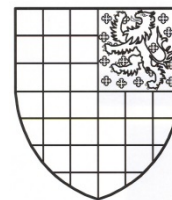


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 20th July 2017**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk
12th July 2017

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 15th June 2017.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) *Commemorations Working Party 19th June 2017*

(minutes attached page 10)

b) *Neighbourhood Plan Steering Group 5th July 2017*

(minutes attached page 13)

c) *Personnel Panel 10th July 2017*

(minutes attached page 16)

d) *Transport Working Party 11th July 2017*

(minutes to follow)

7. COMMUNITY ASSETS – Pinwell Road public WC's

To consider a request by Lewes District Council

(Report FC05/2017 attached page 18)

8. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

(update on Annual Plan attached)

9. NOTICE of ITEMS IN PROSPECT

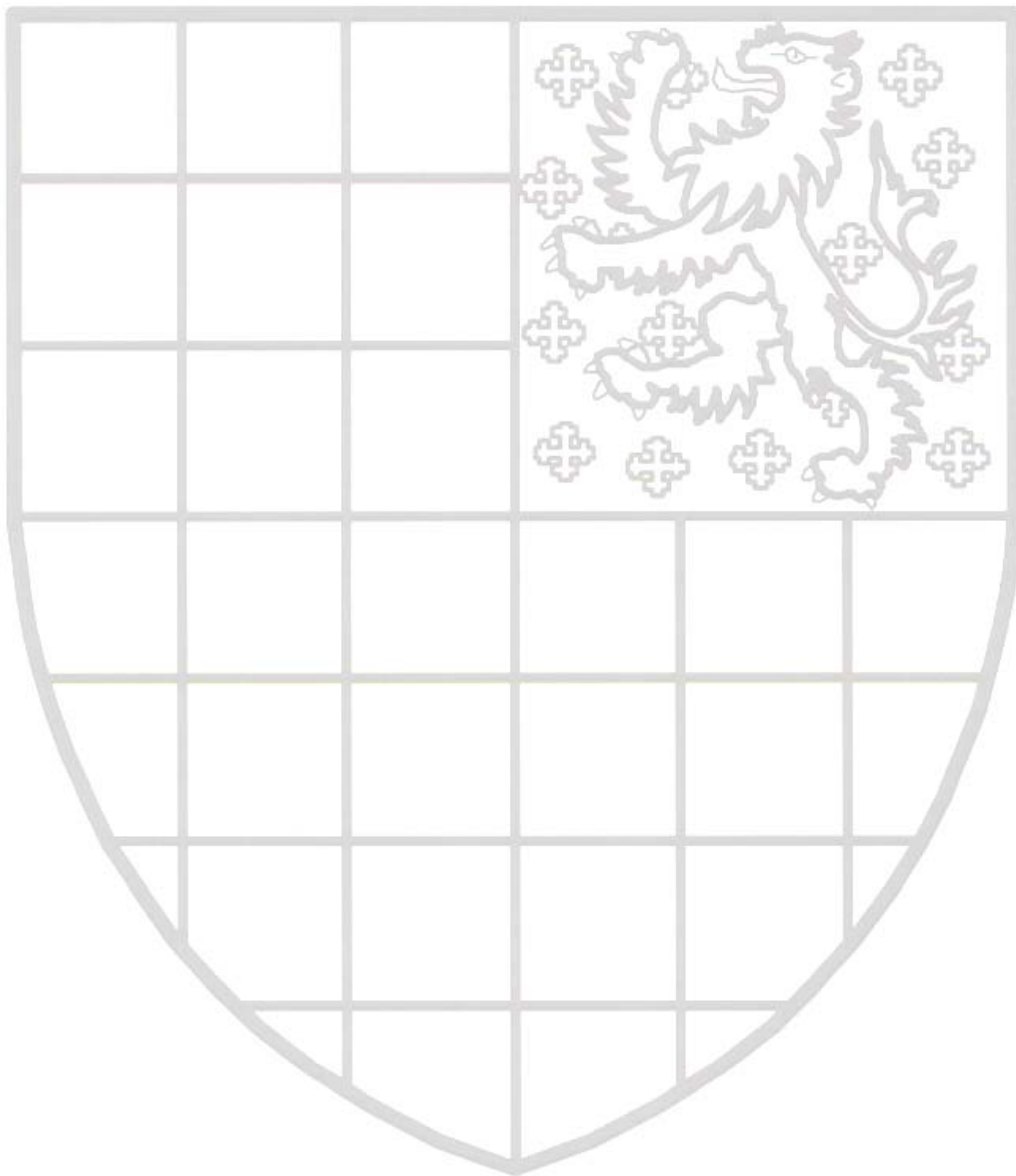
(Oral report by Town Clerk)

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

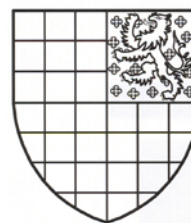
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

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. General questions can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

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MINUTES

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

held on **Thursday 15th June 2017**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Deputy Mayor*); R Burrows; S Catlin (*Wischhusen*); M Chartier (*Mayor*); W Elliott; H Jones; J Lamb; I Makepeace; Dr G Mayhew; R Murray; S Murray; R O’Keeffe; and E Watts.

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

Observing: Mr B Courage (*Town Ranger*) and Ms Anna Kerbst (*trainee – visiting from Stadtverwaltung Waldshut-Tiengen*)

A minute’s silence was observed for the victims of the Grenfell Tower fire tragedy.

FC2017/14 **QUESTIONS:** There were none. 4 Members of the public were present.

FC2017/15 **DECLARATIONS of INTEREST:** Cllrs J Lamb, S Murray, I Makepeace and R O’Keeffe all declared an interest *in* item 6c on the agenda (*re* Grants Panel recommendations) in that they are all affiliated to one or more of the applicant organisations. Cllr O’Keeffe also declared an interest *in* item 6f in that she is a Trustee of Citizens’ Advice Bureau.

FC2017/16 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllrs A Barker, Dr A Bolt and M Milner who all had work commitments and Cllr T Rowell who had another appointment (unspecified). **It was resolved that:**

FC2016/42.1 The reasons submitted for absence from this meeting are noted.

FC2017/17 **MAYOR’S ANNOUNCEMENTS:**

a) The Mayor welcomed Anna Kerbst who was visiting from the Council of Lewes’s twin town, Waldshut-Tiengen, as part of her work-experience programme. This was Anna’s second visit; having spent a week here in August 2014.

b) Public consultation on the ‘pre-submission draft’ of the Lewes Neighbourhood Plan (known as Regulation 14 stage) would end on Wednesday 21st June. The Mayor asked all present to refer friends; family; neighbours; acquaintances etc. to www.lewes4all.uk with encouragement to view the draft Plan and complete the response questionnaire.

c) An invitation had been received to respond to a consultation on disposal of a school playing field.

East Sussex County Council (ESCC) proposed to dispose of its interest in land at the Pells Church of England Primary School when it closes at the end of the Summer term 2017. The school playing fields were not required for further recreational use and had been declared surplus to County Council requirements by ESCC’s Lead Member for Resources. The playing fields measured 8,522m² and ESCC would like to dispose of them; noting their obligation to obtain best value in line with Section 123 of the Local Government Act 1972. To ensure that no other opportunities for the use of the playing field have been overlooked, and as part of the process for obtaining consent for disposal, the County Council needs to consult with stakeholders, including the head teacher, governors and parents of pupils of any schools within a certain radius which have less than the minimum recommended playing field area. They were seeking the Council’s views and those of Lewes District Council.

The Town Council’s comments (a “corporate” view) about the proposed disposal were

invited by the end of the consultation period, 17th July 2017. Members were invited to send any individual comments to TC, to arrive by 7th July to allow time for collation.

FC2017/18 MINUTES:

The minutes of the meeting held on 18th May 2017 were received and signed as an accurate record.

FC2017/19 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) Meeting with Compass Travel 18th May 2017: Cllr Mayhew reported that 11 Members were present at the meeting with Mr Chris Chatfield, the Chief Executive of Compass Travel. Mr Chatfield had shared commercially-sensitive information at the meeting which demonstrated that the operating costs of a number of routes outweighed the income that could be raised, and showed a demographic profile of travellers that could never be profitable. It also indicated that if subsidies were dispensed-with and the number of buses reduced, with only one operating in Lewes, Compass could actually make profit. This suggested that Compass Buses were running as effectively as they could with the limited income that they receive. There had followed an interesting and informative discussion regarding the operations of local buses; including the relative economics associated with different types of vehicle and the scheduling of outlying route way-points. Mr Chatfield offered to arrange for Members a private tour of the routes on a Compass bus, to experience the day-to-day problems faced by drivers, and this was gratefully accepted.

It was resolved that:

FC2017/19.1 The oral report of the meeting with Compass Travel, held on 18th May 2017, is noted.

b) 'Railfutures' meeting 1st June 2017: Cllr Catlin reported that there would be a timetable consultation running from 26th June until 27th July for the 2018 timetable. It was hoped that the Council would respond to this consultation. The Brighton to Ashford service would be run as two sections with a change of train at Eastbourne. No new stock would be available on the Seaford or Coastway services, or to supplement the diesel services to Ashford. Some new stock would run on the Uckfield Line. There would be no immediate change to the Seaford service; however, Lewes District Council and Eastbourne Borough Council still support the campaign for the last train to stop at Southease, to service the Youth Hostel (both directions). The next meeting of Sussex Community Rail Partnership was scheduled for 5th July.

it was resolved that:

FC2017/19.2 The oral report on the Railfutures meeting held on 1st June 2017 is noted.

c) Grants Panel recommendations 7th June 2017: Members considered report FC001/2017 (*copy in minute book*) containing recommendations for payments of grants for the first cycle (or four) for the year 2017/18.

it was resolved that:

FC2017/19.3 The grant payments recommended in report FC001/2017 (as shown in column G of the appended table) be approved.

d) Audit Panel 12th June 2017: The minutes of this meeting (*copy in minute book*) were presented. The Panel had considered routine financial monitoring, with detailed information (*copies in minute book*) following the end of the final quarter of the financial year 2016/17. This included:

Budget monitoring update – this showed actual expenditure and income values as posted to

the Council's *Sage* accounting system for all transactions processed in the year. There was some discussion on salient points of detail, and TC responded with reference to the identified sources. Apparent variations were related to known events, such as specific payments in respect of works and purchases, or perceived 'overspend' which would be attributable to Reserves in the final accounts were prepared at year-end. There were no items of concern. Cllr Elliott queried some items in the copy of the nominal ledger report he had requested: TC provided explanations and undertook to provide further transactional detail for three which were not immediately obvious from the ledger, following the meeting.

Auditor's report for year ended 31st March 2017: Members were interested to read the final report of the Internal Auditor for the past year, and pleased to note that he had once again reported satisfaction with all aspects of the Council's governance and had completed his section of the statutory annual return. TC was asked to clarify a comment regarding 'transparency regulations' which, he explained, related to a revised reporting regime affecting presentation of the land and asset register. The Auditor had repeated a warning, made in his November interim report and in the previous year, that the General Fund (unallocated reserve) was "a little low". He went on to describe mitigating factors, but noted he would expect to see general reserves now increase toward the "reasonable" level of 50% of precept conventionally recommended.

Annual accounts for year ended 31st March 2017: Members perused the annual accounts booklet ('subject-to-audit' status) which was prepared to accompany the statutory return. A typographical error was noted, for which discovery TC registered his thanks, and there was a general discussion regarding the distinctions in local government accounting as compared with commercial enterprises.

Buildings Working Party decision: Cllr Rowell had asked for review by the Panel of a decision taken by the Buildings Repairs Working Party (on 27th September 2016). He had raised this with the Working Party itself at the subsequent meeting, and the matter had subsequently been reported to Council. At the previous audit Panel meeting (19th January 2017) time pressure on some members had meant that it was agreed to defer this item. With his notification of absence for this evening's meeting, Cllr Rowell had asked that this be again deferred to the next meeting of the Panel.

Oversight as required by the Governance & Accountability Code of Practice: TC introduced the file of periodic bank reconciliations, for review of the scrutiny already conducted. The Chairman appended his signature to verify this in each instance.

It was resolved that:

FC2017/19.4 The Minutes of the Audit Panel meeting held on 12th June 2017 (*copy in minute book*) are noted.

e) Annual Town Meeting 2017: The Minutes of this meeting were presented (*copy in minutes book*) and **it was resolved that:**

FC2017/19.5 The Minutes of the Annual Town Meeting, held on 12th June 2017 (*copy in minute book*) are noted.

f) Citizens' Advice Bureau: Cllr R Murray, the Council's representative on the CAB, related salient points from the recent annual meeting. Statistics on the activity of the bureau were presented (*copy in Minute Book*) which analysed the profile of Lewes clients and the problems with which CAB had assisted. Subsequently; **it was resolved that:**

FC2017/19.6 The oral report on activity of the Lewes & Seaford Citizens' Advice Bureau for 2016/17 is noted.

FC2017/19.7 The Council wishes to record its appreciation and thanks for the work done by Lewes & Seaford Citizen's Advice Bureau.

g) Lewes Neighbourhood Plan Steering Group (LNPSG) update: Mr Ian Linton, Chairman of LNPSG, reported on this item. The draft Plan was currently at Regulation 14 stage with a six week public consultation closing on 21st June. The number of online

questionnaire responses was steadily building and more than 250 people had attended the walk in event at the Town Hall in May. The presentation by the Council's consultants, Fera Urbanism, at the walk in event was available on the www.Lewes4all.uk website. The South Downs National Park Authority (SDNPA) Planning Committee were meeting that same evening to consider their response and Mr Linton read to Council a paragraph from the report being submitted by their Director of Planning:

"We commend the Neighbourhood Planning Group in preparing such a comprehensive and innovative plan that covers such a large area with a diverse character. The progression of the Lewes Neighbourhood Development Plan (LNDP) to Pre-Submission stage is an important milestone, the result of a considerable amount of hard work by the steering group on behalf of the Town Council. The Lewes NDP group should be congratulated on preparing a distinctly 'Lewesian' Neighbourhood Plan. The Pre-Submission draft addresses issues that have clearly been identified as a priority for Lewes including the need for low cost housing as well as preserving the working character of the town. The draft plan is also innovative in its approach to protecting the environment by including policies on natural capital and ecosystem design responses for allocated sites."

Mr Linton then talked about Community Infrastructure Levy (CIL) money and prompted that ideas would be needed on how CIL money could be applied.

The Group proposed a tribute in the Neighbourhood Plan to Dr Colin Tingle, a tireless and dedicated member of the LNPSG who had recently passed away and were aware of ideas such as an annual award on Eco-systems/Bio Diversity. It was agreed that ideas on a dedication to Dr Tingle should be discussed at the imminent Commemorations Working Party.

It was resolved that:

FC2017/19.8 The oral report on recent work by the Lewes Neighbourhood Plan Steering Group is noted.

FC2017/20

INTERNAL AUDITOR'S REPORT:

Council received the final report from its retained Internal Auditor on the financial year ended 31st March 2017.

The audit had been conducted in accordance with current best practice and statutory guidelines. Areas covered included:

- Financial Regulations & Standing Orders
- Risk Assessments
- Budgeting Process
- Proper Bookkeeping – review of the use of the Sage Package
- Income
- Salaries
- Assets
- Annual Accounts
- Trust Information

FC2017/20.1 Lewes Town Council notes the report of Mulberry and Co (*a copy is included in the Minute book*) on their Internal Audit work for the Council for the year ended 31st March 2017.

FC2017/21

ANNUAL RETURN & ACCOUNTS:

Members received report FC002/2017 (*copy in minute book*) which presented the requisite accounting information and draft Annual Return for approval as required by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (S12015/234).

The relevant pages of the Annual Report were appended to the report. It was required that Council resolves its approval of its Annual Governance Statement (section 1, p2) prior to approval of the Accounting Statements (section 2, p3).

The accounting statements had been certified by the Responsible Finance Officer, and the certificate by the Council's independent Internal Auditor (p5) had been signed. He indicated that he had no concerns, and his final report was also presented to the meeting. The Internal Auditor's work; regular reports of the Audit Panel, and occasional reports from other sources, were the instruments by which the Council assures itself that all responsibilities are satisfied.

Consequently, **it was resolved that:**

FC2017/21.1 Lewes Town Council approves the Annual Governance Statement shown at section 1 of the statutory annual return for the year ended 31st March 2017

FC2017/21.2 Lewes Town Council approves the accounting statements on the statutory annual return and supporting documents as required for the year 1st April 2016 to 31st March 2017, for submission to Messrs PKF-Littlejohn LLP, the Audit Commission's appointed External auditors.

FC2017/22 CORPORATE RISK ASSESSMENT 2017/18:

Members considered report FC003/2017 which dealt with the assessment of risks associated with the operations and functions of the Council for the forthcoming municipal year (*a copy is included in the minute book*). The report explained the principles of the annual assessment and the concepts of tangible risk (*eg* physical risks associated with a swimming pool) and intangible risk (*eg* risks associated with publications) and summarized the annual evaluation. This year's review had taken account of 276 risk elements within 37 functions/areas of operation. Not all were relevant to LTC, but scores had been awarded to 237 risk elements, and there were 5 salient points, all related to third-party management arrangements for Malling Community Centre. Mitigation was effected by close contact with the managing agents, Malling Community Association, and appropriate insurance.

A summary report extract was appended; the full report being available on request to TC with full details available if required. **It was resolved that:**

FC2017/22.1 Lewes Town Council notes the Corporate Risk Assessment report, reference FC003/2017 (*a copy is included in the Minute book*) and the summary table of assessed risks for 2017/18 appended to it.

FC2017/23 COUNCILLORS INDIVIDUAL DUTIES:

Report FC004/2017 (*copy in minute book*). was received, which advised changes requested by Members to their allotted individual duties. The effects of these were shown in an appended table Following a brief discussion **it was resolved that:**

FC2017/23.1 The individual responsibilities for Members for the remainder of the 2017/18 municipal year shall be amended as:

Members Individual Duties:

Planning Committee

Cllr Elliott's resignation from this duty is noted.

(No replacement, as eight Members still served and Council had not stipulated a complement for this Committee.)

Grants Panel

Cllr Watts resignation from this duty is noted.

Cllr Ashby and Cllr Catlin be appointed to the Grants Panel

FC2017/24 INTERNATIONAL DAY OF PEACE – 21st September 2017:

Council considered a proposal (*NOM 006/2017 copy in minute book*) that it should support an annual event to observe the International Day of Peace on 21st September, and to ask the Town Council's Commemorations Working Party to look at the details of such an event.

It was suggested that: whilst it was right to support the many events and dates associated with the First World War, it is equally important to recognise the need to promote peace and peaceful solutions to the world's problems.

The International Day of Peace ("Peace Day") was observed around the world each year on 21st September. Established in 1981 by unanimous United Nations resolution 36/37, the General Assembly has declared this as a day devoted to "*commemorating and strengthening the ideals of peace both within and among all nations and peoples.*" Furthering the Day's mission, the General Assembly augmented the original resolution in 2001, fixing the date on 21st September. Peace Day provides a globally shared date for all humanity to commit to Peace above all differences and to contribute to building a culture of peace.

The theme of the 2017 Day of Peace would be "Together for Peace: Respect, Safety and Dignity for All". This is based on the TOGETHER global campaign promoting respect, safety and dignity for everyone forced to flee their homes. TOGETHER brings together the organizations of the United Nations System, the 193 member countries of the United Nations, the private sector, civil society, academic institutions and individual citizens in a global partnership in support of diversity, non-discrimination and acceptance of refugees and migrants.

After some debate, **it was resolved that:**

FC2017/24.1 Lewes Town Council will support an annual event to observe the International Day of Peace on 21st September;

FC2017/24.2 The Town Council's Commemorations Working Party is asked to look at the details of such an event.

FC2017/25 UPDATE ON MATTERS IN PROGRESS

- a) An update on progress with the Annual Plan was distributed (*copy in minute book*). TC highlighted salient points regarding each element.
- b) *Town Hall works update:* Agreement had been reached with Barclays Bank regarding the placement of scaffolding on their land to facilitate the Corn Exchange roof repair. This work could now proceed without further delay.
- b) *Malling Community Centre project update:* Architects were preparing design options, and these would be displayed at the Centre when completed, with the public able to make comments prior to a meeting of the Council's Working Party which would seek to finalize the design. This was likely to be in August.
- c) *Devolution of Malling recreation ground and Landport Bottom:* Whilst there was no significant progress on devolution of Malling Recreation Ground by LDC, the Council's solicitor had agreed with the District Council's legal officers that the Highdown allotment site, comprising part of the joint land-holding at Landport Bottom, should be treated separately as it fell into a category of land which should have transferred to the Town Council in 1974. This would require formal designation with HM Land Registry, and this was believed to be underway.
- d) *New website:* the selected contractor had advised of a delay before they were able to address the Council's project, caused by commitment to other contracts, and this was likely to be around six weeks.
- e) *Financial trends:* TC had distributed a paper showing trends in operating expenditure across service cost-centres over several years. This was submitted periodically to the Audit Panel, but was thought likely to be of interest to other Members.

FC2017/26 NOTICE of ITEMS IN PROSPECT

- a) A tour of Compass Buses local routes would be conducted for Members on Tuesday 27th June – meeting the bus at the bus station at 10:00am. Host would be Mr Joe Beckley, Compass Travel's Operations Manager.
- b) Commemorations Working Party would next meet on Monday 19th June 2017 at

2:00pm in the Yarrow Room.

- c) Public consultation on the 'pre-submission' draft of the Lewes Neighbourhood Plan (known as Regulation 14 stage) would end on Wednesday 21st June. Members were asked to refer all contacts; neighbours, acquaintances *etc* to www.lewes4all.uk
- d) The next Planning Committee would take place on Tuesday 4th July at 7:00pm.
- e) The next Member's Surgery was scheduled for Tuesday 4th July 2017 – 10:00am – 12:00pm in the Corn Exchange – Cllrs Catlin and O'Keeffe volunteered to attend.
- f) Neighbourhood Plan Steering Group would meet on Wednesday 5th July – 7:00pm in the Council Chamber.
- g) The Transport Working Party would meet on Tuesday 11th July at 7:00pm in the Yarrow Room.
- h) The next Council Meeting would take place on Thursday 20th July at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 10th July.
- i) Meetings to be arranged are: All Saints Steering Group; Buildings Working Party (Architects presentations – at Malling Community Centre); Personnel Panel; Admin Review Working Party.
- j) The next Dementia Friends lunchtime drop-in sessions would be held between 12:30 and 1:30 in the Yarrow Room on the 14th July and 15th September.
- k) The next deadline for grants applications: (cycle 2 of 4 2017/18) was Friday 8th September 2017. The Assessment Panel will meet on 20th September 2017 with recommendations being considered by Council at its meeting on 28th September 2017.

There being no further business the Mayor closed the meeting

The meeting ended at 9:20pm

Signed:

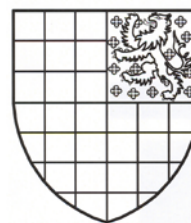
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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider commemorations and significant events, held on **Monday 19th June 2017**, in the **Yarrow Room, Town Hall, Lewes** at **2:00pm**.

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

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

CmemsWP2017/01 ELECTION of CHAIRMAN: Cllr Chartier was elected as Chairman of the Working Party for 2017/18

CmemsWP2017/02 APOLOGIES FOR ABSENCE: Apologies were received and noted from Cllr R Murray, who was on holiday.

CmemsWP2017/03 DECLARATIONS OF INTEREST: There were none

CmemsWP2017/04 QUESTIONS: There were none

CmemsWP2017/05 MINUTES: Minutes of the meeting held on 21st October 2016 were received and signed as an accurate record.

CmemsWP2017/06 BUSINESS OF THE MEETING:

The meeting welcomed Ms Debby Matthews and Mr John May, attending to propose a project to commemorate Dr Gideon Mantell, and Mr Ian Linton and Ms Louise Holloway, who wished to discuss recognition of Dr Colin Tingle, who had died recently. Dr Tingle had been energetic and dedicated in his work on the development of the Lewes Neighbourhood Plan among many other local initiatives.

1 *Commemoration of Dr Gideon Mantell* - Ms Matthews and Mr May presented background on previous initiatives related to Dr Gideon Mantell, Surgeon and Geologist, who was born in Lewes in 1790 and lived in the town. He is credited with inspiration of the first dinosaur studies following his discovery of the fossilized bones of the prehistoric *Iguanodon*. The last significant local event had marked the bicentenary of his death, but it was considered that history did not recognize him as prominently as he deserved. Arising from the popular 2016 Lewes Fossil Festival, a proposal emerged to create a sculpture/model of an *Iguanodon* and organizers had held discussions with a world-renowned modeller. They proposed a model measuring 3metres in height and 7metres in length, to be displayed somewhere in Lewes, and a film documentary accompanying the creation process. There was a possibility of links to the Universities of Yale and Wisconsin in the USA. Support was being sought for the project and agreement on possible locations; one of which they wished to discuss was the island in the Pells lake. The model would be made of resin, and was described as 'fairly robust', although as it would not withstand children climbing on it, or other hard contact, there was a need for perimeter and access control. Organizers hoped to site the model by Autumn 2018. Cost was estimated at around £100,000 and an application was being made to the Heritage Lottery Fund. A Community Interest Company had been established, although ultimate ownership of the model was to be determined. Members posed a number of questions and were interested in the principles of the project. In answer to a question, it was estimated that the lifespan of the resin model would be around twenty years.

Members welcomed the idea and were happy to support further discussions when more detail was available.

2 *Commemoration of Dr Colin Tingle* – Mr Linton described the significant contribution made to the development of the Lewes Neighbourhood Plan by Dr Tingle. Ms Holloway explained that he had also been well-known for his connection to other local issues, such as “Chalking up the benefits” with the South Downs National Park Authority, and work with the Sussex Wildlife Trust. Several ideas had been promoted *in memoriam*. The process to have a local bus named in his honour had been commenced independently, and other ideas included the establishment of ‘Rain gardens’ (to assist in the alleviation of flooding); public space; a named cycle/pedestrian route or walkway linking the town with the countryside and offering a wildlife corridor, and an annual award for an ‘A’-level student working in the field of sustainability or environment.

Members expressed their gratitude to Mr Linton and Ms Holloway for their heartfelt presentations. They were happy to support such dedication in the emerging Neighbourhood Plan as may be thought appropriate by the Neighbourhood Plan Steering Group. They would recommend that Council support the naming of a local bus (preferably an environmentally-friendly model) and offer in-principle support to the emerging ideas of third-parties as described, such as a named “Tingle Way” in an appropriate location. Should it be that a student award could be instituted, Members were minded to ask Council to provide financial support for this.

3 *Peace Garden (‘Magic Circle’) project* – Members briefly discussed the development, by the Friends of Lewes (FoL), of a peace garden project for the ‘Magic Circle’ adjoining Castle ditch Lane. More detail and better estimates of cost were required before appropriate funding could be identified, and discussions would be held with the FoL to establish these. This led to a brief discussion which reaffirmed the mutual aspiration to create the garden in time for commemoration, in 2019, of the Treaty of Versailles which had formally ended WW1.

4 *‘Battle’s Over’ National programme of beacon fires 2018* – The Working Party considered this initiative, which would see beacons lit around the country on 11th November 2018. There was a general discussion on the subject of historic beacons and their use in/around Lewes. The detail of the initiative was scrutinized and it was felt to be a worthy project, and Members wished it success, but it was not one which they would recommend to Council.

5 *International Day of Peace* – Council had recently agreed to support an event commemorating this day on 21st September 2017 and asked the Working Party to look at details (*Resolution FC2017/24.2*). A number of typical events had been noted, and it was suggested that the most practical thing was to select one event to support. The theme of the 2017 IDP was to be “*Together for Peace – Respect; Safety and Dignity for all*”. Cllr Makepeace suggested that an event to lay a white poppy wreath would please many people, and others prompted that the local Peace Pledge Union might be encouraged to conduct a wreath-laying ceremony itself. There followed some debate as to the political status of the organization and questions of precedent and controversy. It was generally agreed that there should be separation from the context of war memorials and poppies. Organizations wishing to hold events at the war memorial would be welcome to do so, with the Council pursuing other avenues to mark the IDP. It was agreed that a further meeting should be held, when Members could consider the type of events held under the aegis of the United Nations, and issues such as diversity/inclusivity and perhaps screening of an appropriate film. If possible, facilities at the Town Hall and All Saints Centre would be reserved for 21st September in anticipation.

6 *Other matters* - Members noted various third-party projects being developed which could eventually interest or involve the Council, such as a Lewes Concert Orchestra performance relevant to the end of WW1 – ‘*All Have Their Part*’ – which was proposed for Summer or Autumn 2018; the musician and composer Helen Glavin interested to reprise her composition ‘*Winter of the World*’ first presented by the Council in October 2014; and a series of talks to schools by Cllr Dr Mayhew on his research into those from Lewes who died during WW1. TC gave a brief update on the progress of the ‘*Our Pictures*’ project, and recounted a recent visit hosted by the Hamilton Kerr Institute (who were advising and conserving the Council’s paintings) of a group of those who had volunteered to assist in implementation of the project.

CmemsWP2017/07

CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:

It was agreed to recommend that Council agrees the approach taken by the Working Party, and its particular conclusions as described above. The Working Party would meet again around the end of July.

CmemsWP2017/08

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

The meeting closed at 3:30pm

Signed.....

Date

Draft

NOTES OF MEETING

<i>Meeting of/ between:</i>	LEWES NEIGHBOURHOOD PLAN STEERING GROUP (LNPSG)	
<i>Venue:</i>	Council Chamber, Town Hall	
<i>Date:</i>	7.00pm Wednesday 5 th July 2017	
<i>Attending:</i>	<p>Cllr S Catlin Lewes Town Council/Clevedown Residents Amy Tyler-Jones South Downs National Park Authority (Planning Officer) Alma Howell South Downs National Park Authority (Planning Officer) Steve Brigden Town Clerk Emma Tingley Admin Support (Lewes Town Council)</p> <p><i>Community organization representatives:</i></p> <p>Houndean Residents Ass'n. Ian Linton (Chairman) Lewes Phoenix Rising Jennifer Chibnall RAID Rita Ellis Seniors Forum Richard Partridge Friends of Lewes Robert Cheesman Diversity Lewes Tony Kalume Cycle Lewes Simon Giddey Nevill Residents Ass'n. Sarah Neels</p>	
<i>Apologies:</i>	<p>Neville Harrison South Downs National Park Authority (Member)</p> <p>Cllr R O'Keeffe Lewes Town Council Cllr I Makepeace Lewes Town Council/Lewes Living Wage Richard Eastham FERIA Kirsten Firth Transition Town Lewes Liz Thomas South Downs Society</p>	
NOTES:		
1.	Minutes of the meeting held on 18 th April 2017 were accepted.	
2.	<p><u>Update by SDNPA of Joint Core Strategy RE: recent court ruling</u> Alma Howell gave an update on this. SDNPA were currently assessing what the implications would be for Neighbourhood Plans following the recent High Court ruling on the Joint Core Strategy. This related to Habitat Assessments at Ashdown Forest. The ruling also had wider implications. It was hoped that technical information would be available by the end of July when the SDNPA would be able to inform us of what implications and solutions would be available. The SDNPA were encouraging groups to carry on until this information was available.</p> <p><u>Restrictions – Community Infrastructure Levy</u> Amy Tyler-Jones explained that CIL levies could cover a broad range of facilities. This could be the provision of new infrastructure, the maintenance of existing infrastructure or the operation of infrastructure <i>i.e</i> improvements to roads, provision of play facilities or cultural facilities. Money received from the community industry infrastructure levy (CIL) is only spent on infrastructure that is not on site. Any on site provision is secured through other Planning obligations. CIL money would not be generated by Low Cost Housing developments. If a Neighbourhood Plan was adopted, 25% of CIL levies were payable to the Parish Council, with no limit; in the absence of a Plan, 15 % of CIL money was payable, limited to £100,000. Amy advised that it was advantageous if a Neighbourhood Plan made reference to infrastructure and prospective uses for the money.</p>	
3.	<p><u>Review and Summary of Regulation 14 procedure</u> Regulation 14 had been a six week consultation that had ended on 21st June 2017. Around 250 people had attended the walk-in event at the Town Hall on 25th & 26th May with 80 people attending the evening presentation and Q&A session by FERIA Urbanism. (The presentation was still available to watch online). 220 questionnaires had been completed online and 19 responses had been received from statutory consultees, plus several 'unstructured' written responses. Within the 220 questionnaires there were 3,000 individual subject responses. The Chairman showed the group a</p>	

	graph of key findings produced from the <i>SurveyMonkey</i> online responses. The graph would be emailed to the group.
4.	<p><u>Summary of responses to questionnaire, etc.</u></p> <p>There had been support for all but one category (car parking 65-75%) but objections in all other categories were generally below 5%.</p> <p>Support had been expressed for:</p> <ul style="list-style-type: none"> • Housing Policy (particularly as all sites were brownfield no greenfield) • Environmental thread • River Strategy • Movement around the Town • ‘Lewesian’ approach
5.	<p><u>Outline of further action required</u></p> <ul style="list-style-type: none"> • The E-Team and S-Team were now amalgamated and would be referred to as the E-Team • The E-Team may seek assistance from other Steering Group members. • Changes to the Draft Plan must only be made if there is a good reason or evidence to support change • Contact with Feria and the SDNPA should be made only through Ian/TC • The Survey Monkey responses would be split up by Question and allocated in sections to individual E-Team members for assessment • There was no schedule at present but LNPSG must be ready for SDNPA to impose a further deadline once the Core Strategy was revised <p>The SDNPA were carrying out a Strategic Flood Risk Assessment for the National Park and specifically for Lewes on all housing sites in the NP. There would be a sequential test applied to housing allocated in flood zones. This project had been commission around a month ago and should be completed by 18th August 2017. The LNPSG may have criteria that could be put into policies on how flood risk could be mitigated. The project was being carried out with data from the Environment Agency and East Sussex County Council.</p> <p>Amy reminded the group that this stage leads to processing feedback and thinking about revising the plan to get a final version for examination by the independent examiner. The examiner will be looking for basic conditions :-</p> <ul style="list-style-type: none"> • Does our plan sit with National Policy and National Guidance? • Is the Plan in line with the adopted Local Plan? • Does it promote sustainable development? • Does it protect European Habitats/Wildlife Sites?
6.	<p><u>Dedication of LNP to Dr Colin Tingle, and case study</u></p> <p>At the last Full Council meeting of LTC Ian asked Council consider a Civic Award in memory of Dr Colin Tingle. It had been agreed that this would be discussed at the Council’s Commemorations Working Party which was to be held a few days later. Any suggestions at this meeting would be referred to Council. The SG could have a dedication in the NP to Dr Tingle. The Chairman had prepared a dedication:</p> <p>“The Lewes Neighbourhood Plan is dedicated to the memory of Dr Colin Tingle, who put so much of his knowledge and experience into the ecosystems and biodiversity sections.”</p> <p>It was agreed that the above dedication would be in the NP in memory of Dr Colin Tingle.</p>
7.	<p><u>Any Other Business</u></p> <p>Budget – The anticipated costs were in line with actual expenditure and there was adequate budget provision for projected future costs. There was also the possibility of further grants.</p> <p>Key points from the SDNPA –</p> <ul style="list-style-type: none"> • Evidence supporting changes is vital • There needs to be clarity around Lewes Low Cost Housing – National Policy states that plans need to be deliverable. • Sites – access issues raised by Highways dept need response.

	<ul style="list-style-type: none"> • Clarify sites with higher proportion of affordable housing • Confirmed that affordable housing applies to sites with 6 and above dwellings • 40% Low cost housing on sites is overall national policy • Confirmed that 2033 is still the valid end date of the NP • Car parking sites – clarification needed regarding housing proposed <i>above</i> existing car parks, as many had wrongly inferred a significant, or total, loss of spaces would result.
8.	<p>The next meeting of the Steering Group would be scheduled for roughly one month's time.</p> <p style="text-align: right;"><i>The Meeting ended at 8.35pm</i></p>

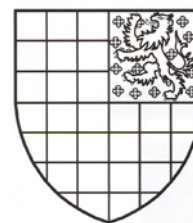
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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Personnel Panel** held on **Monday 10th July 2017**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

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

In attendance: S Brigden (*Town Clerk [TC]*) Mr Richard Penn (*Richard Penn Consulting Ltd*)

PersPan2017/01 ELECTION OF CHAIRMAN: Cllr Barker was elected Chairman of the Panel for the 2017/18 year.

PersPan2017/02 QUESTIONS: There were none

PersPan2017/03 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Chartier, who had a family commitment. No message had been received from Cllr Bolt.

PersPan2017/04 DECLARATIONS OF INTEREST: There were none.

PersPan2017/05 MINUTES: The minutes of the meeting held on 16th February 2017 were agreed and signed as an accurate record.

PersPan2017/06 EXCLUSION of the PRESS and PUBLIC: As this Working Party was to discuss information personal to individual, identifiable, employees the Chairman moved before proceeding, and consequently **it was resolved that:**

PersPan2017/06.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting - which is detail personal to individual employees; pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2); any members of the press or public present be excluded and instructed to withdraw"

PersPan2017/07 BUSINESS OF THE MEETING: Mr Penn reminded Members of his commission to contribute an impartial viewpoint and act as facilitator to future assessment of TC's performance, and how his proposed 'two-stage' approach would operate. He had prepared a set of practical objectives for consideration and agreement between the Panel and TC – leaving 'fine-tuning' of agreed indicators to be discussed at this meeting. Several of these were best-addressed by taking account of responses to a questionnaire, which was an integral part of the scheme, and would be distributed to all Members and Staff plus a selected group of contacts from other Local Government organizations; business representatives; voluntary and community sector representatives *etc*.

There followed a detailed consideration of each element of the proposed objectives and appropriate indicators of achievement were agreed. These were presented in four areas: 'Leadership & management'; 'Delivery'; 'Effective governance', and 'Personal' – with 17 individual elements in total. Indicators agreed were a mixture of positive questionnaire responses; specific results; positive external reviews/audits and regular reports to Council.

The questionnaire was agreed, and it was confirmed that this would be administered confidentially by Mr Penn, who would prepare an analysis of responses to the 26 questions and identify appropriate outcomes.

Cllr Burrows joined the meeting at this point

There was a brief discussion regarding application of an appraisal scheme to all staff, and a number of points which had been discussed at the November 2016 meeting of the Panel were rehearsed. The scheme proposed was to include only TC (with his

agreement), and no other staff were being considered at this time. Cllr Barker and Mr Penn, both experienced and senior Human Resources professionals, explained some of the issues pertaining to a wider scheme; roles and responsibilities *etc.*

PersPan2017/08 CONCLUSIONS:

Mr Penn would attend a Panel meeting in December or January to facilitate an interim review; when amendments could be introduced, if appropriate, and a definitive list agreed of those to whom the questionnaire would be sent towards the end of the municipal year. Mr Penn would prepare the analysis of responses and other agreed indicators, for end-year assessment with the Panel in June/July.

PersPan2017/09 Members noted their thanks to Mr Penn, and looked forward to working with him again later in the year.

There being no further business, the Chairman declared the meeting closed

The meeting closed at 8:30pm

Signed date

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Agenda Item No: 7 **Report No:** FC005/2017

Report Title: Status of Pinwell Road public WC's

Report To: Full Council **Date:** 20th July 2017

Report By: S Brigden, Town Clerk

Purpose of Report: To advise Members of a request by Lewes District Council regarding the status of Pinwell Road public toilets.

Recommendation(s):

- 1 That Council determines its position regarding the request.
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Information:

- 1 The following request has been received from the Head of Property and Facilities at Lewes District and Eastbourne Borough Council:

“In 2015, LTC nominated Pinwell Road toilets as an asset of community value. I am writing to inform you that Lewes District Council have asked East Sussex County Council to transfer the toilets to LDC. Our plan is to knock them down and rebuild a modern, accessible facility there, more in keeping with an important and visible gateway to the town.

East Sussex CC are minded to agree the transfer, but are concerned that as the asset has been nominated, the transfer would trigger the AoCV process. Given that the reason for the nomination was to protect the provision of a facility in that location, and that LDC are proposing to improve upon the existing arrangements, could you please advise me whether the Town Council as the nominating group would have any objections to the transfer?

It is now, as I understand it, the only thing holding up the transfer and subsequent modernisation of the facility and if you were able to provide me with a letter agreeing to the transfer, I could set things in motion. However, if there are other reasons for the nomination, please let me know so that I may address any further concerns you may have.”

- 2 These public WC's were promoted by Town Council Members for listing in March 2015, with the submitted reason being “*(these are) The only 24 hour public facility in the whole of Lewes Town. It is essential that facilities are available considering the increased number of visitors on the tourist trail.*”

- 3 Nominations for properties to be included on the List of Assets of Community Value must satisfy the requirements of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012. For these purposes the term property means any qualifying land and/or buildings that are covered by the Regulations. This means:

A building or land is of community value if, in the (District) Council's opinion:

The actual current main use of the building or land furthers the social interests or social wellbeing of the local community and it is realistic to think that such use will continue.

or

In the recent past, the main use of the building or land furthered the social interests or social wellbeing of the local community and it is reasonable to think that within 5 years the building or land could be brought back into a use that would further the social interests or social wellbeing of the local community (although not necessarily in the same way as before).

In this context social interests include cultural, recreational and sporting interests.

S Brigden

5th July 2017

COUNCIL PLAN 2017/18

Status update

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1st April 2017 to 31st March 2018. 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.

	Project	description	STATUS at June 2017	STATUS at July 2017
1	Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	Agreement reached 9th June with Barclays Bank for scaffold iro Corn Exchange roof. Works expected to commence 19th June.	Works in progress. Expected completion October 2017
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – <i>links to item 3</i>	no change
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	NSQ s106 and works planning in-progress. Working Group re recreation & public realm first meeting 15th July 2016. Currently consulting with public – 3rd (final) phase early July 2017.	Public consultation 7th & 8th July 2017. Assessment by Working Group early August.
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Programme underway – RIBA Plan of Work 2013 process. Architects appointed and currently drafting (RIBA stage 2/6). Intention to introduce 3 design permutations for selection at public W/pty meeting - mid July 2017	Architects refining designs. Quantity surveyor preparing outline cost estimates. W/pty meeting re design options likely early August 2017
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National commemoration of the Centenary of the outbreak of the first World War (2014). Research commission re additional names for War memorial – ongoing; end date 2018 Centenary of the signing of the Treaty of Versaille (2019)	ongoing 2014-18 Programme to be developed to 2019, as Council resolution 12th November 2015 (FC2015/70.1.2) 2016 – engagement with photo archive project - T/hall exhibition	Engagement with Internation Day of Peace 21st Sept 2017, and other emerging projects as described in Minutes of Commemorations W-pty 19th June 2017.
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	SA/SEA consultation in progress. Reg14 consultation on draft Plan commenced 8th May –two-day exhibition 25th & 26th May 2017 – consultation period ends 21st June 2017.	Regulation 14' consultation ended - NPplan Steering Group assessing responses from public and statutory consultees.
7	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Second pedestrian crossing, Church Lane, Malling installed April 2017(ESCC). Pipe Passage lighting fixtures pending.	no change
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Malling Rec and Landport Bottom agreed for first tranche 2015/16 – legal transfer process halted by LDC. Re-started discussions January 2017 - continuing - agreement reached 12th June re Landport Bottom allotment area statutory transfer.	HM Land Registry process underway re allotment site.
9	New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Provider commissioned end April 2017 – unable to commence work until late June 2017. Expected work duration before launch 8-10 weeks.	Provider working on technical background issues (commenced 26th June). Cooperative arrangements with original site provider and service infrastructure provider in place and working.