



☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk
www.lewes-tc.gov.uk

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 27th February 2014**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk
19th February 2014

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 23rd January 2014.

(attached page 3)

To agree Minutes* of the Council's meeting held on 20th February 2014.

(to follow)

*Matter arising: to address application of funds to reserves and projects

6. WORKING PARTIES & OUTSIDE BODIES

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

a) Grants Panel 5th February 2014 Recommendations

(Report FC010/2013 attached page 10)

b) Commemorations Working Party 5th February 2014

(minutes attached page 12)

c) Friends of Lewes liaison meeting 12th February 2014

(Minutes to follow)

d) Neighbourhood Plan Steering Group 24th February 2014

(oral report by Cllr S Murray)

e) Battle of Lewes Action Group

(oral report by Cllr Chartier)

f) Lewes Town Partnership

(report by Cllr Catlin page 15)

7. DEPUTY MAYOR 2014/15

To nominate a Deputy Mayor-elect for the 2014/15 municipal year

8. MUNICIPAL CALENDAR 2014/15

To consider the municipal calendar for scheduled meetings in 2014/15

(draft attached page 16)

9. LEWES BUS STATION

To consider a proposal for improved public facilities

(NOM010/2013 attached page 18)

10. FLORAL DECORATIONS LEWES TOWN CENTRE

To consider the matter of proposed service reduction by Lewes District Council *(FC011/2013 attached page 19)*

11. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

12. 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 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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Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk
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**LEWES
TOWN
COUNCIL**

MINUTES

Of the meeting of **Lewes Town Council** held on
Thursday 23rd January 2014, 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 E Allsobrook; S Catlin (Wischhusen); M Chartier; J Daly; A Dean; I Eiloart; J Lamb; D Lamport; L F Li; J MacCleary; M Milner; R Murray; S Murray; R O’Keeffe (*Mayor*); A Price; J Stockdale and M Turner (*Deputy Mayor*)

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

Observing: Ms J Dean (*Customer Services Officer*).

The Mayor welcomed Canon Richard Moat, Rector of St Michael’s, St Anne’s and St Thomas with All Saints, who spoke for a few moments, relating the history and tradition of New Year Resolutions to the work of democratic institutions such as the Council in the modern age.

FC2013/82

QUESTION TIME: There were five members of the public present. Ms Belinda Chapman reported to Council that a floodgate in South Street was damaged (inoperable) and there was concern for potential flooding due to the recent and forecast heavy rain fall. Ms Chapman asked if the damaged gate could be reported to the Environment Agency. Cllr Milner was aware of the matter and had contacted the Environment Agency, who would investigate and had suggested they may apply a revised maintenance schedule.

Cllr Stockdale asked a question, which he had submitted earlier, regarding a recent request made by a third party under the Freedom of Information Act 2000. This was put and an answer given (*A copy of the question and the answer thereto are appended to these minutes.*). Councillors’ attention was drawn to the publicity given to the information by the applicant, who had attempted to denigrate the Council’s international town twinning activities in recent years. There arose a supplementary question as to items of detail in the information, and TC undertook to research these and provide an answer.

FC2013/83

MEMBERS’ DECLARATIONS OF INTEREST: There were none.

FC2013/84

APOLOGIES FOR ABSENCE: There were none.

FC2013/85

PRESENTATION: The Mayor welcomed Garry Collins, Lewes Borough Commander of East Sussex Fire and Rescue Service (ESFRS). Mr Collins reported on a recent fatal house fire in Barcombe Mills and explained the Service’s objectives in promoting the avoidance of fires, and the impact fires have on the local community and individual families. There were many vulnerability factors to consider; absence of fire alarm, high fire loading (storage of flammable materials) and causes of fires *eg* candles, cookers, smoking, open fires, heaters and faulty or overloaded electrical circuits. Elderly people living alone could have reduced mobility, be on medication or suffer various impairments. Physical limitations to a property could also increase the risk of loss of life. The ESFRS was working to share information with the most vulnerable to increase awareness of the dangers of fires in

Continues...

the home and to increase awareness of action to take in the event of a fire. The Service offer home safety visits which include the installation of smoke alarms and access to a range of other services (mobility, welfare, security etc.) and fire safety guidance

A question and answer session followed, which ranged widely. The Mayor thanked Mr Collins for his interesting and helpful presentation, and it was agreed that members could help promote the ESFRS home visit initiative. Promotional literature would be carried on the public information table in the Town Hall foyer.

FC2013/86

MAYOR'S ANNOUNCEMENTS:

a) The Mayor advised Council that Cllr Rudkin had resigned his seat from the Council. She recited his notice, which read:

"I have now relocated to Australia and I am unable to perform my council duties."

Members were reminded that this initiated a statutory process: as there were more than six months left of the natural term of office of the administration, and a bye-election must be held if ten Priory Ward electors demand it. Should there be no such demand; Council must co-opt to fill the seat.

The Town Clerk had posted the required public notice of the vacancy, which explained the principle, and invited electors to write to the District Returning Officer to demand a poll. There was no restriction that would prevent Councillors who are Priory electors from making the demand.

The statutory timetable had been discussed with the District Council and gave a deadline for electors to call for a poll of 6th February, and an election date of 27th March. This would coincide with prospective elections (if called) for vacancies in Seaford and Newhaven, and the count for all this would take place the following day (Friday 28th March.)

b) The deadline for nominations for the 2014 Lewes Civic Award was 31st January 2014. There were currently four nominations over three categories.

c) The next Councillors' surgery would be on Saturday 1st February in the Yarrow Room from 10am – 12pm. It was agreed that Cllrs J Lamb and S Murray would attend.

d) The Mayor asked Council to agree an additional free use of Town Hall facilities for a fundraising event in support of her charities. There was some misunderstanding as to the existing mandate for such events and it transpired that there were adequate unspent funds within previously agreed budgets in any event.

FC2013/87

MINUTES:

Draft minutes of the Council meeting of 12th December were considered. Cllr Stockdale raised a question regarding minute FC2013/77 g] – which described an oral report on a meeting of the Finance Working Party which had taken place only two days earlier; on 10th December 2013. He stated that he did not recall the level of detail described in the minutes, and asserted that the item was therefore inaccurate. He suggested that the signing of the minutes be held-over to the next meeting whilst accuracy was verified. Several Members dissented from this view, and considered that the minutes represented a correct record. After some debate, it was moved that the minutes be accepted and signed as a correct record. A recorded vote was requested (*results shown in a table appended to these minutes*), and **it was resolved that:**

FC2013/87.1 The minutes of the Council meeting held on 12th December 2013 be received and signed as an accurate record.

FC2013/88

WORKING PARTIES AND OUTSIDE BODIES:

Members are reminded that anyone who may have attended a meeting of any recognized outside body which had covered issues that deserved attention by the Council, should ensure that TC was aware of this before the meeting, and preferably before the agenda deadline. Reports on all activities of the

organization are not expected.

a] *Neighbourhood Plan Steering Group 13th January 2014*: Cllr S Murray elaborated upon the notes (*copy in minute book*) of this meeting and gave a short oral report, welcoming any questions. It was noted that Cllr Murray had been elected as interim Chairman of the Steering Group, and that members of the Group had begun work on prospective topical strands for the Plan.

It was resolved that:

The notes of the Neighbourhood Plan Steering Group 13th January 2014 (*copy in minute book*) are noted.

b] *Finance Working Party*: Cllr M Turner reported that no Government announcement had yet been made in relation to capping parish Council Tax increases in 2014/15, therefore a provisionally-scheduled meeting of the Finance Working Party had been cancelled. This would be convened as soon as an announcement was made, and an additional Council meeting may be called before that scheduled for 27th February. TC reported that there appeared to be a lack of consistency of approach to the matter, as Rt Hon Eric Pickles MP had mentioned a prospective *de minimis* threshold of £70pa Council Tax Band 'D' equivalent, whereas Brandon Lewis MP had referred to "£160 to £200" as a likely level. A Parliamentary Committee was scheduled for the following Monday (27th Jan), and it was anticipated that an announcement would follow soon afterward.

It was resolved that:

FC2013/88.2. The report regarding the current situation in respect of Council Tax "capping", and the implications for the Council's 2014/15 precept level, be noted.

c] *Landport Bottom Joint Management Committee 15th January 2014* – Cllr S Murray reported that planned tree and shrub clearance had started at Landport Bottom recently, in the woodland area adjoining the A275 road, causing several members of the public to come forward with deep concerns over the effects on the area. There had been significant coverage in the local press, and the District Council's Assistant Parks Manager had suspended the operation. Several people had attended the Joint Management Committee meeting to present a petition, and had been encouraged to ask questions and to express their views. The Committee felt that the importance of this woodland may have been underestimated and had resolved that no further clearance or fencing work would be carried-out in that part of the land, pending a further programme of public consultation. A new Community Ranger had very recently joined the District Council, and he would be asked to develop new proposals for the woodland footpath, arising from that consultation. A "Friends of Landport Bottom" organization had been suggested; an idea which, it was hoped, might find favour with the wider public.

It was resolved that:

FC2013/88.3 The report on the meeting of the Landport Bottom Joint Management Committee 15th January 2014 be noted.

d] *Battle of Lewes Action Group Meeting* – Members had been provided a draft copy of The Battle of Lewes Festival programme for May 2014 which detailed events planned during the commemoration. Cllr Chartier reported that a meeting held the previous day had been extremely productive and that the Action Group would now meet monthly until the celebrations in May. The programme was wide and still evolving, but noteworthy events were the performance, in the Town Hall, of the Council's commissioned choral work on 13th May, and the medieval mystery play - *The Day of the Battle* - being written and directed by Cllr Turner for performance at three venues across the town on 17th May. A question was posed as to whether requests for further funding were anticipated; Cllr Chartier responded that this was always possible, but not in immediate prospect. It was considered that the link between the battle and the principles of democracy now enshrined in bodies such as the Council

were important and should be highlighted, and there were several interesting historical contexts that remained as-yet unexplored – one example being the role played in the events of 1264 by the Bishop of Chichester.

It was resolved that:

FC2013/88.4 The progress of the Battle of Lewes Action Group in coordinating a programme of commemorative events be noted.

FC2013/89

CPRE SUSSEX COUNTRYSIDE TRUST “Mayfields” CAMPAIGN:

Members considered a letter from CPRE Sussex Countryside Trust, regarding a proposed campaign against a proposed new town - the building of up to 10,000 new houses in the countryside between Henfield and Sayers Common in West Sussex – with the provisional name of “Mayfields”.

CPRE had written to ask for support to build up a fighting fund to “defend against Mayfields and other inappropriate development in Sussex and to support local democracy against predatory spectators”. Members expressed various views, and the general feeling was that funds should not be provided, but that a supportive letter might be sent. Members were invited to email any contributions to TC, who would prepare and circulate a draft in due course.

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

FC2013/89.1 Lewes Town Council will not make a financial donation to the CPRE Sussex Countryside Trust campaign fund.

FC2013/90

PHOENIX CENTRE:

This item had been deferred from the last Council meeting where a question had been raised on proposals regarding the future of the Centre.

It was reported that East Sussex County Council had announced that, following consultation, it planned to operate services at the Centre without change for the foreseeable future, although it continued to seek a third-party provider to manage it. This was welcomed and noted. Cllrs O’Keeffe and Catlin undertook to keep Members informed of any developments. The Council’s original response to the consultation was rehearsed, and there was no change of opinion: in that change was not vetoed, provided that it was in response to service demands and services remained at the Phoenix Centre.

FC2013/91

MAYORALTY 2014/15:

A proposal was made for a member to serve in the role of Mayor for the 2014/2015 municipal year.

It was resolved that:

FC2012/91.1 Cllr Dr Turner be nominated as Mayor-Elect for the year 2014/2015 municipal year.

FC2012/91.2 The proposal for Deputy-Mayor Elect for the year 2014/2015 be deferred until the next Full Council Meeting on 27th February 2014.

FC2013/92

UPDATE ON MATTERS IN PROGRESS:

a) A new Town Ranger had been appointed. Brian Courage was due to start work on Monday 3rd February 2014. Seventy applications had been received; seven candidates were shortlisted and six had attended for interview.

b) A meeting had been held with professional Surveyors/project coordinators to discuss the Mallong Community Centre and Town Hall refurbishment programmes. These were recommended by the District Engineer, and would be able to offer a complete service including “mini-tendering” for specialist contractors as required. A

professional assessment of the Malling Community Centre project, by a Quantity Surveyor, had been offered without charge and this had been gratefully accepted as it would facilitate a more refined approach to sources of potential funds.

c) Devolution of assets – development of a Memorandum of Understanding with Lewes District Council was still on hold until the precept capping issue referred-to earlier could be resolved.

d) With regard to the proposed development of the North Street Quarter, the group of residents and organizations discussing matters of flood-defence and improvements to the “urban realm” was due to meet again shortly. This might be linked to the Council’s own working party nominated to discuss the improvements to play equipment and recreation facilities at the Pells, if it was practical to do so.

e) In the ongoing Employment Tribunal claim, a revised statement of the particulars of claim had been received and registered with the Tribunal. A preliminary hearing was scheduled for 24th February 2014.

f) The Sussex Archaeological Society (SAS) had provided cost reconciliation for the Christmas ice rink project. Total income from ticket sales was £2,325. 465 tickets were sold (nett of 30 refunds given) and the SAS had staff costs of £386. Anticipated income from a catering concession had not materialized as the operator had found too little custom.

g) Attention was drawn to a Sussex Police initiative regarding email and other fraud.

FC2013/93

NOTICE of ITEMS IN PROSPECT:

a) The next Planning Meeting would be on Tuesday 4th February at 7pm in the Yarrow Room.

b) A Commemorations Working Party would be held on Wednesday 5th February at 11am in the Yarrow Room.

c) A liaison meeting with the Friends of Lewes would be held on Wednesday 12th February at 11am in the Yarrow Room.

d) The Neighbourhood Plan Steering Group would meet on Monday 24th February at 7pm in the Council Chamber.

e) The next deadline for Grants applications was Friday 24th January with the Panel meeting on 5th February and making recommendations to Council on 27th February 2014.

f) The next Council Meeting was scheduled for Thursday 27th February at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 17th February.

h) The next Councillors’ drop-in surgery would be held on Saturday 1st February in the Yarrow Room from 10am – 12pm.

i) Dates were to be confirmed for meetings of the Town Hall Repairs Working Party, Finance (budget) and Pells play equipment Working Parties, Civic Awards Panel, and the All Saints Steering Group. The Lead Member for Communications was asked to consider a meeting of the Communications Working Party to discuss the Council’s newsletter and website.

FC2013/94

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

The meeting ended at 9:20pm

Signed:

Date:

Questions received for Council meeting

Thursday 23rd January 2014



LEWES
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COUNCIL

QUESTION RECEIVED:

Received from Cllr J Stockdale on 19th January 2014

Would it not have been appropriate to send all councillors the information given in response to District Councillor Edmond's Freedom of Information request about the composition and cost to Lewes Town Council of official delegations sent to Blois and Waldsbüt-Tiengen?

ANSWER:

The Town Clerk responded that this was a subjective decision and as the responsible officer under the Act, he had not done so. He did not see this as a matter of "appropriateness".

Agenda Item No: 6a) **Report No:** FC010/2013
Report Title: Grants panel recommendations – 5th February 2014
Report To: Full Council **Date:** 27th February 2014
Report By: S Brigden, Town Clerk

Purpose of Report: To recommend payment of grants as suggested by the Grants Panel, following its meeting on 5th February 2014 (the *last* cycle of four for 2013/14)

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 £5,749 in excess of the agreed budget for miscellaneous grants being drawn from the General Fund (*GF balance b/fwd at 1st April 2013 £,383,636*)

Information:

1 The Grants Panel met on 5th February 2014. 14 applications were considered, with requests for support in the sum total of £14,340.

2 Members attending were: Cllrs Daly; Eiloart; Murray (S); and Dr Turner. No message was received from Cllr Dean.

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.

S Brigden
6th February 2014

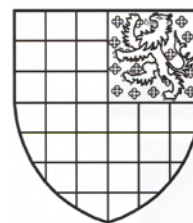
FINANCIAL GRANTS PANEL - 5th February 2014				Cycle 4 - 2013/14						
A	B	C	D	E	F	G	H			
line	Ref.	ORGANIZATION	Stated purpose of organization	Stated purpose of grant requested	£REQ'D	£ RECC'D	Salient comments (if any) by Panellists			
1	1	Friends of Wallands School (Wallands Storytelling Festival)	Storytelling Festival is a one day event that will celebrate storytelling in its many manifestations.	Marquee Hire, materials, storytellers, artist, bunting, props.	1,000	750	disproportionate contribution of own funds			
2	2	PATINA	Parents, Teachers and local Businesses who give opportunities for children and teachers to work alongside artists.	Project and Artists fees, events, programmes and posters, transport and T-shirts.	1,000	700	proportionate to council scheme			
3	3	Lewes Live Literature	Create touring productions, working with writers and arts practitioners to develop and present performances.	Venue hire, travel, props, materials, project management, artists fees.	1,000	1,000				
4	4	The Oyster Project	A Lewes based charity founded and run by people with disabilities.	To create a specialist foodbank to serve disabled people.	1,500	1,500				
5	5	Lewes Printmakers	Open access art group attended by local residents.	Printing, binding, design and layout, rental exhibition space and publicity.	925	500	suggest self-funding opportunities maximized			
6	6	Lewes Concert Orchestra	Provide concerts of classical music for the people of Lewes and surrounding areas.	Venue hire, expenses, printing etc, advertising, hire of music and misc.	800	800				
7	7	Woodland Playgroup	Deliver training courses in environmental awareness and forest school.	Facilitator, support worker and materials.	1,080	1,080				
8	8	DeMontfort Improvement Group	Residents Assc helping to organise events for all who live on the estate.	Easter funday, Whitsun activities, sealife day out and craft and face paints.	770	770				
9	9	Lewes Food Bank	Provide food for people who are most in need.	Food, materials for making extra storage and cupboard for food.	1,150	1,150				
10	10	Common Cause Co-operative Ltd	Working with the community to develop environmentally sensitive social and economic changes.	Project co-ordination for event days, materials and equipment and insurance.	1,000	750	disproportionate contribution of own funds			
11	11	Lewes Bus Rally	Provide a one day event in memory of the vital bus network Lewes used to have.	Public liability insurance, portable toilets, programmes, postage costs and hire of land.	800	550	specific to land hire element			
12	12	CAAG	To examine all planning application in the Lewes Conservation Area.	Secretary expenses, travel, honorarium.	347	347				
13	13	Battle Royal 750	A group made up of the Bonfire Societies of Lewes.	To provide a firework display on 14 th May 2014 (Battle of Lewes)	1,000	1,000				
14	14	Artermis Arts Ltd	An arts company wanting to create an interactive and intergenerational community history project based on 3 films made	Website, research, film maker, digitalisation, insurance, venue hire, publicity and expenses.	1,968	1,000	disproportionate contribution of own funds			
15		TOTALS			£14,340	£11,897				
16				Miscellaneous Grants Budget		£35,000				
17				"Cycle 1" total grants awarded		£15,748				
18				LESS Wave Leisure		£5,000				
19				"Cycle 2" total grants awarded		£12,260				
20				"Cycle 3" total grants awarded		£5,844				
21				"Cycle 4" total grants recommended		£11,897				
22				Total paid/recommended 2013/14		£40,749				
23				Budget balance 2013/14		-£5,749				

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

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**LEWES
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COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider commemoration of significant events, held on **Wednesday 5th February 2014**, in the **Yarrow Room, Town Hall**, Lewes at **11:00am**.

PRESENT Cllrs L Allsobrook; S Catlin (Wischhusen); M Chartier (*Chairman*); R Murray; Cllr R O’Keeffe; Dr M Turner.

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

CmemsWP2013/18 APOLOGIES FOR ABSENCE: There were none

CmemsWP2013/19 DECLARATIONS OF INTEREST: Cllr Allsobrook noted, with regard to discussions on the 40th anniversary of town twinning with Waldshut-Tiengen, that she was Vice-Chairman of Lewes Twinning Association.

CmemsWP2013/20 QUESTIONS: There were none. (No members of the public present.)

CmemsWP2013/21 MINUTES:

The minutes of the meeting held on 3rd December 2013 were received and signed as an accurate record.

CmemsWP2013/22 BUSINESS OF THE MEETING:

1 The meeting welcomed Ms Helen Glavin, who was composing the commissioned choral work to commemorate the Battle of Lewes, and John Hancorn, her musical collaborator on the performance of the work, and music director of Eastbourne Choral Society and The East Sussex Academy of Music “Academy Voices”.

2 *Battle of Lewes 750th anniversary:* Cllr Chartier brought everyone up to date with the programme being developed by the Battle of Lewes Action Group (BLAG); noting that this continued to evolve and that recent publicity was likely to evoke new schemes, albeit May was rapidly approaching. Some of these might warrant Council support, and Members should remain open to suggestions. There was a very worthy scheme in prospect, working with young people from Sussex Downs College, which had already attracted interest and financial support from the South Downs National Park Authority (SDNPA), and it was suggested that a small contribution (around £300) by the Council would be enormously helpful.

Ms Glavin and Mr Hancorn related their progress on the choral work, and ideas for the presentation of it as part of a wider evening’s entertainment on Tuesday 13th May 2014. A suggested programme, with a Battle theme would include Troubadors; “Academy Voices”, and other music students. They were happy to develop a programme; an offer which Members gratefully accepted, and there was some discussion on the possibilities of audio and/or video recordings; use of graphics from the commemorative tapestry; help from Sussex Downs College with lighting, and a potential link with Lewes, Delaware (USA). The Mayor of Lewes, Delaware had responded very enthusiastically to a notification of the event, and the suggestion of some form of communication link or duplicate performance.

There had been some misunderstanding over performance of Cllr Turner’s specially-written medieval mystery play at Lewes Castle, and Cllr Chartier would intercede to ensure this was agreed.

3 *100yrs since commencement of 1st World War:* A letter received from the Society of Friends had suggested interest in the scheme to create a peace-garden near to the town centre feature known as the “Magic Circle”, adjacent to Castle Banks, being discussed with the Friends of Lewes. It was considered that this would be most appropriately developed towards 2018, being the year the war ended. Collaborations might be fruitful on such aspects as poetry readings during the suggested event at the All Saints Centre. Ms Glavin and Mr Hancorn had begun to develop ideas and music for such an event, with a theme arising from a Wilfred Owen poem, and offered to integrate this with - and assume responsibility for - the coordination of the Council’s programme. This also was gratefully accepted. Members discussed general issues around the theme, and agreed to pursue any areas of potential collaboration with such bodies as the Sussex Regimental Association; British Legion; church authorities, *etc.*

4 *Celebration of town Twinning anniversary:* There was no further detail available as to plans evolving in Waldshut-Tiengen, but there was always open communication with their Council and more would be reported to a future meeting. It had already been acknowledged that the main celebrations would be during the annual *Chilbi* festival in August.

5 *150th anniversary of the Seaford – Lewes rail link:* The commemorative events were planned for Saturday 7th June 2014, and the programme for Lewes was reported to be “settling well”. The Town Council had been acknowledged by the Community Rail Partnership as generous supporters, and Harveys Brewery were also engaged. The main event was hoped to be the arrival of a steam locomotive, and Norman Baker MP had been approached to lend his support to the request for Network Rail to expedite necessary engineering checks. There was some urgency to the task, as there was a standard 12-week process required to be followed before approval could be given. It was suggested and agreed that a joint letter would be sent from the Mayors of Lewes; Newhaven; and Seaford, to the Managing Director of Southern Rail (who must initiate the process), urging prompt attention to the request. TC offered to draft this and coordinate signatures and delivery.

6 *Anniversary of the closure of Lewes Racecourse:* There were plans to commemorate this closure in some way, and it was expected that there would be opportunities to participate, as the Council jointly-owned (with Lewes District Council) the adjoining land at Landport Bottom.

7 *Commemorative sculpture, Lewes Priory Grounds:* Lewes Priory Trust had well-advanced plans for refurbishment of the sculpture on the Priory site (known colloquially as “The Helmet”) to coincide with Battle of Lewes commemorations. This sculpture had been erected for the 700th anniversary, and was in need of repairs and surface re-patination. The Town Council owned the site, having taken it over from Lewes District Council (LDC) in 2001, and when a lease had been granted to the Trust, the primary intention had been to facilitate the major building and parkland conservation project at the site, and the sculpture was merely an adjunct to that. There was, it was considered, some moral responsibility upon the District and Town Councils to assist in the refurbishment of this important and highly-visible feature, as it had been “passed-on” in a poor state. The Trust had obtained advice and estimates for refurbishment from the original foundry; the estate of the original sculptor, and others, and full repairs and re-finishing, together with replacement of missing panels and the addition of a new commemorative plaque (to note the 750th anniversary and the contributors to the refurbishment) would cost £8,185. Pledges had been received from several sources for financial contributions amounting to £4,300; including a significant sum from the South Downs National Park Authority and a contribution from LDC. Fundraising efforts continued, but the present shortfall was £3,885. TC advised that there was £3,060 currently held in the approved

Reserve fund earmarked for expenses at the Priory, and there was scope for Council to draw from the General Fund or to vire funds, as the year-end approached, from any budget where demand this year had been unusually low, such as grounds maintenance/responsive repairs budgets. It was suggested that the Town Council should offer a maximum contribution of £3,000, and it was agreed to recommend this to Council.

CmemsWP2013/23 **RECOMMENDATIONS TO COUNCIL:**

Council is to be asked to agree the following recommendations:

That a sum of £300 be granted to the Battle of Lewes commemoration project being created by Sussex Downs College students, drawn from the Commemorations Reserve.

That a contribution of up to £3,000 be made towards the restoration of the Battle of Lewes sculpture sited within the Lewes Priory site, drawn from the financial reserve earmarked for expenses related to the Priory site.

CmemsWP2013/24 There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 12:15pm

Signed.....

Date

Draft

REPORTS FROM MEMBERS

The report(s) below will be presented to Council at its meeting on Thursday 27th February 2014

Report received from Cllr Catlin, (for elaboration at the meeting as appropriate):

As the Town Council's appointed representative I attended the networking meeting of Lewes Town Partnership at Westgate Chapel on 30th January.

The Lewes Town Partnership has recently conducted a survey of its members wishes and I report this to Members.

Membership of the LTP stands at 75. Total respondents to the survey numbered 42.

Of these 33.33% is interested in conservation, protection and improvement of the physical and natural environment.

- 30.95% cover arts, culture and heritage
- 33.33% cover recreation sport and leisure
- 40.48% concerned with education
- 30.95% in business and commerce
- 30.95% are concerned with the neighbourhood and the geographical area.
- 35.71% have community interest
- 16.67% are concerned with Health
- 7.14% are involved with local government.

Members will note that this adds up to more than 100% but I am told many groups have more than one interest.

Membership ranges from 2.13% individual members to 46% groups of more than 200.

The majority of members joined for networking reasons and a slightly lesser number joined to have some form of representation.

The majority of members surveyed found that they knew other groups and organisations as a result of membership, and a slightly lesser number learnt about community events and services through belonging to the town partnership.

The LTP distributes its newsletter on line and 47% would like to have hard copies.

Only 31.58% of respondents regularly shared the newsletter among their members.

The majority of those responding see the Partnership as being valuable in linking groups and exchanging information.

Lewes Town Partnership is a company limited by guarantee, and not having a share capital.

Its principal object is to represent the aspirations of local organisations and residents and through this to work on projects or issues affecting Lewes Town and its surrounding area.



2015

Scheduled meetings of Council and Planning Committee*

	2014/15 Municipal year >>>				2015/16 Municipal year PROVISIONAL SCHEDULE>>>>>											
	January	February	March	April	May	June	July	August	September	October	November	December				
Mon						1										
Tue						2			1			1 Planning				
Wed				1		3	1		2			2				
Thu	1			2		4	2		3	1 COUNCIL		3				
Fri	2			3		5	3		4	2		4				
Sat	3			4		6	4		5	3		5				
Sun	4			5		7	5		6	4		6				
Mon	5	1	1	6		8	6	1	7	5	1	7				
Tue	6	2	2	7	5 Planning	9	7 Planning	3	8 Planning	6	2	8				
Wed	7	3 Planning	3	8	6	10	8	4	9	7	3	9				
Thu	8	4 Grants	4	9 COUNCIL	7 ELECTION	11	9	5	10	8	4	10				
Fri	9	5	5	10	8	12	10	6	11	9	5	11				
Sat	10	6	6	11	9	13	11	7	12	10	6	12				
Sun	11	7	7	12	10	14	12	8	13	11	7	13				
Mon	12	8	8	13	11	15	13	9	14	12	8	14				
Tue	13 Planning	9	9	14 Planning	12	16 Planning	14	10	15	13	9	15				
Wed	14	10	10	15	13	17	15	11	16	14	10 Planning	16				
Thu	15	11	11	16 Town Mtg	14	18 COUNCIL	16	12	17	15	11	17 COUNCIL				
Fri	16	12	12	17	15	19	17	13	18	16	12 COUNCIL	18				
Sat	17	13	13	18	16	20	18	14	19	17	13	19				
Sun	18	14	14	19	17	21	19	15	20	18	14	20				
Mon	19	15	15	20	18	22	20	16	21	19	15	21				
Tue	20	16	16	21	19 M/m rehearsal	23	21	17	22	20	16	22 Planning				
Wed	21	17	17 Planning	22	20	24	22	18 Planning	23	21	17	23				
Thu	22 COUNCIL	18	18	23	21	25	23	19	24	22	18 Grants	24				
Fri	23	19	19	24	22	26	24	20	25	23	19	25				
Sat	24	20	20	25	23	27	25	21	26	24	20	26				
Sun	25	21	21	26	24	28	26	22	27	25	21	27				
Mon	26	22	22	27	25	29	27	23	28	26	22	28				
Tue	27	23	23	28	26 Planning	30	28	24	29 Planning	27	23	29				
Wed	28	24 Planning	24	29	27 Grants		29	25	30 Grants	28	24	30				
Thu	29	25	25	30	28		30 COUNCIL	26		29	25	31				
Fri	30	26 COUNCIL	26		29		31	27 COUNCIL		30	26					
Sat	31	27	27		30			28		31	27					
Sun		28	28		31			29			28					
Mon		29	29					30			29					
Tue		30	30					31			30					
		31														

KEY = School holidays (ESCC) = B/holiday / LTC office closure = BST/GMT begins/ends =Drop-in surgery TO BE CONFIRMED

PLEASE NOTE:

These are scheduled meetings and 3rd-party published dates - they are subject to change, although this will be avoided if possible
 * Any other business of the Council is considered by ad-hoc Working Parties. Agendas for these are published and available as below
 Usual start times for meetings: Council 7:30pm; Planning Committee 7:00pm All meetings are open to the public.
 Drop-in surgeries are held at the Town Hall on the dates shown. Councillors are available for discussion "first-come-first-served": no appointment required. Times advertised.
Please check for changes before attending - all agendas are available on our website www.lewes-tc.gov.uk ; at Lewes public library and at the Town Hall

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 27th February

NOM 010/2013 – received from Cllr M Milner on 13th February 2014, in the following terms

It is proposed that:

I propose that the town council pay for four new seats and two litter bins for the bus station to improve the seating provision and appearance of this valuable town asset. To be funded to a maximum sum of £2500 to be drawn from the financial reserve earmarked for Environmental Enhancements (*shown as R8 in the Council's published accounts and with a balance brought forward at 1st April 2013 of £19,000*)

Supporting Information

This follows on from the efforts of Cllr. Catlin and the recent Traffic Working Party meeting that discussed a 25-year vision for Lewes' transport. It was felt that the bus station is an asset that needs to at least be kept as attractive and useable as possible while its fate is decided. Following a meeting with the owner, they stated that would be happy for the Town Council to pay for providing and fitting new exterior passenger seating.

This seating would be reusable elsewhere in town if the station is demolished or changed. The cost per bench, for a simple, attractive and robust design would come to approximately £500 for purchase and installation. A total of £2000 would be required for four benches, two per side of the station.

I have recently received confirmation from the owner that the provision of the proposed benches is accepted, but the site owners will take no responsibility for any safety, security or damage issues and would also wish to see the provision of two further litter bins as they believe that bench users will generate rubbish and it would be good to have a bin alongside each bench. The clearing of rubbish and general tidiness of the site is being met by the owners and over the weekends and evenings in particular are when security issues and litter / bottles don't seem to find the bins. These could be provided for a further £250 each, installed.

Cllr M Milner
18th February 2014



Broxap Willenhall Steel Framed Bench, from £360



Broxap Maelor Trafflex Turvy Plastic Litter Bin, from £139

Agenda Item No: 10 **Report No:** FC011/2013
Report Title: Floral decoration of Lewes Town Centre
Report To: Full Council **Date:** 27th February 2014
Report By: S Brigden, Town Clerk

Purpose of Report:

To apprise members of a reduction in service previously provided by Lewes District Council, and the proposal that the Town Council assumes responsibility.

Recommendation(s):

That Members decide whether or not to assume responsibility for 24 seasonal floral baskets traditionally hung from lighting columns in the pedestrian precinct and at Castle Gate each year.

Information:

Lewes District Council (LDC) has advised that hanging flower baskets traditionally provided each year, will be discontinued unless funded by a third-party.

Twenty-four “half-baskets” have hitherto been hung from twelve street lighting columns in the town centre: in the pedestrian precinct and at Castle Gate.

LDC has offered to provide the actual baskets free of charge.

There are 12 baskets (made up of 24no. half-baskets) that would cost £950 to stock with plants and hang. The maintenance cost is estimated for 2014/15 at £2160 for the full season (watering 3 x per week/dead heading/weeding etc). This gives a total cost for the year of £3110. If Council decides to go ahead, then orders must be placed in early March.

S Brigden
20th February 2014