPDATE ON MATTERS IN PROGRESS**

- a) *Assembly Room/Corn Exchange roof repairs:* Repairs were underway, which would take several weeks to complete.
- b) *Town Hall Fire Alarm:* This was now fully commissioned.
- c) *Public Access Defibrillators:* These had been installed. Dates were awaited for training on use of the PAD’s, and the ambulance service had promised the adapted pads to enable the machines to be put into use.
- d) *Public WiFi in Town Hall:* Infrastructure was installed and the broadband connection was scheduled for October 2<sup>nd</sup> with commissioning of the system on October 3<sup>rd</sup>. This would be set-up for simple access without passwords or a requirement for users to input personal details.
- e) *“Our Pictures” project:* This project was now underway. Dates were being researched for a seminar to be presented by an eminent expert from the Hamilton Kerr Institute, Cambridge University; Mr Rupert Featherstone.
- f) *‘No cold calling’ initiative:* TC and Cllr John Lamb had started to research this. There appeared to be no obstacle to Council adopting such a policy. Cllr Lamb was assessing locations for signage.
- g) *Devolution of Parks & Open Spaces:* The solicitor acting for the council had, within the past two days, received documentation from Lewes District Council relating to *Newhaven* Town Council transfers which appeared to embody the amendments originally proposed by the parishes. When a full assessment had been made he would be able to make a recommendation to Lewes TC regarding its options.
- h) *Audit (external):* The annual external audit for the year ended March 2016 had been returned with a ‘clean bill of health’.

**FC2016/62**

**NOTICE of ITEMS IN PROSPECT**

- a) The Neighbourhood Plan Steering Group Meeting would be held on Monday 3<sup>rd</sup> October at 6.30pm.
- b) The next Member’s Surgery was scheduled for Tuesday 4<sup>th</sup> October 2016 – 10:00am –

12:00pm in the Town Hall Foyer – Cllr Chartier volunteered to attend.

- c) The next Planning Committee would take place on Tues 18<sup>th</sup> October at 7:00pm.
- d) The next Audit Panel meeting would take place on Wednesday 19<sup>th</sup> October at 7.00pm.
- e) The Commemorations Working Party would meet on Friday 21<sup>st</sup> October at 11.00am at which meeting they would consider detail of Lewes Light Festival funding requests.
- f) A liaison meeting with Friends of Lewes would be held on Tuesday 25<sup>th</sup> October at 11.00am.
- g) Communications Working Party would meet on Thursday 27<sup>th</sup> October at 7.00pm.
- h) The next Council meeting would take place on Thursday 10<sup>th</sup> November 2016, with a deadline for agenda items to reach TC by noon on Monday 31<sup>st</sup> October.
- i) Meetings to be arranged were: Buildings Working Party; Homes & Workspaces W/pty; Energy efficiency W/pty; Personnel Panel; liaison with Pells Pool Community Association.
- j) The next deadline for grant applications: (cycle 3 of 4 2016/17) was Fri 25<sup>th</sup> November. The Assessment Panel would meet on Wed 7<sup>th</sup> December with recommendations being considered by Council at its meeting on 15<sup>th</sup> December 2016.

There being no further business the Mayor closed the meeting and invited all present to join him in the Parlour for refreshments

*The meeting ended at 9:55pm*

Signed: .....

Date: .....



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**QUESTION RECEIVED:**

From Mr John Stockdale:

In view of the failure of the Lewes Neighbourhood Plan Steering Committee to ‘oversee the preparation of the Neighbourhood Plan for Lewes ensuring that all issues are addressed properly with high levels of community engagement’<sup>[1]</sup> and

the failure of the Council to ensure that the Neighbourhood Plan is completed to Regulation 14 stage by Spring 2016 in accordance with the Council’s Plan for 2016-17<sup>2</sup>, and

given that the South Downs National Park Authority is twin tracking the site allocation process for its own Local Plan and there is a very real prospect of the Authority taking back control of the allocation of sites,

will the Council now commission an independent report into how this has come about and how shortcomings in supervision, leadership and management of major community projects by the Council can be remedied in future?

<sup>[1]</sup> Steering Group Terms of Reference 1.1

<sup>2</sup> Status update January 2016 “Reg14 consultation on draft Plan Spring 2016”

John Stockdale  
28<sup>th</sup> September 2016

**ANSWER:**

The Council’s Annual Plan is prefaced with a statement that:

“Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. These are in addition to various projects and initiatives itemised in the Council’s budgets and accounts, and represent larger-scale activities deserving special attention.

The plan will be updated in course of time, to show key elements and progress towards completion, as appropriate.”

This acknowledges the amount of work undertaken by the Council, and the fluid nature of many of the projects underway.

Issues surrounding the current status of the Plan are the subject of a report for consideration during this meeting. The “twin-tracking” research by the South Downs National Park Authority is considered in that report. SDNPA’s stated alternative that they will ‘impose’ their own housing sites is unclear as to how they will identify sites if local efforts have failed. They will not research sites with a potential capacity less than six units. SDNPA officers made a similar suggestion in early 2016 regarding outstanding Neighbourhood Plans, but were forced to concede the impracticality of this approach.

As Mr Stockdale will be aware, the matter of commissioning any report would be for Council to consider following proposal, by a Councillor, of a motion for inclusion on a future agenda.

Cllr Dr Graham Mayhew  
Mayor of Lewes 2016/17

**A supplementary question was asked by Mr Stockdale:** “Will the Council now acknowledge the strenuous efforts of Ian Linton and the revised Steering Group to turn around a potentially disastrous situation; and will they undertake to give proper attention to the supervision; leadership, and management of the Neighbourhood Plan from hereon.”

**Response by Cllr Catlin:** “I merely wish to say that I do not recognize these descriptions of failure. I have served with it (*the Steering Group*) since 2013. In February this year we had a schedule of further tasks we were embarking-upon and comments from the National Park on development so far, which are not unfavourable. If there was error, it may have been in communication, but I do not recognize these descriptions of the whole thing as a failure. I have more to say but will deal with it later when the agenda reaches that point.



## NOTES OF MEETING

<i>Meeting of / between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)	
<i>Venue:</i>	Council Chamber, Town Hall	
<i>Date:</i>	6.30pm Thursday 3 <sup>rd</sup> October 2016	
<i>Attending:</i>	<p>Cllr R O'Keeffe Lewes Town Council  Cllr S Catlin Lewes Town Council/Clevedown Residents  Neville Harrison South Downs National Park Authority (Member)  Peter Gardiner Lewes District Council (Member)  Steve Brigden Town Clerk  Emma Tingley Admin Support (Lewes Town Council)</p> <p><i>Community organization representatives:</i></p> <p>Houndean Residents Assc. Ian Linton (Interim Chairman)  Residents Against Inappropriate Development  Rita Ellis  Lewes Community Land Trust John Stockdale  Egrets Way/Cycle Lewes Susan Thompson  Lewes Seniors Forum Richard Partridge  Friends of Lewes Robert Cheesman  Transition Town Lewes Kirsten Firth  Sussex Downs Society Elizabeth Thomas  Diversity Lewes Tony Kalume  Cycle Lewes Simon Giddey  Kingston/Cranedown Residents Assc. Paul Allen  Lewes Group in support of Refugees and Asylum Seekers  J McIntosh  Volunteer P Flake  Landport Residents Association D Twitchen  Lewes Town Taxi Group V Bantock  Nevill Residents S Neels</p>	
<i>Apologies:</i>	<p>Lucy Howard South Downs National Park Authority  Richard Eastham Feria  Dr Colin Tingle Lewes &amp; Ouse Valley economics  Vic Ient Transport Volunteer  Jennifer Chibnall Lewes Phoenix Rising  Sarah Roberts Stanley Turner Steering Committee</p>	
<b>NOTES:</b>		
1.	Minutes of meeting 31 <sup>st</sup> August 2016 and 22 <sup>nd</sup> September 2016 were accepted.	
2.	<p><u>Constitution of the LNPSG</u></p> <p>The Chairman informed the Steering Group that on Thursday 29<sup>th</sup> October, Lewes Town Council had agreed that:</p> <ul style="list-style-type: none"> <li>• The Steering Group could decide who is entitled to be appointed as a member of the Steering Group, which can include individuals; and</li> <li>• A Non-Councillor can Chair meetings of the Steering Group</li> </ul> <p><b>NB</b> The Chair commented that the primary requirement is for representatives of organisations, but not ruling out individuals who may be able to provide specialist input. Ordinary members of the public would be welcome to contribute via workshops; as observers at the monthly SG meetings; and be encouraged to participate during the public consultation.</p> <p>Revised Terms of Reference for the Group are appended to these notes</p>	
3.	<p><u>Responses to appeal for representatives from organisations</u></p> <p>Several organisations had been approached regarding representation.</p>	

	<ul style="list-style-type: none"> <li>• Residents Associations. – several residents association were already involved in the group</li> <li>• Bonfire Societies – this is part of Lewes’ unique culture – a representative from Neville Juvenile Bonfire Society had attended one of the recent workshops and would seek representation from other societies.</li> <li>• Chamber of Commerce – a replacement representative from the Chamber had been requested</li> <li>• Living Streets</li> <li>• Lewes Town Taxi Group</li> <li>• Surgeries (re: plan for health hub) Three representatives from surgeries within Lewes had presented at the Town Council meeting on 29<sup>th</sup> September for a proposed Health Hub in the North Street Quarter. Transport and access would be an issue which the SG could look at.</li> <li>• North Street Quarter/Santon</li> <li>• Lewes Community Land Trust – Keen to look at affordable housing</li> <li>• Refugees &amp; Asylum Seekers – agreement internationally that 20,000 would need to be housed around the Country</li> </ul>
4.	<p><u>Reports from Topic Group leaders and Steering Group Officers</u></p> <p><b>Officers Reports</b></p> <p>Communications – Jennifer Chibnall was not present at the meeting</p> <p>Budget – Tony Kalume to liaise with TC and then send budget report to Group members through the Google Group</p> <p>Membership – Susan Thompson had received the Google Group list from Emma together with the original invitee list of 97 organisations originally invited to join the Steering Group. Only 14 of the original invited organisations were involved in the Neighbourhood Plan. Susan would send list to the SG and if any of the groups on the list were relevant to topic groups perhaps they could be contacted and asked for input.</p> <p>Housing – lots of background work had been done looking at sites that should be deliverable. There appeared to be a residual requirement of 132 homes after the South Downs Road scheme and the original Magistrates car park site were deducted. Sites that had been identified included some car park sites, former St Anne’s School, St Anne’s Crescent ‘gap site’, Little East Street, East Street, Pells School, decking at the station, health sites and Spital Road garage.</p> <p><b>Topic Groups</b></p> <p>Business, Economy and Tourism – 5 people had attended a workshop. Tony Kalume had obtained a useful Tourism Report and it was suggested that work Dr Micheal Turner had completed on this topic group was still held by Feria pending integration within the draft Plan</p> <p>Culture – Update about Bonfire Sites and designation of these sites as Greenfield sites.</p> <p>Design &amp; Built Environment – had reviewed the Draft Plan and previous documents. A workshop had been held which 12 people had attended from different associations with more contributions. There was a need to create more affordable business space. The group had tried to look for inclusive policies etc. with good policies being included in the NP that would be relevant to the people of Lewes.</p> <p>Housing – Needs to be re-drafted.</p> <p>Sustainability – This group had completed a substantial amount of work around 18 months ago so had picked up from that. There were a couple of new members and there was a need to engage with new people in the local area. Colin Tingle had attended a conference in London on infrastructure and sustainable cities. This suggested that a “Green Town” was a good place to live in in terms of economy etc. Colin had also participated in a seminar on Eco-Systems. The Group needed to think about how to prioritise these policies.</p> <p>Transport – Trying to enhance transport as part of the plan. Vic Ient would send out a revision.</p>

5.	<p><u>Review of latest Draft Plan from Feria</u></p> <p>The latest Draft Plan had been received from Feria on Friday 30<sup>th</sup> September. The briefing note accompanying the Draft was extremely helpful and would give the SG advice on what was lawful or irrelevant etc. The forward plan was to hold combined/split workshops on Wednesday 5<sup>th</sup> October in the Council Chamber to review the latest draft and concentrate on text, not further discussion.</p> <p>Topic Leaders would meet again on 7<sup>th</sup> October to complete all comments to Feria to be returned to them by 10<sup>th</sup> October. The emphasis is on providing Feria with completed text – not more comments.</p>								
6.	<p><u>Schedule Choices</u></p> <p>The SG was shown schedule choices, option A and option B. Both schedules would be completed by 31<sup>st</sup> March 2017. The SG would go with option B as follows:</p> <p><b>Option B</b></p> <table border="0"> <tr> <td>3 – 13 Jan</td> <td>Final revisions and adjustments to the Draft</td> </tr> <tr> <td>Mon 16 Jan</td> <td><b>Public Reg. 14 consultation starts (6 weeks + 1 day)*</b></td> </tr> <tr> <td>19 – 20 Jan</td> <td>Two-day drop-in style public consultation event (noon:noon + one evening)</td> </tr> <tr> <td>Tue 28 Feb</td> <td>Close of six week consultation period. This meetings the 1<sup>st</sup> March 2017 deadline set by SDNPA</td> </tr> </table> <p>Meetings of the SG would be held monthly during this time.</p>	3 – 13 Jan	Final revisions and adjustments to the Draft	Mon 16 Jan	<b>Public Reg. 14 consultation starts (6 weeks + 1 day)*</b>	19 – 20 Jan	Two-day drop-in style public consultation event (noon:noon + one evening)	Tue 28 Feb	Close of six week consultation period. This meetings the 1 <sup>st</sup> March 2017 deadline set by SDNPA
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7.	<p><u>* Publicity for the following public consultation</u></p> <p><b>Objects</b></p> <ol style="list-style-type: none"> <li>To raise awareness of the plan with all those who live and/or work in Lewes and,</li> <li>Encourage good turnout for the referendum.</li> </ol> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>Reactivate <a href="http://www.lewes4all">www.lewes4all</a> as News portal – this was being done</li> <li>Reactivate Facebook page for social media users – Cllr Catlin would contact Cllr Milner regarding this</li> <li>Refer to <a href="http://www.lewes4.all">www.lewes4.all</a> in all material</li> <li>Advertise fresh call for new housing sites – 4 week limit</li> <li>Ideas for advertising of public consultation</li> <li>Prepare an attractive leaflet for door to door delivery</li> <li>Place articles in local newspapers i.e. Sussex Express and Argus.</li> </ul> <p>Advertising could be placed in schools and Doctors Surgeries. A newsletter could be produced and delivered by residents associations.</p> <p>Rocket FM would be talking about Planning Matters on their breakfast show (7- 9am) on 26 &amp; 27<sup>th</sup> October.</p>								
8.	<p>The next meeting of the Steering Group would be on 26<sup>th</sup> October at 7.00pm in the Council Chamber</p> <p style="text-align: right;"><i>The Meeting ended at 8.20pm</i></p>								

# **LEWES NEIGHBOURHOOD PLAN**

## **Steering Group Terms of Reference**

### **1. Purpose**

- 1.1 The most important purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Lewes ensuring that all issues are addressed properly with high levels of community engagement to maximise the potential that the Plan will be supported at the local referendum.

### **2. Key Roles**

1. To act as adviser to the lead body (Lewes Town Council) for the development and delivery of the Lewes Neighbourhood Plan. To provide strategic direction for the project and ensure all milestones are met for the production of the Neighbourhood Plan.
2. To produce the Lewes Neighbourhood Plan in as timely fashion as possible to further the social, economic and environmental wellbeing of individuals living, or wanting to live in the area as well as the business community.
3. Agree a position on specific issues to lead to an agreed policy approach.
4. Encourage and strengthen links between key organisations within the community and ensure they are informed of the work and progress with the Neighbourhood Plan.
5. To commission specific areas of evidence and analysis as required.
6. To agree the final draft Neighbourhood Plan prior to submission to all relevant bodies for consideration.
7. To recommend the final draft plan to the Town Council and the South Downs National Park Authority prior to the local referendum.
8. To act as the public face and principal contacts with the local communities and public authorities for the Neighbourhood Plan

### **3. Aims**

- 3.1 To provide strategic guidance to working groups in the production of the Neighbourhood Plan.
- 3.2 To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan for Lewes.
- 3.3 To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.

### **4. Relationship to Other Groups**

- 4.1 The Steering Group will provide regular updates to Lewes Town Council on progress being made with the Plan.
- 4.2 Close working links will be maintained with the South Downs National Park Authority to ensure compliance with planning policy. Note the adoption by SDNPA of the principles of an ecosystems services approach to the Park Local Plan.
- 4.3 Further links will be maintained with other statutory and voluntary groups to maximise community engagement opportunities and maintain positive working relationships.
- 4.4 Meetings of the Steering Group will also be attended by any other relevant person/s or community representatives who may be invited to speak.

- 4.5 Stakeholder organisations or community representatives can nominate items for debate by the Steering Group by informing the Town Council in accordance with policies or procedures established by the Steering Group to facilitate its operation.
- 4.6 Minutes of the meetings will be available for inspection.

## **5. Meetings**

- 5.1 The Steering Group will meet as required.

## **6. Membership**

- 6.1 As per listing agreed by Lewes Town Council, plus representatives from bodies and associations comprising Lewes Town Partnership.
- 6.2 Amendments to the Steering Group's membership to be approved by Lewes Town Council.
- 6.3 For the avoidance of doubt: the Steering Group is an advisory body of the Council. Lewes Town Council will co-opt members of the public to the Group, to represent community groups and interests, under provision of s102 Local Government Act 1972. Such co-optees, when acting in that capacity, are bound by the same Code of Conduct as for Members of the Council and by the Council's prevailing Standing Orders.

## **7. Delegated authority**

- 7.1 Co-optees to bodies such as this which are not purely advisory have, in general, no voting rights and no rights or privileges not enjoyed by the general public (*s13 Local Govt. & Housing Act 1989*), but at its meeting on 29th September 2016 the Council resolved that it will permit all members of the Steering Group to vote on issues within its remit, and to accept a non-Councillor as Chairperson if so elected by the Group.
- 7.2 Should a non-Councillor be elected to the role of Chairperson, the Council will extend to them the same rights to present reports to Council meetings and to speak and answer questions for that purpose in the same manner as would an elected Councillor, provided always that said Chairperson has signed a declaration, in the same manner as an elected Member, to accept that they are bound by the Code of Conduct for Members of the Council and by prevailing Standing Orders and policies of the Council.
- 7.3 The Chairperson is authorized to work in consultation with the Town Clerk on any matter within the terms of reference of the Steering Group, in the same manner as would an elected Councillor.

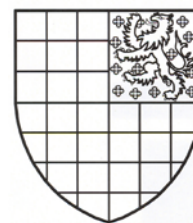
*Adopted July 2014*  
*Revised October 2016 (FC2016/55)*

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**LEWES  
TOWN  
COUNCIL**

## ***MINUTES***

of the meeting of the **Working Party** formed to consider commemorations and significant events, held on **Friday 21<sup>st</sup> October 2016**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

**PRESENT** Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); I Makepeace; Dr G Mayhew; R Murray, and R O'Keeffe

**In attendance:** S Brigden (*Town Clerk [TC]*)

**CmemsWP2016/09 APOLOGIES FOR ABSENCE:** There were none

**CmemsWP2016/10 DECLARATIONS OF INTEREST:** There were none

**CmemsWP2016/11 QUESTIONS:** There were none

**CmemsWP2016/12 MINUTES:** Minutes of the meeting held on 27<sup>th</sup> July 2016 were received and signed as an accurate record.

**CmemsWP2016/13 BUSINESS OF THE MEETING:**

The meeting welcomed Mr Tony Oliver, Secretary of the Lewes branch of the Royal Sussex Regimental Association (RSRA), who submitted a request for assistance on behalf of the Association, who are charged with maintaining and upholding the memory, heritage and traditions of the Regiment.

As part of their preparation for commemoration events for WWI, they had searched for sites in Lewes and surrounding area which have artefacts, plaques and memorials *etc.* Lewes, apart from a seat at the town's library displaying the regimental badge, does not have a tribute to the Regiment; unlike other towns and villages in Sussex. Branch members consider that for the County Regiment not to have a representation in the County Town was an inappropriate omission. The Royal Sussex Regiment endured from 1881 - 1966, and was awarded the Freedom of the Borough of Lewes in 1953. The forebears of the Regiment were founded in 1701 and had proceeded, through amalgamation, to the Queen's Regiment and, today, the Princess of Wales's Royal Regiment.

The Royal Sussex Regiment had taken part in virtually every major campaign of the British Army and this year the Battle of Boar's Head, known as 'the day Sussex died', (telling the story of 11<sup>th</sup>; 12<sup>th</sup> and 13<sup>th</sup> Battalions, "Lowther's Lambs") had been the prominent WW1 commemoration of action on the Somme.

The RSRA requested that some recognisable feature, possibly a badge or plaque, as a mark of respect and gratitude, be displayed in the entrance hall of Lewes Town Hall, a focal point, known to all Royal Sussex veterans and those who appreciate their services.

Members were reminded that within one month of the outbreak of WW1, Lewes had volunteered more men (between 15 – 20% of the relevant population) to serve in the Royal Sussex Regiment than any other, and many families continued close connections today. Members were unanimous in their agreement that some form of plaque or other fixture should be agreed in-principle and asked the RSRA to research ideas and potential designs/costs for further consideration

*Lewes Light Festival:* The Chairman welcomed Graham Festenstein, organizer of the Lewes Light Festival (LLF), who had brought details of expenditure on the 2016 event as previously agreed. The Working party had authority from Council

to reimburse appropriate costs up to a maximum of £5,000. The items (*listed in minute book*) were individually scrutinized and approved and amounted to £3,099.26 in total. There were one or two small items outstanding, for which invoices had not yet been received. These were expected to amount to a few hundred pounds, and TC was asked to deal with these in due course, within the balance remaining. Mr Festenstein also gave feedback on the highly-successful event and noted some of the positive comments received. Attendance was estimated to be 50% higher than 2015. Members commented on the excellence of some of the installations, and there were suggestions that some might become permanent features. Lessons learned would inform future events, and there was particular commendation for the integration of Science, Technology, Engineering, and Maths (STEM) educational workshops. LLF had been unusual in the younger age groups it had included, compared with similar initiatives elsewhere. This was a context that would be further developed; especially the links with Sussex Downs College.

*Lightbox 2016 project "1916 – Lewes Remembers: stories seen through a glass plate"*- Brigitte Lardinois, of the University of the Arts, London, was welcomed to the meeting to present an update on this project to exhibit 80 light-boxes in 65 windows throughout Lewes, depicting individuals and scenes from 1916. A grant application for £950,000 for a complementary project to catalogue the internationally-significant Reeves archive of glass photographic plates had been unsuccessful, but this had allowed time for 40 volunteers to work on researching stories behind the pictures to be mounted in the displays. The Council had agreed to host an accompanying exhibition which was being constructed in the Baxter Gallery of the Town Hall, and this had enormous local support. The mounting frames, constructed to avoid damage to the walls, would be re-usable for other applications. A study day was to be held at the All Saints Centre on 30<sup>th</sup> October with support from the Imperial War Museum, which included screening of a 1916 contemporary film and workshops working with local schools. Plans were described for a torchlight vigil at the War Memorial to remember those fallen in WW1 who were named thereon. This was supported by Bonfire Societies (*Cllrs Chartier; Makepeace and O'Keeffe declared their individual personal connections to Bonfire Societies*) and plans were well-developed, but there was a possibility that it could not be mounted this year but would be presented in 2017. Members were impressed by the concept and endorsed this project. (*Post-meeting note: it was subsequently advised that this project must be deferred to 2017*).

*"Winter of the World"* it was noted that Helen Glavin, the composer who had produced the hugely-popular musical concert for the Council in 2014, was interested to repeat this in 2018, and this was welcomed.

**CmemsWP2016/14**

**CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:**

It was agreed to recommend that Council agrees in-principle to some form of permanent memorial for the Royal Sussex Regimental Association, subject to firm proposals coming forward for detailed consideration at a later date.

**CmemsWP2016/15**

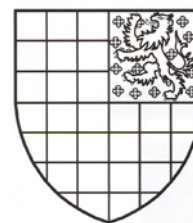
There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

*The meeting closed at 12:10pm*

Signed.....

Date .....





## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Friday 21<sup>st</sup> October 2016**, in the **Yarrow Room, Town Hall, Lewes** at **12:30pm**.

**PRESENT** Cllrs S Catlin; M Chartier (*Chairman*); Dr G Mayhew; R Murray; S Murray; R O'Keeffe and A Rowell

*In attendance:* S Brigden (*Town Clerk [TC]*)

**BRepWP2016/16** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner who was in hospital. Members recorded best wishes for his speedy return to health.

**BRepWP2016/17** **DECLARATIONS OF INTEREST:** There were none.

**BRepWP2016/18** **QUESTIONS:** Cllr Rowell had registered concerns which he summarized as:

1. Financial control procedure 11.1g has not been complied with.
2. No explanation in the minutes as to why it hasn't been complied with
3. No explanation in the minutes as to how this contract complies with the procedures has been given.
4. Does the working party have authority to contract?
5. "Specialist services" is not a clear enough term and 11.1a allows for a substantial weakness in control.
6. Council has not been given the opportunity to satisfy itself that it has obtained value for money on this contract.

These points were contended, and the opinion expressed that in essence they represented dissatisfaction with the particular wording of minutes. The original remit of the Working Party was to commission repairs and refurbishment at the Town Hall. This was, logically, extended in 2014 by Council to include administration of the project to refurbish the Malling Community Centre, and it was generally held that the wording of the relevant minute represented the wishes of the Council that the Working Party should manage the project in that the word "administer" was understood to include the contexts of "manage" and "control". Cllr Rowell submitted that he had no opportunity to raise concerns when the minutes of the last meeting were presented to Council, although this was strongly refuted by colleagues, who noted how straightforward it was to indicate a wish to speak. Other members could not accept the interpretation of incomplete or misleading minutes, and considered that the record of this project to-date, and the Working Party's decisions, was clear. The Chairman had asked TC to obtain an opinion from the Council's internal auditor, and they had discussed the matter in detail. TC reported that the auditor was entirely comfortable with the way the Working Party had behaved; the structure of minutes and the detail that had been recorded, and the clarity of current SO's and Financial Regulations. He could see no objection to the process to date and would certainly not find grounds for censure. TC had described the manner in which the Working Party had assured itself regarding value-for-money aspects and the fact that minutes did not make specific reference to itemised regulations was not seen as important. TC suggested that if this aspect caused any concern the minutes of the present meeting would now regularize that situation. For the avoidance of doubt: it was confirmed that BLB had been commissioned for specialist services to be provided [FCP 11.1 a) (ii)], and their value-for-money *bona fides* had been satisfied prior to other contracts in previous years and principal councils had validated their service cost structure.

**BUSINESS OF THE MEETING:**

TC briefly summarized the status of current works to the Town Hall roof. Works were proceeding well, and surprisingly few “extras” had been found as the true condition of the structures was exposed by the removal of old material. To date this had discovered only a small amount of rotten timber, and several courses of brickwork to a gable-end which needed to be taken down and rebuilt. These costs were likely to be only a few hundred pounds.

Members considered a rough-draft Project Execution Plan submitted by BLB Surveyors for the Malling Community Centre refurbishment, and the results of the tender process recently conducted regarding preliminary “due diligence” surveys.

*Project Execution Plan:* This was obviously based upon a standard template, and some sections had not been “tailored” with detail of the actual MCC refurbishment project. This document was analysed in detail and a series of amendments noted for BLB to incorporate.

There was a general discussion on the broader aspects of the proposed refurbishment, and it was proposed that when Architects design ideas were available a meeting of the Working party could be held at the Malling Community Centre and the public invited to comment. During works, when inevitably the facilities would be unavailable for a time, efforts would be made to suggest alternative venues for the regular users. It was thought that some might utilize Landport Youth Centre but Cllr O’Keeffe indicated this was unlikely to be available. In response to a question TC explained the implications regarding Value Added Tax. A question was raised regarding funding: the Council held £263,000 in an earmarked Reserve, and other Reserves could be appropriated if required to add more. This would not cover the whole cost of the project (estimated at >£400,000), but it was anticipated that grants would be available for several elements once the design was established eg sports-oriented funds which may contribute toward changing facilities and environmental funds and others which offer support for community buildings. Cllr O’Keeffe suggested that she would be happy to investigate potential applications. Should there remain a shortfall in the funds, it was always open to Council to borrow from the Public Works Loans Board. This had been understood from the outset, when a refurbishment project was first contemplated by Council.

*Architects to be invited to tender:* BLB proposed a short list of RIBA Chartered Architects practices who were considered to have relevant expertise and should be invited to express interest in the project. Members agreed these and proposed an addition in respect of a practice who had been engaged with the initial feasibility assessment in 2013.

**EXCLUSION of THE PRESS & PUBLIC:**

At this point the Chairman moved, and **it was resolved that:**

**BRepWP2016/20.1** “That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings ) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider tender values and submissions for prospective contracts.”

*“Due diligence” surveys:* BLB had conducted a tender exercise on the Council’s behalf; inviting bids for surveys required before the project could be practically commenced: an Asbestos survey; a Measured Building survey, and a survey of Mechanical and Electrical Plant installations. All firms bidding were local and of the nine invited (three in each discipline) only two had declined to tender. In each case the recommended contractor was also the lowest bid.

**CONCLUSIONS:**

The Working Party accepted BLB surveyors’ Project Execution Plan, with amendments as noted during the meeting; a list of architects to be invited to tender,

and agreed the results of the tender process for preliminary “due diligence” surveys.

The bids accepted were:

Asbestos risk: DAF Consulting (£760)

Mechanical & electrical plant survey: Delta Green Environment Design (£2,010)

Measured buildings survey: Zara Associates (£1,435)

The group would meet again when an appropriate milestone stage was reached.

**BRepWP2016/23**

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

*The meeting closed at 1:25pm*

Signed ..... date .....

Draft

## NOTES OF MEETING

<i>Between</i>	LEWES TOWN COUNCIL (LTC) and FRIENDS of LEWES (FoL)		
<i>Reason for meeting</i>	Regular liaison meeting between organizations		
<i>Venue</i>	Yarrow Room, Town Hall		
<i>Date</i>	11:00am Tuesday 25 <sup>th</sup> October 2016		
<i>Attending</i>	Robert Cheesman	FoL (Chairman of FoL)	
	Philip Green	FoL	
	Janet Whittaker	FoL	
	Roger Beasley	FoL	
	Marcus Taylor	FoL	
	Audrey Jarvis	FoL	
	Cllr S Catlin	LTC	
	Cllr M Chartier	LTC	
	Cllr R Murray	LTC	
	Cllr S Murray	LTC	
	Cllr R O'Keeffe	LTC	
	Steve Brigden	LTC (Town Clerk [TC])	
<b>NOTES:</b>			
1.	Cllr Chartier was asked to act as Chairman for the meeting, and agreed.		
2.	Notes of the meeting held on 2 <sup>nd</sup> May 2016 were agreed.		
3.	<p><b>Lighting in Pipe Passage:</b></p> <p>At the previous meeting it had been proposed that the FoL; LTC, and Lewes Association for Restoration &amp; Conservation (LARC) might jointly-fund the replacement of three street luminaires in Pipe Passage, the original elegant historic fittings having recently been replaced by East Sussex County Council (ESCC) with utilitarian modern designs. The recently-installed units could be replaced with an appropriate design at a cost of approximately £2,000. It had subsequently been confirmed that LARC would contribute £1,000 to this end, and FoL would contribute £500. The Council had agreed the proposal and would pay the balance of approximately £500. For reasons of practicality the Council would act as principal, and an order for works had been placed with ESCC. When accounts were received the Council would issue recharge invoices for the other contributions.</p>		
4.	<p><b>Tourist Maps:</b></p> <p>At the previous meeting it had been noted that the large maps produced by FoL and shown in display cases at strategic locations in the town centre (car parks <i>etc.</i>) were becoming out-of-date. It was suggested that it may be sensible to wait until this was a little more advanced before a comprehensive update was drafted. There was agreement in-principle to a future joint project, subject to Council agreement when detail was established. There had been no further development of this and it was suggested that a full 'audit' of major changes to the town, both since last publication and anticipated in the near future, would be beneficial. There was suggestion that Lewes District Council might be prepared to contribute to this. It was agreed that this item would be routinely monitored at subsequent liaison meetings.</p>		
5.	<p><b>Riverside path (South of Bear Yard):</b></p> <p>The riverside route from Timberyard Lane was occluded by the electricity sub-station but there was space for a path to be created alongside. Possible inclusion of the principle within the Neighbourhood Plan had been proposed, and it was expected that this would feature in the appropriate section. UK Power Networks (UKPN) had indicated they had no objection but would seek relief from responsibilities and inclusion of appropriate safety screening. These concerns, and any liability arising for the retaining wall on the riverbank, would be</p>		

	discussed with UKPN.
<b>6.</b>	<b>Land adjoining Castle Ditch Lane (“the Magic Circle”)</b> Roger Beasley distributed design drawings for this project. Footpath dedication had now been addressed, although there were outstanding issues related to ownership of the land. Responses were awaited from Lewes District Council and ESCC. The FoL recommended that the public seating and peace-garden should constitute a single project for practical reasons, and the design proposal was on that basis. This, and a target of 2018, was agreed. Mr Beasley would consult the District and National Park Authority Conservation Officers and Historic England. At an appropriate stage it was intended to involve schools and the wider public. FoL were seeking LTC’s general agreement, as funding could not be addressed until all agencies had indicated their position.
<b>7.</b>	<b>Overhead electricity cables:</b> The South Downs Society held a sum of money, bequeathed by the late Paul Millmore, to address the issue of unsightly overhead cables. This was a modest amount, but agreement had been reached with the South Downs National Park Authority and FoL that a pilot scheme could be conducted, and originally a suitable scheme was thought to be the installation serving Albion Street. This had since been deemed to be not workable at present, and FoL continued to seek alternative suggestions. It was suggested that the project could feature in the Council’s Newsletter to invite site suggestions.
<b>8.</b>	<b>War memorials:</b> Mr Taylor suggested a project to research a directory of all war memorials in Lewes. A question had arisen at the previous meeting as to the future of the plaque within Lewes Post Office, commemorating postal workers who had fallen, should plans to relocate the service come to fruition. The present location of the plaque was discussed (believed to remain undisturbed at present) and it was thought that the Post Office management had a location in mind, although this was not clear. They would be reminded of offers to house the plaque if required. The directory project was considered to represent a significant amount of work and there were currently no resources available. Cllr O’Keeffe described her “Missing from the Memorial” project and sought feedback. As it was anticipated that additions to the war memorial would be problematic (as it was now listed as a Grade 2* heritage structure) she wondered if the Town Hall foyer might accommodate some form of commemorative list. This could be proposed to the Council in due course.
<b>9.</b>	<b>Mount Place wall:</b> There was brief discussion on the continuing deterioration of the rendered surface to this prominent local feature, which was becoming more unsightly. Ownership was not known, and there was some discussion as to who would be the most-likely “candidate”. It was suggested that Cllr O’Keeffe, in whose ESCC Ward it fell, might investigate this with residents in the hope that one might hold some documents that would shed light on the question.
<b>10.</b>	<b>Interpretive plaques for local buildings:</b> Mr Taylor gave an update on the latest agreed batch of plaques, and it was noted that the Premier Inn had reinstated the plaque removed from the previous Magistrates Court building, which was welcomed. For the future, it was agreed that only “strong candidates” should be brought-forward as suggestions for new plaques, to avoid potential “saturation” given the town’s wealth of historic connections.
<b>11.</b>	<b>FoL Trees project:</b> Ms Jarvis distributed a proposed planting schedule for this project, and other suggestions were contributed. Detail was awaited as to the replacements proposed for trees lost from St Anne’s Hill.
<b>12.</b>	<b>White Lion</b> The figurine had been consigned for cleaning and refinishing by its maker, as he had been unhappy at the rapid weathering noted since installation. In the event he had decided to

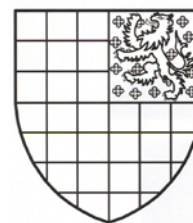
	remanufacture the figure using a different compound material and the new figure had been installed in Westgate recently.
<b>13. Paving adjacent Crown court:</b>	Mr Taylor reported on a recent meeting with ESCC officers at which strengthening works to remedy problems at this site were discussed. An original estimate of around £25,000 in March 2016 had increased to £45,000 in August and a figure of >£55,000 was now suggested although details were awaited. This matter would be kept under review.
	It was agreed to seek a date in March 2017 for the next meeting ( <i>to be confirmed</i> ) <i>Meeting ended 12:10pm</i>

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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Working Party** formed to consider Communications & public engagement held on **Thursday 27<sup>th</sup> October 2016**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

**PRESENT** Cllrs S Catlin; H Jones; I Makepeace; S Murray; R O’Keeffe (*Chairman*); A Rowell and E Watts (*from 8:25pm*).

**In attendance:** S Brigden (*Town Clerk [TC]*).

**ComWP2016/09 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Elliott, who had an unavoidable work commitment. No message had been received from Cllr Ashby.

**ComWP2016/10 DECLARATIONS OF INTEREST:** There were none.

**ComWP2016/11 QUESTIONS:** There were none

**ComWP2016/12 MINUTES:** The minutes of the meeting held on 19<sup>th</sup> May 2016 were received and signed as an accurate record, with a minor amendment requested by Cllr Rowell.

TC reminded Members that, to avoid Minutes becoming incomprehensible due to handwritten amendments, queries were best raised in advance of a meeting.

**ComWP2016/13 BUSINESS OF THE MEETING:**

1 Members discussed social media use by the council, and there were various contributions from individuals as to their own experience of using facilities such as Facebook and Twitter. It was acknowledged that use by a Council could present issues for appropriate control, and TC advised that whilst the council had an adopted policy (as an appendix to the Communications Policy) this was modelled upon an “early” example published by Cornwall Council and a review would be appropriate. It was generally agreed that some examples of modern policies from other Councils should be obtained for consideration at the next meeting.

2 Further to the council’s agreement to a project to obtain a new website, TC had engaged in some research. He had met with colleagues from Hailsham Town Council, whose recent new website had been viewed favourably by Members at an earlier meeting. The company who had produced that site were local to Lewes, as were the other providers who had been asked to submit proposals. In researching additional local prospects a short list had evolved, of companies who offered suitable expertise and appropriate characteristics. One salient point had emerged in that the original suggestion to Council, that a budget of around £10,000 should be envisaged, was likely to prove the magnitude of expected cost. Non-specific discussions elicited from most potential contractors the view that a cost between £8,000 and £10,000 should be expected and this was borne-out by Hailsham’s experience. Council had approved up to £5,000 and this would need to be re-evaluated.

3 It was acknowledged that, in this field, providers could only commit modest resources to preparation of ideas before being commissioned, and conventionally they referred prospective customers to examples of work for previous clients. TC projected live to screen the websites of several prospects, specifically to highlight the style of their earlier work and the structure of any work they had done for local authorities or similar. These sites were referred-to as the discussion progressed, and some of their intrinsic features offered useful insight into the company’s approach to design and structure. It was recognized that much of the structure of modern website programming was ‘modular’ and elements such as the ability to embed



audio/video clips were commonplace. A Parish Council was unlikely to require elements such as online payment; maintenance of customer account records *etc*, such as would be needed for commercial trade. This meant that if a company had a suitable template, it may be straightforward to remove unwanted features/complexities. To progress further, it would be necessary to outline the key structural elements and features desired, and to this end TC distributed the “site-map” of the Council’s current website for Members to add/delete headings and suggest preferences for hierarchy of presentation. He presented a draft of a skeleton specification (listing required/desirable features) that had emerged from discussions with providers. This was intended as a starting-point and Members’ input was requested. A key point was to provide a site which offered the most user control and minimized dependence upon the provider for ongoing development of content. Members agreed a shortlist of three local companies with whom TC would pursue further detail, and they undertook to submit any comments regarding the structure/functionality/features to TC in the next two or three weeks.

4 There followed further discussion regarding integration of a new website with Facebook and Twitter, and the relative priorities. Live examples of how this worked were projected and various opinions expressed. Resources to manage input were discussed, and the restrictions on the ability for Parish Councillors to be authorized to execute functions. Members agreed to consideration of examples of modern social media policies as a specific item for the agenda of their next meeting, and would endeavour to draft a policy for recommendation to Council. TC would obtain suitable examples.

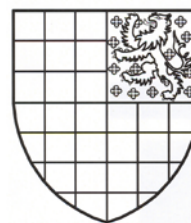
*Cllr Watts joined the meeting at this point*

5 The Council’s newsletter was discussed, and it was noted that no contributions of copy had been submitted to TC. The original publishing schedule would be circulated, and members could review this. There were significant developments in the Neighbourhood Plan to be announced, with a public exhibition and a six week consultation phase, and the annual ‘blanket-distribution’ edition would await details of that – shortly to be confirmed. Members were interested to see examples of previous editions. TC reminded members that copy could be submitted at any time, but should be relevant to the Council and its operations. All were encouraged to take and submit photographs, however ‘amateur’, if they attended an event or saw something that had some relevance. TC was happy to edit and produce newsletters, but a wide range of material was required to make them worthwhile and interesting, and a ‘stock’ of copy and photos was necessary to facilitate that.

**ComWP2016/14** The Working Party would next meet in 6-8 weeks’ time. A preference was expressed for Monday 19<sup>th</sup> December at 7:00pm, subject to room and TC’s availability.

**ComWP2016/15** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:35pm*

Signed ..... date .....



## **MINUTES**

of the **Personnel Panel** held on **Wednesday 2<sup>nd</sup> November 2016**, in the **Yarrow Room, Town Hall, Lewes at 7:00pm.**

**PRESENT** Cllrs A Ashby; A Barker (*Chairman*); A Bolt; R Burrows; M Chartier and Dr G Mayhew. Also (*not appointed to the Panel*) Cllr Makepeace

**In attendance:** S Brigden (*Town Clerk [TC]*)

**PersPan2016/01 ELECTION of CHAIRMAN:** Cllr Barker was elected as Chairman of the Panel for the 2016/17 year.

**PersPan2016/02 QUESTIONS:** There were none

**PersPan2016/03 APOLOGIES FOR ABSENCE:** There were none

**PersPan2016/04 DECLARATIONS OF INTEREST:** There were none.

**PersPan2016/05 MINUTES:** The minutes of the meeting held on 20<sup>th</sup> January 2016 were agreed and signed as an accurate record.

**PersPan2016/06 BUSINESS OF THE MEETING:**

1 Members considered the Council's prevailing training policy:

*"Lewes Town Council wishes to ensure that all Councillors and staff are given the opportunity for appropriate and adequate training, to improve their ability to fulfil their duties, and to aid personal development and enhance "job-satisfaction".*

*Training will be obtained from many sources, and may be arranged for individuals and/or groups. It may take the form of a short seminar; a day or more (possibly residential); a course of training or study, in the workplace or at a local training facility/ education centre, or by distance-learning. It may be delivered by professional trainers or specialist tutors, or may be simply a programme of mentoring by an experienced colleague.*

*For reasons of practicality and budget, Member and staff training will be considered only if relevant to a present, or anticipated, role, but there may be opportunities to support staff in higher-level studies or training and individual requests will be considered. Members will normally be provided training only in those areas relevant to their individual role, and specific technical or skills training, such as would be required for staff to perform their duties, will only be considered for Members in the event that "spare" places on a course or seminar become available, or their training would involve only modest additional cost.*

*For the future, this policy will help to maintain and improve the level of general ability of all staff and Councillors, as new entrants join the Council and as individual roles evolve or change. To ensure that this remains effective, a comprehensive review of training needs will be carried-out each year by the Town Clerk using questionnaires and supplemental interviews as appropriate. Adequate budget provision will be accorded a high priority. Councillors newly-elected to Lewes Town Council will be encouraged to undertake generic 'new councillor' training within their first year in office, and asked to complete a Training Needs Assessment questionnaire within four months. Newly-appointed staff will complete a training needs assessment within two months of starting work. Specific courses, programmes, or selection of materials will be agreed as necessary by the Town Clerk with the Personnel Panel, and this Panel will periodically review the effectiveness of training."*

2 There followed a lengthy discussion on appropriate options to deliver Councillor training and the availability of suitable "trainers". TC presented summary returns from Councillors' self-assessment questionnaires, which indicated that general training continued to be appropriate in all areas. There were one or

two fields where a different approach may be effective but in general it was agreed that the most effective to deliver training by inviting providers to present sessions in-house tailored to the Council's scale of operation, as it was classified as one of the few hundred 'larger' parish councils in the country.

Regarding the self-assessment exercise: appropriate seminars or similar were sought that would address the needs of respondents who indicated positive need for training (levels 4/5), and allowed the inclusion of those who indicated only passive requirements (level 3) wherever possible. Direct provision allowed for everyone to be included, and for places to be offered to other parish councils in the District.

There were questions as to how Continuing Professional Development (CPD) was supported, although acknowledged that with the profile of the council's small staff team this was largely of an informal nature. TC described various elements that effectively addressed this context. Some specific proposals were discussed, such as Diversity training (already noted as a future prospect) and training for Councillors in the use of social media. TC would research sources of advice on that topic.

Some Members considered that opportunities to meet and 'cross-fertilize' ideas with fellows from other areas was important, and there was some discussion on how this had been achieved in the past. Of particular note was the friendly link with Chichester City Council (parish council) whereby reciprocal day visits had been arranged from time to time on common topics such as Planning. This could be re-invigorated and TC would approach his colleague at Chichester to discuss this. Locally, it was suggested that there could be merit in similar meetings with Newhaven Town Council and this would also be pursued.

It was commented that the Council had within its own ranks one of the best sources of training in areas such as "The Council as an Employer" in Cllr Barker – a highly-experienced professional adviser working nationally across local government for over 30 years. Members were also reminded that their most immediate source of advice should always be the Town Clerk, and particularly when their enquiry related to Lewes-specific detail such as financial structure and budgets. There were frequent opportunities for Members to meet and interact with staff, and all were encouraged to take advantage of these.

Scheduling for training was discussed and it was explained that 2015/16 had unfortunately been an uncharacteristic election year as so many councils had seen unprecedented numbers of seats change and huge influx of novice Members, which had taxed the systems providing training and other services in the sector.

**3** TC and Cllr Barker updated Members on the implementation of the LLF Living Wage for Council staff, and TC presented some information related to staff absence through sickness which had been collated in answer to a recent question. This related days of sickness absence to the theoretical maximum available "productive days" of employees (allowing for weekends; bank holidays; holidays *etc*) and showed that the Council had an enviably low ratio of lost days. Adjusted for two specific long-term illnesses the factor was less than  $\frac{3}{4}$  of one percent, with just a few days lost to minor ailments. There were no factors that would require any review of the establishment in the foreseeable future. TC noted some of the occasional training and development events staff had attended in the past year.

**4** Although not on the agenda, a question was raised as to how Council was able to assess staff performance in the execution of its decisions. TC reminded Members that there was a published Annual Plan denoting major areas of work in the year that the Council proposed to initiate and complete or continue, in addition to the projects and initiatives itemised in the Council's budgets and 'everyday' activities. At every Council meeting TC reported under the standard Agenda heading of "Update on Matters in Progress" which represented a continuous review. Added to that were the reports from Working Parties *etc* in the form of Minutes of their meetings reported to Council. Members could question progress at any time.

Some members considered that a structured system of staff appraisal should be introduced, and there followed a lengthy discussion on the relative merits of such systems. There was considerable research available on the applicability and the positive & negative effects of formal appraisal in organizations and groups of all sizes, and TC was familiar with both viewpoints, having been trained in the area and having long experience in the application to organizations large and small; public and commercial. He did not consider that appraisal of his staff was appropriate but, if Members desired additional reassurance, he suggested that a periodic (once/twice each year) meeting could be held between the Panel and Town Clerk, facilitated by an independent professional. Immediately to mind was Mr Richard Penn, who had conducted the job evaluation exercise recently. Members were referred to the minutes of the previous meeting, appended to their agenda, where they could read an itemized summary of Mr Penn's illustrious career in local government: with over 30 years in senior positions including Chief Executive roles at Bradford City Council and Knowsley Metropolitan Borough Council. Mr Penn was the Independent Adviser on Standards, then Commissioner for Standards, for the National Assembly for Wales for ten years, and also had served as Chair of the South Wales Probation Board. He completed a five-year term as a Commissioner with the Equal Opportunities Commission and was a Commissioner with the Legal Services Commission, chairing its Regional Committees for Wales and the South West Region. He was appointed by the Minister for Local Government as the Chair of the Independent Remuneration Panel for Wales, and had recently been re-appointed as Chair for a further four years. The Panel sets the remuneration framework for all 22 unitary authorities in Wales as well as the Welsh Fire and Rescue Authorities, National Park Authorities and town/community councils. He had undertaken a large number of high profile management investigations and has acted as a Designated Independent Person (DIP) in a number of local authority disciplinary cases. He also specialised in performance management/appraisal and organisational change and acted as Independent Adviser to a number of major authorities.

He had also worked extensively as a public sector consultant (for the Audit Commission, SOLACE Enterprises, ALACE, Local Government Employers and his own company, Richard Penn Consulting Ltd), with local authorities and other public bodies and has been widely used as an 'expert witness' at equal pay/equal value Tribunal Hearings. Mr Penn had led or participated as a team member in a large number of Peer Challenges and Peer Reviews, originally related to Comprehensive Peer Assessment scheme assessment/reassessments but then extending to specific Peer Reviews such as those conducted on behalf of Local Strategic Partnerships. In addition he had assisted a number of local authorities prepare for Peer Reviews and Corporate Governance inspections.

Members considered this was a very practical proposal and asked TC to research costs and practicalities with a view to a decision at their next meeting.

**PersPan2016/07 CONCLUSIONS/RECOMMENDATIONS:**

The Personnel Panel recommends no change to the current training policy. Reciprocal meetings with other Parish Councils will be pursued; to facilitate informal networking and idea-sharing.

The Council's generally very low ratio of staff sickness absence is noted and welcomed.

The Panel will consider, at its next meeting, the introduction of a regular meeting with the Town Clerk to discuss progress on corporate objectives; to be facilitated by an independent professional adviser.

**PersPan2016/08** There being no further business, the Chairman declared the meeting closed

*The meeting closed at 8:30pm*

Signed ..... date .....

## **1. Missing from the Memorial: A community project**

**I am interested to receive the comments of the Council and to see what sorts of permissions the Council may be inclined to grant with respect to a memorial plaque.**

I am working with a group of people from the local British Legion who are interested in setting up a project to do with the 23 (they think) people missing from the WW1 memorial in Lewes.

I think that the letters of application which people made to the Council to have a member of their family added to the memorial at the end of WW1 are held at The Keep including ones from people who missed the deadline to make the application.

Cllr Graham Mayhew is doing a very scholarly look at the lives of the people who served and died which is a separate project.

“Missing from the Memorial” is intended to reach out to people across the present community in Lewes and involve them in finding out some basic facts about the people who died and did not make it onto the memorial at the time. The aim is to add an extra plaque to the memorial or to put one up in the Town Hall, whichever turns out to be more appropriate, to record their names at the end of the project, having raised awareness of their sacrifice.

I am making the funding application on behalf of the project, as the Chair of the organisation “When Skies Were Always Blue”

## **2. Response from Outreach Officer at the Keep, the local records office**

Thanks for your enquiry - this sounds like a very interesting project, which I am sure The Keep would be able to support.

The ideal person to contact would be Chris Kempshall who is running the ESCC WW1 project. My colleague Isilda Almeida Harvey who is the Learning Officer for East Sussex Records Office may also be interested and able to help, so I have cc'd them both into this email.

Further information about ESCC WW1 project can be found by following the link below.

[info@eastsussexww1.org.uk](mailto:info@eastsussexww1.org.uk)

<http://www.eastsussexww1.org.uk/chris-kempshall-project-officer/>

I do hope this information is useful to you. I'll ask my colleagues Chris and Isilda to get in touch with you to explore how The Keep might be able to support your project.

Best wishes

Suzanne

Suzanne Rose  
Education & Outreach Officer  
The Mass Observation Archive,  
The Keep,  
Woollards Way  
BRIGHTON BN1 9BP

## **3. It also has the support of ESCC's external funding officer**

And to add to Isilda's email, as I am sure you know, I would be happy to help with the application.

Kind regards.

Veronique

Véronique Poutrel | External Funding Manager ESCC

**4. The project has passed the initial test as to whether Heritage Lottery would fund it, please see details of their response:**

**Heritage Lottery Fund Reference Number: FW-16-02700**

Dear Christina,

Thank you for your recent project enquiry regarding the potential *Missing from the Memorial; finding out about and commemorating Lewesians who served and died* project. From the information provided, you wish to apply for a grant of £8,700 to record the names of residents of Lewes who fought and died in the First World War but missed the date to be added to the war memorial.

**Advice on your project**

It looks like you have the potential for an interesting *First World War: then and now* project that could meet HLF outcomes. Below are some points to consider as you write the full application. Make sure all costs are broken down as much as possible and fully justified. All costs should be linked directly to HLF outcomes.

It will be important for your application to be clear about which letters/archives you are planning to use and how you plan to access them. HLF can pay for travel costs for staff and project participants.

Think about the variety of skills that project participants could gain – both heritage and more general skills. For example, research skills. Also, as project participants will be speaking to members of the older generation about their memories of family members who were veterans, you might consider that they could undertake oral history training. Please see [our guidance on oral histories for good practice in this field](#). Costs can be included for oral history training in your budget.

When thinking about project participants, it is important to make it clear where you will find them. For the older participants, have you thought about linking up with your local University of the Third Age, social groups or residential homes? It will be useful for your application to display interest already shown, and how you plan to build on that. You can budget for costs of marketing and promotion, e.g. leaflets encouraging people to join your project.

For the schoolchildren, it will be useful to get letters of support from the schools involved. Letters of support from any other organisations taking part, setting out how they will be involved and what they are committed to, are always helpful to include.

Lottery funding is given to organisations to ensure that they do something additional to their core activities. In terms of this project, it is important to ensure that you show how the schoolchildren will be doing something extra-curricular, and make it clear that without the Lottery funding they would not be able to do these activities.

Be as detailed as you can about the structure activities will take. From the outline in the budget and the summary it looks like activities will have the potential to meet HLF outcomes, but it will be important to break these down so that the assessing officer can get a sense of how each activity will meet the outcomes and how you have reached the different costs. For example: what training and support will participants receive? What skills will they be able to develop? Active learning opportunities are really important to include, both for heritage-related skills and more transferrable skills – remember to link things to HLF outcomes, and explain **how** you will meet the outcomes, not just **that** you will meet them.

You will need the permission for whoever owns the memorial [Please see the First World War projects FAQ for more information](#).

You can charge a modest price for the booklet, as long as the money is reinvested in heritage. We would expect that you would give free copies to a relevant public library. It will be useful to make clear how you hope your project will live on, once it is finished.

I would be more than happy to discuss the application further via phone/email and look over a more detailed draft budget if it would be useful. Feel free to start the full application as soon as you're ready.

Kind regards,

Molly Sweeney  
Team Assistant Heritage Lottery Fund, South East

Dear Cllr O'Keeffe

Your project regarding the men missing from the Lewes War Memorial sounds really interesting. I'm sure there might be areas we can assist you on in regards to planning for the HLF bid and also in realising the project should the bid be successful.

Do you currently have much information you can send me about your plans so far that I could take a look at? If you apply for a HLF grant, it will almost certainly go through the WW1 Co-ordinating Centre for the south east called 'Gateways to the First World War' which is based at the University of Kent (<http://www.gatewaysfww.org.uk/>). They are an organisation that I've had multiple dealings with in the past so I may be able to help with contacting them to discuss your project.

All the best,

Chris

Dr Chris Kempshall  
Project Officer – First World War Commemorations

Dear Cllr O'Keeffe,

I hope you are keeping well. This sounds like a very exciting project. Following on from Chris' email, ESRO at The Keep has a menu of school workshops and community training sessions, which I attach, including information on the costs. If you anticipate to work with schoolchildren as part of the project, the school workshops menu attached shows the WWI sessions on offer. We also offer bespoke sessions and I think in this case it could be useful to collaborate with the Sussex Family History Group.

I hope you find this helpful. Please do let me know if you have any questions or elements you would like to discuss.

Kind regards,

Isilda  
Education Officer