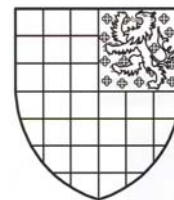


Town Hall
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**LEWES
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COUNCIL**

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To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 30th August 2012**, in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are requested to attend.

S Brigden, Town Clerk 23rd August 2012

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. PRESENTATION

To receive a short presentation on public participatory budgeting, by Mr D Jones, of Davy Jones Consultancy

5. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

6. MINUTES

To agree Minutes of the Council's meeting, held on 19th July 2012.

(attached page 3)

7. WORKING PARTIES & OUTSIDE BODIES

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

a) All Saints Steering Group 27th July 2012

(minutes attached page 7)

b) Commemorations Working party 30th July 2012

(minutes attached page 9)

c) Traffic Issues Working Party 16th August 2012

(minutes attached page 11)

d) Communications Working Party 21st August 2012

(minutes attached page 13)

e) Audit Panel 23rd August 2012

(minutes will be available at the meeting)

f) Grants Panel 29th August 2012 – recommendations

(report FC007/2012 will be available at the meeting)

g) St Anne's site Steering Group

(oral report by Cllr S Murray)

h) Vacant positions – to consider nomination of Members to serve on Lewes Town Partnership (1) and Malling Community Association (1)

8. CHRISTMAS EVENTS

To consider proposals to enhance Christmas trading in Lewes

(NOM013/2012 attached page 23)

9. NEW STANDARDS REGIME

To consider a revised Code of Conduct for Members

(Oral report by TC - draft documents attached page 24)

10. LOCAL GOVERNMENT PENSION SCHEME

To consider the issue of statutory discretion policies

(explanatory email copy attached page 34. Oral report by TC)

11. BRIGHTON & HOVE AND LEWES DOWNS BIOSPHERE PROJECT

To receive a briefing note prepared by Lewes District Council

(attached page 38)

11A PARTNERSHIP FUNDING - Bonfire Safety Stewards

(letter attached page 40)

12. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk)

13. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

14. EXCLUSION OF THE PRESS AND PUBLIC

At this point the Chairman will move:

"That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 any members of the press or public present be excluded and instructed to withdraw"*

** matters related to commercial discussions with third parties*

15. MALLING COMMUNITY CENTRE

To consider matters arising from the meeting of Malling Community Association liaison group 29th August 2012
(Oral report by the Chairman)

16. LEASE FORMALITIES - Lewes Town Hall basement

To consider a request by the tenant for alterations to the leased area of basement
(Oral report by TC – tenant’s request accompanies agenda as separate document)

17. LETTING AGREEMENT - Lewes Town Hall Council Chamber

To consider a request for a long-term agreement to prepaid block-booking
(Oral report by TC)

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 about items on the agenda may be heard at the start of each meeting with the Chairman’s consent. 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 and 5pm Mons- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.



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**LEWES
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MINUTES

Of the meeting of **Lewes Town Council** held on
Thursday, 19th July 2012, 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 (Wischusen); M Chartier (*Mayor*); A Dean; I Eiloart; M Kent; D Lamport; L F Li; J MacCleary; R Murray; S Murray; R O'Keeffe (*Deputy Mayor*); A Price; J Stockdale and Dr M Turner.

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer and Asst. Town Clerk*) L Symons (*Mace Bearer*); Ms E Martin (*C'ttee Administration*)

Observing: Ms V McLachlan (*Finance Administration Officer*); Mrs J Dean (*Reception/ Administration*)

FC2012/34 QUESTION TIME:

There were four members of the public present. Ms Marina Pepper asked if the Council had a timetable for the introduction of the use of digital social media, and what factors were to be considered. No timetable had been set. The Council's Communications Working Party was looking at this issue and, as the implications for an organization such as the Council were complex, a thorough assessment was underway. A range of considerations were offered to illustrate this point.

FC2012/35 MEMBERS' DECLARATIONS OF INTEREST:

Cllr J Stockdale declared an interest *in* agenda item 12 (Planning Principles) in that he is Chair of the Lewes Community Land Trust.

FC2012/36 APOLOGIES FOR ABSENCE: Apologies were received from Cllrs J Daly (on holiday), P Kingham (post-operative recuperation), M Milner (family commitment) and R Rudkin (a work commitment).

FC2012/37 MAYOR'S ANNOUNCEMENTS:

It was announced that Cllr Kingham had returned home after her operation and was recovering. She thanked everyone for their good wishes, and hoped to rejoin Council for the August meeting.

The Mayor referred to the Council's Chaplain, Rev Phillipp Hamilton-Manon, who had announced that he planned to retire as Rector of Lewes and Vicar of St Anne's later in the year. He had been associated with the Town council for over 16 years, and it was agreed that his retirement should be recognized appropriately.

Cllr Chartier personally thanked everyone who had assisted in the recent Jubilee and Olympic Torch Relay celebrations. He noted that there had been aspects where the District and Town Councils had worked together with great success, and mentioned Mrs Garth's personal efforts in engaging businesses with the decoration of the High Street; providing bunting and flags for shops, and organizing the window dressing competition. Members were reminded of the bowls match scheduled for Saturday 21st July at the Castle Bowling Green, and were asked if they knew of an auditor or someone with expertise in websites that may wish to help HOMELINK, one of the Mayor's charities.

Apologies were offered by TC regarding the absence of page numbers on some agendas.

Continues...

FC2012/38 MINUTES:

The minutes of the Council meeting held on 14th June 2012 were received and signed as an accurate record, with the minor amendment that Cllr MacCleary *had* previously registered apologies for absence due to holiday.

FC2012/39 WORKING PARTIES AND OUTSIDE BODIES:

a) *Audit and Governance Panel 10th July 2012*. The Minutes of this meeting were received and **it was resolved that:**

FC2012/39.1 Minutes of the Audit and Governance Panel meeting of 10th July 2012 (*copy in minute book*) are noted.

FC2012/40 CONSULTATIONS:

a) DCLG Second Round Sustainable Community Act 2007 extension to Parishes – the deadline for this Consultation was 5th September 2012. It was agreed that any Members wishing to comment would forward these to TC within a fortnight, and he would respond on the Council's behalf.

b) DCLG Draft Local Audit Bill – the deadline for comments on this Consultation was 31st August, and any comments would be submitted to TC by 24th August 2012.

c) Uckfield Rail Link Parishes Groups – Cllr Kent gave a short oral report. It was recognized that the current government consultation on rail franchise realignment presented an opportunity to restate views on issues surrounding future reinstatement of a Lewes to Uckfield rail link, and electrification of lines beyond Uckfield. There were some locally-specific questions, and it was agreed that Cllr Kent would prepare a draft response to the consultation for colleagues to comment-upon before 24th August, for forwarding by TC as a corporate response to the government.

FC2012/41 ELECTRONIC COMMUNICATIONS:

Members considered a motion (*NOM 008/2012, copy in the minute book*) proposing that the Council examine the matter of which post currently sent in paper form to members could be sent electronically, this examination to be undertaken by a suitable working party, and then for that working party to make recommendations to Full Council.

Following a debate **it was resolved that:**

FC2012.41.1 The Communications Working Party be asked to examine the matter of which post currently sent in paper form to members could be sent electronically, and report to Council.

FC2012/42 LEWES BUS STATION

Members considered a motion (*NOM 009/2012, copy in the minute book*) proposing that Lewes Town Council expresses support for any initiative to maintain public access to sheltered waiting facilities on the site of the present bus station in Lewes pending eventual redevelopment.

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

FC2012.42.1 Lewes Town Council expresses support for any initiative of the site owners, statutory authorities and others to maintain public access to sheltered waiting facilities on the site of the present bus station in Lewes pending eventual redevelopment.

FC2012.42.2 The Traffic Working Party be asked to look into the matter of public waiting facilities at Lewes bus station, pending eventual redevelopment of the building, and report to Council.

FC2012/43 BUS SHELTERS:

Members considered a motion (*NOM 0010/2012, copy in the minute book*) proposing that

the Traffic Working Party be asked to review the Town's bus shelter needs and report back to the Full Council with recommendation and potential costings.

In a short debate, it was suggested that ancillary matters could be addressed; such as "funding gaps" affecting third parties, and the potential for redeployment of existing expenditure (eg real-time information boards). Subsequently, **it was resolved that:**

FC2012.43.1 The Traffic Working Party be asked to review the Town's bus shelter needs and report back to Council.

FC2012/44 COMMUNITY ASSETS:

Members considered a motion (*NOM 0011/2012, copy in the minute book*) proposing that Lewes Town Council should embrace the provisions of the Localism Act in its mechanism to identify and list community assets.

Following a debate **it was resolved that:**

FC2012.44.1 Lewes Town Council wishes to embrace the provision contained in ss 87-108 of the Localism Act 2011 in its mechanism to identify and list community assets, including land.

FC2012.44.2 The Chairman of the Planning Committee (Cllr S Murray), and Cllr Dr Turner are asked to liaise with the Town Clerk and prepare a list identifying assets of community value for initial consideration by the Planning and Conservation Committee before referral to Council.

FC2012/45 PLANNING PRINCIPLES:

Members considered a motion (*NOM 0012/2012, copy in the minute book*) recommending that Council should note general principles, related to prospective development in the North Street area, outlined in a statement prepared by Lewes Community Land Trust.

Following a brief debate **it was resolved that:**

FC2012.45.1 Lewes Town Council notes the general principles laid out in the document entitled "Summary approach to the development of the North Street site in Lewes, East Sussex" (*copy in minute book*) provided by Lewes Community Land Trust, following their wide consultations with local stakeholders, and asks the town council's Planning Committee to take these into account in its consideration of any proposals relating to the North Street area.

FC2012/46 ANNUAL REPORT 2011/2012:

Members considered a revised draft (*copy in minute book*) of an annual report on the Council's activities in the 2011/12 municipal year. At the previous meeting it had been decided that the original draft report required amendment. The revised version met with general approval as a reflection of the many and varied activities and functions of the council in the first year of a significantly changed administration, following elections in May 2011. **It was resolved that:**

FC2012.46.1 Lewes Town Council adopts the revised draft annual report (*copy in minute book*) on the Council's activities in the 2011/12 municipal year, as considered at its meeting on 19th July 2012.

FC2012/47 UPDATE ON MATTERS IN PROGRESS:

a) *Lewes Cinema Ltd.* It was noted that there were no issues to report with regard to litigation.

b) *Malling Community Centre.*- Cllr Chartier and TC had very recently held a meeting with representatives of Malling Community Association, the Council's tenant, and an architect. They had addressed the implications for the originally-agreed joint initiative for refurbishment of the Centre, should other discussions with a third party regarding long-term use of part of the building bear fruit. It was noted that those investigations were nearing the stage where a firm proposal might be brought forward, and all parties were

pleased to note that the overall approach and likely costs for the Council's original scheme should not be significantly affected. It was anticipated that there might be some detail to report by the next Council meeting.

c) *Brighton & Hove and Lewes Downs Biosphere Project* – further to Council's resolution to lobby for inclusion within the designated area for this project, it was reported that other parishes had expressed similar desire in recent weeks. This would inevitably have implications for the planners of the scheme, and more detail was expected to emerge soon.

FC2012/48 **NOTICE OF ITEMS IN PROSPECT:** Members were advised of the following events:-

- a) Imminent meetings of the Audit Panel, Malling Community Association Liaison Group, and the Communications Working Party were to be confirmed.
- b) The Planning Committee would meet on Tuesday, 24th July and Tuesday 14th August at 7:00pm in the Yarrow Room.
- c) The All Saints Steering Group would meet on Friday 27th July at 11.00am in the Yarrow Room.
- d) The Commemorations Working Party would meet on 30th July 2012 at 11.00am.
- e) The next Councillors "drop-in" surgery would take place on Saturday July 7th. Councillor S Murray agreed to attend.
- f) The Grants Panel would meet on Wednesday 29th August at 5.30pm in TC's office. The deadline for applications was 17th August 2012.
- g) The next meeting of Council was scheduled for Thursday, 30th August 2012 at 7.30pm in the Council Chamber, with the deadline for submission to the Town Clerk of proposed items for the agenda being 12 noon on Monday 20th August. An item on the agenda for that meeting was a presentation by a consultant in the field of public participatory budgeting.
- h) The next meeting of Landport Bottom Joint Management Committee was to be confirmed, but was likely to be on 5th or 19th September; commencing with an on-site inspection and followed by a meeting at 11.00am at Lewes House.

FC2012/49 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 9.15 pm

Signed:

Date:

VOTING RECORD SHEET

MEETING of: Council

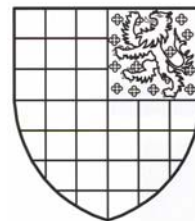
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**LEWES
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Please note: this is a record of voting *where this has been requested* under Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]

Agenda item	MOTION or AMENDMENT VOTED UPON	Ind	LD	Ind	LD	LD	Ind	LD	LD	LD	LD	LD	Green	Green	Ind	Green	Green	LD	LD	No. FOR	No. AGAINST	Carried ? Y/N
		CATLIN (Wischhusen)	CHARTIER	DALY	DEAN	EILOART	KENT	KINGHAM	LAMPORT	LI	MacCLEARY	MILNER	MURRAY R	MURRAY S	O'KEEFFE	PRICE	RUDKIN	STOCKDALE	TURNER			
8	NOM008/2012 – electronic postage – refer to Working party	✓	*	NP	✓	A	✓	NP	A	✓	A	NP	✓	✓	✓	✓	NP	*	*	8	3	Y
9	NOM009/2012 – bus station project – refer to Working party	✓	✓	NP	✓	✓	✓	NP	✓	✓	✓	NP	✓	✓	✓	✓	NP	✓	✓	14	0	Y
11	NOM011/2012 – support community asset register	✓	✓	NP	✓	✓	✓	NP	✓	✓	✓	NP	✓	✓	✓	✓	NP	✓	✓	14	0	Y



MINUTES

of the meeting of the **All Saints Centre (ASC) Steering Group** held on **Friday 27th July 2012**, in the **Yarrow Room, Town Hall, Lewes at 11:00am.**

PRESENT Cllrs Catlin (Wischhusen); M Chartier; S Murray; R O’Keeffe; and Dr M Turner.

In attendance: S Brigden (*Town Clerk [TC]*) Miss L Zeyfert (*Manager, All Saints Centre*)

ASCSG2012/01 **ELECTION of CHAIRMAN** Cllr Dr Turner was elected as chairman of the Steering Group.

ASCSG2012/02 **APOLOGIES for ABSENCE:** Apologies were received from Cllr J Daly, who was on holiday, and Cllrs M Kent, M Milner, and A Price; who had work commitments.

ASCSG2012/03 **DECLARATIONS OF INTEREST:** There were none

ASCSG2012/04 **PUBLIC QUESTIONS:** There were none. (No public or press were present)

ASCSG2012/05 **BUSINESS OF THE MEETING:**

1 The petition, received from Lewes Cinema Ltd on 29th May regarding the Council’s decision to screen popular films at All Saints, was considered. This had been presented to Council on 14th June, accompanied by a short analysis of the entries and comments recorded. The Steering Group noted the comments from signatories and reaffirmed their intention to provide a service in much the same way as the previous operator.

2 Members discussed a letter, received from Mrs W Stonestreet in respect of comments made in Council during assessment of the petition. There was some misunderstanding over statements in this assessment, and Cllr Turner would reply to Mrs Stonestreet to clarify these points.

3 The Group discussed the latest position on various matters in progress: It was believed that a planning application was likely to be submitted later in the year for a development at the Harvey’s Depot site including a cinema, and acknowledged that other facilities could open in the town at other venues at any time. This was understood and accepted. It was noted that the versatility of the ASC would be enhanced by the new seating, and that the Centre was readily-adaptable.

The tiered seating was scheduled for installation in mid-August, as was the upgraded projector, and sound equipment. Graphic designs for the brand “Film at All Saints” were considered, and members expressed preferences and made constructive comments. It was agreed that these would be accommodated before publication of “launch” material for the venture.

It was reported that the Oyster Project would be unable to maintain the kiosk service as originally planned, as several unforeseen difficulties had arisen for the organization. Miss Zeyfert had undertakings from volunteers to effect the service, and this would be developed in the light of experience once the venture was underway. Ticketing was discussed, and it was reported that the registration with an online service was in hand.

Lewes Film Club’s programme suggestions for the first three weekends were considered, and Members discussed the titles proposed. Details had been provided from the film industry’s international movie database, and these were considered with interest. It was agreed that the proposals represented an attractive mix of films. With regard to the centre’s stage lighting, advice had been gratefully received from an expert engineer, and loadings were being assessed for a new truss frame capable of carrying more modern light units.

Various other minor matters were discussed, and members noted their satisfaction

with developments in general.

It was reported that Mr Paul Thorpe, the long-standing caretaker of the Centre had announced his intention to retire at the end of December. This would be reported to Council in due course, but Steering Group Members were keen to record their congratulations to Mr Thorpe, and their thanks for his dedication to the building over so many years.

ASCSG2012/06

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

The meeting closed at 12:20pm

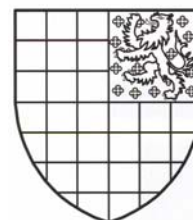
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**LEWES
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MINUTES

of the meeting of the **Working Party** formed to consider commemoration of significant events, held on **Monday 30th July 2012**, in the **Council Chamber, Town Hall**, Lewes at **11:00am**.

PRESENT Cllrs Catlin (Wischhusen); Chartier (*Chairman*); R Murray; O’Keeffe; Turner
In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/ Asst TC*).

CmemsWP2012/09 APOLOGIES FOR ABSENCE: There were none.

CmemsWP2012/10 DECLARATIONS OF INTEREST: There were none.

CmemsWP2012/11 QUESTIONS: There were none. (No members of the public present.)

CmemsWP2012/12 MINUTES:

The minutes of the meeting held on 31st May 2012 were received and signed as an accurate record.

CmemsWP2012/13 REMIT of the WORKING PARTY:

Members noted the remit of the Working party, as set by Council:

(Council resolution Minute FC/2011/94.5 of 15th December 2011 refers) A Commemorations Working Party be set up to look, in the first instance, at ways of celebrating significant events in 2012, with the possibility of continuing the remit through 2013 and 2014; to be reviewed annually.

EXTENSION TO REMIT by Council resolution at its meeting on 29th March 2012 (*minute reference pending*): “That the W/pty be authorized to proceed with the implementation of projects to commemorate the QE2 jubilee and Olympic torch relay, developing those projects that it considers appropriate from the list noted at Council minute FC2011/117, to a maximum aggregate cost of £5,000; to be funded from the existing finance reserve earmarked for Commemorations (shown in the accounts as R7).

CmemsWP2012/14 BUSINESS OF THE MEETING:

It was considered that all projects related to the Queen’s Jubilee weekend and the Olympic Torch Relay had gone extremely well. Thanks were recorded to Mrs Garth, who had personally visited businesses with frontage on the High Street and Western Road, along the route of the Olympic Torch Relay and persuaded over 60 to accept bunting and flags with which to decorate their premises, for the jubilee weekend and the day of the relay. Further; she had personally delivered the items to the businesses and organized the very popular “best-dressed business” competition which had been judged by the Mayor, the Chairman of Lewes District Council, and Norman Baker MP.

A book of photographs, with one from each of the 60 years of the Queen’s reign, was being developed by Cllr O’Keeffe for publication around national Heritage Open Day in September. She noted nothing to report since the last update on progress.

Cllr Chartier reminded colleagues of his earlier suggestion for the commissioning of a piece of music to celebrate the Battle of Lewes in 2014, as a focal-point and as a lasting legacy for the town. Discussion ensued as to possible involvement by various local musical organizations, and it was suggested that a 20minute piece might be suitable, for performance at the Town Hall and other locations during

the celebrations. Initial discussions with a notable local composer had suggested a budget of £5,000 would be appropriate, and it was agreed that Council should be asked to sanction this. It was also noted that a play; "Witnesses to the Battle" would be available for performance across the town and could be staged for modest cost (largely representing costume-hire). It was anticipated that other organizations in town would begin to refine plans for their own involvement shortly, and there would be opportunities for partnership.

Lewes Twinning Association was to confirm details of the proposed anniversary celebrations in Blois on 18th and 19th May 2013. This would commemorate the 40th year of twinning between Lewes and Waldshut-Tiengen (W-T) and 50th year between Lewes and Blois, whilst Blois and W-T celebrated 50 years of their cultural link. In 2003, the 30th/40th anniversary event had seen a large party of Lewes Town Councillors and staff attend for the ceremonial re-signing of pledges, travelling to Blois in a minibus driven by TC, and two private cars. It was suggested that something similar should be arranged for 2013. The tripartite Twinning Association summit meeting in Blois on 27th October would discuss arrangements, and TC had been asked to attend along with officers from W-T.

CmemsWP2012/15 **RECOMMENDATIONS TO COUNCIL:**

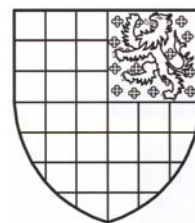
Members agreed that Council should be asked to mandate the Working Party to continue its work in respect of 2013 and 2014, as planning for many events by third-parties was already underway. Council should be asked to sanction an initial budget of £5,000 for commissioning and overseeing by the Working Party, of a suitable piece of music to mark the 2014 Battle of Lewes commemorations. Further; to agree a date of 23rd May 2013 for the next Mayormaking ceremony (this was agreed by the present Deputy Mayor), in order to integrate with the 40th/50th anniversary celebrations of town twinning being held in Blois, and to agree the principle of a party representing the Council at the events.

CmemsWP2012/16 There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 12:05pm

Signed.....

Date



MINUTES

of the meeting of the **Working Party** formed to address traffic-related issues in Lewes held on **Thursday 16th August 2012**, in the **Yarrow Room, Town Hall, Lewes** at **6:00pm**.

PRESENT Cllrs S Catlin (Wischhusen); A Dean; L F Li; M Milner; S Murray; R O’Keeffe. Also present (*not nominated to serve on Working party*): Cllrs D Lamport and R Murray

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

TIWP2012/01 ELECTION OF CHAIRMAN: Cllr Milner was elected as Chairman.

TIWP2012/02 APOLOGIES FOR ABSENCE: There were none.

TIWP2012/03 DECLARATIONS OF INTEREST: There were none

TIWP2012/04 MINUTES: The minutes of the meeting on 16th February 2012 were signed as an accurate record.

TIWP2012/05 PUBLIC QUESTIONS: There were none. (No public or press were present)

TIWP2012/06 BUSINESS OF THE MEETING:

i] *20mph speed limit for Lewes* – East Sussex County Council (ESCC) had now concluded its public consultation, in preparation for the introduction of the town centre scheme. It was reported that a significant majority of respondents were in favour of the scheme, with various queries and suggestions being promoted. One significant point arising was that the proposed boundaries in some places were not at “natural” locations. Members were happy to accept this as phase one of a developing scheme, with refinements and extension to follow, and agreed to press for swift implementation.

ii) *Pedestrian crossings and traffic-calming* - ESCC had confirmed that the design of two crossings for Church Lane Malling, to be paid-for by the Town Council’s agreed contribution, was in progress and would shortly be submitted for safety audit. One was straightforward, although precise location of the other was being refined to account for safety considerations. Once safety auditing was completed, statutory consultation with bodies such as emergency services would proceed, ahead of public consultation. Some discussion followed on other matters such as the traffic re-flow proposals in the area of White Hill/Mount Pleasant/Sun Street. Members had conducted informal traffic surveys recently, and spoken to residents, who were reported to be happy with the proposals. In the area of the railway station it was understood that long-outstanding bridge repairs and strengthening were now agreed, and that an appropriate pedestrian crossing was to be included. Regarding the “speed humps” adjacent the Riverside Centre in Railway Lane, where the uneven profile and poor visibility of markings were known to have caused serious problems for pedestrians and some vehicles, ESCC had recently repainted the markings, but these faded quickly and it was feared that the improvement would not be sustained. Members had previously encouraged further consideration by ESCC as to how improvements might be effected, and it was understood that engineers were looking at options.

iii) *Lewes Bus Station* – further to discussions at Council on 19th July, the Working Party had been asked to investigate underlying issues and recommend any appropriate actions or interventions. It was agreed that Cllrs Catlin; Milner and S Murray, and TC would request a “round-table” meeting with stakeholders to

attempt to envision benefits for the town pending redevelopment of the site; prevent duplication of effort, and provide a better gateway to the town for visitors arriving by bus.

iv) Bus shelters – Council had asked the Working Party to review the town’s bus-shelter needs and to report any recommendations and potential costs. Cllr Lamport, who had originally proposed this, reported that he had received encouraging support from Brighton & Hove Bus Company and some useful information. Members were asked to add their own local knowledge of sites where shelters might be desirable, and a comprehensive list could then be created. Cllrs Lamport and Milner, and TC would assess the information and check on practical issues, such as the agreement of the highway authority to licence locations, before the Working Party was asked to consider it further. This was agreed as an Autumn project.

v) Landport 20mph speed limit – It was reported that a local petition for a 20mph limit in Landport had significant support. ESCC had suggested that a scheme would cost £2,000 and could be implemented if funded by a third-party. Members agreed to recommend to Council that it offer to pay this sum, in much the same way as it had instigated the town centre scheme.

vi) Bicycle racks – Ideas for locations were requested for referral to ESCC, who had recently been successful in obtaining funds for sustainable transport initiatives.

TIWP2012/07

CONCLUSIONS/RECCOMENDATIONS:

Council should be asked to support local demands for a 20mph speed limit scheme in Landport, and offer ESCC the sum of £2,000 to effect this.

TIWP2012/08

As there was no further business, the Chairman declared the meeting closed.

The meeting closed at 7:20pm

Signed:

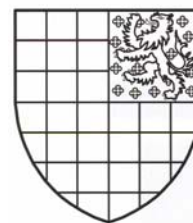
Date:

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TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider Communications & public engagement held on **Tuesday 21st August 2012**, in the **Yarrow Room, Town Hall, Lewes** at **6:00pm**.

PRESENT Cllrs; A Dean; I Eiloart (*Chairman – Lead Member for Communications*); M Milner; R Murray; S Murray; R O Keeffe.; Dr M Turner

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

ComWP2012/01 QUESTIONS: There were none. One member of the public was observing.

ComWP2012/02 APOLOGIES FOR ABSENCE:
Apologies had been received from Cllr M Kent who was on holiday.

ComWP2012/03 DECLARATIONS OF INTEREST:
There were none

ComWP2012/04 MINUTES:
The Minutes of the meeting held on 2nd April 2012 were received and signed as an accurate record.

ComWP2012/05 REMIT OF THE WORKING PARTY:
The Working Party noted its remit, as defined by Council at its meeting on 1st September 2011
(*Council minute FC/2011/54.1 refers*) A Communications Working Party be set up, under the Chairmanship of the Lead Member for Communications, to discuss the days and locations of Councillor “drop-in” surgeries and matters of public engagement with the Council.

ComWP2012/06 BUSINESS OF THE MEETING:
Further to Council resolution FC2011/78.1 of 10th November 2011, The recommendations arising from the Communications Working Party meeting on 20th October 2011, and described at minute ComWP2011/06, were to be developed.

Discussion documents arising/deferred from the previous meeting, A draft communications protocol; a draft social media policy, and a suggested implementation plan, were considered. Detailed discussions took place on several points, and with some minor amendments and elaboration on one or two points the communications protocol was accepted for recommendation to Council (*copy in the minute book*). There was some discussion on the draft implementation plan, and this was noted.

Website – a debate ensued regarding the Council’s website, notably the ease of “discoverability” for users of features and information; the potential for automated distribution of some entries (*eg* automated Twitter post, or RSS feeds). It was stated that a bespoke alternative website would be impractical and unnecessarily expensive. A better solution would be to tailor a commonly-available web content management system, and Cllr Eiloart agreed to prepare a skeleton specification which he would bring to a future meeting.

Newsletter - It was noted that a lack of contributions of items for regular newsletters caused delay in publication. Council had earlier agreed to transfer responsibility for oversight of the newsletter to the Working Party, and Members agreed that they would hold a quarterly workshop to prepare copy for editing and publication by TC. TC would circulate the appropriate dates to meet the agreed

publication programme.

Councillor surgeries – Members reported that attendance by the public was negligible. It was proposed that an “outreach” pilot be attempted, perhaps with a trestle table in the pedestrian precinct. This was considered to have several drawbacks, but the area in front of Waitrose store was practical. It was agreed that a table with appropriate branding material could be positioned at this spot, attended by several Members. Cllr Dean; O’Keeffe and S Murray volunteered for this on October 6th, subject to agreement by Council.

Publication of room-hire information - There was extensive discussion on this subject, with suggestions that booking of all the Councils rooms could be offered on-line. TC outlined current practices, and explained the need for discussion between building managers and potential hirers to elicit, and best address, their exact needs and importantly the effect on other functions and bookings within the buildings. It was not practical to offer direct booking, but it was agreed that more information could be provided, such as tariffs and weekly lists showing availability on the website, and TC undertook to introduce this facility.

Item (NOM008/2012) referred by Council – due to the length of the meeting so far, it was agreed to defer this item until the next meeting – likely to be in October.

ComWP2012/07 Chairman thanked everyone for attending and declared the meeting closed.

The meeting closed at 8:15pm

Signed:

Date:

Communications Protocol

Protocol on Communications *(DRAFT based upon Standards for England model 2009)*

Parish Council Correspondence

The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.

The Clerk should deal with all correspondence.

No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

All official correspondence should be sent by the Clerk in the name of the council using council letter headed paper.

Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

Agenda Items for Council, Committees, Sub-Committees and Working Parties

Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.

Items for information should be kept to a minimum on an agenda.

Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information should be circulated via the Clerk.

Communications with the Press and Public

The Clerk will discuss all press reports, or comments to the media, with the appropriate Lead Councillor or Chairman.

Press reports from the council, its committees or working parties should be from the Clerk or an officer or via the reporter's own attendance at a meeting.

Unless a Councillor has been specifically authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.

If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

Councillor Correspondence to external parties

As the Clerk should be sending most of the council's correspondence from the Council to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.

Where after discussion with the Town Clerk, Members wish to pursue an initiative on an unofficial/individual basis they are welcome to do so but should be mindful: -

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of the need to take care not to give the impression that the initiative has the support of, or represents, official Town Council policy;

of the dangers of raising public expectation;

of publicity or media coverage which may reflect on the Town Council.

Accordingly, Members should make it clear that they are acting in an unofficial/personal capacity.

As a general rule, individual Members should not approach another statutory, voluntary or commercial organisation, other than in a personal capacity, seeking information which might be related to any Town Council function.

Such approaches should be made formally by the Town Council Staff on behalf of the Member in an official capacity. In this respect Members are advised to contact the Town Clerk, as above. If a Member is dissatisfied with the actions/advice of the Town Clerk she/he may ask for an item to be included on the agenda for Council or appropriate Committee.

A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

Communications with Parish Council Staff

Whilst all Members and staff are encouraged to develop contact with each other, both Members and staff need to be conscious of the "Employer" and "Employee" relationship and that professional standards should be maintained at all times. Both should be aware that requests directly from Members to employees to action given matters, whether established Council policy or not, can disrupt established routines and work programmes and could confuse line management. Members wishing to have urgent action taken or to report a problem requiring early attention should contact the Town Clerk, who can then re-schedule staff priorities if necessary.

Councillors must not give instructions to any member of staff, unless specifically authorised to do so (for example, three or more Councillors sitting as a committee or working-party with appropriate delegated powers from the council). In such circumstances Members who wish to investigate or promote any issue for possible adoption and/or action should, in any event, first discuss the matter with the Town Clerk so that preliminary consideration can be given to the legal, financial, technical and staffing implications and to the possible impact and relationship to existing projects or policies in which the Council is currently involved.

Telephone calls should be appropriate to the work of the parish council.

E-mails:

Instant replies should not be expected; reasons for urgency should be stated;

Information to Councillors should normally be directed via the Clerk;

E-mails from Councillors to external parties should be copied to the Clerk;

Councillors should acknowledge their e-mails when requested to do so.

Meetings with the Clerk or other officers:

Wherever possible an appointment should be made;

Meetings should be relevant to the work of that particular officer;

Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

APPENDIX A **Social media** DRAFT based upon Cornwall Council policy

Purpose and Aim of Policy

There are far too many social media sites to list but some of the most popular examples are; Facebook, MySpace, Twitter and YouTube. The format and levels of interaction vary greatly from one to another. Whenever Council representatives use such sites they should familiarise themselves with the guidance that is set out in this policy.

We need to set clear guidelines for using social media sites to ensure they are used effectively as part of a wider communications mix and that their use does not expose the Council to security risks or reputational damage. Therefore we need a comprehensive policy to effectively manage and regulate the corporate use of social media.

Social media offers great potential for building relationships and improving the services that we provide. This policy will clearly set out how social media can be managed effectively and how any risks or pitfalls can be avoided or mitigated.

As with any online activity there are often risks associated, the following types of risk have been identified with social media use:

- Virus or other malware (malicious software) infection from infected sites.
- Disclosure of confidential information.
- Damage to the reputation of the Council.
- Social engineering attacks (*this is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client*).
- Civil or Criminal action relating to breaches of legislation.

The aim of this policy is to ensure:

- engagement with individuals and communities and successful promotion of council-based services through the use of social media.
- a consistent and corporate approach is adopted and maintained in the use of social media.
- that Council information remains secure and is not compromised through the use of social media.
- that users operate within existing policies, guidelines and relevant legislation.
- that the Council's reputation is not damaged or adversely affected.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Lewes Town Council:

Responsibilities of Members

Be aware of and recognise your responsibilities identified in the Social Media Policy.

Remember that you are personally responsible for the content you publish on any form of social media.

Members should ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Members should also adhere to the Members' Code of Conduct, and remain alert to the risks of action for defamation (outlined at Appendix B). Never give out personal details of third parties such as home address and telephone numbers unless already in the public domain.

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Respect defamation, copyright, fair-use and financial disclosure laws.

Social media sites are in the public domain and it is important to ensure that you are confident about the nature of the information you publish. Permission must be sought if you wish to publish or report on meetings or discussions that are meant to be private or internal to the Council.

Clearly separate professional; personal; or political aspects of your communication.

Don't cite or reference customers, partners or suppliers without their approval.

Don't use insulting, offensive or racist language or engage in any conduct that would not be acceptable elsewhere. Show consideration for others' privacy and for topics that may be considered objectionable or inflammatory.

Responsibilities of Officers

Officers using social media must identify themselves as being Council staff. Staff will be permitted to use only council email addresses and not personal ones.

Never give out personal details of third parties such as home address and telephone numbers unless already in the public domain. Ensure that you handle any personal or sensitive information in line with the Council's Data Protection Policies.

Respect copyright, data protection, freedom of information and other laws.

Don't cite or reference customers, partners or suppliers without their approval.

Don't use insulting, offensive or racist language or engage in any conduct that would not be acceptable in the workplace or elsewhere. Show consideration for others' privacy and for topics that may be considered objectionable or inflammatory.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk

Don't download any software, shareware or freeware from any social media site, unless this has been approved and authorised by the Town Clerk.

Officers should remain alert to the risks of action for defamation (outlined at Appendix B).

Failure to comply with the guidelines could result in disciplinary action being taken.

APPENDIX B Defamation – briefing note

Definitions

A defamatory statement is one “which tends to lower a person in the estimation of right thinking members of society generally or to cause him to be shunned or avoided or to expose him to hatred, contempt or ridicule, or to convey an imputation on him disparaging or injurious to him in his office, profession, calling, trade or business” (*Halsbury’s Laws of England*).

A defamatory statement made in writing or printed or in some other permanent form is called libel. The statement may be made in actual words or by images, pictures and the like. A statement made on radio or television is in permanent form. A defamatory statement made orally or in some other transient form (e.g. a gesture) is called slander.

Actionable defamation

The person defamed can only sue the defamer where the defamatory statement is communicated (in legal terms “published”) to some other person. Thus a defamatory letter written by person A about person B is not actionable if it is sent to Person B and seen only by him/her; but if it is sent to a third party, Person C, and is seen by him/her, there is communication and Person B can sue. However, if the letter is sent to Person C who passes it on unopened to Person B there will be no communication to a third party.

It is not necessary to prove damage or loss to succeed in a libel action; the law presumes that a libel causes damage. However, there are degrees of damage and mild libel will attract compensation at a lower figure than a serious one.

An action for slander can only be brought on proof of actual loss except in the following cases:

- disparagement of a person in any office, profession, trade, calling or business;
- imputation or accusation of a crime punishable by imprisonment;
- imputation that a person is suffering from certain contagious diseases; or
- imputation of unchastity or adultery by a woman.

Who can be defamed?

Any living person can be defamed and bring an action against the defamer.

Public and local authorities (including local councils) can NOT be defamed. This is now settled law: the House of Lords held that it was in the highest interest of the public to allow a council to be subject to scrutiny and criticism, and it would be contrary to such interest for local authorities to have any common law right to bring an action for defamation (*Derbyshire C.C. v The Times Newspapers Ltd [1993] 1.AER.1011*).

In contrast, however, trading or non-trading corporations (i.e. bodies who have a identity, rights and responsibilities distinct from those individuals who form them), for example companies can be defamed by statements affecting their trading reputation.

An unincorporated body is an association of individuals or bodies which is not recognised by the law as having a separate legal existence e.g. NALC or a sports club. An unincorporated body cannot be defamed. If words disparaging an unincorporated body reflect on certain individuals, those individuals could sue.

Even though a statement cannot be defamatory of a local authority itself the same statement can be personally defamatory of a member or officer who can bring a personal action in their own name.

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Who may be sued for defamation?

As a general rule, the person to be sued is the person who ‘publishes’ the defamatory statement. Every person who participates in publication may be liable as a ‘publisher’. Thus where a libel appears in a newspaper, the originator, reporter, proprietor, editor, printer, publisher and vendor may be liable, as well as the author. However, innocent dissemination of a libel does not amount to publication, thus a postman who delivers a letter in the ordinary course of his duties without knowing it is defamatory is not liable as a publisher.

In contrast to the rule above, a public or local authority (including a local council) may be sued for defamation. A commercial trading company may also be sued. These bodies may also be liable for any act of publication by an agent or employee if done within the scope of his authority or employment. An agent or employee may also, as an individual, be liable as a publisher; but if acting under instruction he would be entitled to be indemnified against any personal financial loss.

A local council may be liable as a publisher of libel in any of the following cases if:

- it directly authorises the making of a defamatory statement (e.g. in the words of a resolution reproduced in its minutes);
- it authorises a member or instructs an officer to write a letter etc in terms which are defamatory;
- a member or an officer is given general authority to express the council’s views on a matter and does so in defamatory terms; and
- a council cannot, in itself, be liable for slander, since acts which constitute slander can only be carried out by living persons. Thus the making of a slanderous remark by a councillor at a council meeting will result only in personal liability on the councillor. However a slanderous statement by a council employee, acting in the course of his employment, will make the employing council liable.

Defences

There are seven possible defences to an action for defamation:

(i) Absolute Privilege

‘Absolute Privilege’ means that a person who makes a defamatory statement in certain circumstances has an absolute defence (arising under various statutes) to a defamation action. Those circumstances are:

- court or tribunal proceedings;
- proceedings in Parliament;
- contemporaneous fair and accurate reports in any medium of publication of court proceedings;
- authorised reports of court or parliamentary proceedings (e.g. official law reports, Hansard);
- investigations by the local government Ombudsman;
- statements made in the course of judicial proceedings; and
- affairs of State (unlikely to affect local councils).

(ii) Qualified privilege

The defence of qualified privilege can arise from statute or in common law. Pursuant to schedule 1 of Defamation Act 1996, fair and accurate reports of proceedings at a public meeting of a local authority (which includes local councils) have qualified privilege without explanation or contradiction. This means it is not possible to sue for defamation unless it can be proved that the statement was made with improper motive or malice. In the case of reports of local authority proceedings anyone who considers he has been defamed has a right to have the newspaper publish his explanation or contradiction.

At common law, the defence will apply where a person making a defamatory statement has an interest or a legal, social or moral duty to make it to the person to whom it is made, and the latter has a corresponding interest or duty to receive it. Qualified privilege will normally attach also to statements



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(both written and oral) made by local councillors or council staff in the course of their official duties, and for the purposes of council business, provided that the statements are made in good faith and without any improper motive. Qualified privilege can be destroyed if the defendant is proved to have been actuated by spite or ill-will. So long as a person believes in the truth of what he says and is not reckless, malice cannot be inferred from the fact that his belief is unreasonable, prejudiced or unfair. A leading case on the defence of qualified privilege (which arose out of remarks made by an alderman of Bolton corporation at a council meeting) is *Horrocks v Lowe* [1974] 1 AER 662. The facts are of no particular relevance, but the following words of Lord Diplock in this Court of Appeal case are worth reproducing in full:

“My Lords, what is said by members of a local council at meetings of the council or of any of its committees is spoken on a privileged occasion. The reason for the privilege is that those who represent the local government electors should be able to speak freely and frankly, boldly and bluntly, on any matter when they believe affects the interests or welfare of the inhabitants. They may be swayed by strong political prejudice, they may be obstinate and pig-headed, stupid and obtuse; but they were chosen by the electors to speak their minds on matters of local concern and so long as they do so honestly they run no risk of liability for defamation of those who are the subjects of their criticism.”

The words can also be applied to written communications sent by a local council in the course of official business (*source NALC legal topic note LTN30 Nov 2007*).

(iii) Fair comment

This defence differs from qualified privilege in that (a) it is available to anyone, whether or not he has a duty or interest to communicate to another person and (b) it only applies to expressions of opinion, not to statements of fact. The essentials of the defence are that the expression of opinion in question relates to a matter of public interest, is based on facts which are truly stated and is a fair and honestly held comment on those facts.

A comment is fair if it is one a person could honestly make it on the facts in question, however prejudiced or obstinate he may be.

Examples of matters of public interest are: decisions of magistrates, speeches and attitudes of politicians, court proceedings and the proceedings of public bodies (including local authorities).

The defence of fair comment is primarily of use to journalists and others who report on public affairs.

(iv) Offer of amends for unintentional defamation

This defence is available where the defendant did not know or have any reason to believe that the statement referred to the claimant and was untrue and defamatory of him.

The defendant must make a written “offer of amends” which should: state that it is an offer under the Defamation Act 1996; contain a suitable correction and apology and an offer to publish them; contain an offer to pay damages either agreed or set by the court.

It is always possible for a non-statutory offer of amends to be made and to be accepted without the statutory formalities.

(v) Apology

There is a further statutory defence of apology and payment into court but this has substantial disadvantages and is now obsolete.

(vi) and (vii) Leave or Licence

These defences arise where the defendant proves that the person claiming to be defamed authorised or agreed to the publication of the words complained of.

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Implications for local councils

Local councils, councillors and council staff will be able to take advantage of the appropriate defence(s) if threatened with a defamation action. In particular, those of qualified privilege and fair comment will often be relevant. However, care should always be taken not to make statements which might be defamatory; if in doubt, they should take legal advice before taking any action. The same care should be exercised before publishing statements made by others, *eg.* by reading out letters from constituents at council meetings or reproducing complaints *etc* verbatim in the minutes of a meeting. Where a potentially defamatory matter needs to be reported or recorded then so far as possible only the gist of it should be included in report or minute, so as to exclude publication of defamatory matter.

A distinction must be drawn between statements *etc.* made by councillors in their public and private capacities. A defamatory statement made in a private capacity may not attract any of the defences specified above, especially that of qualified privilege.

Insurance

Pursuant to Article 6(3) of the Local Authorities (Indemnities for Members and Officers) Order 2004 (SI.3082), a council is able to provide indemnity to members and officers in order to allow them to defend a defamation action. An indemnity cannot be provided for the bringing of such an action by a member or officer.

In case of potential challenge or uncertainty, first contact the Town Clerk.

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 30th August 2012

NOM 013/2012 – received from **Cllr A Dean** on 20th August 2012, in the following terms:

It is proposed that:

A working party be convened to investigate the three proposals (below) that are all designed to enhance both the Town and to support and encourage trade over the Christmas period, for the benefit of both residents and high street retailers

Supporting Information from Councillor Dean

The motion is, that a working party be convened to investigate the following three proposals that are all designed to enhance both the Town and to support and encourage trade over the Christmas period, for the benefit of both residents and high street retailers.

- (i) Improved Christmas street lighting, although it may not initially be possible to provide a comprehensive plan for additional street lighting, it may be possible to work toward this in increments over a number of years. To be in a position to do this effectively, a design and costings would have to be created, elements of which could come on line as and when funds are available.
- (ii) A childrens lantern parade and Best Lantern competition. The technology would not be dissimilar from that of the 'Moving on Parade' organized by Patina during the summer. Paper lanterns made on simple willow frames lit with tea lights and hung on bamboo poles.
- (iii) The hire of an ice skating rink, either artificial or real.

All three options could take place as either part of a strategy and consecutively or simultaneously. All three options have been practised for some years by Ambleside Parish Council with a population of approx. 7300. The Parish Council provide a grant of £2000 per annum for the Christmas lights to a committee. The committee fundraises throughout the year and the lantern making workshops begin in November. The health and safety issue has never been a problem, they have stewards and the stewards light and oversee the parade.

Father Christmas arrives on real Reindeer and as he throws fairy dust into the air the Christmas lights are turned on. They have strings of Christmas lights that the local fire service helps them to put onto the roofs of the buildings along the high street.

They hire an artificial ice skating rink, site it on a piece of land that they have recently taken over from the district and charge £3.50 per 20mins and it is hugely popular and parents and children come from the district to use it.

Another possibility to add to the festivities is a competition for the best window lantern, separate prizes for commercial and private entries, 1st. Prize has to be worth having and about eleven other prizes.

A Hog Roast and stalls selling toys home and home made local produce

Cllr A Dean

20th August 2012



All Members or co-opted members of Lewes Town Council have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with provisions of the Localism Act 2011, when acting in this capacity they are committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The Seven Principles of Public Life

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

2. Members should not place themselves in situations where integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour. Members should show integrity by consistently treating other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position, for example as an officer or employee of the authority.

Objectivity

3. Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Honesty

6. Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

7. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

On their election or co-option to Lewes Town Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the Council, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.



Part 1 – General provisions

Introduction and interpretation

1. —(1) This Code applies to **you** as a member of the authority, when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service; which are set out above. You should have regard to these principles as they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should first seek it from the authority’s monitoring officer, or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the authority’s monitoring officer of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the authority’s monitoring officer.
- (5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding -
 - (a) whether to take action in relation to you and
 - (b) what action to take.
- (6) In this Code—

“authority” means Lewes Town Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who-

 - (a) is a member of any committee; working party, or sub-committee of the authority, or
 - (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee, working party or sub-committee.

"meeting" means any meeting of—

 - (a) the authority;
 - (b) any of the authority's committees, sub-committees, joint committees, joint sub-committees, or working parties;

"member" includes a co-opted member.

“register of members’ interests” means the authority's register of members' pecuniary and other interests established and maintained by the authority’s monitoring officer under section 29 of the Localism Act 2011.



Scope

2. —(1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—
- (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your authority, and references to your official capacity are construed accordingly.
- (2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) Where you act as a representative of your authority—
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. —(1) You must treat others with respect.
- (2) You must not—
- (a) do anything which may cause your authority to breach any of its the equality duties (in particular as set out in the Equality Act 2010);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be—
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
4. You must not—
- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;



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- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is—
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the authority;

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

- (a) your authority's chief finance officer; or
- (b) your authority's chief executive officer; or
- (c) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.



Part 2 – Interests

Personal interests

8. – (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the authority may deal with the matter as mentioned in paragraph 1(5) and

(b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

(3) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(4) In sub-paragraph (3)(b), a relevant person is—

(a) a member of your family or a close associate; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6), you have a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:



Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

'body in which the relevant person has a beneficial interest' means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

'director' includes a member of the committee of management of an industrial and provident society;



'land' includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

'M' means the person M referred to in section 30 of the Localism Act 2011;

'member' includes a co-opted member;

'relevant authority' means the authority of which M is a member;

'relevant period' means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Localism Act 2011;

'relevant person' means a Member or any other person referred to in section 30(3)(b) of the Localism Act 2011;

'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

(6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

Disclosure of personal interests (See also Part 3)

9. —(1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(3) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

(4) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(5) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10. —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.



(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
- (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
- (c) relates to the functions of your authority in respect of—
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Interests arising in relation to overview and scrutiny committees

11. You also have a personal interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority or any of your authority's committees, sub-committees, working-parties; joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, working party, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12. —(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—

- (a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from your authority's monitoring officer or standards committee;

- (b) you must not exercise executive functions in relation to that matter; and



(c) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 – Registration of Interests

Registration of members' interests

13. —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later), register in the register of members' interests details of-

- (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
- (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14. —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in the register of members' interests.

(3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.



Dispensations

15 - (1) A Parish Council may, on a written request made to the Council by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Council —

(a) consider that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that granting the dispensation is in the interests of persons living in the authority's area,

(c) considers that it is otherwise appropriate to grant a dispensation.

(2) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

(3) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Email message received 1st August:

LGPS - East Sussex Pension Fund

There are a number of discretions provided under the various pieces of legislation governing the operation of the LGPS. A number of these discretions:

- **Require** an Employer policy in respect of the discretion – see attached “LGPS Required Employer Policy Decisions 2012”;
- **Are optional** for the employer – see attached “East Sussex Pension Fund Employer Discretions 2012”;

A recent addition to the required policy documents relates to the **Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011**. You are required to produce a policy in respect of the award of Injury Allowances. These are discretionary benefits paid by the employer outside the East Sussex Pension Fund, and are separate from pensions awarded under the Ill-health provisions of the **Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007**. An employer’s policy can be that it will not provide injury allowances.

For employers with Compensatory Added Years / Injury Pensions

Included in these discretions are discretions in respect of the treatment of benefits under:

- **the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000** – in respect of Compensatory Added Years;

According to our records – you have members with:

- Compensatory Added Years;

It would be helpful for us if you had policies in respect of these benefits. This will enable the administrators to deal with the benefits by applying your policy without needing to refer individual cases to you for decisions as they arise.

For Resolution Bodies

Regulation 4(3) of the Local Government Pension Scheme (Administration) Regulations 2008 provides that employers listed in Part 2 of Schedule 2 to these Regulations must designate which employees (or class(es) of employees) may be eligible for membership.

You are covered by this provision. Please provide me with a copy of the latest Council resolution in respect of which of your employees, or post(s) are eligible for membership.

Attachments

I have attached documents showing:

- Those discretions where a policy is required from the employer - **LGPS Required Employer Policy Decisions 2012**;
- All the provisions in the LGPS legislation for the employer to be able to exercise a discretion - **East Sussex Pension Fund Employer Discretions 2012**. This includes the required discretions, mentioned above, which are indicated by an * and shown in bold.

Actions required

Please complete the **East Sussex Pension Fund Employer Discretions 2012**, giving details of the employer policy decisions you have made to date. We require, also, a copy of your full employer policy decisions in respect of each of the required discretions, and any other discretionary decisions made.

If you do not have an employer policy in place in respect of the required employer discretions, please give an indication when you will have a policy in place.

Please note that discretions are only required in respect of:

- Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011;
- Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000;
- Local Government (Discretionary Payments) Regulations 1996;
- Regulation 4(3) of the Local Government Pension Scheme (Administration) Regulations 2008

where I have indicated above that the provision applies to you.

Your reply, with copies of the latest version of the relevant policies, or an indication when we can expect the policies to be finalised, is required by 31 August 2012.

Looking forward, in the event of your updating any of these policies, please provide us with a copy when the policy is updated.

If you wish to discuss these policies please contact either:

Paul Reynolds – Interim Pensions Support – 01273 337021 – paul.reynolds@eastsussex.gov.uk

Craig Geering – Pensions Officer – 01273 335309 – craig.geering@eastsussex.gov.uk

Wendy Neller – Pensions Manager – 01273 481904 – wendy.neller@eastsussex.gov.uk

Paul Reynolds
Interim Pensions Support
East Sussex County Council

Required Employer Policy Decisions

The various LGPS Regulations provide a wide range of areas where employers are required to exercise discretions from time to time. There are a number which require that each employer is required to formulate, publish and keep under review, policies. These are:

Discretion	Regulation	To be exercised by?
The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007		
Whether to augment membership of an active member (by up to 10 years)	Regulation 12	Employer
Whether to grant additional pension to a member (by up to £5,000 p.a.)	Regulation 13	Employer
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement) LGE guidance provided: * Member must take all of accrued pre-2008 benefits * Member could elect to take part of post-2008 benefits	Regulation 18(1)	Employer
Whether to waive, in whole or part, actuarial reduction on benefits paid on flexible retirement	Regulation 18(3)	Employer
Whether to grant application for early payment of benefits on or after age 55 and before age 60	Regulation 30(2)	Employer
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early	Regulation 30(5)	Employer
The Local Government Pension Scheme Regulations 1997		
Grant application from a post 31.3.98 / pre 1.4.08 leaver or from a councillor for early payments of benefits on or after age 50/55 and before age 60	Regulation 31(2)	Employer
Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98 / pre 1.4.08 leaver or a councillor leaver	Regulation 31(5)	Employer
Councillor optants-out only to get benefits paid from NRD if employer agrees	Regulation 31(7A)	Employer

The Administering Authority requires a copy of the latest employer policy decisions in respect of each of these discretions.

Other Discretions

Further discretions are required in respect of a number of other areas. While a formal written policy is not required in respect of these other discretions, it would be sensible for Employers to have formulated a policy in respect of these in order to ensure consistency of treatment between members.

Additional Policy required for each Scheduled Body

Discretions under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Under Regulation 14 of the Injury Allowances Regulations, each LGPS employer (other than an Admitted Body) is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations in respect of leavers, deaths and reductions in pay that occurred post 15 January 2012.

Discretion	Regulation	To be exercised by?
Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(1)	Employer
Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(4) and 8	Employer
Determine whether person continues to be entitled to an injury allowance awarded under Regulation 3(1)	3(2)	Employer
Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(1)	Employer
Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(3) and 8	Employer
Determine whether person continues to be entitled to an injury allowance awarded under Regulation 4(1)	4(2)	Employer

Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.	4(5)	Employer
Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a Regulation 3 payment was being made at date of cessation of employment but Regulation 4 does not apply.	6(1)	Employer
Determine amount of any injury allowance to be paid under Regulation 6(1).	6(1)	Employer
Determine whether and when to cease payment of an injury allowance payable under Regulation 6(1)	6(2)	Employer
Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	7(1)	Employer
Determine amount of any injury allowance to be paid under Regulation 7(1)	7(2) and 8	Employer
Determine whether and when to cease payment of an injury allowance payable under Regulation 7(1)	7(3)	Employer

Formulating and publishing a policy under the Injury Allowances Regulations 2011

Each LGPS employer (other than an Admitted Body) is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances regulations.

If the employer decides to change the policy, no change can come into effect until one month has passed since the date the amended policy statement is published.

In formulating and reviewing its policy an employer is required by the Regulations to:

- * have regard to the extent to which the exercise of their discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service, and
- * be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

An employer can decide that it will not be providing Injury Allowances. It will, however, need to produce a policy statement confirming their decision.

Briefing note for Lewes Town Council
Proposed Biosphere Reserve for Brighton & Hove & Lewes.

The Brighton & Hove and Lewes Downs Biosphere Project is led by the Brighton City Sustainability Partnership and Brighton & Hove City Council, and aims to achieve international recognition from the United Nations for the special nature of our local environment. There are currently 580 sites designated by UNESCO (United Nations Educational Scientific and Cultural Organisation) spanning 114 countries including areas as diverse as the Amazon rain forest, Canary islands, with the city surrounds of Paris, Cape Town and Rio de Janeiro. In the UK there are eight Biospheres Reserves, the premier Biosphere Reserve in the UK is in North Devon.

The project vision is to develop a unified approach to better care for, manage and enjoy the local environment. This includes the urban areas, surrounding countryside of the South Downs and the sea, aiming to bring people and nature closer together.

International Biosphere Reserves have three functions:

- **Conservation** - of landscapes, ecosystems, species and genetic diversity at both a regional and global scale.
- **Development** - economic and social development which is culturally and ecologically sustainable.
- **Knowledge** – environmental education, research and training to test and demonstrate innovative approaches to nature conservation and sustainable development.

There are three zones within Biosphere Reserves:

- **Core area:** based round a protected site – a national park / nature reserve – this has to be a European Protected Site – such as a Special Area of Conservation. (In Brighton / Lewes these sites are Castle Hill in Woodingdean, and the Lewes Downs, centred around Mount Caburn). In addition Sites of Special Conservation Interest (SSSI's) are included here.
- **Buffer zone** - Areas surrounding the protected site – consisting of high quality landscape and habitats – such as the wider South Downs National Park area
- **Transition area** – this could include urban fringe or the built environment.

Current proposed reserve boundaries.

Lewes District Council at its cabinet meeting of 23rd November 2011, set proposed boundaries within its District for the Biosphere Reserve. These included the South Downs National Park boundary, with the exclusion of urban areas of Lewes (however Lewes Railway Land was included within the

proposed area). The coastal urban areas of Seaford, Newhaven, Peacehaven and Telescombe were also excluded.

In order for these boundaries to be reconsidered, LDC Chief Executive would need to receive formal letters from Town / Parish Councils, expressing their wish to be included. These organisations would also need to make clear that they could devote resources to the project. At the moment, resources will only be needed in order to facilitate the submission of the bid, (by September 2013). Resources need not be financial, but could include the following examples:

2012/13

- Staff time or contribution towards costs of staff time to input content to the Biosphere management strategy – estimated 2 days between Oct and Dec 2012
- Potential contribution to Biosphere management strategy consultation documents and proportional share of printing Dec '12. Costs would be worked out by population size being consulted. Local promotion / public consultation events (Jan-Mar '13)

2013/14+

- Ongoing local promotion / input of detail to proposed actions – e.g. 0.5 day/month staff time
- Future implementation of local projects included in Biosphere management strategy (or a later detailed action plan/funding bid), subject to resources – specific project costs TBC

There are many projects and actions that may result from the designation but we just do not know yet what these will be and therefore it is not possible to quantify costs.

What are the general benefits of designation?

- Working towards environmental sustainability – providing a strategic framework to underpin future policy making
- Unesco recognition – a strong benchmark and internationally recognised accreditation.
- Raise awareness of environment and development issues
- Attract funding – potential grant revenue, or partnership with the commercial sector.
- Strong marketing potential, tourism and brand identity.
- Pilot projects for learning places – co-ordinating links with research organisations, community and organisational research and education.

For more information contact LDC Community Ranger Dan Ross on 01273 484408 or dan.ross@lewes.gov.uk.



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By Hand

Mr S Brigden
Town Clerk
Lewes Town Council
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BN7 2QS

direct dial 01273 484353 – Ian Kedge
Ian.Kedge@lewes.gov.uk

my ref EH/IPK/BA

your ref

date 23 August 2012

Dear Steve

Stewarding Arrangements for Bonfire 2012

As you are well aware the arrangements for the Lewes Bonfire Celebrations for this year are well advanced. It is proposed that the stewarding arrangements will be very similar to those of the previous two years. I am writing formally to request that Lewes Town Council join in partnership with the Council (and hopefully the Police and the Bonfire Societies) to commission Select Security to provide stewards at key locations around the town identified in the Crowd Dynamics report.

Your early reply would be greatly appreciated.

Yours sincerely

Ian Kedge
Head of Environmental Health

