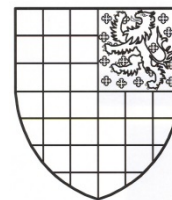


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 22nd February 2018**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk, 14th February 2018

AGENDA

1. QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

2. MEMBERS' DECLARATIONS OF INTERESTS

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

3. APOLOGIES FOR ABSENCE

To consider apologies tendered by Members unable to attend the meeting.

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council's meeting held on 18th January 2017.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

- a) *Buildings Working Party 17th January 2018* (previously reported orally - Minutes attached **page 10**)
- b) *Commemorations Working Party 30th January 2018* (Minutes attached **page 12**)
- c) *Communications Working Party 6th February 2018* (Minutes attached **page 15**)
- d) *Grants Panel 7th February 2018* (Report FC013/2017 attached **page 18**)
- e) *Lewes Neighbourhood Plan Steering Group 13th February 2018* (Minutes attached **page 20**)
- f) *All Saints Steering Group 14th February 2018* (Minutes to follow)
- g) *Audit Panel 15th February 2018* (Minutes to follow)
- h) *Transport Working Party 20th February 2018* (oral report by Cllr Milner)
- i) *Citizens Advice* (oral report by Cllr R Murray)

7. BUS SERVICE SUPPORT

To consider a proposal to minimize costs of bus travel

(NOM015/2017 attached **page 22**)

8. PRIORY PARK SAFETY FENCING

To consider a request from Lewes Priory Trust for financial support

(attached **page 23**)

9. HIGHWAY VERGE MAINTENANCE

To consider implications of ESCC budget reductions

(Report FC014/2017 attached **page 30**)

10. UPDATE ON MATTERS IN PROGRESS (Oral report by Town Clerk and update on Annual Plan herewith)

11. NOTICE of ITEMS IN PROSPECT

(Oral report by Town Clerk)

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

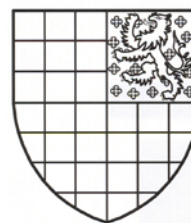
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk Copies are available from the Town Hall

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. For more information on how to ask questions, please contact the Town Clerk. General questions about the work of the Council can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – when our staff will be pleased to assist.

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MINUTES

Of the **meeting of Lewes Town Council**,
held on **Thursday 18th January 2018**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Deputy Mayor*); A Barker; R Burrows; S Catlin (*Wischhusen*); M Chartier (*Mayor*); J Lamb; I Makepeace; Dr G Mayhew; R Murray; S Murray; R O’Keeffe; C Renton; T Rowell and E Watts.

In attendance: S Brigden (*Town Clerk*); Mrs F Garth (*Civic Officer & Asst. Town Clerk*); Mrs E Tingley (*Committee Admin.*) and Mr Ian Linton (*Chairman Lewes Neighbourhood Plan Steering Group*).

Observing: Ms V McLachlan (*Finance Officer*); Mr L Symons (*Town Hall Manager*) and Mr B Courage (*Town Ranger*).

FC2017/80 QUESTIONS: There were none. Two members of the public were present.

FC2017/81 DECLARATIONS of INTEREST: There were none.

FC2017/82 APOLOGIES FOR ABSENCE: Apologies had been received from Cllrs W Elliott and M Milner who were both working and Cllr H Jones who was unwell.

It was resolved that:

FC2017/82.1 The reasons submitted for absence from this meeting are noted.

FC2017/83 MAYOR’S ANNOUNCEMENTS:

a) The Mayor announced that Philip Hall had passed away after a short illness on 28th December 2017. Philip had been a long standing member of the Lewes Operatic Society and a former Town and District Councillor. A service of thanksgiving was to take place at Trinity Church, Southover, Lewes on Friday 19th January 2018 at 2.00pm.

b) Ken Jessop, who worked for the Council as temporary Finance administrator from 2001-2003, had died after a fall at home on Christmas Eve. Ken had also worked for Citizens’ Advice and Victim Support. His funeral would be held on Tuesday 23rd January.

c) The Mayor announced that Birthe Rutley, a former Mayoress, had been taken ill and was now living in a nursing home in Cheshire; nearer to her family.

Councillors joined in observing a period of silence as a mark of respect for the deceased.

d) Lewes District Council was launching its new *Neighbourhood First* team, said to be “a multi-skilled team that will provide a first response to local issues and will work closely with Town & Parish Councils”. TC was seeking a date for an informal meeting when their Lead Member and key officers could be available to discuss the details, and also the planned roll-out of the new commingled recycling services.

FC2017/84 MINUTES:

There was a submission regarding the Mayor’s letter to Lewes Borough Bonfire Society, but this was not related to accuracy of the Minutes. There were also comments regarding the detail in description of an interlude during the meeting, but it was conceded this was not inaccurate.

FC2017/84.1 Minutes of the meeting held on 14th December 2017 were received and signed as an accurate record.

FC2017/85 WORKING PARTIES AND OUTSIDE BODIES:

Members were reminded that anyone who may have attended a meeting of any recognized outside body which has covered issues that deserve attention by the Council, should ensure that TC is aware of this before the Council’s next meeting, and preferably before the agenda deadline. Reports on all activities of

the organization are not expected.

a) Neighbourhood Plan Steering Group (LNPSG): Mr Ian Linton, Chair of the LNPSG, gave an oral report. Mr Linton explained that the Neighbourhood Plan (NP) was running to schedule although two technical reports were being finalized. One of these was an independent professional assessment of realistic costs to provide low-cost housing. During the Christmas/New year period Mr Linton had personally cross-referenced each individual response to the earlier six-week public “regulation 14” consultation and points raised by statutory consultee bodies; rectifying errors introduced, or omissions by, the initial editing team. It was hoped that the final submission draft would be available to the LNPSG on the 13th February for comments and then to present to Council on the 22nd February 2018. This would fit in with the South Downs National Park Authority programme for its Local Plan, which was intended to be put forward for examination and consultation from the end of March. Councillors joined the Mayor in recording their thanks to Mr Linton for his “incredibly hard work” and commitment to the Neighbourhood Plan.

it was resolved that:

FC2017/85.1 The oral report on the work of the Neighbourhood Plan Steering Group is noted.

b) North Street Quarter Play & Recreation ‘s106 Group’ meeting 16th January 2017: Council was reminded that in 2017 there had been three phases of public consultation on potential play and recreation improvements for the Pells area and Malling Recreation Ground. A meeting had recently been held and the opinions that had been expressed at the consultations had been taken into account and these will be reflected in final solutions. Consideration had also been given to the residents who had objected to the provision of an additional access gate at the Pells. Consultants were now testing the market and seeking prices for the various elements of proposed designs, and there would be another meeting in the next few months which will take into account the Working Party views, consultations etc. and what is actually achievable with the Section 106 contributions available, which totalled more than £1,000,000. It was also hoped that some of the Section 106 money might be used to support facilities at the refurbished Malling Community Centre. A question was raised as to the feasibility of commencing the long-planned remodelling of the kiosk building at the Pells Pool; planned jointly with the Pells Pool Community Association, but deferred pending NSQ developments. It was noted that it might be possible to integrate with NSQ works, but this would only become apparent after the next stages of planning the overall area improvements. There was a question regarding the s106 agreement and Members were reminded that this had been considered and approved by Council in 2016, and that each subsequent meeting of the multi-agency working group had been reported-back promptly to Council. Detail was contained in Minutes, but should any Member seek more information they were encouraged to ask the Town Clerk.

It was resolved that:

FC2017/85.2 The oral report on the North Street Quarter is noted.

c) Buildings Repairs Working Party 17th January 2018: The Working Party had met the previous day, at Malling Community Centre, and this was described as a very helpful meeting.

The Working Party had received a report on energy assessments for the building and viability of various optional systems for power and heating. The Working party would consider sustainable technologies in more detail at a later meeting, to be convened as soon as practical once more data was available.

Following a wide-ranging discussion, questions and answers, the Working Party had re-affirmed its decision that the design option referred-to as “Option C/Optimum” was their choice to proceed for implementation, and the Architects had been asked to refine the details of this, so far as possible, in light of points raised at the meeting by both Members and user-group representatives.

It was resolved that:

FC2017/85.3 The oral report of the Buildings Repairs Working Party held on 17th January 2018 is noted.

d) Appointment to Personnel Panel: There was currently a vacancy on the Personnel Panel. It was proposed that Cllr Renton be appointed, and subsequently **it was resolved that:**

FC2017/85.4 Cllr Renton be appointed to the Personnel Panel.

FC2017/86 **MAYORALTY 2018/19:**

It was proposed that this item be deferred pending the expected arrival of latecomers, and a vote taken. **It was resolved that:**

FC2017/86.1 the selection of Mayor-elect and Deputy-elect for 2018/19 be deferred until after item 9 as listed on the agenda for this meeting.

FC2017/87 **SINGLE USE PLASTICS:**

Members considered a proposal (*NOM013/2017, copy in minute book*) that the Council become a 'single-use plastic free' council by phasing out the use of 'single use plastic' (SUP) products such as bottles, cups, cutlery, food containers and drinking straws in all council activities, and encourage their facility users and other organisations to do the same by championing alternatives such as reusable water bottles. Further: the Council would support in principle (and in practice where possible) local initiatives being developed under the 'Plastic-Free Lewes'* banner, and would set up a Working Party to consider how best it might engage with emerging initiatives to make Lewes a 'SUP-free' town.

*Plastic-Free Lewes was supported by: inter alia, Transition Town Lewes, Lewes District Green Party, Lewes Liberal Democrats, Depot Cinema, Making Lewes, Lewes Railway Land Wildlife Trust, Lewes Food Market and Green Cuisine. It was concerned that plastic is choking our planet and poisoning food chains. It sought a dramatic cut in unnecessary plastic use across the town; encouraged the use of permanent or eco-friendly alternatives to single-use plastics; lobbied for changes to help cut plastic use and pollution and make it easier for everyone to reduce the amount of plastic in their lives.

The motion cited instances of environmental damage, and highlighted some simple adjustments to help reduce occurrences of incorrect disposal. It was noted that while some plastics have an essential role in modern society and that the production of plastics often use less energy for their manufacture than alternative materials, plastics recycling was woefully inadequate; with a huge amount of plastic escaping the collection net altogether and passing into waterways and seas.

It was resolved that:

FC2017/87.1 Lewes Town Council will become a 'single-use plastic free' council by phasing out the use of 'single use plastic' (SUP) products such as bottles, cups, cutlery, food containers and drinking straws in all council activities, where it is reasonable to do so, by April 2108 and will encourage their facility users and other organisations to do the same, by championing alternatives such as reusable water bottles.

FC2017/87.2 The Council will support in principle (and in practice where possible) local initiatives being developed under the Plastic-Free Lewes* banner.

FC2017/87.3 The Council will set up a Working Group to consider how best it might engage with emerging initiatives to make Lewes a 'SUP-free' town, comprising:

Cllrs Ashby, Baah, Catlin, Lamb, S Murray, O'Keefe, Renton and Watts.

FC2017/87.4 The Working Party is asked to address the issues raised and discussed at this meeting, in consideration of the motion NOM013/2017 (*copy in Minute book*)

FC2017/88 **CIVIC CORRESPONDENCE:**

Members considered a proposal (*NOM014/2017, copy in minute book*) that Mayoral emails or letters to an individual, group, or organisation be made available by email to all Council

members on the day sent to the recipient(s).

It was commented that much of the correspondence by a Mayor is mundane, and suggested that only text of notable civic importance be included in the request. Further; it should be at request of Council, when asking a Mayor to undertake such correspondence.

It was resolved that:

FC2017/88.1 Whenever the Mayor writes an email or sends a letter to an individual, group or organisation, when requested by the Council, the text of that communication will be made available by email to all Council members within three days.

FC2017/89 MAYORALTY 2018/2019:

The matter of nomination of a Mayor-elect and Deputy Mayor-elect for the 2017/18 municipal year was tabled, and the meeting considered nominations for the roles. Proposals were received and voted upon and consequently **it was resolved that:**

FC2017.89.1 Cllr J Baah is nominated Mayor-Elect for the 2018/19 municipal year.

FC2017.89.2 Cllr S Murray is nominated Deputy Mayor-Elect for the 2018/19 municipal year

Those Members were congratulated on their nominations and both offered a few words of thanks for the honour and privilege of the roles.

FC2017/90 DATA PROTECTION LEGISLATION:

Members considered a report (*FC012/2017 copy in minute book*) to advise Members of the implications of imminent new legislation.

The European Union regulation known as General Data Protection Regulations (GDPR) would come into force on 25 May 2018. The Government had also confirmed that it will introduce new legislation to repeal the Data Protection Act 1998. This was an evolving situation with new information emerging on an almost daily basis. It was known that the detailed requirements of the GDPR represented a very substantial increase in responsibilities and potential processing/record-keeping workload for even a small Council.

The purpose of the GDPR was to increase (i) the obligations on organizations when acting as data controllers and (ii) the rights of individuals to ensure that their personal data is respected and used only for legitimate purposes. It also imposed new obligations with regard to data that relates to a living individual who can be recognized from that data. The type of personal data processed by a council may include:

- ⊕ communications with individual local residents (*eg* letters; complaints, surveys);
- ⊕ employment and recruitment records (*eg* employment contracts, and job applications);
- ⊕ contracts with individuals and contracts which require processing of personal data (*eg* allotment tenancies);
- ⊕ communications with third parties (*eg* principal authorities, CALCs, local charities, sports clubs, Disclosure and Barring Service (“DBS”), HMRC and pensions provider);
- ⊕ the electoral roll;
- ⊕ legal proceedings or transactions with individuals.

Data protection Officer: Parish councils are required, under the GDPR and anticipated new UK legislation, to appoint a Data Protection Officer (DPO). There were stringent requirements specified for this role, which limited the practical scope for parish councils to designate a member of staff.

The international Working Party made up of the regulatory bodies for data protection law had produced useful guidance, and the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) had based best practice advice on this.

Options being suggested were:

- a) To work with County associations to ensure that Councils have access to reputable firms that understand the sector (“trusted suppliers”).
- b) Assessing cost effectiveness of working with a supplier to provide a national service which Councils could access, delivering economies of scale.
- c) Setting up a sector-led body to provide a national DPO service and other support, or developing a county based structure with national co-ordination/support.

Locally, following suggestion a) above, Sussex & Surrey Associations of Local Councils (SSALC) was in discussion with a company set up specifically to offer independent DPO services to local councils across the country. Fee structures were still being negotiated but it was likely that for larger town councils, such as Lewes, the cost would be up to £2,000. For this an initial impact assessment audit of the Council’s data and relationships with Data Processors would be carried out, advice given on steps to be taken and telephone support provided, followed by an annual fee for acting as DPO.

It was vital for councils to understand that they are the Data Controller with overall responsibility for ensuring the integrity and security of the data held by the council. Any breach of data handling must be reported to the Information Commissioner within 72 hours, and penalties for breaches or non-compliance could be severe.

This had also cast into a different light some common practices, such as clerks in smaller councils who were expected to use their own IT equipment and local Councillors using their own email addresses rather than a corporately-administered system eg ‘Cllr.john.smith@council.gov.uk’.

NALC were lobbying government to ensure the implications for parishes were well known, that the Information Commissioners Office provides sector specific advice and support, and for ‘new burdens funding’ to ease transition, the costs of which may be significant. They were consulting on various future scenarios and asked for any thoughts Councils may have.

There were some questions, answered by TC, and subsequently **it was resolved that:**

FC2017/90.1 Report FC012/2017 (*copy in minute book*) is noted.

FC2017/90.2 The Town Clerk is asked to engage a provider of Data Protection Services, through the Sussex Association of Local Councils agreement, to

- a) assist with initial data and systems audit work in preparation for the introduction of General Data Protection Regulations and
- b) act as the Council’s Data Protection Officer for at least one year following the effective date of the GDPR, pending national developments in the services available for the future.

FC2017/91 UPDATE ON MATTERS IN PROGRESS

- a) *Annual Plan update distributed:* An update on progress with the Annual Plan was distributed (*copy in minute book*). There were no questions
- b) *Devolution of Malling recreation ground and Landport Bottom:* Landport Bottom transfer was progressing, and awaited completion of formalities by HM Land Registry.

Lewes District Council (LDC) was asking for agreement that we include a provision in the contractual documentation to state:

- i. LDC carry on dealing with the Higher Level Stewardship Scheme (HLS) i.e. LDC continues to manage the land in compliance with the HLS and receive any income from Natural England
- ii. That it is agreed that LDC will continue to manage the land in compliance with the HLS agreement and will have full management control of the land insofar as necessary to comply with the terms of the HLS agreement (which is in respect of the restoration and maintenance of chalk grassland)
- iii. LTC will not compromise the HLS agreement in any way e.g. by causing or allowing to be caused any breach of that agreement. If there is a breach due to LTC default they will be liable and will indemnify LDC

- iv. LTC will, immediately following completion, enter into a grazing licence between LTC (as landowner), LDC and Plumpton College, which will allow LDC to manage this licence (LTC would be entering solely as landowner to confirm that the College can occupy the land and to confirm that LDC will be managing the licence)
- v. In order that LDC can comply with the HLS agreement ranger services will be provided by LDC and paid for by LTC until the end of the HLS.
- vi. These provisions will apply until the end of the term of the HLS only

This was actually all in accord with the discussions that had originally prompted the transfer, and caused no foreseeable problems. **It was resolved that:**

FC2017/91.1 The conditions requested by Lewes District Council regarding interim management of Landport Bottom following devolution, noted in these minutes, are agreed.

With regard to Malling Recreation Ground, TC had recently met with LDC's Chief Executive and District Solicitor, who acknowledged their misunderstanding of some elements of earlier complaints, but were unable to alter LDC's position on retaining ownership of Malling Recreation Ground pending North Street Quarter developments and detail of the proposed footbridge across the Ouse. They apologized for the failure of communication, but maintained their position. In law, there was nothing that the Town Council could do to change this, and the position would have to be accepted. One positive aspect of the meeting had been the acknowledgement of error with regard to a "section106" fund set up specifically for use by the Town Council for the benefit of The Pells (arising from the planning consent for the Police Station in North Street) which had been unilaterally appropriated to another purpose by LDC. This apology had been followed a few days later by confirmation that the fund (a sum of approximately £26,500) would shortly be transferred directly to the Town Council's bank account.

- c) Living Wage Foundation accreditation had been registered and TC had received that afternoon an electronic 'pack' of media for use on stationery *etc.*
- d) Cllr Barker, in his role as Chairman of the Personnel Panel, advised Members that: with regard to recent complaints received from two members of the public, he had corresponded with Sussex Police who had instructed him that the Council's complaint investigation process should be suspended pending the outcome of a police investigation, which may take some time. Complainants would be notified.

FC2017/92

NOTICE of ITEMS IN PROSPECT

- a) The next Members' Surgery was scheduled for Tuesday 6th February 10am – 12pm in the Corn Exchange. Cllrs Lamb and Rowell volunteered to attend.
- b) The next Planning Committee would take place on Tuesday 30th January at 7.00pm.
- c) Diversity training by South East Employers organisation would begin promptly at 6.00pm on Wednesday 24th January in the Council Chamber.
- d) The next deadline for grants applications: (cycle 4 of 4 2017/18) is Friday 26th January 2018. The Assessment Panel would meet on 7th February 2018 with recommendations being considered by Council at its meeting on 22nd February 2018.
- e) The Commemorations Working Party would meet at 11.00am on Tuesday 30th January 2018.
- f) The Communications Working Party would meet at 2.30pm on Tuesday 6th February 2018.
- g) The All Saints Steering Group would meet on Wednesday 14th February 2018 at 11.00am in the Council Chamber preceded by a site visit to the Centre at 10.00am promptly to minimise disruption to hirers.
- h) The Transport Working Party would meet at 11.00am on Tuesday 20th February in the Council Chamber.
- i) The next Council meeting would take place on Thursday 22nd February at 7.30pm, with a deadline for agenda items to reach TC by noon on Monday 12th February 2018.

- j) Meetings to be arranged in coming weeks were: Buildings Working Party; Pells Pool Community Association Liaison; School 'Market Entrepreneur' Working Party.
- k) Member training on law and finance was still being finalised
- l) There would be a Dementia-Friendly Lewes lunchtime drop-in session the following day (Friday 19th January) in the Yarrow Room at 12:00.

There being no further business the Mayor closed the meeting.

The meeting ended at 9:20pm

Signed:

Date:

Draft

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MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Wednesday 17th January 2018**, at the **Malling Community Centre**, Lewes at **4:00pm**.

PRESENT Cllrs S Catlin; M Chartier (*Chairman*); J Lamb; Dr G Mayhew; R Murray; S Murray; A Rowell and (*not appointed to Working Party*) W Elliott.

In attendance: S Brigden (*Town Clerk [TC]*); Brian Courage (*Town Ranger*); Grant Crossley (*BLB Surveyors*); Sandy Scott (*LA Architects*); James Porter (*Delta Green Environmental Design*)

BRepWP2017/19 **QUESTIONS:** There were 16 members of the public present, several representing Malling Short Mat Bowls Club, Malling Community Association, and other interests. The Chairman asked those present to engage at appropriate points during the meeting, when matters of particular interest arose, and invited detailed insights from regular hirers on any aspect discussed.

BRepWP2017/20 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner, who was working, and Cllr O'Keeffe detained on family business.

BRepWP2017/21 **DECLARATIONS OF INTEREST:** There were none.

BRepWP2017/22 **MINUTES:** The Minutes of the meeting held on 19th October 2017 were received and signed as an accurate record.

BRepWP2017/23 **UPDATE ON WORKS TO THE TOWN HALL:**

It was reported that roofing works to the Town Hall would be completed within the next few days, as only minor detail finishing remained.

BRepWP2017/24 **REFURBISHMENT of MALLING COMMUNITY CENTRE:**

The meeting welcomed Grant Crossley, Project Manager for BLB Chartered Surveyors; Sandy Scott, of LA Architects, and James Porter of Delta Green Environmental Designs.

Energy Strategy – consultant's report: Mr Porter presented his energy assessment for the building and viability of various optional systems for power and heating. There were some options which had been discounted without detailed assessment as it was expected that these would be impractical on technical grounds, or would be disproportionately expensive, given the scope of the proposed refurbishment. Some technologies, whilst very effective in terms of technical efficiency, were designed to provide heating and hot water for relatively consistent levels of demand. It was recognized that the demand for water heating at the centre was modest except for peaks following sports matches, when stored-water systems would not cope with the need for a fast 'recovery' (replacement of hot water used). A practical suggestion was for a gas-absorption air-source heat pump supported by a roof-mounted array of Photo-voltaic (PV) panels. A question arose as to the relative effectiveness of some of the possibilities which had not been pursued, such as solar-thermal panels and electric immersion-heater combination systems to provide hot water with minimal fossil-fuel usage. Members were also interested in the practicalities and effectiveness of larger arrays of PV panels (to the maximum possible), and the latest options to resell surplus power generated. Capital outlay was recognized as higher for such suggestions, but members were interested to see a wider range of comparison figures and relative costs. It was acknowledged that some systems could be introduced or augmented at a later date, provided adequate pre-installation modifications were made during the refurbishment (*eg* roof-strengthening for PV panel supports).

With reference to design of typical ground-source heat pump installations, there was a question regarding the condition of the centre's base (a concrete 'raft' structure) and the practicalities of the requisite number and depth of bore-holes needed. The base was unlikely to be affected, and the borehole design would need a specialist survey. For roof-mounted PV or solar-thermal panels there would be some degree of reinforcement needed to support the additional weight. In terms of cost, it was anticipated that a PV array could pay for itself across a period of up to 20 years, but the factors affecting such values were constantly-evolving.

It was generally agreed that the mix of sustainable energy technologies could be usefully debated further, with the benefit of more data and cost estimates, and that the design should allow for flexibility in that regard. Delta green would prepare some further information and hoped to deliver this within two or three weeks. Consequently, **it was resolved that:**

BRepWP2017/24.1 The Working party will consider sustainable technologies in more detail at a later meeting, to be convened as soon as practical once more data is available.

Design proposals: Members were reminded that layout plans for the refurbishment had been displayed at the Centre since before Christmas, and comments invited. Mr Scott had discussed various points with representatives of Centre user-groups earlier in the afternoon, and had received a number of suggestions regarding deployment of storage space in the revised floor plan. He had perused the comments sheets deposited and these had also informed his thoughts on possible solutions.

The users present sought assurances that facilities would be maintained for their groups, especially the Foodbank. The Chairman noted that it was hoped that existing users would see improved facilities and Centre usage generally expanded. Some groups sought more space, but it was acknowledged that the project was not for a new building but a refurbishment designed to modernize and increase flexibility, and this was unlikely to be possible. There followed a number of questions such as retention of a stage; bowls mat dimensions; alternative orientation of bowls mats allowed-for in a revised floorplan; toilet facilities potentially available to the general public out-of-hours. The Chairman of Malling Community Association (MCA) was present, and remarked that the architects had been provided with the results of MCA/LTC surveys which showed the relative ranking in importance of respondents' aspirations for the future Centre, and she considered they had addressed these very well given the constraints of a refurbishment. A discussion arose regarding retention of the stage, and it was generally agreed that it was little-used and took up space that could be better-utilized. The under-stage storage could be replaced with cupboards of a more useful shape and size in the new design. A number of points were raised on ancillary matters such as local parking pressures, but no solutions were apparent and the meeting could not practically address these. Following the wide-ranging discussions, questions and answers, **it was resolved that:**

BRepWP2017/24.2 The Working Party re-affirms its decision that the design option labelled "Option C/Optimum" is their choice to proceed for implementation, and LA Architects are asked to refine the details of this, so far as possible, in light of points raised at this meeting.

MCA Representatives offered their thanks, also reflected by all members of the Working Party, to the Town Ranger, Brian Courage, for his valued support and assistance with a number of practical problems in the building.

BRepWP2017/25 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 5:15pm*

Signed date

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**LEWES
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MINUTES

of the meeting of the **Working Party** formed to consider commemorations and significant events, held on **Tuesday 30th January 2018** in the **Council Chamber, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs S Catlin (Wischhusen); M Chartier (*Chairman*); I Makepeace; Dr G Mayhew; R Murray.

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

CmemsWP2017/16 APOLOGIES FOR ABSENCE: Apologies were received and noted from Cllr R O’Keeffe, who had a family commitment

CmemsWP2017/17 DECLARATIONS OF INTEREST: There were none

CmemsWP2017/18 QUESTIONS: There were none

CmemsWP2017/19 MINUTES:

A Member asked that the minutes be amended to reflect that she had introduced the possibility of a wooden plaque to commemorate the Royal Sussex Regimental Association. Whilst other Members remembered that suggestion, it was noted that its omission was not significant in context of the accuracy of the Minutes, and the opportunity to suggest a general amendment should be exercised upon receipt of the draft.

It was resolved that:

CmemsWP2017/19.1 Minutes of the meeting held on 9th August 2017 were received and signed as an accurate record.

CmemsWP2017/20 BUSINESS OF THE MEETING:

The meeting welcomed Ms Brigitte Lardinois and Dr Diana Wilkins, attending to introduce Members to the “Suffrage to Citizenship” initiative affiliated to the ongoing Reeves Photography Archive project; Ms Julie Van Ackeren, LRA Supervisor at Sussex Downs College, attending with a view to potential collaborations; and Phil Rose and Graham Festenstein, attending to report on the Lewes Light Festival (LLF).

Sussex Downs College – Ms Van Ackeren explained the areas in which she could see potential for collaborations and a long-term working relationship with the Council, and members were generally welcoming of these. It was suggested that she and her colleagues liaised with TC in the near future to define any specific prospects.

Lewes Light Festival 2017 – Mr Festenstein and Mr Rose described the outcomes of the 2017 LLF which had seen a threefold increase in visitors compared with the previous event. Involved were more than 50 students from five institutions, including a primary school, and more than 100 local businesses were engaged in some way. There had been a marked increase in both direct and indirect support from within the lighting industry, and local engagement had extended much further than before with a wider age range among volunteer helpers. This had allowed young and older people to be paired as tour guides and an impressive number of young helpers from previous years’ events had returned, even after having moved-on from full-time education. Young people had also been linked with industry professionals and the organizers would like to recognize the benefits of this concept in future, by issuing an “apprenticeship certificate” for

inclusion in a student's personal portfolio.

In 2018 the theme of the LLF event was to be "Lost..." with reference to 'lost' roads/buildings/public houses/key businesses. Links to play-schemes at Landport and Malling were planned. It was noted that the event had been shortlisted for a lighting industry award, and that improved 'profile' meant that financial support needed may be less than anticipated, with a funding balance shifting to reduce dependence on elements such as LTC grant.

The 2018 event would run on 12th; 13th and 14th October and detailed planning would begin in earnest shortly. Members were happy to indicate their support in-principle and looked forward to learning more in due course.

"Suffrage to Citizenship" initiative – Dr Wilkins and Ms Lardinois outlined this initiative, which was part of the broader project "Lewes seen through a glass plate" based upon the Edward Reeves Archive. 2017 and earlier events had been very successful partnerships with the Town Council, and it was hoped that this newest project would similarly integrate with LTC's plans for commemoration. This project was not to be a "lightbox" display as before, but would focus upon the 1910-1920 period in the archive and hopefully inform a Lottery bid for work covering a wider period. A bid was already in preparation to The Women's Vote Centenary Grant Scheme – set up by the Government Equalities Office.

There would be an open exhibition on 13th December, and the team were promoting Lewes's Kate Fowler-Tutt for inclusion in a programme run by The Women's Local Government Society, who set out in March 2017 'to identify and celebrate the lives of 100 women and men who were active in the campaign for extending the vote to all women and who went on to use their extended rights of citizenship in a positive way in their local areas'. Ms Lardinois explained that they sought Council support when making various grant applications to third-party funds, to boost chances of success, and possible occasional use of rooms for training event volunteers and school parties. Working Party members welcomed this partnership, agreeing to support the Equalities Office grant application and to assist the project where practical. It was suggested that there may be an opportunity for Archive project members to attend the annual International History Conference in Blois, Lewes's French twin town, where the 2019 theme was to be "Imagery". This attracted thousands of historians each year and was the largest event of its kind in France.

Commemorative Plaque – Royal Sussex Regimental Association: TC updated members on progress: the stonemason proposed to visit the Town Hall to assess the fixing method most suitable. Once this was done it had been stated that the normal lead-time for production could be as long as eighteen weeks. This was acknowledged as unfortunate but unavoidable.

International Day of Peace 2018: there was a suggestion that there might be an opportunity for working with the Pestalozzi Village charity, which had been tentatively broached the previous year at a social event. Dr Mayhew and TC would pursue this. An approach would also be made to local schools, at a suitable point in the school year.

Other matters – Members were interested to consider a suggested performance by The Bard's Buskers to mark Shakespeare's birthday on 22nd April. It was noted that the fee for performing at All Saints would be only £200 and Members were happy to agree this, recognizing that prompt booking was needed.

Principal Councils were being asked to mark the 1918 Armistice and various opportunities would arise for the Town Council – it was proposed that a partnership with the Depot might be arranged in a similar way to recent Holocaust Memorial Day film screenings – perhaps utilizing both Depot and All Saints Centre. Members recognized that the November 1918 ceasefire agreement was actually a temporary measure, and was renewed on 13th

December 1918; 16th January 1919, and 16th February 1919 before the eventual signing of the Treaty of Versailles on June 28th 1919 and its effective date of 10th January 1920. Suggestions for suitable, relatively low-key, acknowledgements to mark these milestones would be welcomed.

CmemsWP2017/21 CONCLUSIONS:

Council would be asked to support the decisions of the Working Party, as described.

CmemsWP2017/22 There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 12:10pm

Signed.....

Date

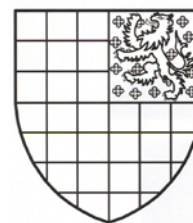
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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider Communications & public engagement, held on **Tuesday 6th February 2018** in the **Council Chamber, Town Hall, Lewes** at **2:30pm**.

PRESENT Cllrs A Ashby; S Catlin; H Jones; I Makepeace; S Murray; R O'Keeffe and A Rowell

In attendance: S Brigden (*Town Clerk [TC]*). Mr Simon Turner and Mr Neil Turner, *NTD Internet Solutions Ltd*

ComWP2017/01 ELECTION of CHAIRMAN: Cllr Makepeace was elected to Chair the Working Party for the 2017/18 year

ComWP2017/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Watts, who was working. No message had been received from Cllr Elliott.

ComWP2017/03 DECLARATIONS OF INTEREST: There were none

ComWP2017/04 QUESTIONS: There were none

ComWP2017/05 MINUTES: The minutes of the meeting held on 19th December 2016 were received and signed as an accurate record.

ComWP2017/06 NEW WEBSITE: The meeting welcomed Mr Simon Turner and Mr Neil Turner, of NTD Internet Solutions Ltd, attending to introduce the draft website (as work-in-progress) and seek feedback on structure and design. The presentation showed the relative prominence of key elements and their relationship to other features, such as listings of committee papers accessible through both a "Committees" page or a calendar, and photographs and short biographies of Councillors accessible through a "Who's who" or through committee lists or ward maps. The early pages were designed to introduce the Council and what it does (and does not) do. Members welcomed the overall style and fundamental structure of the site, and made contributions during the presentation to suggest alternative levels of prominence and relative importance of some aspects. Several pages were populated with blank text to show layout, which would be replaced with updated articles, and there was a need for more variety in photographs (a potential source of photographs was identified for investigation). Some items were discussed that represented content, rather than structure, and it was accepted that these would evolve once the Council took editorial control of its new site.

There was some particular discussion on the options for such things as scrolling news items on the homepage, and the advantages and disadvantages were explained. Active features were not generally advisable, as they were considered to be too problematic and often conflicted with other features. The new site would allow simultaneous posting of items to Facebook and Twitter, and there was discussion as to the most appropriate presentation of these. Mr Turner advised that the design being demonstrated had been optimized for presentation and would automatically reconfigure to adapt for viewing on different devices. Some functions showing listed documents needed to be reconfigured, as the presentation was not considered attractive. NTD would populate the currently blank pages with material from the Council's current website

TC advised that there would be implications (as yet unclear) arising from the upcoming General Data Protection Regulations.

Key amendments asked-for were:

- > Re-order Councillors alphabetically by surname on Who's Who page, with no need to use Wards as a reference. Similar listing on the Wards page showing

three column listings.

- > Re-order presentation of “Who’s Who” to place Councillors at head of listing.
- > Amend colour-coding of wards on map page if possible – these were considered likely to be misinterpreted as political party indicators.
- > Correct mis-spelling of Cllr Makepeace’s surname.
- > Present PDFs in a more user friendly fashion.
- > Populate pages with text from existing site.
- > Replace Wischhusen with Catlin.

It was agreed that the amendments could be made quite quickly, and TC suggested that the site could ‘go live’ by the 31st May; allowing time for LTC staff to revise content and take ownership of the site.

Members thanked the NTD representatives for their presentation and looked forward to further developments

ComWP2017/07 SUGGESTIONS FROM MEMBERS:

Social media training: It was suggested that Members might receive training in use of Social Media. It was contended that individual Members were able to freely use social media of their choice provided they followed the Council’s Communications Policy and observed all applicable protocols and regulations, such as the Code of Conduct and Standing Orders. Staff would receive training as required for their roles, but member training in this area was relatively unhelpful. It was proposed that Member training in social media should be put to Council as a recommendation, but this was not supported by the majority of Members present. Members recognized that they could ‘re-Tweet’/re-post official Council output. Staff would be dedicated to this in due course, and the context would feature prominently in the imminent assessment of Council activities demanded by the General Data Protection Regulations.

It was suggested that inviting a young student to a future meeting may be helpful in advising how young people might be better engaged with the Council, and this was welcomed. Staff would approach local schools and Sussex Downs College accordingly.

Presentation of spending/budgets: There was general agreement that presentation of figures could be made more easily digestible by use of well-designed graphics. A case in point was a design presented by Stone Parish Council (Kent) on their website, which had won an award for its clarity. This was discussed at some length and acknowledged to be, in essence, a simple task to invite and assess potential contractors to produce artwork. Members agreed to research designs which they felt appropriate, to offer as examples when briefing designers who may wish to bid for the work. This was considered desirable, but was ultimately a matter for Council to decide. This would be recommended.

Other forms of communication: The Newsletter was discussed, and it was noted that the new website would offer wide distribution of newsletter-style items, which may cause reconsideration of the need for printed Newsletters. It was recognized that many people did not engage with digital media, and Members saw a future for some printed versions. Historically, LTC had produced three editions each year in-house, in low numbers, for collection from a few key ‘pick-up points’ in the town. One edition – usually a greater number of pages, and containing annual report items – was professionally printed and directly distributed to all households. It was agreed that this edition would continue to serve a useful purpose, and it was noted that distribution should not use plastic packaging.

Communications Officer: It was suggested that LTC might need a Communications Officer, but the majority agreed that this was not appropriate at present. This raised a discussion about the structure of the modern local Press, their general approach and treatment of press releases. TC suggested that it would be a simple matter for

him to seek at each meeting a confirmation of those items that Council wished to publicize in a dedicated Press Release, and he would introduce this. Members were welcome to submit to TC or Asst. TC, draft copy for suggested articles at any time or to seek advice on material of their own.

ComWP2017/08 CONCLUSIONS/RECOMMENDATIONS TO COUNCIL:

Council will be asked to note the proceedings of this meeting, and the principles and matters discussed.

It was agreed to recommend engagement of a graphic designer as described above.

ComWP2017/09 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their contribution. *The meeting closed at 4:30pm*

Signed date

Draft

Agenda Item No: 6d)

Report No: FC013/2017

Report Title: Grants panel recommendations – 7th February 2018

Report To: Full Council

Date: 22nd February 2018

Report By: S Brigden, Town Clerk

Purpose of Report: To recommend payment of grants as suggested by the Grants Panel, following its meeting on 7th February 2018 (the fourth of four cycles for 2017/18)

Recommendation(s):

- 1 That the grant payments recommended in this report (as shown in column **G** of the appended table) be approved.

Information:

1 The Grants Panel met on 7th February 2018. **12** applications were considered, with requests for support in the sum total of **£16,568**.

2 Assessing applications were: Cllrs Ashby; Burrows; Catlin; Jones and Murray (S).

Apologies for absence were received from Cllr O’Keeffe (working).

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

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

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

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

Recommended grant awards for this cycle amount to **£9,438** in total, leaving an unspent budget balance of £69.

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

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

S Brigden

7th February 2018

	<p>This raised the question of how best to retain the Lewes Low Cost Housing concept within the Plan. After a protracted debate it was accepted that Lewes Low Cost Housing should be described within the leading section where housing policy was explained, shown as a separate panel of text, and policy statements would confirm that SDNPA Local Plan Policy must be followed, with encouragement that LLCH be provided where deliverable. This had the advantage of being consistent with terminology and principles in both national policy and the SDNPA's emerging Local Plan.</p> <p>The Chairman further commented; adding two words into the two key policy paragraphs (PL1-3 & PL1-4) to support the above, which he had already discussed with, and had approved by, the Planning Authority. After some further discussion, the Steering Group accepted these changes.</p>
4.	<p><u>Submission draft of LNP</u></p> <p>Some comments for final refinement of the Plan had already been received. Appendices had been looked at and the target was to commend the Neighbourhood Plan to Council at its next meeting. Any comments must be made to the Chairman by 12 noon on 16th February 2018 which would allow him to work on them through the weekend for submission to FERIA on Monday morning.</p> <p>There were various points raised to be taken into account, and Kirsten queried whether her explanatory appendix on Green Spaces would be accepted for inclusion. This was confirmed as most welcome, and SDNPA officers commented on the clarity and thoroughness of that section.</p>
5.	<p>There was a general discussion on the NP and timetable. Once the draft NP had been seen by Council for approval it would be passed onto the SDNPA, who would be responsible for the process under "Regulation 16" and Public Consultation. They would, in due course, offer a choice of potential Examiners for the Council to select from, and it was for the Examiner to determine any changes they may insist upon before allowing the Plan to go to Public Referendum.</p>
6.	<p>The Chairman noted everyone's hard work and commitment, and offered sincere thanks for their efforts. These efforts had brought forward a Neighbourhood Plan of which the Steering Group and the Council should be proud and, hopefully, the whole town once it was published. The current draft had already been commended by the professional officers of the Planning Authority. The Chairman exhorted everyone to now relax!</p>

The Meeting ended at 8.50pm

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 22nd February 2018

NOM 015/2017 received from **Cllr Rowell** on 24th January 2018, in the following terms:

It is proposed that:

- 1) Lewes Town Council works with East Sussex County Council to discuss ways of making bus travel in Lewes town free to all or at a discounted rate or for young people

Supporting Information:

Lewes Town Council contributes £10,000 per year to Compass Buses so that it can operate additional services around the town. In 2020 the contract to provide the bus services in Lewes will come to an end and may be tendered out once again.

I propose that LTC works with East Sussex County Council to discuss ways of making bus travel in Lewes town free to all or at a discounted rate or for young people. The negotiations will determine the cost of providing a grant for making any of these options possible and once this has been determined the Town Council will consider which option it will be able to support by making funding available so that the preferred option is included in the new contract as and when it is approved.

Note: I am aware of state subsidy rules and that is why this can only be done once the contract is tendered out so that all tenderers are aware of what is being proposed.

Cllr A Rowell
24th January 2018



THE MAYOR AND LEWES TOWN COUNCIL MEMBERS

Request for Additional Funds for Safety Fencing at Priory Park

For those not necessarily familiar with Lewes Priory Trust it may be helpful to provide some information on its origin & objectives as well the achievements of the last ten years. Those who know the history should go to section 2.0 directly.

1.0 Background

1.1 Origins

A number of eminent local residents including members of the Sussex Archaeological Society had been concerned for a long time to safeguard one of the town's most significant heritage sites. When owned by Lewes District Council, the Priory was administered through Lewes Priory Management Committee consisting of councillors and those key lay residents. In 1980 Lewes Priory Trust was set up as the body specifically responsible for that managing role. The Trust is a registered charity and a company limited by guarantee. The property was transferred to Lewes Town Council in 2001 and the Trust continued to manage the site. In 2009 the Trust was granted a 32 year lease setting out its obligations and providing funds for restoration and an annual grant for maintenance. The aims and objectives of the trustees are:

To preserve and enhance the remains of the Cluniac Priory of St Pancras and the surrounding area with the objective that it should become a facility of cultural, historic, educational and tourist importance of which the Town could be justifiably proud.

1.2 Bringing to Life a Medieval Monastery

In 2009 the Trust drew up an ambitious scheme for the removal of the fence around the ruined walls, repair of the historic masonry and the provision of seats, paths and information panels. It successfully applied for funding from the Heritage Lottery, English Heritage and others achieving a project total of £809,000. The contract was completed in November 2010 and Priory Park was opened to the public. At the same time a new guidebook & information leaflets were published and a new website was produced <http://www.lewespriory.org.uk>.

1.3 Putting Lewes Priory on the Map

In 2012 a further scheme was prepared consisting of 18 smaller projects promoting wider public knowledge of the Priory and developing the Trust's education programme. The application to Heritage Lottery Fund was again successful raising £100,550. All sections of the project were completed in the two year grant period including wide ranging lesson plans, a lecture programme, foreign language leaflets and models of the Priory for education purposes and on site. There was also a small archaeological investigation and productions of medieval music.

1.4 Apple Orchard

In 2013 the Trust proposed to plant a small orchard of ancient apple varieties as a complement to the herb Garden. A location in the southeast corner of Priory Park was selected and an archaeological

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East Sussex, BN7 2NN

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Charity No: 1123751



impact assessment carried out. Varieties of apple were chosen on the advice of Brighton Permaculture Trust which also oversaw the planting helped by local school children. A local benefactor gave £750 towards the £2,000 total cost.

1.5 Feasting Fighting and Freedom

In 2013 a further application to Heritage Lottery resulted in a grant of £10,000 for a project to provide education resources, school workshops and website content commemorating the Battle of Lewes on its 750th anniversary in 2014. This was enthusiastically received by local schools.

1.5 Battle Monument Restoration

Also in 2014 the Trust undertook the restoration of the Battle of Lewes Monument on the 50th anniversary of its gift to the town by Sir Tufton Beamish. The work was undertaken by the foundry that made the sculpture and the unveiling was carried out by the Mayor of Lewes and attended by the widow of the sculptor, Enzo Plazzotta. The £8,953 funding raised by the Trust included a generous donation from the Town Council.

1.5 Medieval Kitchen Garden

Building on the popularity of the Priory Herb Garden established some 30 years ago, it was proposed in September 2015 to create a Kitchen Garden which would grow vegetables such as the monks would have eaten. This would be a community educational project run by volunteers. Fundraising was very successful. The Mayor of Lewes 2016/17 made it one of his charities raising £3,623, the Town Council granted £1,700, Tesco bags of Help scheme donated £12,000 and Sussex Community Foundation £1,000. A total of £19,589 was achieved. Work started in October 2016 constructing the raised beds. The first planting day was in April 2017 followed by workshops with schools and a launch in June. The project has proved to be a successful community resource.

1.6 Medieval carved masonry

In November 2015 Trustee Dr Paul Benjamin proposed undertaking the recording and cataloguing of the carved masonry from the Priory which was currently stored in Anne of Cleves Museum and elsewhere. This would revisit the work undertaken by Freda Anderson in the early '80s. This has progressed through 2017 and now amounts to descriptions and images of over 800 pieces of carved masonry. The project has the active assistance the Lewes Priory Research Group, The Corpus of Romanesque Sculpture in Britain & Ireland (CRSBI) and other distinguished scholars. The Trust intends to put together a grant application to support continuing research into the carved masonry from the Priory both locally and elsewhere.

1.7 Medieval music

In 2016 a joint project was launched with Brighton Early Music Community Choir (BREMFC) to research, transcribe and perform the Lewes Breviary, the only extant music from Lewes Priory, the illuminated manuscript of which is in the Fitzwilliam Library in Cambridge. Events have included two weekend workshops to prepare for a BREMF concert in La Charité-sur-Loire in France, presentations on the Breviary to the Conference of UK Cluniac Groups and members of the European Federation of Cluniac sites visiting Lewes and a concert in Priory School Memorial Chapel in November 2017. Recordings of some of these events are on the Trust website. Chalk Cliff Trust has provided £5,000 support.

1.8 Priory Lavatorium

The priory stones project involved site inspections by experts in medieval masonry one of which was a visit to the Priory site north of the railway line in 2017. This is the location of the former lavatorium, where monks washed before services & meals, and the undercroft is the only enclosed space which has survived. Photographs drew the interest of English Heritage which led to an application to the Geospatial Imaging Team of Historic England to carry out a 3D Laser scan of the interior. This was successful and they have agreed to carry out the survey in June 2018. It will be invaluable in furthering research into the lavatorium at Lewes and other Cluniac monasteries.

1.9 Wider links

In its efforts to bring the priory to national and international prominence, the Trust has pursued two objectives. Closer ties with Europe are maintained by membership of the European Federation of Cluniac Sites (FESC) based in Cluny with 184 member sites across the continent. Trust representatives have attended conferences in France and Spain and FESC has sent delegations to Lewes. The Trust has initiated and promoted the UK Cluniac Sites Forum which is an association of the 13 UK locations with physical remains and an organization to manage them. Conferences have been held in the British Museum in 2014, Barnsley in 2015, Dudley in 2016 and Lewes in 2017. The forum aims to support and promote UK Cluniac heritage sites.

1.10 Local events

The Emil Godfrey Memorial Lecture brings an eminent speaker to Lewes each June and is now in its 37th year. The Trust has for the last three years put on the Priory by Candlelight event which has become extremely popular and attracted several thousand people with their families. Heritage Open Days are marked by a guided walk following the Priory History Trail around the town. Southover Bonfire Society holds its annual May Fayre in Priory Park. Every year sees several other one-off events (such as music and theatre) put on by the Trust or arranged by outside bodies.

1.11 Summary

It should be apparent from the details above that the trust and its dedicated volunteers have more than fulfilled their charitable objectives. Including a number of generous ad hoc contributions from the Town Council, they have raised over £950,000 in the ten year period. There is no doubt that Priory Park is a much appreciated local asset of which “the Town can be justifiably proud”.

2.0 Safety Fencing

2.1 What is needed

Fencing and guardrails were installed as part of the 2010 major works at Priory Park. Though there have been no accidents in the past years, the trustees have identified two locations which children might gain access above steep drops. It is proposed to provide two sections of fencing which match that existing and our architect prepared the attached detailed drawings. Because the work involves providing fence posts in the ground, we are required to obtain Scheduled Monument Consent (SMC) from Historic England. The application had to include an Archaeological Impact Assessment which was carried out by previous consultants Archaeology South East (ASE). This was approved and SMC has been granted with the condition that ASE prepare a Written Scheme of Investigation (WSI), monitor the work on site and provide a final report. The WSI has been approved by Historic England. Quotations have been obtained for the archaeological oversight and the supply & installation of the fences. The attached budget shows the total expected cost of the work. The Impact Assessment and part of the architect’s fees have been paid for and a date for the work is being sought.

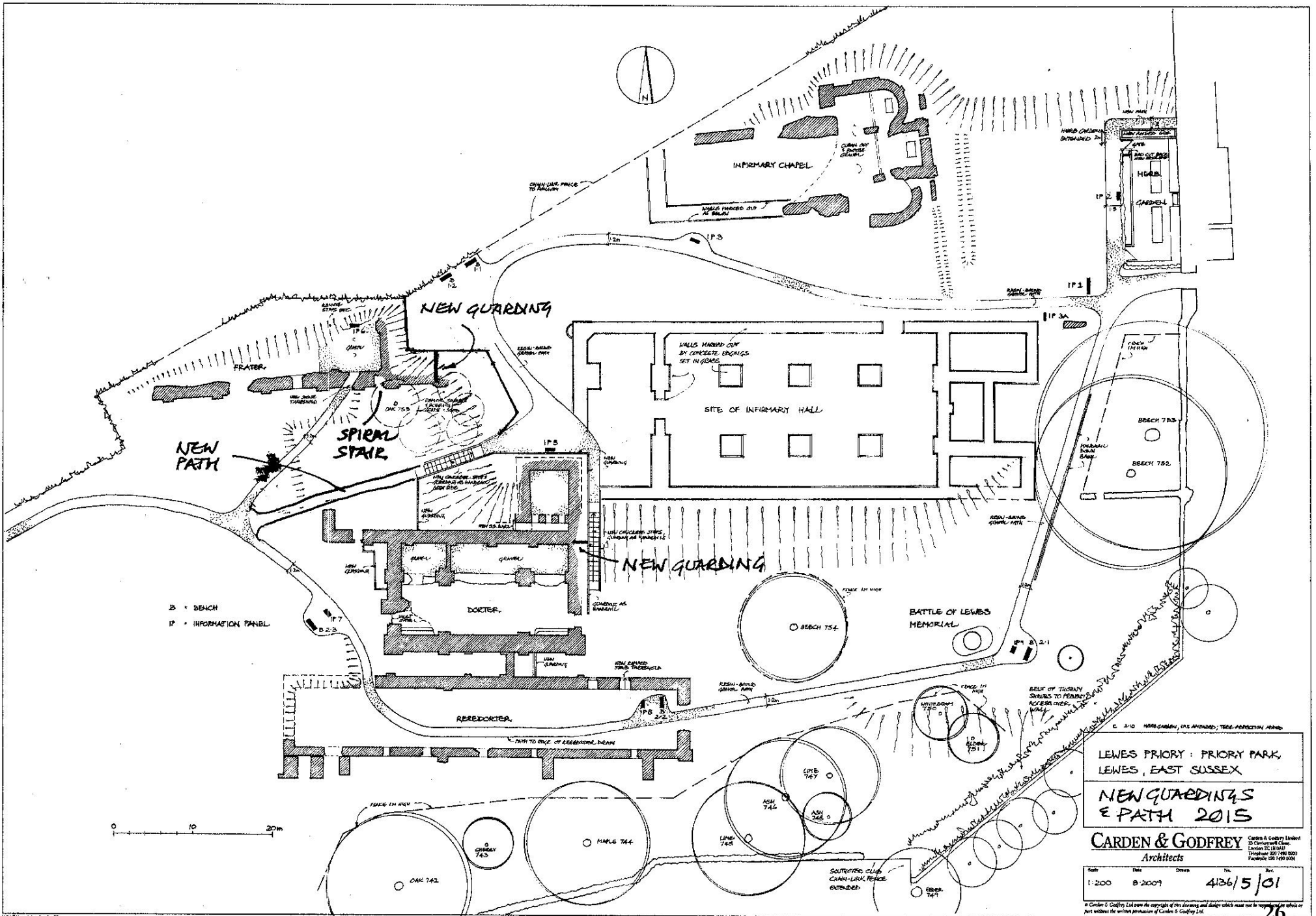
2.2 Funding

Annual maintenance costs over the last three years have exceeded the Town Council grant but it has been possible to meet this from reserves. A large part of the £7,104 cost of the new safety fencing is due to the required archaeological input and this could increase if underground features are encountered. The total is equivalent to 58% of our 2017 grant and would severely deplete our reserves. We therefore need to raise additional funds. Most funding bodies want to see a tangible result from projects which they support and are disinclined to give grants for what might be viewed as maintenance or renewal. We have not been able to identify other sources and thus are approaching the Town Council for further help.

We have a legal obligation to ensure Priory Park has reasonable safety measures in place and therefore we must carry out this additional work. The assistance of the Town Council to whatever extent it considers appropriate, will be greatly appreciated.

Sy Morse-Brown, Trust Chairman

5 February 2018



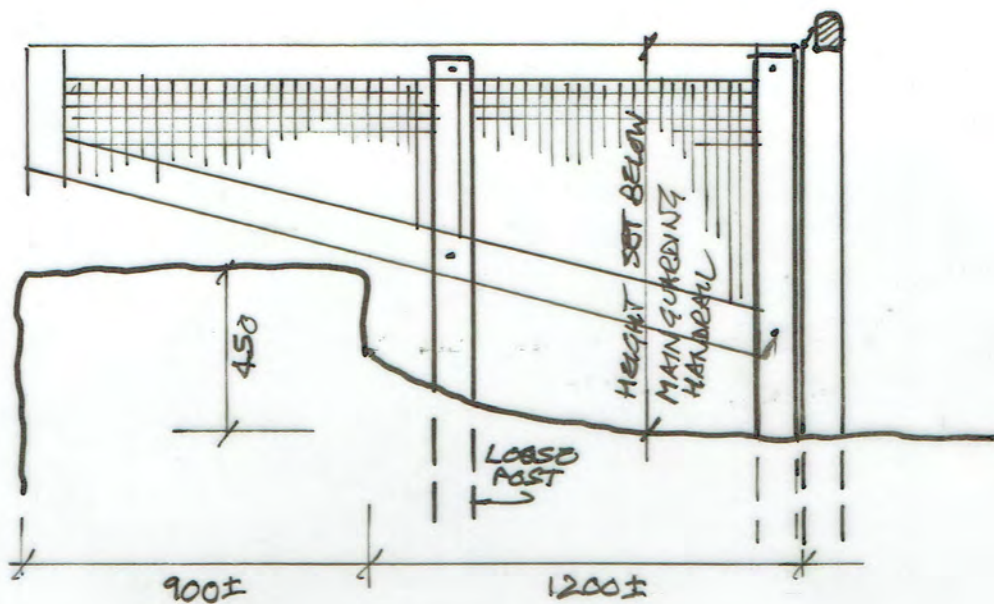
LEWES PRIORY: PRIORY PARK,
LEWES, EAST SUSSEX

**NEW GUARDING &
E PATH 2015**

CARDEN & GODFREY
Architects

Scale	Date	Drawn	No.	Rev.
1:200	8-2007		4136/5/01	

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WEST OF NORTH-SOUTH STEPS :
 LOCATED NORTH OF WINDOW EMBRASURE
 SUPPLIED WITH FIXED POST AGAINST STAIR GUARDING, LOOSE POST
 FOR NEXT TO WALL.
 FOR LOCATION SEE DWG 4136/5/01

Do not scale from this drawing

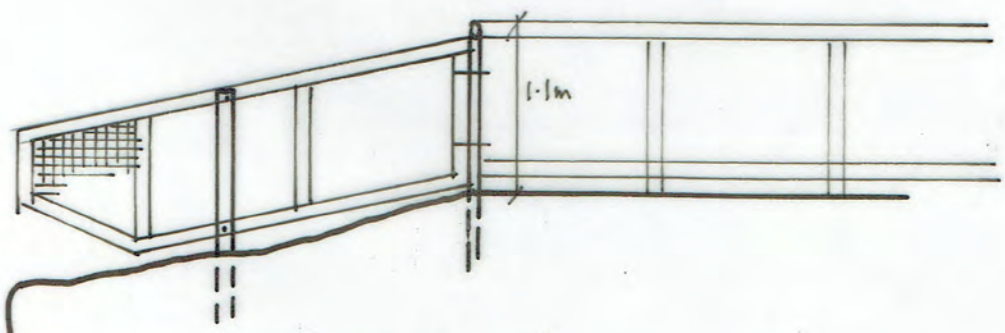
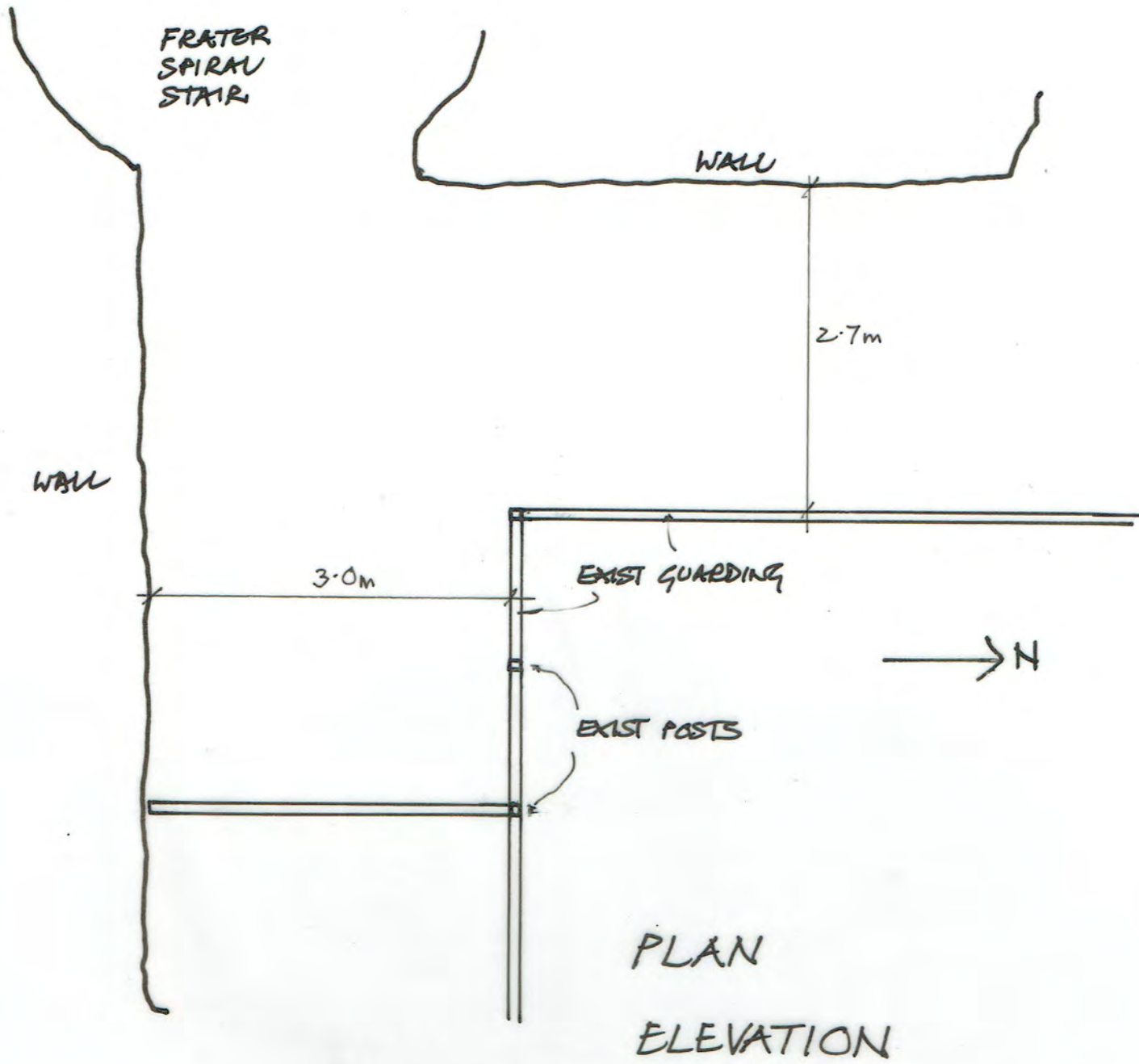
CARDEN & GODFREY
 Architects

Carden & Godfrey Limited
 33 Clerkenwell Close
 London EC1R 0AU
 Telephone 020 7490 0300
 Facsimile 020 7490 0004

LEWES PRIORITY PARK
 ADDITIONAL BARRIERS 2017
 1:20 5.2017

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EAST OF FRATER SPIRAL STAIR

GUARDING FRAMED IN OAK WITH WELDMESH AS ELSEWHERE;
 BOLTED TO EXISTING POST, • SUPPLIED WITH 2x10 LOOSE
 POSTS FOR SETTING IN GROUND WHERE POSSIBLE

Do not scale from this drawing

CARDEN & GODFREY
 Architects

Carden & Godfrey Limited
 33 Clerkenwell Close
 London EC1R 0AU
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 Facsimile 020 7490 0004

LENES PRIORITY PARK
 ADDITIONAL BARRIERS 2017
 1:50 5-2017

PRIORY SITEWORKS 2017

		Budget			Cost
		Amount	VAT	Total	To date
Impact assessment	ASE	£995.00	£199.00	£1,194.00	£1,194.00
Additional guarding	Tonbridge Fencing	£2,300.00	£460.00	£2,760.00	
Archaeological WSI	ASE	£395.00	£79.00	£474.00	
Arch monitoring & report	ASE	£285.00	£57.00	£342.00	
Archaeological report	ASE	£795.00	£159.00	£954.00	
Architect's fees	Carden & Godfrey	£1,000.00	£200.00	£1,200.00	£612.00
Architect's expenses	Carden & Godfrey	£150.00	£30.00	£180.00	£66.00
Total		£5,920.00	£1,184.00	£7,104.00	£1,872.00

Agenda Item No: 9

Report No: FC014/2017

Report Title: Grass cutting reduction by East Sussex County Council

Report To: Full Council

Date: 22nd February 2018

Report By: S Brigden, Town Clerk

Purpose of Report: To advise Members of the recent decision by East Sussex County Council to reduce grass cutting within the town, and refer options proposed..

Recommendation(s):

- 1 That Council notes this report.
 - 2 That Council decides its response to this announcement
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Information:

1 The message below has been received from Mr Rupert Clubb, Director, Communities, Economy & Transport, at East Sussex County Council:

Dear Lewes Town Council,

As you may be aware the County Council met on Tuesday 6 February to consider the 2018/19 budget. At the meeting the Council voted on and agreed the budget for the 2018/19 financial year. The report and minutes can be found on the website at:

<https://democracy.eastsussex.gov.uk/ieListDocuments.aspx?CId=133&MIId=2974&Ver=4>

The approved budget includes a reduction in highway contract costs of £400,000 for grass cutting services effective from 1 April 2018. This means we need to reduce the number of grass cuts we undertake.

We will be reducing the number of urban grass cuts from the current six per season to two per season from 1 April 2018. This will require a change to our urban grass cutting policy which currently provides for a minimum of five cuts per season. A report will be presented to the Lead Member for Transport and Environment in May 2018 with a recommendation to change the policy to reflect the agreed budget. Rural grass cutting will remain as two 1m swathe plus visibility splay cuts per season.

I appreciate that this is disappointing news for local communities however, we need to continue to provide services within very challenging financial constraints whilst at the same time managing an increasing demand for important services including schools and social care.

I attach a map and table of the total areas of the rural and urban grass verges that are currently cut in your town. In reducing the urban grass cutting service from six to two cuts per season we will be managing urban grass for safety reasons only. However, we recognise grass verges in urban centres have an important aesthetic function for the community and we would therefore like to continue to support this approach where possible. We propose to do this by offering the following options for consideration:

A A financial contribution to your town council equivalent to the value of two urban grass cuts based on current ESCC contract rates which will be in the region of £2,643 per annum. This can be provided to the community as a basis to commission and employ your own grass cutting services using a local contractor

B For your town to pay for additional urban grass cuts over the two cuts per season provided by the County Council. To maintain the current standard of six cuts this would cost Lewes Town Council in the region of £5,287 per annum.

I would be grateful if you would indicate which option you would wish to pursue by 31 March 2018 at the latest.

Yours sincerely, Rupert Clubb

2 *Financial implications:*

Lewes Town Council's approved budget for 2018/19 includes a base element in the Open Spaces account (A/c70) of £2,000 – this is the uncommitted element of that budget and is intended for unforeseen costs arising through the year, based upon recent years' experience.

The account also provides for anticipated costs of grounds maintenance for sites to be devolved by LDC (£40,000) which, if not needed was to be applied to reduce an anticipated General Fund deficit. Given the current and foreseeable position regarding devolution by LDC, for immediate purposes part of the amount could be appropriated to the purpose of grass cutting.

This budget also includes for a contribution from precept to two earmarked reserves:

£1,000 to R3 Open Spaces (for general needs of the Council's land holdings and responsibilities), and;

£1,000 to R8 Environmental Enhancement (for application to appropriate initiatives)

These sums could be diverted to support increased revenue expenditure.

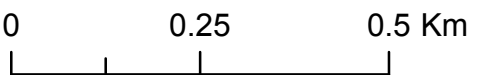
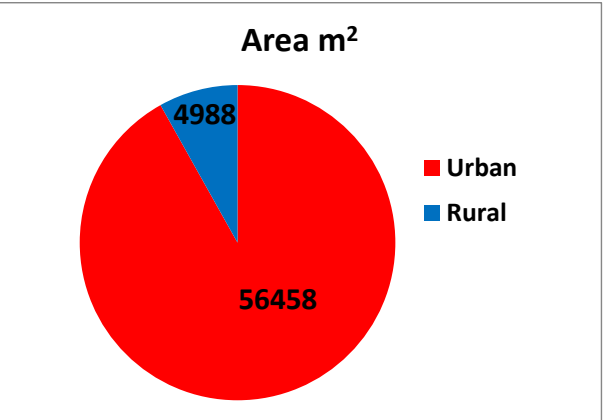
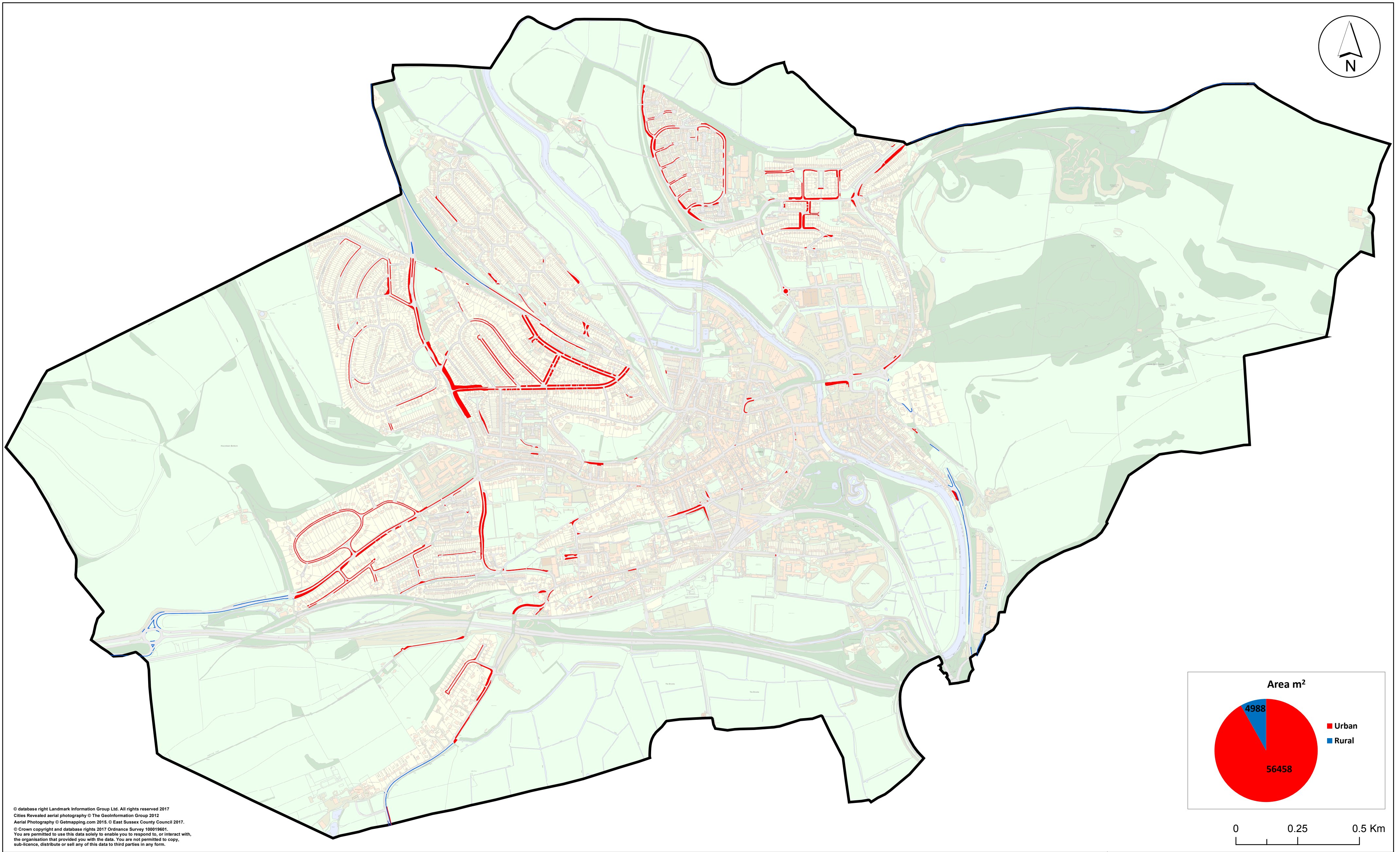
Earmarked Reserves balances which could be utilized in the short term:

R3 Open Spaces	expected balance c/fwd to 2018	£6,000
R8 Environmental Enhancement	expected balance c/fwd to 2018	£18,870

S Brigden

16th February 2018

Appended: ESCC map and area plan



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Map Title: URBAN / RURAL GRASS EXTENT - LEWES

Date: 31/01/2018

Scale: 1:10,000

Author: JOHN GRAINGER

East Sussex County Council
 County Hall
 St Annes Crescent
 Lewes



COUNCIL PLAN 2017/18

Status update

Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1st April 2017 to 31st March 2018. These are in addition to various projects and initiatives itemised in the Council's budgets and accounts, and represent larger-scale activities deserving special attention.

			STATUS at December 2017	STATUS at January 2018	STATUS at February 2018
1	Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	Works in progress.	Works complete.	Works complete.
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter.partially completed – specialist report obtained	no change	no change	no change
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	Working Group meeting delayed until 16th January 2018.	Working Group meeting 16th January 2018.	Working Group meeting scheduled for 13th March 2018.
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Architects illustrations of design options to be displayed at Centre 18/12/17 onward, with comments forms and collection box. Architects on-hand to answer questions through afternoon of 17th January 2018, followed by evening meeting of Working Party to select preferred option for recommendation to Council 18th January.	Working party meeting 17th January 2018 - recommendations to Council 18th January.	Working party meeting scheduled for 27th February. Architects working on refinements to final design. Consultants providing further data on energy strategy options.
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National commemoration of the Centenary of the outbreak of the first World War (2014). Research commission re additional names for War memorial – ongoing; end date 2018 Centenary of the signing of the Treaty of Versailles (2019)	programme ongoing. Lewes Light Festival and 'Lewes Remembers' events recently supported.	programme ongoing.	programme ongoing.
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	no change	Revisions arising from Reg 14 consultation completed. Technical consultant reports pending. Revised Plan in preparation. Anticipated submission to Council for approval 22nd February 2018.	'Submission version' of Plan in final stages of preparation. Anticipated presentation for Council approval 22nd Feb (possibly 29th March) before submission to Planning Authority (SDNPA) for examination stage.
7	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	no change	Heritage street lighting units Pipe Passage finally installed November 2017.	No current projects.
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Written response reported to Council 9th November - highly unsatisfactory. TC wrote again to LDC Chief Exec 20th Nov - response awaited.	Meeting held with LDC ChExec and Dsolicitor. Apologies received for poor communication and acknowledged misunderstanding of some points. Promise to revisit those issues. No change in LDC position re Malling Rec - will not transfer until NSQ footbridge location resolved.	All agreements concluded between LTC:LDC re Landport Bottom transfer. Awaiting HM Land Registry formalities.
9	New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Provider continuing site structure development. Transfer of background documents being effected by LTC staff. Anticipate presentation to Working Party January 2018	Provider continuing site structure development. Transfer of background documents being effected by LTC staff. Anticipate presentation to Working Party late January - early February 2018	Provider presented draft site structure to Working Party 6th February 2018 - final refinements to structure, and population with documents, in-process.