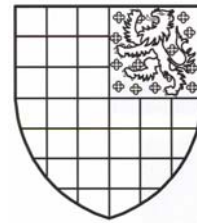


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**LEWES  
TOWN  
COUNCIL**

## *MINUTES*

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

**Thursday 24<sup>th</sup> January 2013**, 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 M Chartier (*Mayor*); J Daly; A Dean; I Eiloart; M Kent; P Kingham; D Lamport; L F Li; J MacCleary; M. Milner; R Murray; S Murray; R O’Keeffe (*Deputy Mayor*); A Price and J Stockdale.

*In attendance:* S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer and Asst. Town Clerk*) M Larkin (*Mace Bearer*); Ms E. Martin (*C’tee Administration*); Rev P Hamilton-Manon (*Chaplain*)

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

The Rev Hamilton-Manon offered a few philosophical words, and quoted from the first constitution of the United States of America, related to the structure and qualities of representation in a society. The 24<sup>th</sup> January, he said, was the anniversary of this document, set out in 1639 and originally agreed between the representatives of three townships “for the better governance of the community”.

**FC2012/109**

**QUESTION TIME:** There were two questions:

- i) Cllr M Kent had previously notified of a question regarding the timescale for proposed refurbishment of Malling Community Centre. This was put to the Mayor and a comprehensive answer given (*A copy of the question and the answer thereto are appended to these minutes.*) and
- ii) East Sussex County Councillor R St Pierre asked a question regarding bus shelters in various places in the Town. Cllr St Pierre was advised that proposals had been considered by the Council in late 2012, and it was currently investigating the practical aspects of five sites across the town. When matters such as Highway Authority approval were dealt-with, Council could consider the question of funding.

**FC2012/110**

**MEMBERS’ DECLARATIONS OF INTEREST:**

Cllr M Chartier declared an interest *iro* item 6c (Christmas Events proposals) as he is a Trustee of the Sussex Archaeological Society.

**FC2012/111**

**APOLOGIES FOR ABSENCE:**

Apologies were received from Cllr S Catlin (Wischhusen) who was on holiday, Cllr R Rudkin who had a study commitment and Cllr Dr M Turner who was unwell.

**FC2012/112**

**MAYOR’S ANNOUNCEMENTS:**

- a) A Holocaust Memorial Day event would be held on Sunday 27<sup>th</sup> January 2013 at the All Saints Centre. There would be a screening of the film *Life is Beautiful*; a candle lighting ceremony, and readings. Tickets were available from Mrs Garth.
- b) A reception for St Anne’s Church would be held on Monday 28<sup>th</sup> January at 7pm in the Council Chamber.
- c) Members were reminded of the Civic Awards and that the closing date was extended to 31<sup>st</sup> January 2013.
- d) The manager of the Runaway Café on Lewes Station had asked that her thanks to Councillors for their support in the campaign to renew the cafe lease be recorded.
- e) Members were asked to give some thought to whether or not they may wish to

*Continues...*

travel to Blois for the official ceremony and festivities between 21<sup>st</sup> and 23<sup>rd</sup> June 2013, celebrating the 50<sup>th</sup> anniversary of town Twinning. If Members did wish to attend they should let TC or Fiona know, if possible, in the next week; before the next meeting of the Commemorations Working Party, which would discuss practical arrangements.

f) The next scheduled Members “drop-in” surgery would be on 2<sup>nd</sup> February from 10am to 12pm in the Council Chamber. Cllrs S Murray and R O’Keeffe volunteered to attend.

g) Members were reminded that the Town Council had promoted the inclusion of the town in the proposed Brighton and Lewes Downs Biosphere Reserve Project. The proposed area now included Lewes, Newhaven, Peacehaven and Telscombe Cliffs and the project was poised to launch with a broad public consultation programme on Monday 28<sup>th</sup> January. This was designed to gain as much support as possible for a bid to UNESCO in September for Biosphere Status. Details were available at [www.biospherehere.org.uk](http://www.biospherehere.org.uk) and everyone was encouraged to respond.

FC2012/113

#### **MINUTES:**

There was some contention over references to a debate regarding the Finance Working Party meeting of 26<sup>th</sup> November 2012; the minutes of which had been submitted to Council on 13<sup>th</sup> December 2012. These had generated a robust discussion in Council, which was reported in the minutes of that Council meeting. TC held that the report was accurate, and that proposals being put forward for amendment were related to *content*, which should not be debated unless a case could be made for omission; factual inaccuracy; distortion or ambiguity. The matter was put to a vote and **it was resolved that:**

**FC2012/113.1.** The minutes of the Council meeting held on 13<sup>th</sup> December 2012 were received and signed as an accurate record with minor amendments to FC2012/100.3 and FC2012/105. *(A record was requested of the vote on this item, which is appended to these minutes)*

A debate followed on the issue of the minutes of the Finance Working Party meeting of 26<sup>th</sup> November. Council had agreed to consider a transcript of the audio recording of the Working Party meeting, which had been distributed to all Members and was scheduled later on the evening’s agenda. Despite the availability of this text, some Members remained unsatisfied with the record, and a proposal was put forward that the transcript be appended to the published minutes for the Working Party, allowing all readers to follow the issues for themselves. This matter also was put to a vote and **it was resolved that:**

**FC2012/113.2.** The written transcript of the Finance Working Party held on 26<sup>th</sup> November 2012 shall be appended to the published minutes for the Finance Working Party meeting of 26<sup>th</sup> November 2012. *(A record was requested of the vote on this item, which is appended to these minutes).*

FC2012/114

#### **WORKING PARTIES AND OUTSIDE BODIES:**

Members were reminded that anyone who may have attended a meeting of any recognized outside body which had covered issues that deserved attention by the Council, should ensure that TC was aware of this before the meeting, and preferably before the agenda deadline. Reports on all activities of the organization were not expected.

a] *Uckfield Line Rail Extension Group:* Cllr M Kent reported that letters had been written by the interested parishes to the government’s Department for Transport (DfT) regarding land on the site of the old Uckfield Railway Station. The DfT had replied that the parcel of land would be tendered at market value and was not directly-transferrable.

Cllr Kent also reported that group members had been asked to consider 10 aims for

the Parishes Committee and report back to their next meeting in March 2013.

After some discussion **it was resolved that:**

**FC2012/114.1.** The report be noted.

b] *Planning Committee 8<sup>th</sup> January 2012:* Cllr S Murray reported that an open day was to be held on February 16<sup>th</sup> 2013 at the Town Hall, to launch the Neighbourhood Plan programme and identify the level of public engagement. She explained that Planning Committee members had attended various seminars in the past year to gather information and advice on best practice, preparing for this step having recognized that “front-runner” Councils’ pilot projects across the country had refined the framework and identified potential pitfalls. At the open day there would be presentations on the hour every hour from 10am – 4pm by officers from the South Downs National Park Authority and opportunities for members of the public to ask questions. Promotion of the event would be widespread, and Cllr Murray would report-back to Council on behalf of the Planning Committee in due course. It was noted that further events may be necessary, and could be held at different times such as an afternoon or evening.

After some discussion **it was resolved that:**

**FC/2012/114.2** The report be noted.

*The meeting was briefly adjourned for Councillors to pose for group photographs to promote this event, each holding large letters comprising the words “NEIGHBOURHOOD PLAN”*

c] *Christmas Events Proposals:* Cllrs Dean and Price reported that the Sussex Archaeological Society (SAS) would provide the site for a proposed ice-rink in the Gun Garden. The Society would engage the contractor providing the rink, and sell tickets. The rink could be in place from 5<sup>th</sup> December (Late Night Shopping Event) for four days, and the contractor would supply the ice rink, boots and other equipment, trained staff and public liability insurance.

The cost of this was estimated at £6,240 and for the 2013 event the Town Council would be asked to underwrite the scheme and provide initial funding for the hire, being a required deposit of 10% of the cost initially, a further 50% in October and the remaining 40% seven days prior to the event.. Any losses would be borne by the Council, and any profits shared equally between the Council and SAS. It was hoped that the Society would continue in future years if the project was successful.

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

**FC/2012/114.3** A written proposal for Lewes Town Council’s involvement in securing an ice-skating rink for the town in December 2013 be submitted to the next Council meeting following a meeting with the Chamber of Commerce.

d] *Questions iro Minutes of Finance W/Party 26<sup>th</sup> November 2012:*

This matter had been effectively dealt-with earlier in the meeting (see minute FC2012/113.2. above)

**FC2012/115**

**COUNCILLOR DROP IN SURGERIES:** Members considered a proposal (*NOM 017/2012, copy in minute book*) that Lewes Town Council would hold Councillor “drop-in” surgeries regularly at the same time and place each month, being 10am – 2pm, on the first Saturday of the month, excepting unusual circumstances, and invite third-party organizations to attend who may offer additional interest for the public. Cllr O’Keeffe undertook to arrange these “guests”. Members introduced some practical considerations related to room availability and cost, and it was noted that the arrangements proposed were effectively what already happened, albeit without the predetermination of exact times and rooms. The first Saturday of each month was identified as a Surgery day in the annually-reviewed municipal calendar.

After a general discussion, **it was resolved that:**

**FC2012/115.1** Lewes Town Council will hold Councillor’s “drop-in” surgeries regularly

at the same time and place each month, being 10:00am – 12:00pm on the first Saturday of the month, excepting unusual circumstances.

FC2012/116

**COUNCIL TAX PRECEPT:** Members considered a proposal (*NOM(S) 18/2012*, *copy in minute book*) that:

At the previous Council meeting (13<sup>th</sup> December 2012) Members had agreed a reduction in an element of the proposed budget, in the hope that council tax payers would see a small reduction in their council tax bills. On 7<sup>th</sup> January, however, the Cabinet of Lewes District Council had agreed a scheme for redistribution of government support grant which meant that this reduction would not be passed to tax payers, but would be retained by the District Council. This meant that a saving intended to benefit Lewes Town tax payers would instead be spread across the District. Consequently; a Special Notice of Motion (as defined in Standing Order 11a) asked Council to urgently review its decision

After a brief discussion, **it was resolved that:**

**FC2012/116.1** Lewes Town Council Resolutions FC2012/100.2 and FC2012/100.4 of 13<sup>th</sup> December 2012 are hereby revoked.

**FC2012/116.2** Lewes Town Council's Council Tax budget requirement for 2013/14 be set at £782,000. (*Actual precept to be adjusted by District Council grant – value to be confirmed*)

**FC2012/116.3** Service budgets and contributions to reserves for the 2013/14 year, as recommended by the Finance Working Party of 26<sup>th</sup> November 2012 (*copy in minute book*), are approved.

FC2012/117

**PHYSICAL ACTIVITY FRAMEWORK:** Members considered the Wave Leisure Physical Activity Framework. This covered the major towns within Lewes District, and had been compiled with the assistance of a financial grant from the Council. The purpose of the framework was to enhance communication, consistency and unity between local organisations and facilitate a coordinated approach to provision of local action plans for the communities covered.

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

**FC2012/117.1** Lewes Town Council acknowledges and welcomes the Wave Leisure Physical Activity Framework (*copy in minute book*).

FC2012/118

**UPDATE ON MATTERS IN PROGRESS:**

a) *Paddock Road Wall:* Sections of this wall were still in need of repair. During the next financial year quotes would be obtained for this work, which was far less extensive than that already completed.

b) *Malling Community Centre:* East Sussex County Council had agreed the Lease and this was ready for sealing. All signatures had now been obtained to a deed surrendering the Malling Community Association's lease of the building, and details of the proposed management agreement (which would replace it) were agreed. Building work was in progress at the former Bridge View Social Club, under a formal licence pending conclusion of the lease formalities. This was planned as a twelve week building programme. A meeting of the Council's own Malling Community Association liaison group was to be arranged shortly, and planning would then begin in earnest for the refurbishment of the rest of the Community Centre. A question was asked regarding the effects on the Council's finances of the changes to management arrangements. Members were reminded that this had been previously discussed, and that the Community Association were willingly entering into the proposed agreements. They would receive a fixed sum (£5,000 had been agreed) to cover daily caretaking and cleaning, and a 10% share of income from room hire fees. The balance of income from hire of the facilities would remain with the Council.

c) *Church Lane pedestrian crossings:* The crossing designs had been refined following consultation with statutory bodies. The design chosen would lead to one on-street

parking space being lost close to Malling School. Installation of the crossing would hopefully take place in a school holiday period – spring half-term or early summer.

d) *Computer network installation in Town Council Offices:* This was planned to take place during the week commencing 4<sup>th</sup> March with the new telephone system installation to follow shortly afterward.

e) *Youth Sports Award:* To date only two nominations had been received, despite reminders and an extension of the deadline. The uptake was disappointing; and surprising given the Olympic legacy and the success of the Award event in January 2012, but the Mayor would present certificates and awards as usual.

FC2012/119

#### NOTICE of ITEMS IN PROSPECT:

a) A meeting of the Pells Pool Community Association Liaison Working Party would be held on Tuesday 29<sup>th</sup> January at 11.00am in the Yarrow Room.

b) A meeting of the Commemorations Working Party would be held on 5<sup>th</sup> February at 3pm in the Yarrow Room.

c) The next Planning Committee would be on Tuesday 29<sup>th</sup> January, and would receive a pre-application presentation from developers of the former Magistrates' Court building.

d) A public open day regarding Neighbourhood Planning would be held on Saturday 16<sup>th</sup> February from 10am – 4pm

e) The next Council Meeting was scheduled for Thursday 28<sup>th</sup> February at 7.30pm with the deadline for submissions to the Town Clerk of proposed items for the agenda being 12 noon on Monday 18<sup>th</sup> February.

f) Audit Panel, Traffic Working Party, Civic Awards Panel, Malling Community Association liaison, Bus Station Stakeholders and Public Participatory Budget meetings were to be arranged.

g) Newsletters had been distributed. Next copy deadline would be Friday February 15<sup>th</sup> for March Newsletter.

h) Grants Panel was scheduled for Wednesday 6<sup>th</sup> February. Members of the panel were asked if this could be brought forward to either the 4<sup>th</sup> or 5<sup>th</sup> February. This was agreed, and TC would confirm the new date shortly.

i) Lewes District Council's Ground Maintenance Contract would be re-tendered to follow expiry in 2014, and the process was to begin shortly. Council had been asked if it wished its grounds to be included again, and TC advocated that this was the most practical suggestion as things stood at the moment, bearing in mind the possibility of devolution of some assets by the District Council in the coming year. This was **agreed**.

j) A general training/update day for Councillors was to be offered on Saturday 23<sup>rd</sup> February, between 9:00am and 4:00pm at The Reigate Manor Hotel, arranged by the Sussex and Surrey Associations of Local Councils. This could benefit Members who had not attended the bespoke training day held at the Town Hall last February, or anyone who sought a "refresher", and TC asked that anyone interested should let him know.

FC2012/120

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

*The meeting ended at 9:25pm*

Signed: .....

Date: .....

## Public questions received for Council meeting

Thursday 24<sup>th</sup> January 2013



LEWES  
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### QUESTION RECEIVED:

Received from Cllr M Kent on 22<sup>nd</sup> January 2013

*What date does Lewes Town Council intend to start the physical refurbishment works of Malling Community Centre (not including the proposed ESCC Child Care Centre)?*

### ANSWER:

This will be reported more fully later at this meeting, as an update on matters in progress: Negotiations with East Sussex County Council (ESCC) and the Malling Community Association (MCA) were concluded only in very recent days, and there remain some formalities to address. The Council's MCA liaison group and the MCA will meet again shortly to review the current position, and refine proposals for a refurbishment project that will then be brought to Council in due course. It is anticipated that the project will be commenced later in 2013, although it is not possible to define specific dates at this time, and Council will be asked to determine this in the course of debate.

