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**LEWES  
TOWN  
COUNCIL**

## *MINUTES*

Of the meeting of **Lewes Town Council** held on  
**Thursday, 25<sup>th</sup> July 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 S Catlin (Wischusen); M Chartier; I Eiloart; P Kingham; D Lamport; L F Li; M Milner; R Murray; S Murray; R O’Keeffe (*Mayor*); A Price; J Stockdale and Dr M Turner (*Deputy Mayor*).

*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*)

*Observing:* Mrs V McLachlan (*Finance Administration Officer*); Ms J Dean (*Customer Services Officer*) and Miss Heike Lauber (*visiting on work experience from the Council of Waldshut-Tiengen, Germany*)

**FC2013/29 QUESTION TIME:** There were no questions

**FC2013/30 MEMBERS’ DECLARATIONS OF INTEREST:** There were no declarations of interest.

**FC2013/31 APOLOGIES FOR ABSENCE:** Apologies were received from Cllr J Daly, who was on holiday; Cllr R Rudkin who was working abroad, and Cllr J MacCleary who was attending a conference.

### **FC2013/32 MAYOR’S ANNOUNCEMENTS:**

The Mayor announced that Cllr Kent has resigned his seat on this Council, the previous day. She recited his notification; which stated:

*“With the ever increasing demands of my architectural career, mixed with the demands of my young family, added with the demands of my wife Vicky flying all over the world as part of her job, I need to redress my work/life balance. Given my hard work for Bridge Ward communities, I’m sure you can appreciate that it has been far from easy for me to resign, so I’d like to think that the future new member has the drive and the willingness to serve their community diligently and that they are under no illusion about what lies ahead of them.*

*In the majority of cases I have greatly enjoyed serving as a Town Councillor, and will miss the local debates and the local issues. That however will not stop me being consciously involved in local groups and encouraging local people to get involved with local issues. As that is what makes our town and our communities so special. I might even encourage other local people to stand as an Independent candidate as part of the consequential by-election process, which I predict will be fought hard given the somewhat unnecessary political battleground mentality at this local level.”*

Members were advised that this triggered a statutory process, as there were more than six months left of the natural term of office of the administration. Council must request a bye-election if ten Bridge Ward electors demanded it. Should there be no such demand; Council must co-opt to fill the seat. TC would post a public notice of the vacancy, which would explain this principle, and invite electors to write to the District Returning Officer to demand a poll. There was no restriction that would prevent Councillors from making the demand.

Mr Kent was present and elaborated further on his reasons for resigning. Members wished him well for the future.

*Continues...*

A warm welcome was extended to Miss Heike Laube who was visiting for work-experience as part of her apprenticeship with Lewes's twin council in Waldshut-Tiengen.

Thanks were recorded to those Members and staff who had participated and represented the Council at the recent celebrations held in Blois for the 50<sup>th</sup>/40<sup>th</sup> tripartite anniversaries of town twinning.

**FC2013/33 MINUTES:**

The minutes of the Council meeting held on 13<sup>th</sup> June 2013 were received and signed as an accurate record.

**FC2013/34 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.

Cllr Milner recounted his attendance at a recent design workshop regarding the proposed development of the North Street Quarter. He had been asked to attend on behalf of the Planning Committee, and reported that others present represented the Friends of Lewes and local architects, among others. This group had been asked to comment upon details of designs as the process evolved, and had already offered some insightful comments as to the appropriateness of the materials palettes that may be considered.

Cllr Eiloart reported on a recent ESCC/LDC Joint Parking Board meeting at which accounts had been tabled showing financial losses sustained over two years which were attributed entirely to the costs of the routine review of the scheme. Members considered this state of affairs to be shameful, and there was some discussion of a recently-publicized court ruling against the London Borough of Barnet where a similar scheme was believed to operate. The Council's Traffic Working Party was asked to pursue the issue of these losses at its next opportunity.

The Chairman of the Planning Committee, Cllr Susan Murray, related progress toward the better engagement of young people in the Neighbourhood Plan process. She reminded Members of the *Community 21: Digital Citizenship* project being run by Action in Rural Sussex with Brighton University, in which the Council was participating. A week-long series of workshops was planned during the summer, for 11 - 19 year-olds, and there was scope for other Councillors to assist in this programme.

Cllr Price, as the Council's *White Ribbon* champion, recounted recent developments with the initiative against domestic abuse, and it was believed that Sussex Police were shortly to increase their resources in this respect. 6,000 bottles of *White Ribbon* labelled water had been given away during the recent Mumford & Sons event.

**FC2013/35 CORPORATE RISK ASSESSMENT 2013/2014:**

Members considered report FC005/2013, on the assessment of risks associated with the operations and functions of the Council for the forthcoming municipal year (*copy in Minute book*). The Council utilized a computer software package (DMH Solutions LCRS system) designed specifically for the parish council sector which prompted analysis of all standard elements, and allowed the addition of local, specialized, risk elements unique to an individual Council. This has been updated in 2013 and was the latest version available, covering all known or anticipated legislation affecting parish council risk. This year's review has taken account of 274 risk elements within 36 "functions" or areas of operation. Not all were relevant to LTC, but scores had been awarded to 233 risk elements, and there were none which were considered "uncontrolled" or needing particular attention. A summary report extract was appended; and the detailed full report (70 pages) was available on request to TC.

Following a short discussion **it was resolved that**

**FC2013/35.1** Lewes Town Council notes the Corporate Risk Assessment report, reference FC005/2013, for the 2013/14 year (*a copy is included in the Minute book*) and the summary table of assessed risks appended to it.

**FC2013/36**

#### **CONSULTATIONS:**

a) *South Downs National Park Authority Partnership Management Plan*

There was a brief discussion on the consultation, which requested a corporate response. It was **agreed** that Cllr Stockdale would coordinate any individual comments, in line with the questionnaire accompanying the Plan, and collate these for delivery to TC by 30<sup>th</sup> August.

b) *National Association of Local Councils "A New Future: developing the Strategy"*

Members considered this draft paper, and noted the context of the consultation. It was **agreed** that Cllr Dean would coordinate any individual comments, and collate these for delivery to TC by 22<sup>nd</sup> August.

c) *ESCC Adult Social Care Day Services for Older People: Phoenix Centre Lewes*

Members considered the letter from East Sussex County Council, and the report that had been submitted to ESCC's Cabinet on 5<sup>th</sup> July 2013, with recommendations. It was **agreed** that Cllr Catlin would coordinate any individual comments, in line with the questionnaire accompanying the Plan, and collate these for delivery to TC by 4<sup>th</sup> October.

**FC2013/37**

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

a) *Land adjoining Malling Community Centre:* There was to be a meeting with local stakeholders, on-site the following week, now that the clearance of the area was complete; the grass seed had established, and works to the Children's Centre were complete.

b) *Lewes Children's Centre:* The recently-completed conversion of the old Bridgeview Social Club was now being equipped, and would officially open in early Sept. The Mayor would be invited.

c) *Neighbourhood Plan Steering Group:* confirmation of availability of SDNPA "support team" officers was awaited, before setting a date for a meeting, and the last few contact details were being researched.

d) *Devolution of assets and services by Lewes District Council:* LDC had introduced new policies since the last discussions, which had been interrupted. There was to be a meeting of the Town Council's delegated Members the following week, to re-establish the programme of negotiations.

e) *Lewes Town Council Newsletter:* The edition carrying the annual report for 2012-13, which would be distributed to all households in the town, would be submitted to the printing contractor shortly.

**FC2013/38**

#### **NOTICE OF ITEMS IN PROSPECT:** Members were advised of the following:-

a) A "Pells day" had been scheduled for Wednesday 14<sup>th</sup> August, when members (as Trustees of the Town Brook Trust) could discuss matters related to the Pells. Invitations had been extended to Santon, the developers of the adjacent North Street Quarter, who would outline progress to date on their project; relate the results of local consultations, and describe their evolving shortlist of options for local flood-defence works. Architects who had expressed interest in the project to redevelop the swimming pool kiosk building were also invited to present their ideas.

b) There would be a meeting of the All Saints Centre Steering Group on Tuesday 13<sup>th</sup> August at 11:00am, in the Yarrow Room.

c) The Council's Planning Committee would next meet on 6<sup>th</sup> August and 27<sup>th</sup> August, at

7:00pm in the Yarrow Room.

d) The next meeting of the Council was scheduled for Thursday 29<sup>th</sup> August 2013 at 7:30pm, in the Council Chamber, with the deadline for submission to the Town Clerk of proposed items for the agenda being noon on Monday 19th August.

e) Members were informed that the employment tribunals service had advised of a claim registered by the former Assistant Manager of the All Saints Centre, who had resigned in February 2013. The ETS had been notified that the claim was resisted, and a rebuttal had been prepared and registered. Further developments would be reported in due course.

**FC2013/39** There being no further business the Mayor declared the meeting closed, and invited those present to join her in the Parlour for refreshments.

*The meeting ended at 8:30pm*

Signed: .....

Date: .....