

☎ 01273 471469 Fax: 01273 480919

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

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held on **Thursday 7th March 2019**,
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk, 28th February 2019

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 24th January 2019.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

- a) *Sx Community Rail Partnership AGM 7th February 2019* *(oral report by Cllr Catlin)*
- b) *Personnel Panel meeting 12th February 2019* *(Minutes attached page 8)*
- c) *Grants Panel meeting 13th February 2019* *(Report FC015/2018 attached page 9)*
- d) *Diversity Working Party meeting 19th February 2019* *(Minutes attached page 11)*
- e) *UN Sustainability Goals Working Party meeting 20th February 2019* *(Minutes attached page 15)*
- f) *Commemorations Working Party 21st February 2019* *(Minutes attached page 18)*
- g) *Buildings Working Party 6th March 2019* *(oral report by Cllr Chartier)*

7. MUNICIPAL CALENDAR 2019/20

To note the calendar of scheduled meetings/events for 2019/20

(attached page 21)

8. OFFICE INFORMATION TECHNOLOGY SYSTEMS

To consider the proposed updating/upgrading of office systems *(Report FC016/2018 attached page 23)*

9. LANDPORT BOTTOM MANAGEMENT

To consider the establishment of a standing committee

(Report FC017/2018 attached page 24)

10. LOCAL BUS SERVICE SUPPORT

To consider a request for funding by Community Transport in the Lewes Area

(attached page 27)

11. UPDATE ON MATTERS IN PROGRESS

(Oral report by Town Clerk and update on Annual Plan)

12. NOTICE of ITEMS IN PROSPECT

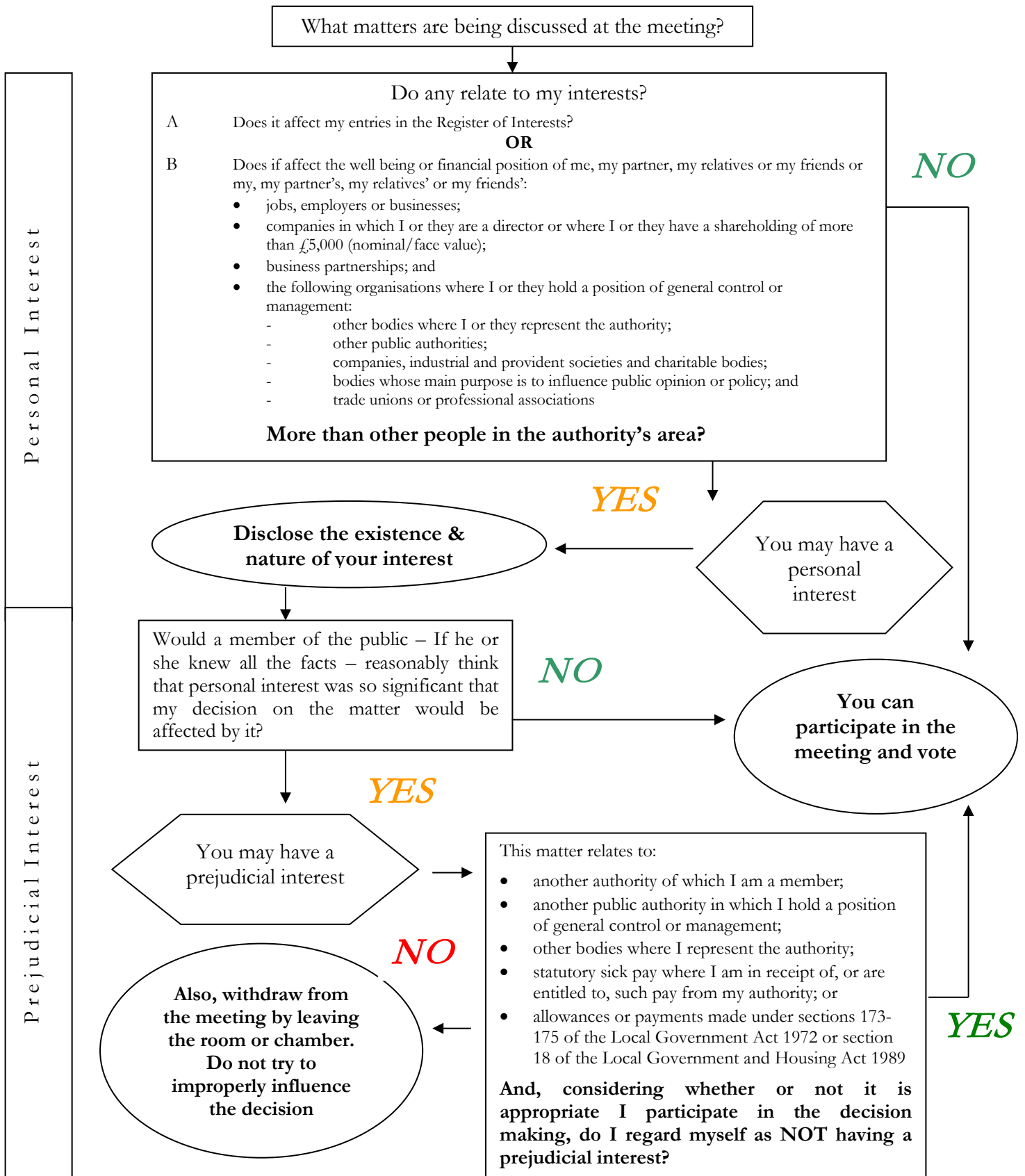
(Oral report by Town Clerk)

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

This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk 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.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



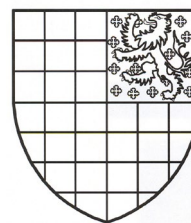
YOU WILL ALSO NEED TO CONSIDER:

Am I biased or have I predetermined a matter?

TEST: Would an informed member of the public think that there is a real possibility that you could be biased?

Have I made up my mind about the issue?

You should not make your mind up about an issue before you come to take a decision on it. You can still form a provisional view but you must be willing to consider all arguments presented at the meeting and you must be genuinely open to persuasion on the merits of the case. If you do not have a genuinely open mind about a matter, this will potentially leave the decision susceptible to legal challenge because of the common law concept of predetermination.



MINUTES

Of the **meeting of Lewes Town Council**,
held on **Thursday 24th January 2019**, in the **Council Chamber, Town Hall, Lewes** at **7:30pm**.

PRESENT Councillors A Ashby; J Baah (*Mayor*); R Burrows; S Catlin (*Wischhusen*); M Chartier; H Jones; J Lamb; I Makepeace; Dr G Mayhew; M Milner; R Murray; S Murray (*Dep^y Mayor*); R O'Keeffe; T Rowell.

In attendance: S Brigden (*Town Clerk*); Mrs F Garth *Civic Officer and Asst. Town Clerk*) and Mrs E Tingley (*Committee Admin.*)

Observing: Mr B Courage (*Town Ranger*) and Ms V McLachlan (*Finance Officer*)

Council's Chaplain, Canon Richard Moatt, offered a few words before the meeting reflecting upon pivotal moments in history, and reminding that "history judges us".

FC2018/79 QUESTIONS: There were none.

FC2018/80 DECLARATIONS of INTEREST: There were none.

FC2018/81 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr H Jones whose wife was unwell and Cllr Renton who had a work commitment. There had been no word from Cllrs Elliott or Watts.

It was resolved that:

FC2018/81.1 The reasons submitted for absence from this meeting are noted.

FC2018/82 MAYOR's ANNOUNCEMENTS: There were none.

FC2018/83 MINUTES:

It was resolved that:

FC2018/83.1 Minutes of the Council meeting held on 13th December 2018 are received and signed as an accurate record.

FC2018/84 WORKING PARTIES AND OUTSIDE BODIES:

Members are 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) Personnel Panel 9th January 2019: Cllr Ashby, as Chairman of the Panel, presented the minutes of this meeting. The Panel had met to discuss a grievance brought by a member of staff. The Panel had recognised the grievance and decided to request that an inquiry into the grievance be made by professionals at South East Employers; the Council's retained HR consultants. The grievance encompasses some of the issues raised in outstanding complaints. Any action on complaints pending or current would therefore be put on hold until the report from the inquiry into this grievance is complete and any recommendations are acted upon.

It was resolved that:

FC2018/84.1 The Minutes of the Personnel Panel on 9th January 2019 (*copy in minute book*) are noted. Council approves the approach taken by the Panel and its conclusions, and agrees actions as described.

b) Personnel Panel 2nd November 2018: Cllr Ashby presented the minutes of this meeting, which had been convened to receive and discuss Cllr Burrows' report on his investigation of a public complaint against a member of staff; to decide on any action to be taken, and to give initial consideration to a complaint received from three Councillors.

The Chairman thanked Cllr Burrows for his very detailed report and asked for comments from members. Panellists concluded that it was an extremely good and fair independent report which had listened to both sides in detail and they were happy to accept Cllr Burrows' conclusions. The Panel asked to record their thanks to Cllr Burrows.

It was decided that the Chairman would write to both the complainant and the subject, enclosing a copy of the report, and explaining the conclusions reached: that the complaint was considered to be without foundation and there would be no further action taken. Members of the Panel then discussed the complaint received from Councillors with a view to finding a resolution. After much discussion the Panel agreed to invite the complainants to a meeting to listen to the points raised in their complaint. They would explain that as a formal complaint it was not valid, but hope that some of the issues raised would be addressed by other initiatives. The Chairman would draft a letter to the complainants explaining the Panel's decision, and also let the subject know the decisions reached and ask for any suggestions to address the problems.

Members then went on to discuss ways of avoiding similar problems in the next administration, one suggestion being to change the format of introductions following elections so that members engage better with each other and staff. They agreed to recommend to Council that the Personnel Panel, following its constitution after elections, is asked to prepare a "new councillors" seminar.

It was suggested that an independent facilitator would be helpful, and that a clear statement of the *status quo* should precede any 'brainstorming' – the aim being to instil a sense of collegiality.

It was resolved that:

FC2018/84.2 The Minutes of the Personnel Panel on 2nd November 2018 (*copy in minute book*) are noted and Council supports the approach taken by the Panel and its conclusions as described.

c) Audit Panel 12th December 2018: Council considered the minutes of this meeting: The meeting had been convened to formally consider a complaint by a member of the public about alleged failures in Council processing of an earlier complaint about a member of staff, and was attended by the complainant ("person A") and a friend ("Person B"). The meeting began with some contention over declarations of prejudicial interest but in the event both Members concerned remained, in the interests of moving the meeting on. It was moved and resolved that any members of the press or public be excluded, and the Chairman explained the process to date in dealing with this complaint; the perceived faults, and his wish to go through the letter he had sent to the complainant and to discuss those points upon which they did not agree.

Cllr Barker explained what had taken place at the Personnel Panel in May 2018 as reported to Council in June, that being the informal stage of the relevant process. Person A again asked at what point the Panel were going to deal 'properly' with the complaint. Person B and the complainant requested a break for 10 minutes.

The Chairman acknowledged that descriptions of the Council's process could be made clearer; and this had already been recognized. The content of the complaints policy was discussed by the complainant and the Panel members.

The Chairman suggested that his letter to the complainant following the Panel's initial assessment, in September, be used as a starting point to the discussion. Person B asked that they start at the beginning of the process and the complainant reiterated a wish to return to the origin. The sequence of events to date was re-examined, and there was argument that the original complaint had been dealt with by the Personnel Panel and that this could not be revisited. Further discussion followed on the involvement of the police; the Council's Dignity at Work personnel policy; statements from two members of staff at the Personnel Panel stage; the Code of Practice in handling the complaint and the fact that the Council had acknowledged that the explanations given in some policies were in need of improvement.

The complainant had then made the following statement:

“We seek an acknowledgement that procedural errors have resulted in this complaint process being flawed and mishandled and that this has led to a breach of natural justice in that the complainant’s complaint has not been properly considered. The complainant is seeking written apology for the stress that the delays and procedural errors have caused, and feels that A has been ignored and asks for a written undertaking to properly and independently investigate the original complaint by way of redress.”

After a brief private discussion, the Panel agreed that there had been flaws and in the spirit of conciliation they would be prepared to appoint an independent investigator to re-open the original complaint against a member of staff, and that the outcome of that should conclude the matter with no further appeal.

It was resolved that:

FC2018/84.3 The minutes of the Audit Panel on 12th December 2018 (*copy in minute book*) are noted although Council’s earlier resolution to agree the decision of the Personnel Panel (arising from its meeting of 9th January 2019), had the effect of suspending any further consideration or action pending the results of the South East Employers’ investigation.

d) Friends of Lewes (FoL) liaison meeting 15th January 2019 : Members considered the minutes of this meeting (*copy in minute book*):

Peace Garden project ('Magic Circle'): FoL had introduced plans and 3D renderings of the proposed ‘Magic Circle’ redevelopment, and exhibited a sample of some planned materials. The space had been designed to be a multipurpose public space that could host a range of activities. There were plans to include an interpretation board to explain the long history of the site. The programme was on target and completion was expected by June. FoL understood that Lewes District Council now owned the land, and would be responsible for future maintenance.

Interpretive plaques etc. for local buildings: A first draft of a list proposed by FoL for additions to the plaque scheme was distributed. This had not yet been discussed by the Friends’ executive group, and it was agreed that this should happen before firm proposals were prioritized and put forward. Councillors offered their opinions on the suggestions, and these were noted by FoL representatives.

Land at site of former Rifle Club: FoL were interested to know the status of this site, and TC gave a brief overview of its history and a summary of the recent discussions with Lewes District Council *iro* their erroneous inclusion of part of the site in North Street Quarter development plans, which was actually owned by the Town Brook Trust (Trustee of which body is the Town Council). The Council had considered this matter recently, and enquiries were in progress with the Charity Commission to establish the Commission’s view on the exchange or disposal of some small areas of land to regularize the position.

Riverside path East & South of Cliffe Bridge: There had been no further progress on this idea, and it was noted that more detail of the proposed route and dimensions of a path would be needed to allow proper engagement with landowners. It was understood that UK Power Networks had no objections in principle to the route crossing their land, but they were thought likely to seek indemnities and/or transfers of some onerous aspects of riparian ownership, such as maintenance of an embankment/wall.

Mount Place Wall: It was understood that East Sussex County Council engineers had repaired some damage to the wall, and planned (probably in the next year) to strip render to assess the underlying condition.

Lewes Neighbourhood Plan: FoL representatives were interested to hear the latest position with regard to the Lewes Neighbourhood Plan, and a comprehensive answer was given. The Examiners report had been assimilated and consequent amendments to the Plan were expected to be completed shortly. The South Downs National Park Authority were expected to approve the amended Plan being submitted to public referendum. A date

had been set (7th March), and Lewes District Council had booked polling stations *etc.*

Matters of general interest: these had included FoL street plans, which were to be reprinted, having been updated, and updated editions of two FoL booklets (Inns and Twittens) were to be published shortly.

In answer to an enquiry regarding damage to the flint wall opposite Offham Terrace, it had been confirmed that this section of wall, and the redundant public WC built-in to it, remained in the ownership of Lewes District Council.

It was resolved that:

FC2018/84.4 The notes of the Friends of Lewes liaison meeting held on 15th January 2019 (*copy in minute book*) are received and noted.

e) Audit Panel 22nd January 2019: Cllr Milner presented the minutes for Council to consider. It was noted that although the meeting was once again inquorate, the routine matters of oversight and verification had proceeded.

Routine financial monitoring: Members had been furnished with detailed information following the end of the third quarter of the financial year 2018/19.

Budget monitoring update – this showed actual expenditure and income values as posted to the Council's Sage accounting system for all transactions processed in the period. There was some discussion on salient points of detail, and TC responded with reference to the identified sources. Apparent variations were related to known events, such as specific payments in respect of works and purchases, or perceived 'overspend' which are attributable to Reserves in the final accounts prepared at year-end. There were no items of concern.

Oversight as required by the Governance & Accountability Code of Practice: The file of periodic bank reconciliations was introduced, for review of the scrutiny already conducted. The Chairman had appended his signature to verify this.

It was **resolved** that:

FC2018/84.5 The minutes of the Audit Panel meeting held on 22nd January 2019 (*copy in minute book*) are noted.

FC2018/85

“SAVE LEWES SCHOOLS” CAMPAIGN:

Members considered a Motion *NOM 009/2018* (*copy in minute book*) proposing that Lewes Town Council write to Maria Caulfield MP expressing support for the Save Lewes Schools Campaign and asking her to intervene by demanding a ballot of parents views before irreversible steps were taken.

It was said that parents in Lewes were expressing serious concerns and resistance to the idea of Priory School with its five 'feeder' primary schools being converted into a Multi Academy Trust. Their concerns started with alarm that the proposal was being advanced without informing and consulting them, and after extensive research and investigation the understanding that the decision-making process was further advanced and less transparent than it should be. The most persistent question parents in Lewes had been asking - "What are the benefits of MATs?" - remained unanswered, it was suggested.

After a wide-ranging debate, in which many Members participated, **it was resolved that:**

FC2018/85.1 Lewes Town Council will write to Maria Caulfield MP expressing support for the "Save Lewes Schools Campaign" and ask her to join the Council in asking East Sussex County Council to cease to consider formal partnerships, and instead research and develop informal partnerships which already exist; and also lobby Central Government for increased funding for all schools in her Constituency.

FC2018/86

UPDATE ON MATTERS IN PROGRESS

a) Annual Plan update: An update on progress on items in the Annual Plan was distributed (*copy in minute book*). Salient items were:

Item 6: Neighbourhood Plan (NP) – Mr Ian Linton, Chairman of the Lewes Neighbourhood Steering Group, gave an oral report. Mr Linton informed Councillors that the revised "referendum version" of the NP should be available on-line very shortly. The Examiner's report had been issued early in the New Year and

was complimentary, helpful and constructive, stating:

*“...the Plan includes a wide range of policies...
...seeks to bring forward positive and sustainable development...
...has a clear focus on identifying smaller scale housing...
...designates a series of local green spaces...
...supports the vitality of Lewes...
...the affordable housing elements are well-considered...
...it is evidence-based and well considered”.*

The plan and examiner’s recommendations had been reviewed by the South Downs National Park Authority (SDNPA) Planning Committee on 17th January and was accepted to pass to public referendum. Members of the committee had been extremely complimentary. The date set (by Lewes District Council, as Elections Authority) for the Referendum was 7th March 2019. A publicity campaign was in the process of being set out for the Referendum. Council thanked Mr Linton for all his work in connection with the NP and also thanked his predecessor Cllr Susan Murray.

Item 8: Lewes District Council (LDC) devolution. It was understood that LDC’s Devolution Committee had met recently and agreed in principle to the transfer of the recreation grounds under the Mountfield Road and Stanley Turner Trusts to the Town Council; approving further investigation with the Charity Commission. The Town Council’s other requests for consideration had related to buildings (2 Fisher Street and the Market Tower) and these were to be dealt-with separately by LDC as property matters. TC would pursue these requests and attempt to establish them as having some priority.

FC2018/87 NOTICE of ITEMS IN PROSPECT

Members were asked to consider items, arising from this meeting, worthy of a Press Release, and indicated:

- Neighbourhood Plan
- Letter regarding “Save Lewes Schools” Campaign

Dates to note were given as:

- a) The next Members’ Surgery was scheduled for Tuesday 5th February – 10:00am – 12:00pm in the Corn Exchange. Cllr Lamb volunteered to attend.*
- b) The next Planning Committee meetings would take place on Tuesday 5th February and 26th February at 7:00pm*
- c) The next Grants Panel would meet on 13th February – 4th (last) cycle of 4 for this year – deadline for applications: 1st February.*
- d) Referendum on the Lewes Neighbourhood Plan would take place on Thursday March 7th – polling stations as for elections 07:00 – 22:00.*
- e) The next Council meeting would take place on Thursday 7th March at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 25th February.*
- e) Meetings to be arranged were Diversity Working Party, UN Sustainability Working Party, Buildings Working Party and Policy Review Working Party.*

There being no further business the Mayor closed the meeting.

the meeting ended at 9:20 pm

Signed:

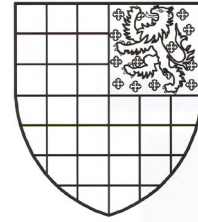
Date:

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

of the **Personnel Panel** held on **Tuesday 12th February 2019**, in the **Town Clerk's office, Town Hall, Lewes** at **7:00pm**

PRESENT: Cllrs A Ashby; M Chartier; Dr G Mayhew

In attendance: S Brigden (*Town Clerk*);

PersPan2018/18 QUESTIONS: There were none.

PersPan2018/19 APOLOGIES FOR ABSENCE: Apologies for absence had been received from Cllr Barker, who was working; Cllr Burrows, who was on holiday, and Cllr Renton who was unwell..

PersPan2018/20 DECLARATIONS OF INTEREST: There were none.

PersPan2018/21 MINUTES OF PREVIOUS MEETING: The notes of the meeting held on 9th January 2019 were agreed and signed as an accurate record.

PersPan2018/22 EXCLUSION of the PRESS and PUBLIC: As this Panel was to discuss information personal to individual, identifiable employees the Chairman moved before proceeding, and consequently **it was resolved that:**

PersPan2018/22.1 "In view of the confidential nature of the business to be transacted during the remainder of the meeting - which is detail personal to individual employees; pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2); any members of the press or public present be excluded and instructed to withdraw".

PersPan2018/23 BUSINESS OF THE MEETING:

The meeting had been convened to obtain Members' support for proposed severance arrangements related to a member of staff who had suffered protracted and repeated illness and was not expected to return to full duties in the foreseeable future, if at all.

There was discussion around the policy and contractual obligations of the council, and any enhanced payment in lieu of notice (PILON) that might be made in recognition of past service. The costs of cover for past and current absence, and the anticipated future demand, were taken into account; as was the pressure on existing staff to provide the cover, and the need to determine the situation was recognized. TC had visited the member of staff recently and in a subsequent discussion had agreed to end the employment with effect from the end of February. The suggested payment of additional weeks' PILON was unanimously supported by Members.

PersPan2018/24 There being no further business, the Chairman declared the meeting closed.

The meeting closed at 7.34pm

Signed

Date

Agenda Item No: 6c)

Report No: FC015/2018

Report Title: Grants panel recommendations – 13th February 2019

Report To: Full Council

Date: 7th March 2019

Report By: S Brigden, Town Clerk

Purpose of Report: To propose payment of grants as recommended by the Grants Panel, following its meeting on 13th February 2019 (the last of four cycles for 2018/19)

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 13th February 2019. **9** applications were considered, with requests for support in the sum total of **£14,035**.

2 Assessing applications were: Cllrs Ashby; Burrows; Catlin; Jones; Murray (S) and O’Keeffe. Apologies had been received from Cllr. Makepeace, who was on holiday;

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

- ⊕ Closeness of match to Lewes Town Council’s grant scheme policy
- ⊕ Overall “robustness” of the proposal – general likelihood of success/sustainability
- ⊕ Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- ⊕ Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- ⊕ 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, appended.**

Recommended grant awards for this cycle amount to **£8,200** in total, leaving an unspent budget balance of £1,038 for the year.

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.

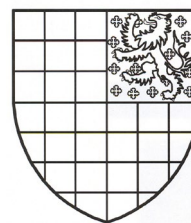
S Brigden 14th February 2019

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider the matter of a Diversity policy, held on **Tuesday 19th February 2019** in the **Council Chamber, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs S Catlin (*Chairman*); H Jones; I Makepeace; S Murray; R O’Keeffe and E Watts

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

DvyWP2018/09 QUESTIONS: There were none.

DvyWP2018/10 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Ashby, who had a family commitment; Cllr Baah who had a university commitment; Cllr Barker, who was working, and Cllr Rowell, who was attending training. No message had been received from Cllr Elliott.

DvyWP2018/11 DECLARATIONS OF INTEREST: There were none

DvyWP2018/12 MINUTES: The Minutes of the meeting held on 29th November 2018 were agreed and signed as an accurate record.

DvyWP2018/13 REMIT of the WORKING PARTY:

Members considered the remit of the Working Party as set by Council:

Minute extract FC2017/65 refers:

EQUALITIES/DIVERSITY:

Members considered a proposal (*NOM 010/2017 copy in minute book*) to set up a Working Party to look at templates for a Diversity Policy used by other Councils, and to include members of the Community to assist the process. There was an accompanying report (*FC010/2017 copy in minute book*) which appraised Members of the background position.

The motion made reference to the Equality Act 2010 definitions of “protected characteristics” and noted that the Act allowed for positive action in general for the advancement of equality.

In addition the Public Sector Equality Duty (PSED) also required the Council to have ‘due regard’ to three aims, as part of its decision-making process. The three aims are:

- ⊕ Eliminating unlawful discrimination harassment and victimisation;
- ⊕ Advancing equality of opportunity between people who share a protected characteristic and those who do not;
- ⊕ Fostering good relations between people who share a protected characteristic and those who do not. Fostering good relations is about tackling prejudice and promoting understanding between people from different groups.

Council had acknowledged its responsibilities in this regard in 2011, and had in place appropriate policies related to employment, and engagement with the community. It was nonetheless proposed that a working party be set up to look at policies used by other Councils, and to include members of the Community to assist this process. There followed a short debate, and Members were generally supportive of the principle of a working party to consider an additional policy, but sought training in diversity matters before work was undertaken.

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

FC2017/65.1 Equality/Diversity training will be provided for all Council Members as soon as possible

FC2017/65.2 Following training, a Working Party consisting of Cllrs Ashby, Baah,

Barker, Catlin, Elliott, Jones, Makepeace, S Murray, O’Keeffe, Rowell, and Watts be set up to further consider the matter of a Diversity Policy.

DvyWP2018/14 BUSINESS OF THE MEETING:

1 Members attention was drawn once again to report FC010/2017 (*copy in minute book*) which outlined the Council’s duties regarding Equality. They were reminded that Council had addressed its responsibilities under the Equalities Act and observed relevant principles in all that it does. This had been received by Council in November 2011; formally accepted, and was a matter of public record. Unlike principal authorities, a Parish Council was not required to publish a formal diversity policy. It *was* bound by the general Public Sector Equality Duty (*s149 Equality Act 2010*) and that was believed to be accommodated by a clear decision-making process and the formal recording of such. No statement was required, but it had been noted at the previous meeting that there was no prohibition on ‘going beyond’ statutory requirements in this regard.

2 It had earlier been acknowledged that the Statement of Community Engagement, which defined the ‘Community’ as everyone (*ie* wholly inclusive), was in need of updating and could be amended to refer to the nine ‘protected characteristics’ defined in the Act. This was underway as part of the periodic review of policies and would be confirmed in late March by the review Working Party.

3 The Chairman and others suggested that a practical way forward would be to draft a specific policy statement, and it had been asked that Members research examples from elsewhere. Many examples had all been similar to LTC’s own existing employment-related and community engagement statements, but two examples were presented that appeared to offer a closer ‘fit’ with what the Working Party sought. These were scrutinized, and it was agreed that a slightly modified version of one of these would be appropriate and should be recommended.

DvyWP2018/15 CONCLUSIONS/RECOMMENDATIONS:

Council is recommended to adopt the appended policy and to consider a ‘launch’ event to announce it. It was also considered that an aspiration should be placed on record: that future Mayors aim to be more inclusive of disadvantaged groups when planning civic events.

DvyWP2018/16 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their contribution. *The meeting closed at 7:55pm*

Signed date

Appended: Draft Equality & Diversity Policy



1. Introduction

- 1.1. Lewes Town Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity and inclusivity in the Community.
- 1.2. The Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.
- 1.3. An up-to-date copy of this Policy shall be maintained on the Council's website.

2. Purpose

- 2.1. The Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

3. Scope

- 3.1. This policy applies to all employees, volunteers, contractors and elected members of Lewes Town Council.
- 3.2. It is the responsibility of every employee and Councillor to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles.

4. Equality Act 2010

- 4.1. The Equality Act 2010 ("the Act") applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
- 4.2. The Act places a duty on the Council (the Public Sector Equality Duty s149) to take into account, in the exercise of their functions:
 - the need to eliminate discrimination and harassment, victimization and
 - any other conduct that is prohibited by or under the Act; and
 - to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - to foster good relations between those who share protected characteristics and those who do not.
- 4.3. No individual will be discriminated against. This includes, but is not limited to the following characteristics as defined in the Act (*pt2 Ch1 s4*):
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - sex
 - pregnancy and maternity (a protected characteristic separate from sex)
 - race
 - religion or belief
 - sexual orientation



5. Equality Commitments

- 5.1. Lewes Town Council supports the principles of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.
- 5.2. Lewes Town Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.
- 5.3. Lewes Town Council is committed to:
 - Promoting equality opportunity for all persons
 - Promoting a good and harmonious environment in which all persons are treated with respect and valued
 - Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment or victimization
 - Fulfilling its legal obligations under the Equality Act 2010

6. Policy Review

- 6.1. Lewes Town Council will review this Policy as is necessary and appropriate.

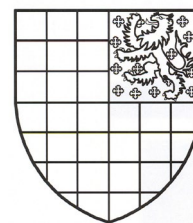
*Lewes Town Council
March 2019*

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider the matter of **United Nations Sustainable Development Goals** held on **Wednesday 20th February 2019** in the **Yarrow Room, Town Hall, Lewes** at **3:00pm**

PRESENT Cllrs J Baah; R Murray and S Murray

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

UNWP2018/01 ELECTION of CHAIRMAN: Cllr Susan Murray was elected to Chair the Working Party for the 2018/19 year

UNWP2018/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllrs Ashby and Makepeace, who both had family commitments.

UNWP2018/03 DECLARATIONS OF INTEREST: There were none

UNWP2018/04 QUESTIONS: There were none.

UNWP2018/05 REMIT of the WORKING PARTY:

Members considered the remit of the Working Party as set by Council:

Minute FC2018/75 refers:

FC2018/75.1 A Working Party be established with three main purposes:-

- A To assess the current activities of the Town Council against the 17 overarching United Nations Sustainability Goals, as well as their sub-categories, to establish what we are doing to help bring about the goals.
- B To look at what further activities the Town Council might promote that would enable Lewes to make its contribution towards achieving the goals.
- C To create a snapshot report against which all future activities can be measured.

UNWP2018/06 BUSINESS OF THE MEETING:

1 Members welcomed Professor Sir Richard Jolly, Honorary Professor and Research Associate of the Institute of Development Studies at the University of Sussex, and Mr Oli Henman, Global Coordinator for the charity Action for Sustainable Development; both of whom were attending due to their personal commitment and passion for, and experience with, the UN Sustainable Development Goals ("the goals"). Prof Jolly is a past Asst General Secretary of the UN and Deputy Executive Director of UNICEF. Mr Henman has worked on a range of international projects with key aid agencies.

2 Mr Henman gave a brief presentation on the context of the Goals, with contributions from Prof Jolly. The 17 goals were described as co-relating, with some 'overlaps', in the broad areas of:

- > Human situation
- > Broad economic approach
- > Environmental context
- > Building inclusive societies

Members were grateful for the elaboration and declared that they now better-understood the application to work of the council.

3 The Working Party conducted an initial broad assessment of the present activities of the Council, and identified key factors of relevance to the 17 goals as:

1: No poverty "End poverty in all its forms everywhere."

Key factors: support for foodbanks; grants to organizations *eg* Citizens' Advice

facilities offered at affordable rates; events for disadvantaged groups eg Mayor's Christmas party.

2: *Zero hunger* "End hunger, achieve food security and improved nutrition, and promote sustainable agriculture"

Key factors: support for foodbanks; provision of allotments.

3: *Good health and well-being for people* "Ensure healthy lives and promote well-being for all at all ages.

Key factors: provision of leisure/community/recreation/cultural facilities; Neighbourhood Plan; grants; support for National Blood Service; support for dementia-friendly town initiative; Re-Fill scheme; Lewes athletics track; defibrillators

4: *Quality education* "Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all."

Key factors: grants; support for U3A; exhibitions; 'Our Pictures' education pack and 'gallery days' programme; Lewes Priory; heritage plaques scheme with FoL.

5: *Gender equality* "Achieve gender equality and empower all women and girls."

Key factors: promoted 100yrs of women's suffrage; event for 100 girls; draft policy on equality & diversity; equal opps employer – unified job evaluation.

6: *Clean water and sanitation* "Ensure availability and sustainable management of water and sanitation for all."

Key factors: ReFill scheme member; primary planning considerations of ecosystem services in Neighbourhood Plan.

7: *Affordable and clean energy* "Ensure access to affordable, reliable, sustainable and modern energy for all."

Key factors: Dedicated financial reserve; MCC refurbishment to include ground-source heat pump and PV panels; proposed solar panel array at Pells.

8: *Decent work and economic growth* "Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all."

Key factors: Living Wage employer; grants; Citizens' Advice; support for High Street Traders Association and Chamber of Commerce (CoC).

9: *Industry, Innovation, and Infrastructure* "Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation".

Key factors: Planning consultations; Neighbourhood Plan; support for High Street Traders Association and CoC.

10: *Reducing inequalities* "Reduce income inequality within and among countries."

Key factors: LW employer and LW FriendlyFunder

11: *Sustainable cities and communities* "Make cities and human settlements inclusive, safe, resilient, and sustainable."

Key factors: Neighbourhood Plan; Cycle paths support; local bus service grants; planning consultation.

12: *Responsible consumption and production* "Ensure sustainable consumption and production patterns.

Key factors: Plastic-free Lewes support; all LTC facilities/services efficient as practicable; Town Ranger issued with bicycle.

13: *Climate action* "Take urgent action to combat climate change and its impacts by regulating emissions and promoting developments in renewable energy."

Key factors: all LTC facilities/services efficient as practicable; Neighbourhood Plan principles.

14: *Life below water* "Conserve and sustainably use the oceans, seas and marine resources for sustainable development."

Key factors: Plastic-free Lewes support; ReFill scheme member; Neighbourhood Plan principles

15: *Life on land* "Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss."

Key factors: Neighbourhood Plan principles; Landport Bottom management; management of LTC land/trees *etc*; 'Swift-box' policy; highway verge policy

16: *Peace, justice and strong institutions* "Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels."

Key factors: International Peace Day recognition; Holocaust Memorial events; "Magic Circle" peace garden project; Town Meeting; Councillor Surgeries; Website; Town Twinning support.

17: *Partnerships for the goals* "Strengthen the means of implementation & revitalize the global partnership for sustainable development."

Key factors: non-specific – work with partners at all levels.

4 Prof Jolly stated that he had been surprised and very impressed, as the discussion had progressed, with the range of activities and relationships involved in the Council's operation. He suggested that once a report was written for Council, a copy was sent to schools and personally introduced *eg* by the Mayor or a Member presenting to a school class or assembly. He prompted good press coverage and perhaps a feature article for the website. Unsure how practical it might be for the Town Council, he was also keen on the concept of a Sustainable Development Goals Ambassador, perhaps working with Lewes District Council as they have direct involvement with such aspects as housing.

5 It was noted that 25th September 2019 has been designated as an International Day of Action for the goals, and it was suggested that this should be embraced, perhaps with a schools project.

UNWP2018/07 CONCLUSIONS/RECOMMENDATIONS:

Members felt that a 'baseline' had been established, against which further assessments could be compared. The Council appeared surprisingly well-engaged with the goals, albeit unconsciously, and this foundation could be built-upon in a number of areas. It was recognized that elections were imminent and it would be proposed to Council that it recommends the successor administration in May 2019 to re-constitute the Working Party to allow it to conclude its mandate.

UNWP2018/08 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their contribution. *The meeting closed at 5:35pm*

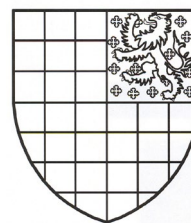
Signed date

Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to consider commemorations and significant events, held on **Thursday 21st February 2019** in the **Yarrow Room, Town Hall, Lewes** at **3:00pm**.

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

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

CmemsWP2018/15 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Makepeace, who had a family commitment.

CmemsWP2018/16 DECLARATIONS OF INTEREST: There were none

CmemsWP2018/17 QUESTIONS: There were none

CmemsWP2018/18 MINUTES: It was resolved that:

CmemsWP2018/18.1 Minutes of the meeting held on 13th November 2018 are received and agreed as an accurate record.

CmemsWP2018/19 BUSINESS OF THE MEETING:

1 The meeting welcomed Ms Brigitte Lardinois, attending to update Members on the recently-ended 'Lewes Light-box' project displaying features commemorating 100yrs of women's suffrage, and the exhibition hosted in the Baxter corridor of the Town Hall. This had been a resounding success and the organizing team offered grateful thanks to the Council for its support. A much-admired element of the exhibition had been a commemorative quilt hand-made by a local lady, Heather Downey, and she now offered this on permanent loan to the Council. It was considered that the quilt would complement the permanent display in the Corn Exchange on the subject of democracy, and the Friends of Lewes had offered to pay for a suitable frame, glazed to resist ultra-violet light. It was suggested that Ms Downey could present the quilt on the occasion of the Mayor's planned event when 100 local school girls had been invited to mark the centenary of the vote for women. This offer was gratefully accepted on behalf of the Council, and Ms Lardinois and her team were commended on the extremely well-received and interesting exhibition.

It was noted that the plywood display boards that had been constructed specially to mount an earlier exhibition in the Baxter corridor, whilst very useful, were very heavy and over-engineered for their function – making them unwieldy to store and to use. The team from the Reeves Archive (RA) project, who had arranged the previous exhibitions and light-box material, had offered to redesign a lighter-weight and more practical display system that could be held in the Town Hall and be available for shared use. It was suggested that the design and construction would be carried-out by the RA team but Council might contribute the cost of materials. This was agreed in-principle; subject to costs being established before any final decision.

The 80 light boxes were to be deployed along the High Street in September to support National Heritage Open Day, displaying historical photographs of everyday life in the street. This would involve a series of glass plates from the Reeves Archive which had previously never been enlarged but, once enhanced, showed hitherto unseen features too small to discern at the original scale. These

were said to offer fascinating insights into the life of the town centre. Ms Lardinois was thanked for bringing the continually-developing series of themed exhibitions to the town, and encouraged to apply for grant support in due course.

2 It was noted that as the four-year commemoration of the first World War came to an end, the “prolongation” events held at the War memorial to mark the ceasefire renewals were said to be useful and educational. The last, held on the previous Saturday, had been observed by a significant number of people. It was noted that the War Memorial was in need of some cleaning to remove algae, and the grass may need attention as Spring commenced.

3 Members were aware that as WW1 commemorations approached their conclusion, notable anniversaries of significant events in WW2 were approaching. Ideas would be welcomed.

4 It was understood that the organizer of the International Day of Peace event in the Town Hall in 2017 would like to offer a similar event this year, on 21st September, and this was welcomed.

5 Ms Carmen Slijpen, Director of The Depot cinema, had approached the Council with a suggestion of partnership in an interesting and educational international youth event. Now in its third year, the European Film Academy Young Audience Award would present three films, selected by young people, on Sunday 5th May 2019 screened simultaneously in over 50 cities across 35 countries and aimed at audiences of young people aged around 12 – 14 years. At each screening centre the films are followed by facilitated “jury” discussion and international ‘chat’ via webcam. At the end of the day the films are subject to a vote, and the final assessment (hosted in Germany) is transmitted back to the local centres by live streaming technology.

The cities participating were nearly all capital or major cities, such as Athens; Brisbane; Barcelona; Florence; Istanbul; Prague; Reykjavik; Rome; Zurich *etc* and the British Film Institute (BFI) had nominated for the UK for 2019 Glasgow; Sheffield, and LEWES – the Depot. Ms Slijpen proposed that the Mayor introduced and ended the day with a short talk, and that the event would be publicized as a partnership with the Council. It was hoped that Council would be willing to support some of the costs* such as publicity for the event and catering for the young people through the day. The Depot was able to offer all the technical facilities required to host the day including ‘extras’ such as a webcam-equipped video-chat booth, and the EFA/BFI provided facilities such as subtitles and explanatory educational material. Members were very keen to support this and suggested Council should be asked to agree up to £4,000. TC confirmed that there was an unspent balance of over £1,000 in the Grants budget and the Mayor had indicated that she was happy to contribute from unspent Mayoral budgets. Other funds could be found if required.

** - post-meeting note: At the time of the meeting these were being calculated, but it has since been established that the Council would be asked to contribute £2,037.*

6 There followed a general discussion on various matters of interest:

At the Working Party’s previous meeting the grandson of the local architect Rowland Hawke Halls, Mr David Scott Cowan, had suggested that the family had material to form a small commemorative exhibition, and this had been provisionally agreed. Nothing further had been heard on the matter, and Mr Cowan’s intentions would be investigated.

The potential acquisition of the Market Tower was briefly discussed, and it was advised that a retired local signmaker and keen historian, Mr John Geering, had kindly offered to re-gild the weather vane and re-finish the armorial bearings displayed on the building, should it return to Town ownership. This offer was gratefully acknowledged.

It was understood that local residents were planning a celebration to mark the centenary of the gift of The Pells to the town on 2nd July 1919 by Wynne Baxter. This prompted the suggestion of an interpretation board for the area to explain its history, and this could follow the design of the purpose-made wildfowl feeding advice boards installed at the lake.

In answer to a question regarding the nominated 'gallery days' at the Town Hall, it was noted that the "Our Pictures" project was not yet fully completed; still pending launch to teachers of the education resource pack and arrangements with local history groups who had wished to be involved in any organized programme.

CmemsWP2018/20 **CONCLUSIONS/RECOMMENDATIONS:** Council would be asked to support the decisions of the Working Party, as described.

It was noted that there were several noteworthy commemorations likely in the next few years, and Council would be asked to mandate the Working Party as a standing committee to allow appropriate responses to these events.

CmemsWP2018/21 There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 4:15pm

Signed.....

Date

Draft

Agenda Item No: 8

Report No: FC016/2018

Report Title: Office IT system and Data protection Act 2018 (inc GDPR)

Report To: Full Council

Date: 7th March 2019

Report By: S Brigden, Town Clerk

Purpose of Report: To apprise members of proposed replacement office computing infrastructure and software systems, to account for changes in legislation and the operational status of existing hardware and software.

Recommendation:

- 1 That Council agrees the commissioning of a replacement office computer system as described in this report, funded from the existing financial reserve established for the purpose, balanced as necessary from the General Fund.

Information:

1. Existing office computer hardware and software systems were installed in March 2013 as a major upgrade from the previous system; which had been introduced in 2002 as the Council's first integrated office information technology system. The current system was introduced with an expected operational life of five years and is now at an age where hardware support is becoming problematic and essential software systems such as Microsoft Small Business Server 2011 (email, file & print and domain controller services) and Windows 7 Professional will not be supported by Microsoft after January 2020 and therefore pose a support and security risk. Requirements of the General Data Protection Regulations (GDPR)/Data Protection Act 2018 cannot be fully accommodated with existing systems, and although this is not an imperative in the need to update (as working methods can be adjusted) it is a fundamental consideration.
2. The agreement with existing providers allows evolution and development of systems and a new system has been designed to address these issues. The scope is as follows:
 - a) Migration of email services to Microsoft's Office 365 cloud platform including key security recommendations to provide both staff users and Councillors with a secure email account, which will aid in compliance with GDPR regulations. This includes security enhancements such as encryptions and prevention of accidental disclosure. E-mail will be accessible anywhere, anytime and on any device with an internet connection, and with in-built backup and disaster recovery.
 - b) A new local server with Windows Server Essentials 2019, specified to provide performance and storage growth, with future expansion available.
 - c) Replacement of firewall which reaches end-of-life in August 2020.
 - d) Re-installing DRBS disaster recovery and backup service.
 - e) Replacement of existing intelligent Managed Switch.
 - f) Replacement of desktop computers which are 6 years old and run Windows 7 Pro, which will be unsupported in January 2020. Office systems updated to latest MSOffice and Win10 OS with inbuilt encryption and security allowing compliance with all applicable aspects of GDPR.
 - g) Re-installing Monitoring and Protection Service on the new server and new computers.
 - h) Decommissioning the existing Small Business Server along with secure disposal of old hardware
 - i) Licencing monthly billing as opposed to annual costs. This offers the ability to flexibly increase/decrease user-numbers (eg for new user following recruitment or by-election).
 - j) New platform designed for 5 year service life with email now on an evergreen platform, being cloud based, meaning no further email upgrade costs in the future.
3. Capital outlay for this update is estimated at £26,000 and monthly costs would reduce to £250 – approximately 55% of current charges. Current lead-time to installation is approximately 8 weeks.

S Brigden February 2019

Agenda Item No: 9

Report No: FC017/2018

Report Title: Landport Bottom Management Committee proposal

Report To: Full Council

Date: 7th March 2019

Report By: S Brigden, Town Clerk

Purpose of Report: To propose formation of a standing committee to oversee future management of Landport Bottom, following the Council's acquisition of outright ownership.

Recommendation(s):

- 1 That Council establishes a standing committee to oversee Landport Bottom and confirms its remit.

Information:

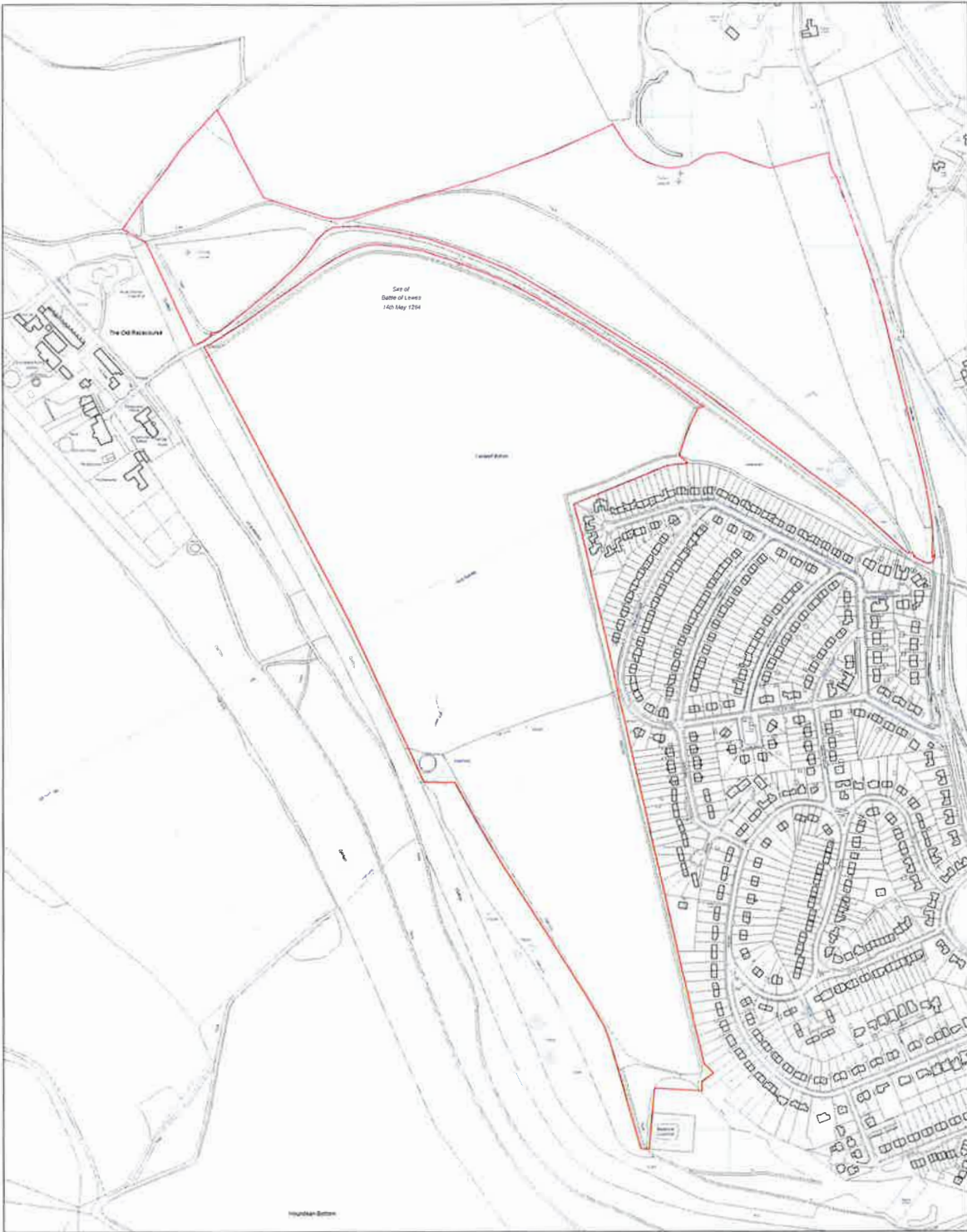
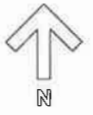
1. Landport Bottom, previously owned jointly with Lewes District Council (LDC), is now owned outright by the Town Council following devolution of the LDC share in 2018. The land has previously been overseen by an eight-strong Joint Management Committee (JMC) - four Members from each Council - who monitored the management of the site. Day-to-day the site has been managed by the Lewes District Ranger and, following the transfer of ownership, this service continues under contract with LDC. The site has a number of aspects which make its management less straightforward than, say, an urban park or sports facility and there is a high level of interest and practical involvement from within the community. It is recommended that a standing committee be established to continue the work of the previous JMC (outlined below) in overseeing management of the site and developing the Management Plan.

Background:

2. Landport Bottom, off Offham Road (A275) Lewes, is approximately 44 hectares (110 acres) of previously arable farmland that was 'set-aside' between 1988 and 1992. In 1992 the site was purchased jointly by Lewes District and Lewes Town Councils *"to safeguard it from further development and to keep it usable as a general open space"*. A joint management committee was established later that year to co-ordinate the management of the land and in 1993 the land was entered in to the South Downs Environmentally Sensitive Area (ESA) scheme, which had the objective to return arable land to downland pasture.
3. In accordance with that scheme the land was ploughed and seeded in autumn 1993. High levels of run off during a period of exceptional rainfall shortly thereafter caused the flooding of nearby properties and considerable damage and inconvenience from encroaching mud. Soakaways were dug but proved ineffective as flooding again occurred later that winter. Further measures were taken including silt traps and retention tanks and since then flooding has not occurred. Flooding of a similar nature was experienced in 1982/3 when the site was arable farmland and a report concluded that the best protection were if the "catchment area could be converted in to pasture land."
4. A Management Plan was commissioned from specialist consultants and has been revised since;
 - To provide a management tool for the land
 - To indicate detailed work plan/schedules
 - To identify key attributes of the land *eg* amenity use; historic designations; conservation/education resource
 - To identify and record current uses and make future proposals for the land
 - To coordinate different aspects of countryside management which are relevant; *eg* access; recreation; urban fringe management; interpretation *etc*
5. Landport Bottom is managed as a public amenity and is very popular with local people. The site includes one of only 46 registered Historic Battlefield sites (Battle of Lewes [1264]) in the country, and several scheduled ancient monuments (SAM); being Bronze Age barrows of major historic importance. Parts of the site are listed as Archaeologically Sensitive Areas. There are several Public Rights of Way running through it, giving access to and from Lewes and the Downs; and there is

open access throughout the site for pedestrians, horse riders and cyclists, although horse riders are requested not to use the public footpaths. Much of the site is grassland managed by grazing but there are smaller areas of secondary woodland and scrub. A very steep tree-lined bank on the Eastern boundary abuts the A275 and tree management is of paramount importance for road-safety reasons.

6. The Lewes Old Racecourse Management Company (LORMC) owns the ‘motor-roads’ and the strip of land that runs between them that bisect the site. The Council has rights of way for staff, Members and “invitees” (which includes the general public) to use the motor roads, but not to stop on them. In the past, unauthorized use of the roads (*eg* parking) by the general public has caused disputes with the LORMC. The Council is liable for a proportion of the cost of upkeep of the motor-roads and certain other easements applicable to the land.
7. Key features of the site are:
 - “Traditional” Downland landscape and aesthetic
 - Remnant chalk grassland
 - Battlefield and tumuli
 - Rare species, such as the skylark.
 - Dew Pond
 - Open access and recreation policy
8. Threats to the special interest of the land include:
 - Use of motor vehicles of any kind, without explicit permission of the Ranger, except those on management duties.
 - Excessive trampling of sensitive habitats, *eg* some grassland areas
 - Importing of foreign material/or plant or animal species.
 - Artificial nutrient enrichment, *eg* agricultural fertilizer application, dumping of garden matter across site, or excessive fouling, or not removing cuttings from any scrub clearance carried out.
 - Excessive noise or disturbance of the more sensitive habitats (*eg* known bird nesting sites).
 - Any form of development.
 - Release of any invasive plant or animal
 - Fire; or any such activity that destroys vegetation.
 - Fly tipping
 - Digging into any static features particularly those classified as scheduled ancient monuments.
9. Overall management aims have been:
 - To conserve and enhance Landport Bottom as an important feature of the local landscape
 - To increase biodiversity by appropriate habitat management
 - To protect and conserve the SAMs, Registered Battlefield and other important historical features.
 - To promote quiet, informal enjoyment of Landport Bottom by the general public.
 - To involve the local community in the development and management of the site
 - To increase the understanding and awareness of the importance of the site, amongst local people and visitors.
 - To manage the site with the Health and Safety of the visitors, staff and volunteers as a high priority.
 - To manage stock with the highest welfare standards.
 - To maintain current fixed assets to high standards.



Location Plan 1:2500



[Handwritten signatures and initials]

hunt commercial	
Client:	Lewes District Council
Site:	Land at Lewes Station, Lewes, East Sussex
Title:	Land Registry Plan
Urban:	U1
Checked By:	WJH
Date:	14/05/2018
Scale:	1:2500



CTLA
TRANSPORT FOR YOUR COMMUNITY

Keeping Lewes on the move During 2019-2020



February 2019

Introduction

This report has been prepared in support of a bid from Community Transport for the Lewes Area (CTLA) to Lewes Town Council for a grant to enable the continuation of local bus services 131 (Wallands Park to Lewes Town Centre) and 132 (Malling, Neville, Winterbourne to Lewes Town Centre) and the demand responsive Lewes Dial-a-Ride service during 2019/2020.

Route 131

From 5 September 2016 CTLA responded to a request from local residents who wanted a scheduled bus service between the Wallands Park area of Lewes and the town centre, serving many roads which were too far from the nearest existing town bus routes for older residents. The incumbent operator of local town bus routes Compass Travel was unable to accommodate the requested transport into their existing schedules and East Sussex County Council declined to fund a service which required additional resources to be deployed. CTLA was able to introduce a bus service on three days a week (Mondays, Wednesdays and Thursdays) comprising three return trips per day. Initially this was taken on as a trial without any external funding to determine the extent of the actual demand against perceived demand. During the 9 months trial when the service was operated without subsidy, the demand was very low but was showing some signs of increased patronage and the service was well received by those who did use it – almost exclusively older people as virtually all of the service users were holders of the English National Concessionary Bus Pass rather than cash fare payers. During the course of the 2018-2019 financial year, Lewes Town Council generously stepped in with a financial grant that enabled CTLA to maintain the service for a further year. Although the service has not reached financial sustainability further growth has occurred, with ENCT Bus Pass holders making up 100 % of travellers; the service has been very well received by local residents. CTLA would like to maintain this service for another year to provide the opportunity for further growth.

Figure 1: Route 131 total ticket sales depicting breakdown of ENCT and Fare Paying Passengers

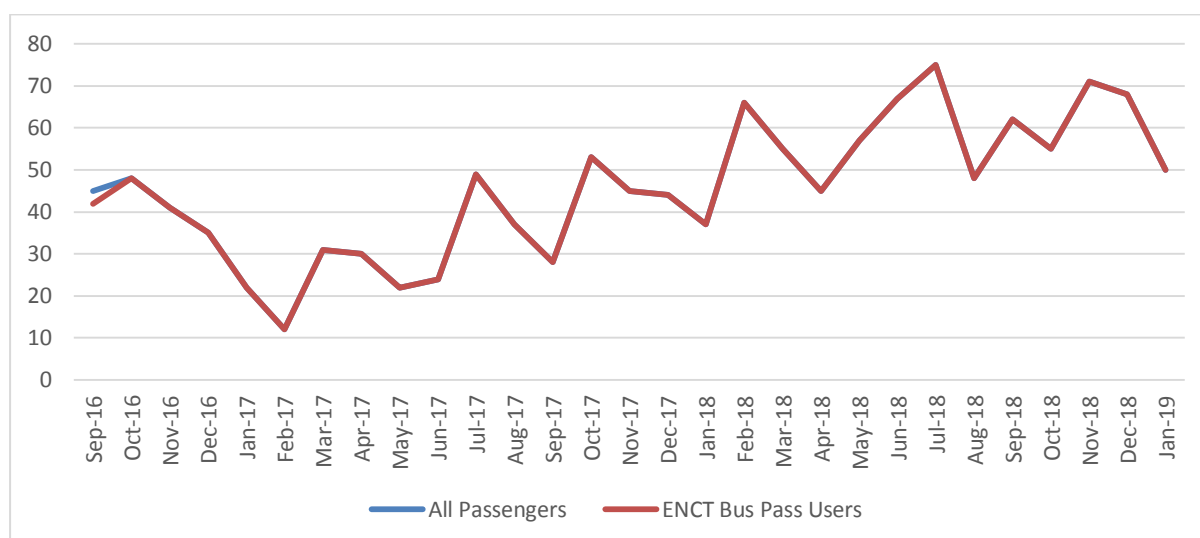
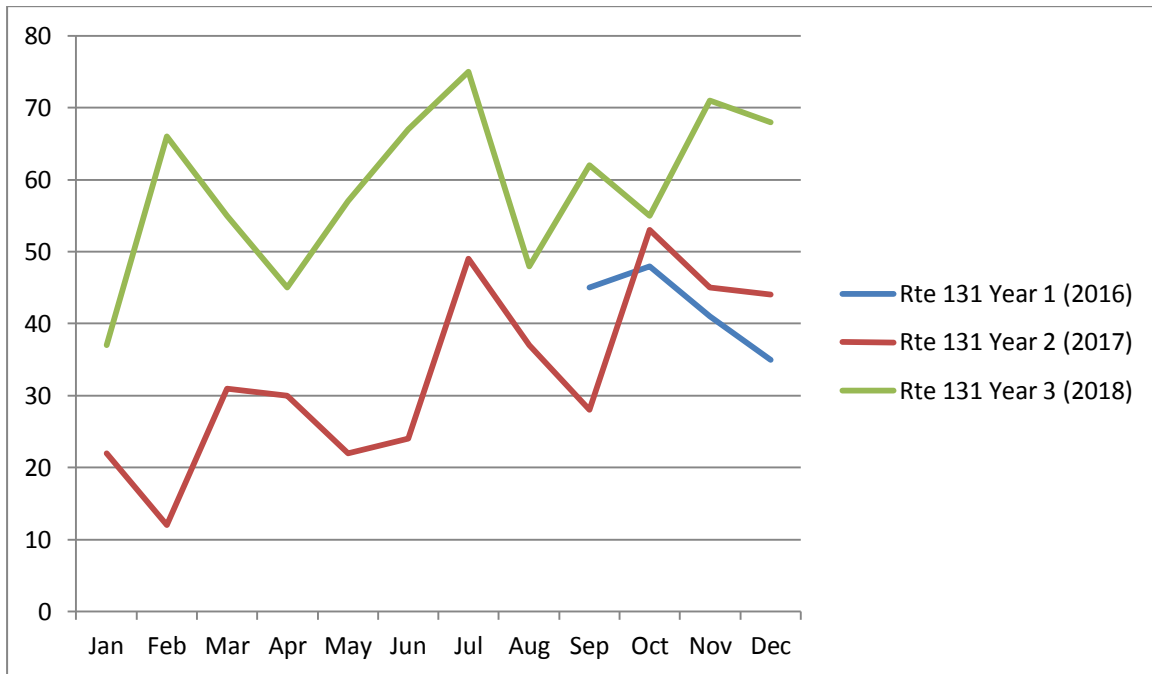


Figure 2: Route 131 comparison of growth of total ticket sales in Years 1, 2 & 3



Route 132

The Sunday and Public Holidays service 132 which provides a comprehensive town-wide bus service linking all estates with the Rail Station, Bus Station and Tesco was inaugurated in November 2014 with financial support from Lewes Town Council. It follows the same route as the weekday town bus services 127, 128 and 129 operated by Compass Travel.

Figures 3 and 4 over page demonstrate the absolute growth in patronage and year on year growth and it is very encouraging to note that the service continues to grow in popularity. In common with service 131 the passenger-base is largely older persons who use the English National Concessionary Bus Pass but it does have usage by younger persons and adults who pay cash fares on the bus.

Figure 3: Route 132 total ticket sales depicting breakdown of ENCT and Fare Paying Passengers

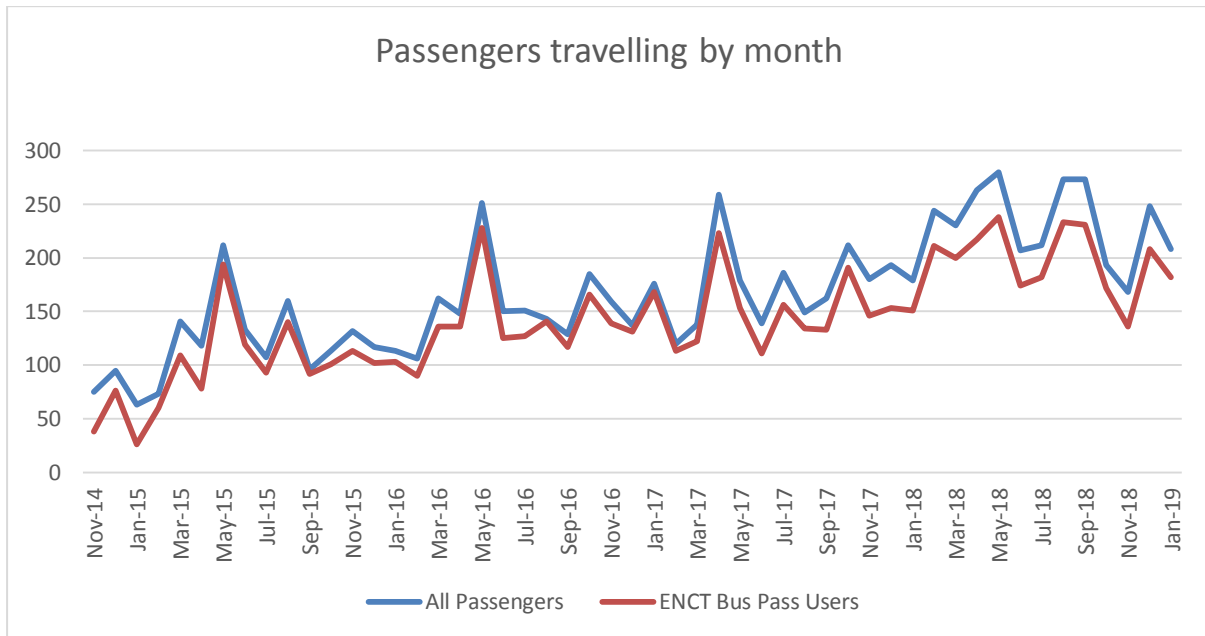
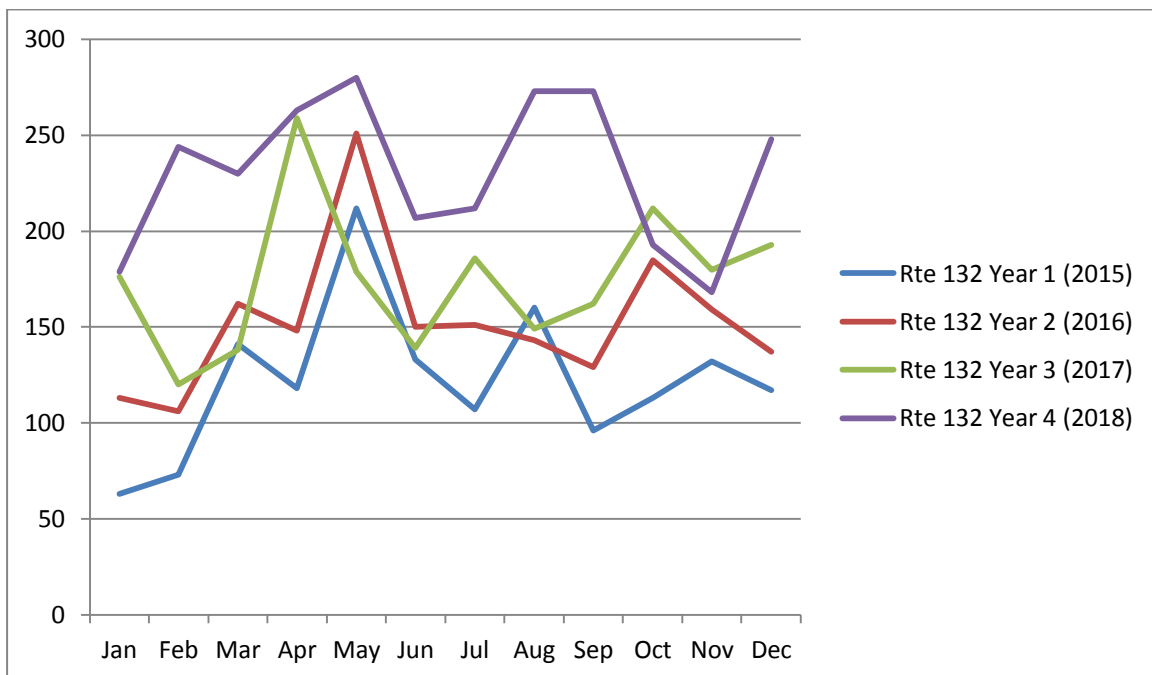


Figure 4: Route 132 comparison of growth of total ticket sales in Years 1, 2, 3 & 4

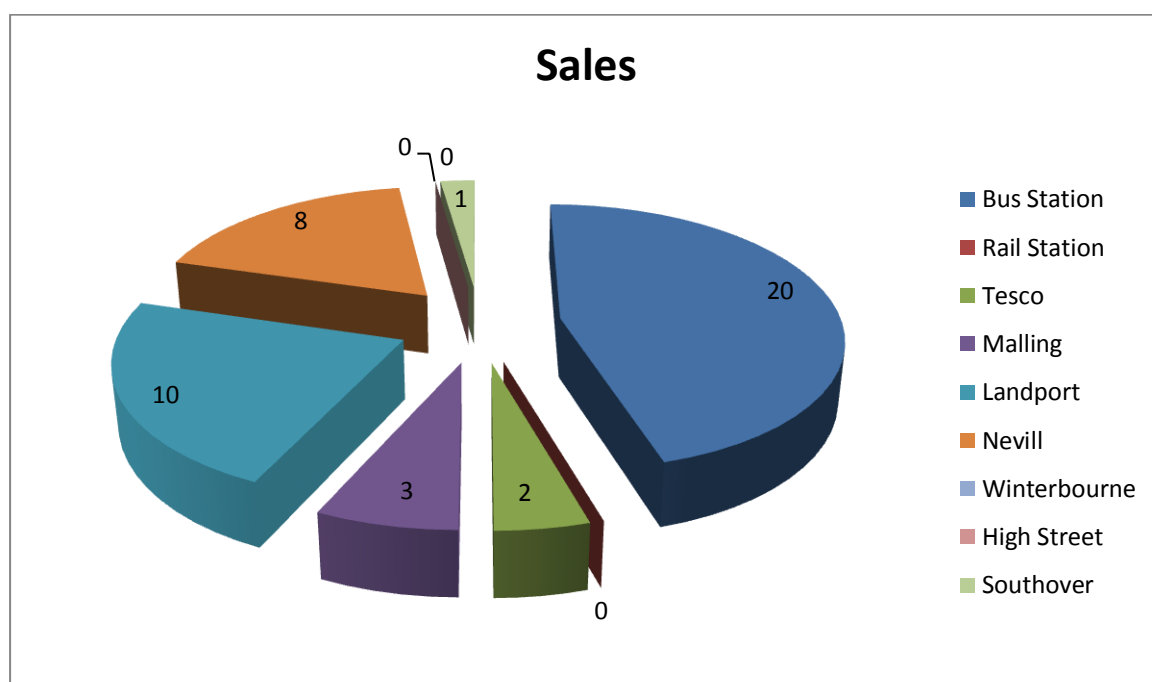


Not surprisingly the Bus Station is the main destination for passengers on route 132 with Tesco Superstore in Brooks Road also used. The majority of passengers originate from the Landport area with Nevill residents accounting for the second highest users. Winterbourne and Malling are less well used. This overall pattern is consistent with that observed in 2017 and reported to the Town Council in support of the bid for funding for 2018-2019, although the numbers travelling are higher.

One morning and one afternoon positioning journey operate between Newhaven and Lewes via the C7 and there is some use by passengers travelling from this corridor into Lewes.

Figure 5: Trip Origin and Destination of Passengers on service 132
(Town loops only, not positioning journeys between Newhaven and Lewes)

Showing Passenger-trips by boarding and alighting points



Based on data from 17.02.2019

Lewes Dial-a-Ride service

CTLA has for a number of years operated the Lewes Dial-a-Ride bus service, which caters for Lewes residents who are unable to access conventional bus services through lack of service provision, reduced personal mobility and chronic illness. For many the Dial-a-Ride service is a lifeline and the only way they can escape the confines of their own home and access goods and services that the rest of us take for granted. It also facilitates attendance for medical appointments, including outpatient and “walk-in” services at the Lewes Victoria Minor Injuries Unit, without the need to consider more expensive taxis or undertake a change of bus in the town centre. Therefore it can have a very positive impact on health and wellbeing. Many others, particularly those living alone also cite the ability to travel on the Dial-a-Ride bus as the only chance they get to interact socially with others and so it

helps to combat one of the biggest problems of our modern society – loneliness and social isolation. We receive part-funding from East Sussex County Council to operate the Dial-a-Ride service on some days but we operate additional days at our own cost. In the calendar year 2018 nearly 1,800 (150 per month) passenger-journeys were undertaken on the Lewes Dial-a-Ride service.

Marketing of Services

CTLA has continued to market the services vigorously in the award winning Bus Times magazine which Brighton & Hove Bus and Coach Company publishes twice a year and details are included in the Compass Travel timetable booklet. Full details also appear on the internet on the CTLA website (www.ctla.org.uk) and are available through the telephone and web based National bus planning service Traveline. Roadside bus stop displays also show details of the services and a major timetable display is located at Lewes Bus Station. The generosity of Lewes Town Council in providing a financial grant for services 131, 132 and the Dial-a-Ride has also been acknowledged widely in all the various forms of publicity. Anecdotally, regular drivers on the route have reported that many new users are encouraged to use it for the first time following positive word of mouth recommendations by existing users. We would ask the Town Council to recognise the role that high quality publicity for all of the services has played in helping to grow the patronage and would ask for a contribution to cover the cost of continued publicity in existing publications and online, the renewal of roadside bus stop displays which are beginning to deteriorate after 2 years in place. We would like to carry out some additional marketing campaigns and initiatives, including offering free travel on one Sunday during the summer to raise the profile of the services and tempt new passengers (especially car users) to trial the bus. This would include media coverage.

CTLA only uses a small selected number of drivers to operate the route throughout the year. This encourages those drivers to get to know the local conditions and regular passengers, which helps to grow a friendly and reassuring rapport between drivers and regular passengers. Route 132 benefits from a modern electronic ticketing system which maximises the data collection about patronage on the service, enabling CTLA to better understand its market. These machines allow one-touch technology for ENCT bus pass users, saving time, maximising passenger convenience and reducing paper consumption. Unfortunately lack of funds precludes the use of the new system on the 131 at the current time, older machines with limited data capture being employed instead. We are actively seeking to address this issue when funding becomes available.

Summary

The availability of regular fully accessible bus services to all parts of the town, seven days per week is only possible because of the financial grant from Lewes Town Council. These bus routes not only provide people with access to local goods and services within the town itself but also links them into commercial bus services operated by Brighton & Hove Bus and Coach Company serving destinations further afield, north as far as Tunbridge Wells and to the South as far as Brighton & Hove with the ability to connect along the route with many other locations. Other destinations are accessible by the links with Southern rail services at Lewes railway station. This increases the access of local people to even more goods and services. The services operated by CTLA fill important gaps in the bus network encouraging those without access to a car to get out more and enhance quality of life at the same time as encouraging car users to travel in a more sustainable way, reducing car based trips and the associated pollution and congestion.

The vast majority of trips on both bus services and the Dial-a-Ride are undertaken by holders of the English National Concessionary Bus Pass (ENCT) who will be mainly older persons, often without access to a car and for whom the ability to travel freely and without cost helps to combat loneliness, isolation and therefore will have a positive impact on general health and wellbeing. Also included in the ENCT pass holders will be some younger members of the community who are unable to drive on medical grounds.

There are also as yet untapped opportunities to work with local businesses and attractions in the town to undertake targeted promotional marketing activities, including discounts to non-bus related activities upon presentation of a valid CTLA bus ticket. This is something we would like to explore further during the coming year.

The fact that the numbers travelling on services 131 and 132 continues to grow does mean that the revenue is gradually increasing but this has to be offset against the increase in fuel costs, insurance costs and driver's wages that we have absorbed. We are not yet at the point where the operation of services 131 and 132 are self-sustaining without any external grant funding, but it is not unusual for brand new bus routes to take up to 5 years before they begin to fully establish themselves.

The constituent parts that make up our bid for funding is set out below:-

Route 131 Subsidy	2,200
Route 132 Subsidy	4,750
Dial-a-Ride Subsidy	2,800
Publicity and Marketing promotions	£1,250

Therefore we would ask the Town Council to consider making a grant of £11,000 payable on 1st April 2019 to enable us to maintain, promote and develop all 3 routes for a further 12 months from Easter 2019.

COUNCIL PLAN 2018/19

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 2018 to 31st March 2019.

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.

	Project	description	STATUS at January 2019	STATUS at March 2019
1	Town Hall repairs & conservation	Major roof repairs/replacement to Assembly Room and Corn Exchange Works required for safety and integrity of building.	New priorities agreed for 2019/20 plan - period commencing April 2019	New priorities agreed for 2019/20 plan - period commencing April 2019
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	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3
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.	PPCA drafting list of aspirations to inform brief for architects. Replacement Multiplay equipment installed in Recreation Ground December 2018 and two-bay swing unit installed January 2019 (bark pit replacement pending)	PPCA has presented a list of aspirations to inform brief for architects. Replacement Multiplay equipment and two-bay swing unit installations completed.
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.	Grants being investigated. Finance and build recommendations agreed Council December 2018. Works anticipated May 2018. Estimated 6-month duration. Management options: further consideration in progress.	Grants being investigated. Finance and build recommendations agreed Council December 2018. Works anticipated May 2018. Estimated 6-month duration. Management options: further consideration in progress.
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 Versaille (2019)	Programme agreed nearing completion. Continuing mandate.	Report to Council 7th March recommending standing committee mandate.
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Examiners report and recommendations accepted by SDNPA 17th January 2019. Plan proceeds to referendum 7th March 2019.	Plan referendum 7th March 2019. Count scheduled for 8th March.
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)	New projects awaited	New projects awaited
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Options appraisal understood to be underway by LDC re 2 Fisher Street and other sites	Options appraisal understood to be underway by LDC re 2 Fisher Street and other sites. Reminder issued re Market tower and other sites.
9	New council website	New website to be researched – Council resolution FC2016/19.4 (16th June 2016) refers.	Technical "snagging" appears complete. Content revisions and updates ongoing	Content revisions and updates ongoing
10	General Data Protection Regulations	Legislation still in progress through Parliament, but anticipated that the General Data Protection Regulations will take effect May 2018. Implications for working practices and future Data Regulation structure.	Costed options confirmed late January 2019. Council report March 2019 anticipated Office system upgrade April 2019 (hardware and operating system, with new features for corporate IT compliance)	Council report 7th March 2019 proposing Office system upgrade April/May 2019 (hardware; operating systems, and desktop software with new features for corporate IT compliance)