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

A Meeting of **Lewes Town Council** will be held on **Thursday 26<sup>th</sup> February 2015**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk  
19<sup>th</sup> February 2015

## **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 meeting held on 22<sup>nd</sup> January 2015.

*(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 29<sup>th</sup> January 2015*

*(Notes attached page 10)*

b) *Building repairs Working party 3<sup>rd</sup> February 2015*

*(draft Minutes attached page 12)*

c) *Grants Panel 4<sup>th</sup> February 2015*

*(Report FC014/2014 attached page 14)*

d) *Commemorations Working Party 17<sup>th</sup> February 2015*

*(draft Minutes attached page 16)*

e) *Civic Awards Panel 18<sup>th</sup> February 2015*

*(Notes attached page 18)*

f) *White Ribbon Initiative*

*(oral report by Cllr A Price)*

g) *Sussex Community Rail Partnership AGM 20<sup>th</sup> February 2015*

*(oral report by Cllr Catlin)*

### **7. ECOSYSTEM/NATURAL CAPITAL**

To consider a proposed policy statement

*(NOM010/2014 attached page 19)*

### **8. MUNICIPAL CALENDAR 2015/16**

To consider the municipal calendar for scheduled meetings in 2015/16

*(draft attached page 21)*

### **9. UPDATE ON MATTERS IN PROGRESS** *Oral reports (for information only) including:*

“Our Pictures” project update

### **10. NOTICE of ITEMS IN PROSPECT**

*(Oral report by Town Clerk)*

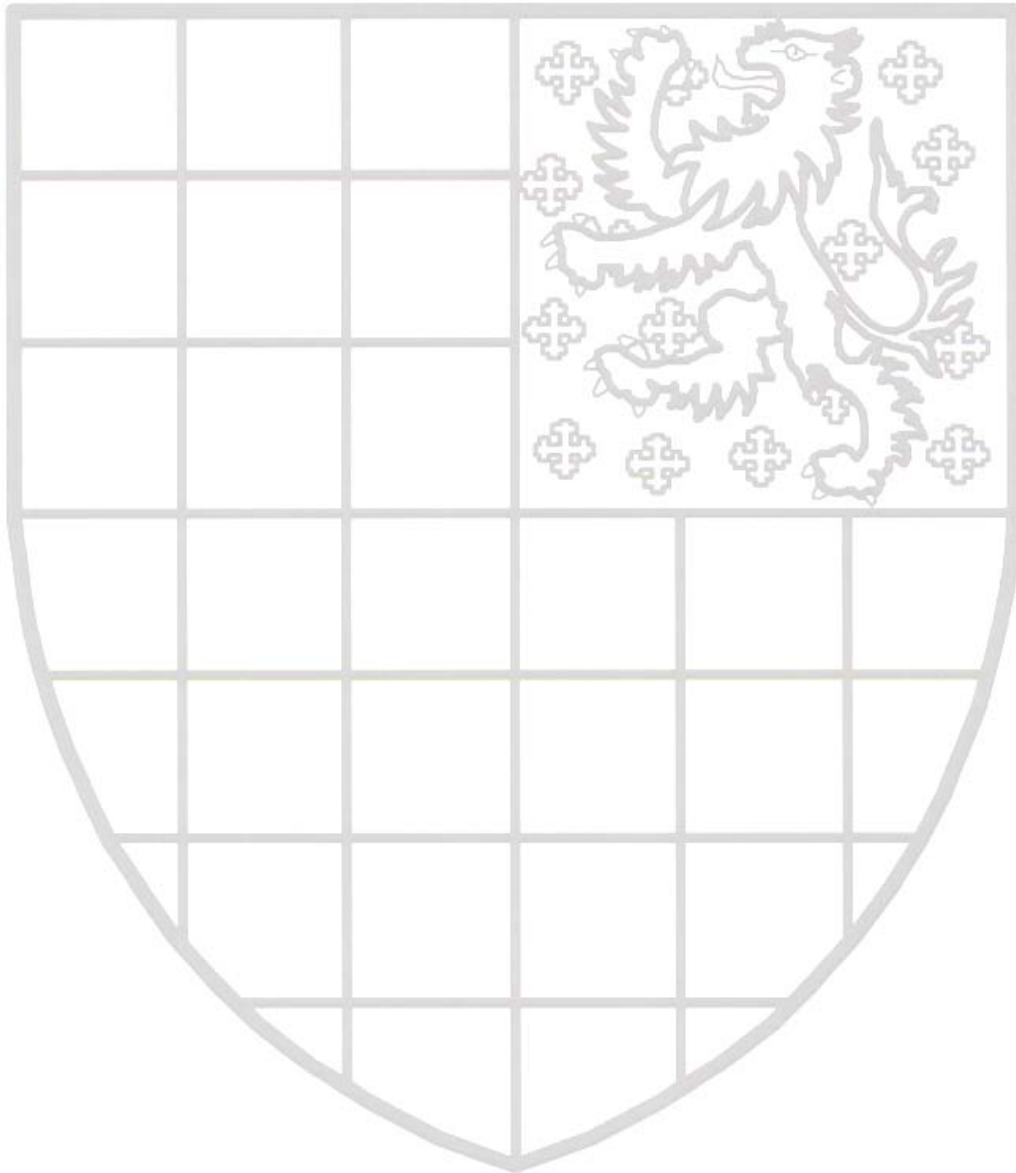
***For further information about items on this agenda please contact the Town Clerk at the above address***

**This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)**



**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and 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 – our staff will be pleased to assist.

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## *MINUTES*

Of the meeting of **Lewes Town Council** held on

**Thursday 22<sup>nd</sup> January 2015** in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

*NB if a record of voting was requested, this is shown in a table appended to these Minutes.*

**PRESENT:** Councillors S Catlin (Wischhusen); M Chartier; I Eiloart; J Lamb; D Lamport; L F Li (*Deputy Mayor*); G Mayhew; M Milner; R Murray; S Murray; R O’Keeffe; A Price; J Stockdale and Dr M Turner (*Mayor*)

*In attendance:* S Brigden (*Town Clerk [TC]*); L Symons (*Mace Bearer*); Mrs E Tingley (*C’tee Administration*)

*Observing:* Ms J Dean (*Customer Services Officer*); Ms V McLachlan (*Finance Administration Officer*)

**FC2014/86**

**QUESTION TIME:** There were two observers present; Mr L Russell-Moyle and Cllr R St. Pierre, East Sussex County Councillor.

Mr Russell-Moyle asked whether the Council “would take a proactive approach with other Parish Councils to seek continuance of bus routes”.

Lewes Town Council’s Traffic Working Party would discuss transportation cuts at its next meeting.

Cllr St. Pierre asked whether Lewes Town Council were aware of an East Sussex County Council extraordinary meeting, called for the following Monday to debate the proposal of a second runway at Gatwick Airport, and asked councillors to advise her what their views were.

As there had been no forewarning of this question, it was not possible to offer a coherent ‘corporate’ opinion on such a complex subject and it was agreed that individual members would e-mail Cllr St Pierre with their personal views.

**FC2014/87**

**MEMBERS’ DECLARATIONS OF INTEREST:** There were none.

**FC2014/88**

**APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr E Allsobrook who had a work commitment, Cllr J Daly who was on holiday, Cllr A Dean who was recovering from a dental operation and Cllr MacCleary who had a work commitment.

**FC2014/89**

**MAYOR’S ANNOUNCEMENTS:**

a) *Local Government Finance Settlement* - The Mayor informed members of the National Association of Local Councils response to government, opposing the extension of referendum principles to parish councils and calling for new action on council tax support funding, which had been supported with over 400 responses from councils and county associations and other advocacy work such as lobbying MPs. The final settlement was scheduled to be announced on 5 February with a debate in Parliament taking place on 12 February, subject to Parliamentary timetable.

**FC2014/90**

**MINUTES:**

The Minutes of the Council meeting held on 11<sup>th</sup> December 2014 were received and signed as an accurate record.

**WORKING PARTIES AND OUTSIDE BODIES:**

*Members are 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] *All Saints Steering Group 8<sup>th</sup> January 2015:* The Minutes of this meeting were received. There had been discussion on the subject of lighting improvements which were underway, and Cllr Milner had offered to advise on technical aspects of further improvements which were in prospect. He clarified a statement in the draft minutes, inasmuch as he did *not* hold specialist qualifications in theatre/stage lighting but was a qualified engineer working in the field and offered extensive experience in this regard. Recently-updated operating statistics were received for Film@AllSaints, and it was noted that a recent children's film had attracted a capacity audience. Further deliberation on the matter of digital projection equipment was deferred until the previously-mandated sub-group could investigate details and options with Lewes Film Club. The Centre continued to operate at near-capacity in terms of booking availability. Following general discussion **it was resolved that:**

**FC2014/91.1** The Minutes of the meeting of the All Saints Steering Group held on 8<sup>th</sup> January 2015 (*copy in minute book*) are noted.

b] *Audit Panel meeting 20<sup>th</sup> January 2015:* The Minutes of this meeting were received and it was noted that the draft omitted to record Cllr Li's attendance; which amendment was then recorded. Cllr Milner, as Chairman of the Panel, then elaborated upon various points. A view had been expressed by one member regarding the remit of the Panel; suggesting that it "should" have wider responsibilities. A lengthy discussion had ensued, during which the statutory audit and accountability regime that applied to local councils was explained in detail. Members were reminded that successive reports from qualified and independent audit professionals had confirmed the effectiveness and appropriateness of the Council's current systems. Roles and responsibilities were clear, and there were logical distinctions between budget-setting; operation of services; and audit of those operations. The Panel was tasked with satisfying itself that systems were operating satisfactorily to process; record, and monitor. By the Panel's periodic reviews; supported by the independent reports of the professional Internal Auditor, Council was assured that it could sign-off its statutory responsibilities without concern.

Panellists had been furnished with detailed information (*copies in minute book*) following the end of the third quarter of the financial year 2014/15. A budget monitoring update showed actual expenditure and income values as posted to the Council's Sage accounting system and included all transactions processed to the end of the third quarter. There was some discussion on salient points of detail and TC had responded with reference to the identified sources. Apparent variations were related to known events, such as specific payments in respect of works and purchases; stock-taking adjustments; errors in posting (*eg* to incorrect accounts) which had since been corrected, or perceived 'overspend' which would be chargeable to Reserves when final accounts were prepared at year-end. There were no items of concern. An analysis of trends in operating costs showed comparisons in operating costs service-by-service back to the 2003/04 year. Figures showed the nett cost of each service, and analysis as a percentage of Precept and of total costs, and indicated trends in Reserve and General Fund balances *etc.* The file of periodic routine bank reconciliations was scrutinized, and the Chairman appended his signature to verify these in each instance. The nominal ledger report produced from the Council's SAGE accounting system records was similarly introduced (as the source document reconciled to the budget monitoring report) although before endorsing this, the Chairman asked for some clarification of the accounting conventions shown. It was

confirmed that this had subsequently been provided, and the report verified. **It was resolved that:**

**FC2014/91.2** The Minutes of the meeting of the Audit Panel Meeting on 20<sup>th</sup> January 2015 (*copy in minute book*) are noted.

**FC2014/92**

### **ELECTRONIC DELIVERY OF SUMMONS:**

Members considered report FC013/2014 (*copy in minute book*) advising Members of the legislative amendment that will allow for electronic service of meetings Agenda.

The Local Government (Electronic Communications) (England) Order 2015/5 now enabled and facilitated the use of electronic communications in the sending of summonses to meetings, to members of both principal councils and parish councils in England. Members must consent to agenda being transmitted by this method and they may at any time withdraw their consent. The summons to attend meetings must be sent at least three days clear before the meeting, as before, but an additional option was now provided for the summons to be transmitted in electronic form to a particular electronic address. The new provisions came into force on 30 January 2015. Members were provided a form on which to advise TC of their wishes in this regard.

The new arrangements would not avoid the need for a paper notice to be given to the public nor did they allow for the posting of members' summonses on a website alone.

**It was resolved that:**

**FC2014/92.1** Lewes Town Council notes the effect of the Local Government (Electronic Communications) (England) Order 2015/5.

**FC2014/93**

### **GOVERNMENT CONSULTATION ON PARISH POLLS:**

The Department for Communities and Local Government was undertaking a consultation on the modernisation of parish polls, "*with the aim of bringing the process up to date and ensuring that parish polls continue to provide a legitimate method for local communities to have a voice on issues that directly relate to parish matters*". Responses were required by 30 January 2015. Members had previously been sent this consultation in December 2014, to make any individual comments, but Council was now asked to consider a corporate response. Members were reminded that:

A parish poll is unique to the parish level of local government. It is the procedure whereby a ballot of local government electors in the parish can be called on any question arising at a parish meeting. For parishes with parish councils, a parish meeting is normally held once a year, but extraordinary parish meetings can be convened at any time by the parish chairman, by two parish councillors, or by six or more local government electors for the parish.

At these meetings local electors can raise any matter affecting parish business and can vote on any question put before the meeting which it is appropriate for a parish to consider. A poll may be demanded before the conclusion of the meeting on any question arising; and is held if either the person presiding at the meeting consents; or if demanded by not less than ten, or one-third, of the local government electors present at the meeting, whichever is less. Therefore: if a parish meeting is attended by 6 people, just 2 electors could effectively require a poll to be held.

A number of issues had been identified with the current arrangements:

- Parish polls are a very high-cost method of public consultation.
- The number of electors to trigger a poll is very low. Quite often it is just a few electors who demand a poll, and even if the majority at a meeting votes against the matter, the poll still has to be held if demanded by "not less than ten, or one-third, of the electors present". There is no requirement to give any advance notice of the

question to be raised, or that a poll is likely to be demanded on the question.

- There is no restriction on the number of polls that can be held, so a repeated series of polls can be demanded, even on the same matter. The cumulative effect can be extremely costly for the council and its council tax payers.
- The numbers voting at parish polls are usually very low.
- As all costs of the poll are met by the parish, this can have significant financial consequences for parish councils and tax payers.

In response to these concerns about parish polls, Section 42 of the Local Audit and Accountability Act 2014 created a power for the Secretary of State to make regulations on parish polls, and the intention was that these powers were now used to provide new regulations which would: *“modernise the parish poll process, whilst maintaining the essence of this important democratic tool and preserving the mechanism of calling a poll at a parish meeting”*.

In brief, the proposals were:

- to increase the trigger for the number of electors needed to call a poll, so as to limit “vexatious, unnecessary and otherwise inappropriate use of polls”.
- to more closely define the questions on which a parish poll can be held, so that questions posed are on appropriate local issues.
- to update the voting arrangements to improve access, and to modernise the polling procedure to bring mechanisms in line with other local government polls.
- to make various associated changes.

Members considered a draft response which had been suggested by a national parish sector working group, upon which there was a wide-ranging discussion. A number of deletions and other significant changes were proposed, and the resulting document agreed. **It was resolved that:**

**FC2014/93.1** Lewes Town Council agrees its response to the government consultation on modernization of Parish Polls, as appended to these minutes.

FC2014/94

#### **UPDATE ON MATTERS IN PROGRESS:**

a) *Insurance Review* – A review had recently been conducted by the Council’s insurers and a technical officer had visited to discuss details of the insurance portfolio. A specialist building risk Inspector had also looked around the Town Hall and assessed the infrastructure and varied uses of the building. TC had discussed a scale of reductions in premium for renewal on the basis of a long-term agreement with Zurich Municipal which offered a 10% discount each year (*circa* £3,000) for five years, or 5% (*circa* £1,500) for three years, starting in April 2015. A five-year term was recommended and agreed.

b) *Tree Surveys* – The surveys had almost all been completed. Reports had been received for Love Lane and the Pells. When reports were completed for the other areas a package of works could be prepared for contractor’s costs to be estimated.

c) *Local Council Award Scheme* – This scheme, replacing the Quality Parish initiative had now been launched and Council was registered.

d) *Devolved ownership of Malling Recreation Ground and Landport Bottom* – Formal title searches had been exchanged and the legal process for transfer was now underway.

e) *Neighbourhood Plan Consultant* – The approved Consultant had been appointed and a small team of specialists would be visiting Lewes on the 29<sup>th</sup> and 30<sup>th</sup> January for an extended inspection of the town. The team would meet with the Neighbourhood Plan Steering Group on the evening of the 29<sup>th</sup> January.

FC2014/95

#### **NOTICE of ITEMS IN PROSPECT:**

a) The next Planning Committee Meetings would be on Tuesday 3<sup>rd</sup> February and

Tuesday 24<sup>th</sup> February at 7pm in the Yarrow Room.

b) The deadline for Grant applications for the next cycle was Friday 23<sup>rd</sup> January, with the assessment Panel meeting on 4<sup>th</sup> February and recommendations being considered by Council on 26<sup>th</sup> February. This was the last of the four cycles for 2014/15.

c) The next Council Meeting would be on Thursday 26<sup>th</sup> February at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 16<sup>th</sup> February.

d) The next Building Repairs Working Party would be on Tuesday 3<sup>rd</sup> February, with a site visit to Malling Community Centre (MCC) at 2:00pm followed by a meeting in the Yarrow Room at 3:00pm. A typographical error was noted in the distributed agenda, which should have identified the MCC address as BN7 2HQ

e) The deadline for nominations for the annual Civic Awards was 30<sup>th</sup> January.

f) Dates would be confirmed for meetings of various Working Parties and liaison groups.

FC2014/96

There being no further business the Mayor declared the meeting closed, and invited those present to join him in the Parlour for refreshments.

*The meeting ended at 9:00pm*

Signed:

Date:

## Government consultation on modernization of Parish Polls

### Consultation questions and Lewes Town Council responses (*resolution FC2014/93.1 refers*):

#### **Q1. What are your views on the proposed trigger?**

The proposal is to provide in regulations that:

*No poll shall be taken unless the poll is demanded by the majority of local government electors present at the meeting and the electors demanding a poll constitute not less than: 1) 10% of local government electors for the community, or 2) 60 electors (if 10% of electors exceeds 60)*

#### **Lewes Town Council response:**

Lewes Town Council welcomes the higher threshold to the trigger.

If a poll is to be held, it should be an additional requirement that no poll can be demanded unless the notice for the parish meeting, published 14 days before the date of the meeting, includes the wording of the question, and the fact that a poll may be requested.

#### **Q2. What are your views on the Government's proposal to modernise voting arrangements?**

The proposal is to provide in regulations:

- that a poll must be open from 7 a.m. to 10 p.m.
- that the same facilities for disabled people as used in other polls/referendums must be provided (*e.g. allow documents to be translated into braille and provided in audio format, and the use of ramps at polling stations to make them accessible for disabled voters*);
- that the poll may be conducted in accordance with such rules as applicable to the conduct of other polls as the Returning Officer considers appropriate, subject to the inclusion of postal and proxy voting for the poll being with the agreement of the parish council;
- that at the discretion of the principal council's Returning Officer, a parish poll may be combined, if timing permits, with another poll. In this situation a parish poll must be conducted according to the rules of the other poll.

#### **Lewes Town Council response:**

Lewes Town Council supports the proposal to increase hours to between 7am and 10pm and wishes to see the same facilities for less-able voters as for other elections *eg* proxies; electronic and postal voting options.

#### **Q3. Do you consider that the proposed criteria sufficiently tighten the subject matter so that a poll can only be held on a parish issue?**

The proposal is to provide in regulations that:

A poll can be called on any question arising at a meeting which concerns affairs which relate to a parish council/meetings functions and meets the following criteria:

1. The subject matter was discussed at the parish meeting.
2. The subject matter directly affects those who live and/or work in the parish; and
3. The parish council/meeting has the capacity to make a decision on the subject matter including any decision as a statutory consultee, but not including a decision simply to agree a declaratory statement on the matter.

#### **Lewes Town Council response:**

The wording of item 3 should be changed to "The parish council/meeting has the capacity to make a decision on the subject matter, but not including a decision simply to agree a declaratory statement on the matter, *or where the parish council is acting as a consultee.*"

The cost of holding a non-binding poll will not be justified if the role of the parish is simply as a consultee (*e.g.* on an individual planning application). In these circumstances the electors can raise their concerns directly with the decision-making body as part of the consultation process.



**Q4. What are your views on the proposals to:**

**A:** Change the calculation date for the number of electors on the electoral register to 1 December - bringing calculation time in line with other legislation.

**B:** Provide that only one poll can be called on the same subject in a 12 month period.

**C:** Provide that principal councils should place the results on their website and also on parish and town council websites, where these are available.

**D:** Issue guidance and encourage Returning Officers to provide a parish with an estimate of costs once a poll has been called and election arrangements agreed.

**E:** Provide that after a poll has been called, the parish council should be able to publish a short, factual, balanced and objective statement about the question of the poll.

**Lewes Town Council response:**

Lewes Town Council agree with A, B, and C.

Items D and E should be amended so that the estimated cost of the poll, together with the parish council's factual statement, can be considered by electors at the parish meeting at which the question and possible poll request are agenda items, these being relevant factors for electors to take into consideration when deciding whether or not a poll should be demanded.

Lewes Town Council  
22nd January 2015



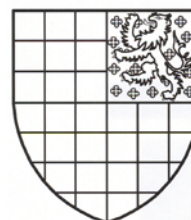
	<p>Mr Eastham then moved on to talk about a three day ‘Design Forum’ where stakeholder groups could get more involved in real time. The forum would explore sites that could offer the opportunity to be built on, and the design qualities that local people are looking for. At the end of the forum it was hoped that a framework could be in place describing:</p> <ul style="list-style-type: none"> <li>&gt; What makes Lewes special?</li> <li>&gt; What sites really do have potential and how do they link with what Lewes has now?</li> <li>&gt; What conditions need to be put in place on these sites?</li> </ul> <p>This was a key point in the process for the NP to move forward and make progress.</p> <p>Mr Eastham then explained tasks 1-5 of Feria’s proposal for the preparation of the NP:</p> <p>Task 1 – The inception meeting to meet members of the NPSG. (the present meeting)</p> <p>Task 2 – Site visits which had taken place on 29<sup>th</sup> January and would continue on 30<sup>th</sup> January.</p> <p>Task 3 – Preparation of consultation material to be used to begin the process.</p> <p>Task 4 – Visioning event – to introduce Feria to the community and to allow groups in Lewes to meet each other and share their ideas. To invite stakeholders to the three day Design Forum. There would need to be a four or five week gap between tasks 4 and 5.</p> <p>Task 5 – Design Forum – A three day forum working with the community using feed-back from the NP open day on 16<sup>th</sup> August 2014 which would be incorporated into the forum. The event would be by invitation to a range of participants, including developers, flood groups, the Environment Agency and others. The NP Topic groups (Tourism, Transport, Housing, Sustainability, Social/Community/Cultural and Design/Built Environment) would need to funnel their work into the same project. The consultant would work with topic groups on this. It was hoped that this event would be held in April or May. At the end of the Design Forum there should be a rough plan that sets out what Lewes could look like in 20 years and sites should be identified which are fairly well-tested. This will provide the LNPSG prospective “policy themes” for the NP which would be tested with the public and then a draft plan would be created</p>
4.	<p><b>NEXT STEPS/PROJECT TIMETABLE:</b></p> <p>With regard to the draft timetable, which aimed to integrate LNPSG progress with the evolution of the SDNPA’s Local Plan (expected to be made in 2017), it was hoped that a Pre-submission draft of a Lewes NP would be ready by the early Autumn 2015 for a six week consultation. Comments from the consultation would then be used to revise the Plan.</p> <p>Mr Eastham and his team would meet individual members of the group for informal talks regarding various matters of interest in the town (e.g. post offices, local shops etc.) in the Council Chamber at 9.30am the following day (Friday 30<sup>th</sup> January) and would then be given a full tour of the Town by the Town Clerk, by car. This would put their earlier discoveries into context and help to establish the setting of the town in its immediate environment; relative distances; locations of important features, and give a feel for the experience of those entering by car, bus or rail or walking across the Downs. Members of the NP group suggested several sites that the Feria Team should visit.</p>
5.	<p><b>ANY OTHER BUSINESS:</b></p> <p>TC reported that the Council had purchased several domain names with permutations of the chosen “Lewes for All” brand, and asked for any preferences to be indicated for the primary format to use when a website was constructed. The most favoured among the Group was “Lewes4all.uk”.</p>
6.	<p>A provisional date for the next meeting of the group was agreed as Thursday 5<sup>th</sup> March 2015. The Chairman then thanked everyone for their attendance and contribution and closed the meeting.</p> <p style="text-align: right;"><i>Meeting ended 9:10pm</i></p>

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**LEWES  
TOWN  
COUNCIL**

## ***MINUTES***

of the meeting of the **Working Party** formed to oversee repairs to the **Town Hall and Malling Community Centre**, held on **Tuesday 3<sup>rd</sup> February 2015**, in the **Yarrow Room, Town Hall, Lewes** at **3:00pm** (*preceded by a site visit to inspect Malling Community Centre at 2:00pm*).

**PRESENT** Cllrs L Allsobrook; S Catlin (Wischhusen); M Chartier (*Chairman*); J Lamb; S Murray.

**In attendance:** S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/ Asst TC*); L Symons (*Town Hall Manager*); Mr Chris Tunbridge and Mr Ben Anderson (*BLB Chartered Surveyors*)

**THRWP2014/01** **ELECTION of CHAIRMAN:** Cllr Chartier was elected as Chairman of the Working Party for the 2014/15 year

**THRWP2014/02** **QUESTIONS:** There were none. (No members of the public present.)

**THRWP2014/03** **APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Daly who was on holiday; Cllrs Milner and Murray (R) who had work commitments, and Cllr O'Keefe who was attending an ESCC meeting.

**THRWP2014/04** **DECLARATIONS OF INTEREST:** there were none

**THRWP2014/05** **MINUTES:** The Minutes of the meeting held on 6<sup>th</sup> May 2014 were received and signed as an accurate record.

**THRWP2014/06** **BUSINESS OF THE MEETING:**

1 The meeting had been preceded by a visit to inspect Malling Community Centre, for Members to familiarize themselves with the layout and condition, which was escorted by Mr Brian Johnson of Malling Community Association. Thanks were recorded to Cllr Allsobrook; Mr Johnson and their fellow Malling Community Association officers, for their long-term commitment to the Centre and their practical efforts to sustain a popular and much-loved local facility.

2 There followed a review of the programme to refurbish Malling Community Centre. Preliminary costings by a professional quantity surveyor had been provided by BLB, free of charge, which established a likely project cost of over £440,000, but these had not arisen from a detailed design and were considered indicative only. They were described as a "basic" refurbishment to meet modern building regulation standards. Earlier consultation with current and prospective users and the wider community had produced a significant amount of material indicating the philosophy such designs should encompass. It was agreed to recommend that Council should commission an architect to prepare a design to the level of detail necessary for accurate costing, and to satisfy any third-party sources of prospective funds. Mr Tunbridge offered the services of an architectural designer and was thanked for this, but Members considered that open invitations should be extended to local architects in the first instance. It was understood that the earmarked finance reserve for this project would yield £233,000 in 2015/16 and that this was insufficient to fund the project. It was anticipated that elements of the work would attract third-party grants which were expected to make-up the difference, although this could only be established once detailed plans were agreed.

3 With regard to the project to refurbish the South (High Street) elevation of the Town Hall, the Order of Costs report prepared by BLB following their detailed surveys was reviewed. Various details were discussed, and enhancements that might be included, *eg* making a feature of the martyrs' steps by installation of

a glazed viewing port. In the course of this discussion it was noted that the engineer advised that flags should not be flown from the flagpole until repairs were completed, as there were suspicions about the integrity of some anchor fixings. The importance of public information, before and during the works programme, was agreed. BLB would ensure that contractors provide and maintain status reports on any screening or scaffold structures, as a matter of course. The District Conservation Officer and English Heritage officers had been consulted and were reported to be happy with all the proposed works. BLB confirmed that a photographic record would be created as the works proceeded.

4 Council had already acknowledged that the estimated cost of around £305,000 (nett) would exhaust the earmarked finance reserves for this project, which would yield £168,340 in 2015/16, and it was unlikely that the programme would qualify for third-party grants (although this would be explored). The works were unavoidable, and the General Fund would make up any shortfall. The General Fund had a balance brought-forward at 1<sup>st</sup> April 2014 of £377,056. A programme was agreed with BLB which anticipated the contract would be confirmed in April, with works beginning within six weeks or so.

5 At their last meeting, Members had inspected Town Hall office suite, to familiarize themselves with the layout and condition. Suggestions had been considered for refurbishment and works that would increase usable space; improve light and air circulation; mitigate tripping hazards, improve the presentation to visitors, and update and improve shabby kitchen and WC facilities. These had been accepted as sensible and beneficial, and it was recognized that the rooms were long-overdue for refurbishment. Proposed alterations had been drafted after consultation with all staff, and cost estimates sought for carrying out the work. Local firms had been approached with a draft specification and Members were presented a proposal for works in modular format, with elements prioritized and individually priced. The aggregate cost for the complete programme was £30,106. Members considered that all the works should be undertaken, and that to omit any element could be false economy. To avoid further reduction of the General Fund in a single year, it was suggested that this project be accorded a higher priority than Allotment site improvements (all sites currently being in reasonably good order) and the reserve earmarked for that purpose be appropriated (Project account P8 – £30,000 available 2015/16).

**THRWP2014/07**

In discussing the Town Hall accommodation, it was remarked that the installation of the White Lion figurine (previously sited in Westgate St) above the servery in the Corn Exchange was complete, and that this was an interesting and attractive addition to the room. Members wished to record their thanks to Brian Courage, the Town Ranger, for his work in this regard.

**THRWP2014/08**

**CONCLUSIONS/RECOMMENDATIONS:**

1 That the Council invites architects interested in tendering for design work for refurbishment of Malling Community Centre, in accordance with the results of community consultation; to produce plans capable of detailed costing.

2 Council is asked to note the decisions taken with regard to the refurbishment of the façade of the Town Hall, noted at THRWP2014/06 - 3 and 4 above.

3 Council is recommended to agree the works to modernize and improve the Town Hall office suite as noted at THRWP2014/06 - 5 above; appropriating the balance on project account P8 to that purpose.

**THRWP2014/09**

There being no other business, the Chairman declared the meeting closed, and thanked everyone for their contributions. *The meeting closed at 4:40pm*

Signed.....

Date .....

Agenda Item No: 6c)

Report No: FC014/2014

Report Title: Grants panel recommendations – 4<sup>th</sup> February 2015

Report To: Full Council

Date: 26<sup>th</sup> February 2015

Report By: S Brigden, Town Clerk

**Purpose of Report:** To recommend payment of grants as suggested by the Grants Panel, following its meeting on 4<sup>th</sup> February 2015 (the fourth and final cycle for 2014/15)

**Recommendation(s):**

- 1 That the grant payments recommended in this report (as shown in column **G** of the appended table) be approved, with the sum of £1,670 in excess of the agreed grants budget paid from the General Fund.

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**Information:**

1 The Grants Panel met on 4<sup>th</sup> February 2015. 15 applications were considered, with requests for support in the sum total of £15,778.

2 Members attending were: Cllrs Murray (S) and Dr Turner. Apologies were accepted from Cllr Daly, who was on holiday. No message was received from Cllrs Dean or Eiloart.

3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:

- 1 Closeness of match to Lewes Town Council's grant scheme policy
- 2 Overall "robustness" of the proposal – general likelihood of success/sustainability
- 3 Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- 4 Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- 5 A personal (subjective) assessment, based on any special insight or considerations.

Where recommended awards are below the amount requested by the applicant, the details of the proposal were carefully scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council's published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant's own funds, and other detail elements.

4 **The recommended grant awards for this cycle are shown at column G, below.**

Salient points, considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column H below, where appropriate), fall into the areas of:

- ⊕ No other funding sought.
- ⊕ Sum requested disproportionate to own assets or contribution to scheme or project.
- ⊕ Sum requested from parish disproportionate to total cost of scheme or project.
- ⊕ Project or scheme mis-matched with parish council powers or LTC's scheme policy.
- ⊕ Sum recommended is considered to be an appropriate/proportionate parish contribution.

5 **NB** - The recommendations exceed the remaining amount available from the dedicated grant budget by £1,670. It is nonetheless considered that these projects have sufficient merit to be supported to the degree recommended, and Council is asked to supplement the grant budget from the general fund balance (£377,056 b/fwd at March 2014) for these.

S Brigden

5<sup>th</sup> February 2015

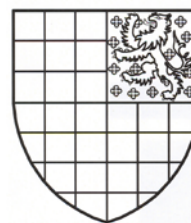


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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Working Party** formed to consider commemoration of significant events, held on **Tuesday 17<sup>th</sup> February 2015**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

**PRESENT** Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); R Murray; R O'Keeffe and Cllr Dr M Turner

**In attendance:** S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/ Asst TC*).

**CmemsWP2014/16 APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllrs Allsobrook and Mayhew, who had work commitments.

**CmemsWP2014/17 DECLARATIONS OF INTEREST:** There were none

**CmemsWP2014/18 QUESTIONS:** There were none. (No members of the public present.)

**CmemsWP2014/19 MINUTES:**

Minutes of the meeting held on 5<sup>th</sup> August 2014 were received and signed as an accurate record.

**CmemsWP2014/20 BUSINESS OF THE MEETING:**

1 *100yrs since commencement of 1<sup>st</sup> World War:* There was general discussion on the events so far, and those in prospect. The "Winter of the World" (WoW) project had culminated in a very well-attended and well-regarded evening of music; poetry, and dramatization, performed with an emotive backdrop of contemporary WW1 photographs, at the All Saints Centre on 26<sup>th</sup> October. The ASC was booked from the afternoon of Saturday 26<sup>th</sup> September through the day of Sunday 27<sup>th</sup> September 2015, to allow an event on the Saturday and a series of films on the Sunday. The original suggestion of a stage performance of Kipling's "My Boy Jack" had proved to be impractical, but the film version was readily obtainable and believed to be a suitable choice for the Sunday programme. Other titles were suggested and were listed for further research, with a final choice later in the year. For the Saturday evening, Members were keen to explore the availability of the Lewes; Glynde, & Beddingham Brass Band and others, with a view to staging an event along similar lines to WoW and perhaps inviting donations to benefit the project to create a Peace Garden adjacent the area popularly referred to as the "Magic Circle" (Castle Ditch Lane). Cllr O'Keeffe volunteered to write some appropriate music for LGB Brass, and was thanked for this offer.

2 *National project for local commemoration of recipients of the Victoria Cross:* A meeting had recently been held with District and County Council officers tasked with arranging the local elements of this programme, which provided stone tablets in memory of VC recipients. There were to be only two tablets in Lewes District, one in Seaford and one for Lewes; commemorating 2<sup>nd</sup> Lt. Sidney Clayton Woodroffe VC, which would be installed on 30<sup>th</sup> July 2015 as the anniversary of his brave but fatal action in battle at Hooze, Belgium. There had been some discussion on the most appropriate location for the stone tablet, which measured approximately 400mm x 400mm. It was agreed that the Town Council's Commemorations Working Party was the most appropriate group to make final recommendations in this regard, and members considered various locations. The most-favoured was the terrace at the entrance to the public library in Styles' Field, with the Grange Gardens a second-choice, and it was agreed that



these should be proposed. Members had regard to the general ambience of these areas; visibility to the public, and future availability of space should a similar project arise in any future commemoration, eg for WW2. A civic ceremony would be arranged for the unveiling.

3 *Commonwealth Day:* Council had previously agreed that a Commonwealth flag would be flown on Commonwealth Day each year – the second Monday in March – but it was noted that the Town hall flagpole would not be usable this year, pending repairs, following an engineer’s report which had identified weakness in some fixings. A promoter was suggesting a commemorative civic event for the day and Members considered details in the draft programme but did not wish to pursue the idea in 2015. This could be revisited in the future.

4 *VE Day:* It was understood that there was to be enhanced national recognition of VE day in 2015, although no details were known. It was agreed that the Council should take its lead from any plans being formulated by the Royal British Legion.

5 *Miscellaneous events:*

- a) It was understood that Helen Glavin would be amenable to re-presenting the Sword of Freedom at some point, related to national commemoration of Magna Carta.
- b) It was suggested that a version of “Winter of the World” might be staged in Blois, and it was agreed that the Twinning Association should be consulted on this idea.
- c) The Battlefields Trust (LTC is a corporate member) offered a speaker for an Autumn lecture as part of their recognition of Magna Carta. It was suggested that such a lecture might be held in the Corn Exchange, which was, appropriately, decorated with the interpretive panels from the British Library’s 2009 “Taking Liberties” exhibition on civil liberty.
- d) The group of embroiderers who had created the battle of Lewes Tapestry were understood to be contemplating a follow-on project, working with the Sussex Archaeological Society, to create several smaller panels in a similar style, and there was the prospect of an exhibition; possibly a need for a permanent “home” for these. Members agreed that, should this proceed, the Council ought to support the project.
- e) It was reported that the Royal British Legion were considering alternative arrangements for Remembrance Sunday. Suggestions known to be under consideration included a change of time to 11:00am (known to be problematic); a change of venue to St Michael’s church, and a change to place the civic party on the steps of the Crown Court for the parade march-past. Further information would be reported when known.

**CmemsWP2014/21**

## **CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:**

Council is to be asked to agree the following recommendations:

*(ref 1 above)* To agree support for events to be held at the All Saints Centre on 26<sup>th</sup> and 27<sup>th</sup> September 2015.

*(ref 2 above)* To agree the proposed sites, and suggested priorities, for the tablet commemorating 2<sup>nd</sup> Lt. Sidney Clayton Woodroffe VC.

*(ref 5 above)* To agree in-principle support for the prospective events and ideas described (subject to further detail and cost implications).

**CmemsWP2014/22**

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

*The meeting closed at 12:00pm*

Signed.....

Date .....

## NOTES OF MEETING

<i>Between</i>	LEWES CIVIC AWARDS ASSESSMENT PANEL										
<i>Venue</i>	Town Clerk's Office										
<i>Date</i>	Wednesday 18 <sup>th</sup> February 2015										
<i>Attending</i>	<table> <tr> <td>Cllr Stephen Catlin</td> <td>LTC (Member)</td> </tr> <tr> <td>Cllr Susan Murray</td> <td>LTC (Member)</td> </tr> <tr> <td>Cllr Dr M Turner</td> <td>LTC (Mayor)</td> </tr> <tr> <td>Steve Brigden</td> <td>LTC (Town Clerk)</td> </tr> <tr> <td>Fiona Garth</td> <td>LTC (Civic Officer &amp; Asst TC)</td> </tr> </table>	Cllr Stephen Catlin	LTC (Member)	Cllr Susan Murray	LTC (Member)	Cllr Dr M Turner	LTC (Mayor)	Steve Brigden	LTC (Town Clerk)	Fiona Garth	LTC (Civic Officer & Asst TC)
Cllr Stephen Catlin	LTC (Member)										
Cllr Susan Murray	LTC (Member)										
Cllr Dr M Turner	LTC (Mayor)										
Steve Brigden	LTC (Town Clerk)										
Fiona Garth	LTC (Civic Officer & Asst TC)										
<i>Apologies</i>	Chaplain										
<b>NOTES:</b>											
<b>1</b>	The Assessment Panel read through all nominations.										
<b>2</b>	Extensive discussion took place before deciding on awards.										
<b>3</b>	The following were chosen to receive an award: Mr Ian Stewart <i>Arts</i> , Ms Debbie Twitchen and Ms Diana Rogers <i>Community</i> , Mrs Jane Vokins <i>Heritage</i> .										
<b>4</b>	A letter will be written to all winners inviting them to receive their award on 16 <sup>th</sup> April 2015 together with a guest, and the persons nominating them.										
<b>5</b>	It was agreed that a meeting should be scheduled later in 2015 to discuss improving the profile of the scheme for future years.										

## NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 26<sup>th</sup> February 2015

**NOM 010/2014** – received from **Cllr R O’Keeffe** on 16<sup>th</sup> February 2015, in the following terms

### **It is proposed that:**

"This Council notes that a thriving natural environment (natural capital) in the town of Lewes is of great value in providing

- significant health benefits to individual residents and the community as a whole
- multiple benefits through ecosystem services for example flood risk reduction, delivery of clean air, micro climate regulation, accessible nature, for the town's economy
- enjoyment for both residents and visitors to the town, helping to promote tourism and hence the local economy

The Council therefore resolves to take advantage of any appropriate opportunity within the town of Lewes to be respectful of and where possible work with others to enhance these natural systems, for example through the improvement of green infrastructure (GI) and ecological networks in our stewardship of areas such as the Pells and other open spaces that we may have responsibility for, and the buildings that we manage.

As a Council we will look to give weight to environmental management and community aspirations in the decision making process so as to support relevant aspects of the Neighbourhood Plan for the Town."

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### **Supporting Information**

Supporting information from Lewes and Ouse Valley eco-nomics (LOVe) concerning Natural Capital and its benefits for Lewes:

#### **The value of Natural Capital to the health of Lewes’ residents and in supplying multiple benefits for the Town's economy through ecosystem services**

##### **Natural Capital – what is it?**

Natural Capital is basically the world’s stocks of natural assets – things like our rocks, soil, air, water and all the living things that live in and on these. (<http://www.naturalcapitalforum.com/what-is-natural-capital>)

The key point is that this ‘natural capital’ provides all the basic materials for life (it is our basic life support system) and for the things that we create in order for each of us to make our living and keep our economy functioning. Without natural capital, there would be no economy anywhere on the planet! (<http://www.publications.parliament.uk/pa/cm201314/cmselect/cmenvaud/59/59.pdf>)

The Government’s Natural Capital Committee (NCC) has said, “there is a tremendous potential for improvements in both the health of our environment (our natural capital) and of our economy if decision-making places the values derived for natural capital on an equal footing with those provided by market priced goods”

(Natural Capital Committee, The State of Natural Capital: Restoring our Natural Assets (March 2014), para 4.47:

(<http://www.publications.parliament.uk/pa/cm201314/cmselect/cmenvaud/59/59.pdf>)

##### **Ecosystems – what are they?**

They are the dynamic complex of plants, animals and micro-organisms that in combination with their non-living environment make communities that work together as a functional unit.

The main identifying feature of an ecosystem is that it is indeed a system, with interactions between its living elements and the environment they inhabit.

##### **Ecosystem Services – what are they?**

Ecosystem services are basically ‘what nature does for us’ - providing benefits that contribute to making human life both possible and worth living. Examples of ecosystem services include products

such as food and water, regulation of floods, soil erosion and disease outbreaks, and non-material benefits such as recreational and spiritual benefits in natural areas and most important (but least 'visible' of all) things like soil formation, nutrient cycling, the water cycle, etc. that maintain the conditions for life on Earth [supporting services].

The term 'services' is usually used to encompass the tangible and intangible benefits that humans obtain from ecosystems, which are sometimes separated into 'goods' and 'services'.

(<http://uknea.unep-wcmc.org/EcosystemAssessmentConcepts/EcosystemServices/tabid/103/Default.aspx>)

### **Green Infrastructure**

Green infrastructure is a phrase used to describe all green and blue spaces in and around our towns and cities. The term allows us to refer to and consider the collective value of all of these spaces at once. Component elements of green infrastructure include parks, private gardens, agricultural fields, hedges, trees, woodland, green roofs, green walls, rivers and ponds.

The term covers all land containing these features, regardless of its ownership, condition or size. ([http://www.rtpi.org.uk/media/499964/rtpi\\_gi\\_task\\_group\\_briefing\\_final.pdf](http://www.rtpi.org.uk/media/499964/rtpi_gi_task_group_briefing_final.pdf))

### ***Green Infrastructure, health & wellbeing***

The Government's Natural Capital Committee has stated that "The links between physical and mental health and access to the countryside and green spaces are well-documented. The natural environment can help to reduce stress, anxiety and depression, can enhance social interaction and promote independent living and it can help promote and sustain increased physical activity."

There is ... clear evidence that access to nature improves people's health and wellbeing. Therefore, maintaining this 'natural capital' is important to meeting National Park Purposes and Duty. (See - [http://www.southdowns.gov.uk/\\_data/assets/pdf\\_file/0003/532515/Agenda-Item-7.pdf](http://www.southdowns.gov.uk/_data/assets/pdf_file/0003/532515/Agenda-Item-7.pdf))

In the UK, the health benefits of accessible green space are worth up to £300 per person per year. The value of the sustainable flow of ecosystem services provided by the green infrastructure in Birmingham is estimated to be at least £414 million over the next 50 years ([Satellite.doc](#))

Spending time in nature improves our mental health and general sense of wellbeing Sport and Recreation Alliance (2014) Reconomics: The Economic Impact of Outdoor Recreation

### ***Green Infrastructure & air quality***

Urban trees have the potential to offer multiple services and environmental benefits to society. For example, Torbay's urban trees (818000 in all) have been estimated to remove 50 tonnes of pollutants from the air each year (valued at £1.3M), store 98,100 tonnes of carbon each year (valued at £5.1M) and sequester around 3,320 tonnes carbon/yr (valued at £172,640).

(<http://www.torbay.gov.uk/tuf.pdf>)

### ***Green infrastructure and economic regeneration***

The UK National Ecosystem Assessment (2011) estimated that the economic value of ecosystem services, and the organisms and habitats providing them, amounts to billions of pounds in the UK alone. (See more at: <http://www.britishecologicalsociety.org/public-policy/policy-priorities/ecosystem-services-and-valuing-natural-capital/#sthash.mrMHAsji.dpuf>)

The Government's Natural Capital Committee has stated that "it is important not to lose sight of natural infrastructure and the integral part that natural capital plays in delivering sustainable economic growth" and "there is a tremendous potential for improvements if decision-making places the values derived for natural capital on an equal footing with those provided by market priced goods".

Cllr R O'Keeffe  
15<sup>th</sup> February 2015



