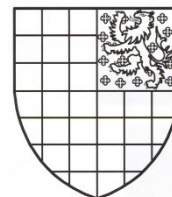


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

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

S Brigden, Town Clerk 31st October 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 meeting held on 3rd October 2019.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) East Sussex Association of Local Councils 10th October 2019

(oral report Cllr O'Keeffe)

b) Transport Committee 10th October 2019

(Minutes attached page 16)

c) Audit Panel 17th October 2019

(Minutes attached page 19)

7. LEWES FOOD BANKS REFERRAL SCHEME

To consider a request for assistance in referring clients

(oral submission. example form attached page 21)

8. URGENT TREE WORKS – Landport Bottom

To receive an update on previously reported issues

(oral report District Special Adviser (Arboriculture))

9. REVISED CODE of CONDUCT for COUNCILLORS

To consider continued alignment with the District Council

(Report FC012/2019 attached page 24)

10. NATIONAL PARK PARTNERSHIP MANAGEMENT PLAN

To consider the draft plan 2020-25

(Letter and draft Plan attached page 36)

11. UPDATE ON MATTERS IN PROGRESS

(annual plan page 94, and oral report by Town Clerk)

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

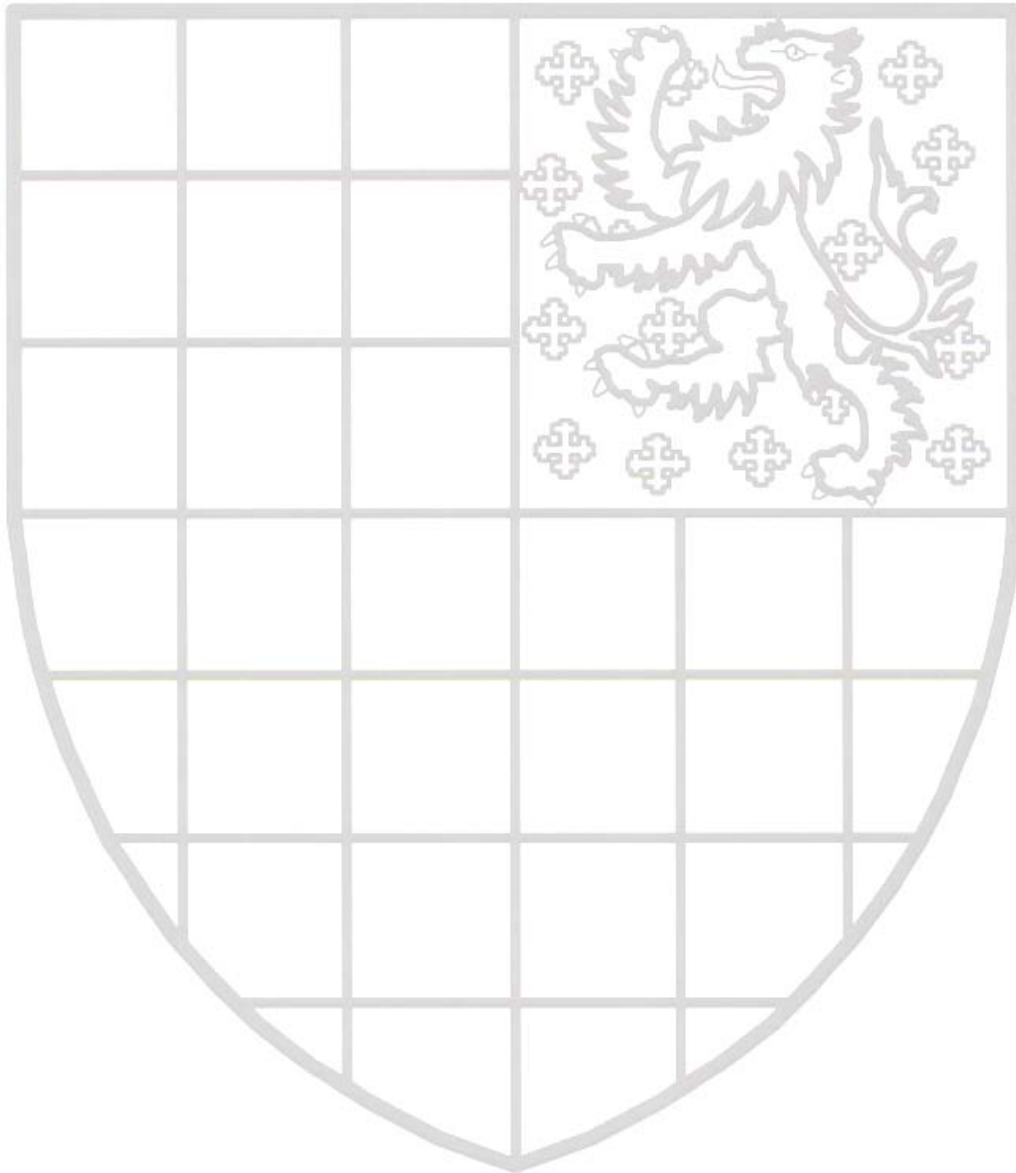
This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

PUBLIC ATTENDANCE:

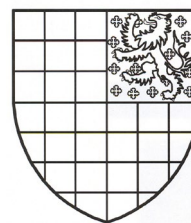
Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on the agenda may be heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance.

General questions can be raised at our offices between 9am-5pm Mon- 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 3rd October 2019**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

PRESENT:

Cllrs J Baah; M Bird; R Burrows; S Catlin (Wischhusen); G Earl; R Handy; O Henman; J Lamb; I Makepeace; Dr W Maples; Dr G Mayhew; M Milner; R O’Keeffe; S Sains; J Vernon; R Waring; K Wood.

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*) and Mrs E Tingley (*Committee Admin*)

Observing: Ms V McLachlan (*Finance Admin. Officer*);

FC2019/54 QUESTION TIME: There were none (no public present).

FC2019/55 MEMBERS DECLARATIONS of INTERESTS: Cllrs O’Keeffe, Mayhew and Henman declared interests in specific applications *iro* item 6a on the agenda (*re* Grants Panel recommendations) in that they were affiliated to one of more of the applicant organisations. Cllr O’Keeffe also declared an interest *iro* item 6j on the agenda (*re* Commemorations Working Party recommendation 2 *High Street Traders Association festive lighting project*) in that she is Lewes District Council’s Lead Member for Tourism and *iro* item 6k on the agenda (Citizens Advice) in that she is a Trustee of the CAB.

FC2019/56 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllr Herbert who had a childcare commitment.

It was resolved that:

FC2019/56.1 Reasons submitted for absence from this meeting are noted.

FC2019/57 MAYOR’S ANNOUNCEMENTS:

a) The Mayor announced that he had been to a very well-received presentation by Sarah Bayliss of the book “The Lewes Town Hall Pictures” written by Ms Bayliss as part of the Council’s ‘Our Pictures’ project, and everyone there had been most interested to learn more about the artworks held on behalf of the town.

b) Heritage Open Day had been a great success with so many properties in Lewes attracting visitors and the Mayor gave thanks to Mike Chartier, Cllr Dr Graham Mayhew, Philip Pople and Ashley Price for their invaluable assistance.

b) The annual Allotment Show had been much appreciated by all who attended, and the Mayor thanked everyone who had worked so hard on the organization.

d) ‘Building Sustainable Lewes’ had been very well attended and proved to be a very informative event.

e) The Mayor’s Civic Service would be held on Sunday 20th October at 9.30am at Trinity South Malling. Members were asked to let Fiona know if they would attend.

f) Collections for Poppy Day would be on 26th October from 10am to 1pm from the Town Hall. Members were asked to let Fiona know if they would like to collect for Remembrance and a hope for a peaceful future.

g) The Mayor and Mayoress would be attending the annual History Symposium in our French twin-town of Blois the following week.

h) The previously announced ‘Access 4 All’ assistive technology exhibition originally scheduled for 31st October had unfortunately been postponed until the New Year. A date was yet to be confirmed but it was hoped that the Exhibition would be held in February 2020.

i) Congratulations were offered to Cllr Henman, who had been selected by the Liberal Democrat party as their prospective parliamentary candidate for the next general election, and to his political rivals.

j) In light of recent incidents of apparently anti-Semitic vandalism and criminal damage the Mayor proposed a Town Hall meeting for residents as an opportunity to discuss the impacts of this series of attacks; to come together to condemn such actions, and inflammatory and threatening language generally, and to discuss a way forward to protect both members of the community and to ensure free speech and political expression without threat or intimidation. The Assembly Room could be available, and Members could assist by reaching out to their local community to offer assurance that anyone with information regarding these events could come forward, and it would be passed to the Police in strictest confidence.

After a short discussion it was agreed that the meeting would run with a wider scope and that an item highlighting the problem with antisocial behaviour in general around the whole of Lewes town would also be included.

FC2019/58

MINUTES:

It was resolved that:

FC2019/58.1 Minutes of the Council meeting held on 29th August 2019 are received and signed as an accurate record.

FC2019/59

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) UN Sustainability Goals Working Party 28th August 2019: Cllr Baah presented the minutes of this meeting:

1. The earlier Working Party had found that the Council had a good baseline upon which to build in most of the areas where it had influence. There was an expectation that the upcoming Mayor's event "Building a Sustainable Lewes" would identify many areas where collaborations and further developments were possible.
2. It was noted that the co-related 17 goals were often grouped as
 - > "People"
 - > "Prosperity"
 - > "Planet"
 - > "Peace and a just society"
 - > "Partnership"
3. There had followed a general discussion on various aspects of sustainability. It was suggested that Councillors might collect information to populate a directory of organizations/individuals working in the field of sustainability, who might make up a 'map' of advisers.
4. The previous identification of areas where the Council addressed aspects of the 17 goals was revisited, and ideas for further consideration and development were:
 - > Revision of the stated aims and structure of the Councils financial grants scheme to encourage sustainability.
 - > Introduction of initiatives to support composting and encourage organic practices on Council allotments (*eg* new prize categories at the annual show, and guidance leaflets).
 - > Further develop the imminent (19th September) "Building a Sustainable Lewes" event and invite stakeholders to form an extended Sustainable Goals Forum.
 - > Support Lewes FC youth outreach programme and assist promotion of club membership.
 - > Support school uniform exchange programmes.
 - > Instigate a Lewes Youth Council.

- › Encourage Lewes Bonfire Council to promote makers skills by introducing an annual award for costume-making.
- › Support a Lewes Youth Band.
- › Provide access to computer(s) for public use.
- › Promote effective sustainability features of Council buildings as encouragement to other owners of heritage-listed or unusual buildings.
- › Assist in formulation of an integrated transport policy for the town.

It was resolved that:

FC2019/59.1 The Minutes of the UN Sustainability Goals Working Party meeting on 28th August 2019 are noted and the Council supports the approach being taken.

b) Members individual duties amendment: Report FC009/2019 (*copy in minute book*). was received, regarding changes to Members' appointed individual duties.

It was resolved that:

FC2019/59.2 The individual responsibilities of Members for the remainder of the 2019/20 municipal year shall be amended as:

Cllr Burrows has stepped down from the Commemorations & Events Committee.

c) Grants Panel Recommendations 18th September 2019: Members considered report FC010/2019 (*copy in minute book*) containing recommendations for payments of grants for the second cycle (of four) for the year 2019/20. Various individual interests had been declared, and Cllr Henman now added that he had been appointed to the Board of Landport Youth Centre (subsequent to the Panel meeting). **It was resolved that:**

FC2019/59.3 The grant payments recommended in report FC010/2019 (as shown in column **G** of the table appended to that report) be approved.

d) All Saints Steering Group 19th September 2019: Cllr Catlin presented the minutes of this meeting:

Members had welcomed the attendance of the ASC staff team and thanked them for rearrangement of rotas to facilitate this as it was acknowledged that they would not normally be on duty at the same time.

There had followed a general discussion on various topics of interest, which covered:

- › recent bookings by new drama groups;
- › the Toy Library operated by the Centre;
- › the pipe organ and its history and the potential for public performance;
- › the process of developing the monthly "What's On?" guide and principles of general publicity and that supporting the 3rd party hirers of the building;
- › film projection and the long-standing relationship with Lewes Film Club.
- › A summary analysis of the categories of use for which the Centre was hired over the past year – which demonstrated a good match with the principles of the original gift by the Church for use as a broad community; arts, and youth facility;
- › Analysis of the use of the Centre over several years, which identified that it ran at near-full capacity in terms of hired hours and that 'free' availability was very limited: most weeks only 2- or 3-hours mid-day/mid-week. Members acknowledged that development of use therefore meant greater numbers of attendees and audiences, which was a factor essentially dependent upon the efforts of individual hirers *in* their own events.
- › Typical audience numbers for events.
- › Aspects of Licensing law applicable to the operation of the centre.
- › Potential for further public open days. It was noted that the booking diary operated on a 'rolling year' basis and that an available weekend day was unlikely before February 2020.

› Members questions on general matters, such as equipment and electrical testing.

In conclusion: Members acknowledged in glowing terms the efforts of the ASC staff and the friendly and helpful service to the public for which they were well-known.

It was proposed that dates be sought for another public open day, and that whilst meetings of the Steering Group were *ad hoc* they would hold at least two each year, when they could be accommodated at the Centre, probably in January and July.

It was resolved that:

FC2019/59.4 The Minutes of the All Saints Steering Group meeting held on 19th September 2019 are noted.

e) Buildings Working Party 20th September 2019: Cllr Mayhew presented the Minutes of this meeting which had considered, after exclusion of the press & public (due to confidential detail arising):

Town Hall heating system refurbishment:

1. The meeting had considered a report submitted by expert consultants following a survey of the council's existing heating system. The current system was at the end of its economic service life and had been configured to also serve the adjoining Lewes District Council (LDC) office building at 4 Fisher Street. That building had represented consumption of more than 60% of the heat output due to the differing occupancy levels and profile of daily use, and costs had been apportioned between the two councils accordingly. Number 4 Fisher Street had been vacant and unused for several years and was likely to be either sold or redeveloped by LDC and the heating circuit that served it had been disconnected. Replacement of the Town Hall system, therefore, would need to serve only the Town Council's premises and could be specified with a lower output capacity.

2. The report described the condition of existing pipework and control systems and advised on elements that would need to be replaced or upgraded alongside installation of a new source of heat. Systems described and evaluated for feasibility and likely effectiveness included:

- › Replacement floor-standing gas-fired boiler plant (as present system)
- › Wall-mounted gas-fired boiler plant
- › Air-source heat pumps
- › Gas absorption heat pump
- › Ground-source heat pump
- › Biomass plant
- › Combined heat & power system
- › Solar Thermal systems

3. Evaluations were offered as to efficiency; capital cost; running cost; estimated payback period, and Carbon emissions. Not all the systems described were considered viable but; for those that were, the report noted that all would represent lower running costs and (for gas-fired systems) a reduction in carbon emissions.

4. Members had discussed the report and it was noted that some cost estimates may be overstated as assumptions had been made regarding the age of pipework which was believed to be more recent than the report's author had presumed. This gave rise to a discussion regarding available funds and TC advised that Council's earmarked reserves and established budgets should be adequate to address the likely project cost.

5. It was noted that the report had been prepared at around the time that central government had announced its views on sustainability in future heating and power generation, in view of climate change considerations. That caused several members to ask if the report authors might be asked to review it and possibly revise their suggestions in light of any altered future prospects.

6. There was consensus on some practical points, such as the immediate commissioning of a test of circuit pipework to establish fitness for future adaptation or need for upgrading; and a request for the consultants to provide further detail on the options of Air-source Heat Pumps and views on any potential for a local District Heating system. It was also suggested that secondary double-glazing be investigated for the Assembly Room and that any radiators not currently controlled by thermostatic valves should be fitted with these.

It was noted that the calculations of energy efficiency that had resulted in the Town Hall's admirable 'B' rating in its statutory certification formed a helpful benchmark, to which the latest figures could be compared, and would in turn highlight any future improvements.

Refurbishment of Malling Community Centre:

The meeting noted that the Council's application to the government Department of Housing; Communities and Local Government for approval to borrow for part of the finance of this project was in process. It was regrettable that this was understood to have been affected by redeployment of experienced staff to work on 'Brexit' matters, and the process was slower than expected.

The preferred contractor was aware of the situation and prepared for a suggested start on-site in January, but until the financing was confirmed, no contract could be signed.

It was resolved that:

FC2019/59.5 The Minutes of the Buildings Working Party meeting held on 20th September 2019 are noted.

FC2019/59.6 A guided tour of the Town Hall, All Saints Centre and Malling Community Centre be arranged for interested Members on a date to be confirmed in due course.

f) Landport Bottom Management Committee 25th September 2019: This meeting had been inquorate, so no business was conducted. The two Members present had taken the opportunity to learn more about the Landport Bottom land and the history of its municipal ownership since 1992.

g) Personnel Panel 26th September 2019: Cllr Wood presented the Minutes of this meeting.

The Chairman had distributed copies of a message she had received from a past Councillor who was referred-to in the consultant's report considered by the Panel at its recent meetings. This questioned the source of extracts from that confidential report which had apparently been reproduced during an internal complaint review by the Green Party. The document had been held by a very small number of people, and confidentiality had been scrupulously observed during its review by the Panel and the subsequent report to Council. TC stated that he had not divulged any of its content at any time, and the Chairman had received similar assurance from serving Councillors. There was little that could be done to establish or control the actions of past Councillors and it was agreed that a brief explanation to this effect should be sent in reply.

The meeting worked-through the list of the Panel's recommendations to Council, which had been agreed, and formed initial views as:

- a) Mr Richard Penn should be asked to arrange the next appraisal round for the Town Clerk early in the New Year, as this will allow recently elected members to gain several months relevant experience. Questionnaires would go to all Members and staff, and the Panel would review the list of external contacts.
- b) There was some discussion on the members' induction experience, and the Panel would look at this in greater depth at a future meeting, informed by feedback from all Members. It was noted that the process was not yet complete, as the 'visioning' element was not concluded.
- c) With regard to stress in the workplace, the Council's staff sickness policy was briefly discussed, and this would be considered in depth at a future meeting. Current policy

centred around national conditions of employment and was described as basic, with no specific mention of mental health or wellbeing.

- d) In the matter of roles, behaviour and expectations, it was thought helpful if a meeting or training session could focus upon these issues. A later Panel meeting would explore how key aspects could be more effectively introduced in training and induction processes. As to reporting concerns, it was noted that the Council had a 'whistle-blower' policy, although acknowledged that as this formed part of the Anti-fraud and corruption policy, and was framed in that context, its broader applications may not be obvious.

Although the Panel had suggested that TC's anticipated report on succession-planning should be considered by the end of the year, TC intended that this should be drafted earlier; in time for consideration alongside the second phase of the 'visioning' exercise and the budget process during November.

It was resolved that:

FC2019/59.7 The Minutes of the Personnel Panel meeting of 26th September 2019 are noted.

h) 'Open Council' Working Party 26th September 2019: Cllr O'Keeffe presented the minutes of this meeting:

Members had discussed aspects of the Council's website, and various suggestions were made for additional content and features. TC noted that he intended, when time allowed, to modify the Grant application form to allow online completion, and it was suggested that the annual Civic Awards nominations could also benefit from this. It was suggested that grants awarded could be the subject of a routine Press Release. Community links were notably absent whereas the 'old' website had accumulated many details of organizations and groups acting within the community in Lewes. Members were asked to encourage any such groups with whom they may be familiar, to provide details for links that could be featured here. Members were encouraged also to produce individual critiques of the site to inform future improvements, and also to engage any appropriate acquaintances to offer an 'accessibility evaluation'. Members could submit feature copy for consideration; perhaps along with additional photographs. This applied equally to the Council's newsletter. Copies of past newsletters were distributed for Members' interest and the principles of publication were briefly discussed. It was acknowledged that the resources available to devote to these functions was extremely limited, and this would need to be incorporated into the upcoming Council 'visioning' exercise.

There was discussion as to the accessibility of the Town Hall, and Members were reminded that they were welcome to a guided tour of the building with the Town Hall Manager or Town Hall Keeper, by arrangement. Members were keen to introduce more young people and discussed school parties; media studies students and opportunities for work experience and apprenticeships. TC advised that the Council often hosted students for work experience placements and had already hosted three this year. School parties and other youth groups were occasionally received, under various initiatives, and it was hoped that the launch of the teachers' resource pack created as part of the 'Our Pictures' project would bring more. The annual diary already had provision for 'open'/'gallery days' when rooms were not booked by hirers, and this would be continued.

Some Councillors had recently engaged with the National Citizen Service (NCS) programme and were keen to promote opportunities such as a Youth Council. TC noted that the Council had supported a very successful Lewes Youth Council between 2002 and 2006, and this had only ended due to changing priorities in the school/parent support structure. Cllrs Maples and Waring were asked to work with TC to explore this with the NCS.

The discussion returned to the Town Hall in terms of ideas to make it more attractive to the community. It was acknowledged that many people did not understand how well-used the building actually was, and the range of activities offered or the hours it operated. A digital screen was suggested that could display to passers-by events; details of meetings,

and/or the Councils website. Ideas for a 'grand tour' of all Council properties were put forward. Webcasting of meetings and/or recording of feature interviews with the Mayor, Members and staff was briefly discussed. On a side-note, it was recognized that there were several noticeboards available for use throughout the town if required, for appropriate material.

It was felt that several interesting ideas had been covered. Members accepted that many of these should be introduced during the 'visioning' exercise, and specific proposals would always need to be researched and costed before presentation for consideration at Council. In the short term, Cllrs Maples and Waring would work with TC to explore potential for a new Youth Council with the National Citizen Service.

It was resolved that:

FC2019/59.8 The Minutes of the 'Open Council' Working party meeting held on 26th September are noted

i) Equality; Diversity & Inclusion Working Party 1st October 2019: Cllr Handy presented the minutes of this meeting:

Members had reviewed the history of the current Council policy, during which a misleading typographical error was recognized and noted for correction. There followed a discussion as to how this fit with other Council policies, and Members were reminded that the Statement of Community Engagement was complementary in that it defined the community in terms of "all people". Members undertook to research any prospective improvements for an updated policy and recognized this was a living document.

There was interest in any potential to engage in outreach to schools, and it was suggested that "champions" from within the Council might offer reassurance to young people who were members of groups such as BAME or LGBT. Members would also identify any diversity champions from within the wider community.

Members were interested to explore how the Working Party's work could cross-refer to other committees and working parties; the Grants Panel was offered as an example. The aims of the Council's grants scheme could be altered, but Council would need to consider the matter. It was suggested that the Working Party members could act as Champions and scrutinize minutes of other Committees and working groups to identify anything noteworthy.

An additional category was proposed for the annual Civic Awards.

The working party would look at potential supplementary conditions of hire for Council buildings, to encourage and ensure appropriate attention by hirers to EDI issues. Current conditions focussed upon necessary issues of health & safety, indemnity, and protection of the Council's assets but this was considered inadequate.

It was resolved that:

FC2019/59.9 The Minutes of the Equality/Diversity & Inclusion Working Party meeting held on 1st October are noted.

j) Commemorations Committee 2nd October 2019: Cllr Mayhew presented the minutes of this meeting:

The meeting had welcomed Ms Brigitte Lardinois, primary organizer of the *LightBox* project. Ms Lardinois explained that the current exhibition of lightboxes was the sixth. Each had been supported by the Council, financially and practically, and were publicized with the Council; the Reeves Archive project and the University of the Arts, London (UAL) identified as key partners. The project had been hailed as a great success, with universally positive feedback from host premises and significant national media coverage. Funding had been obtained from several sources, but hitherto each event had been arranged separately. For practicality, as there was a wealth of material available to support events for at least another five years, it was now hoped that partners would agree to commit funds and remove the burden of multiple grant applications each time. There followed a brief discussion on the cycle of exhibitions and prospective themes. Members were

interested to learn that there were 45 unpaid volunteers associated with the Lightbox initiative and a further 25 working on the Reeves photographic archive project itself, which held glass plates dating from between 1855 and 1974. UAL had already agreed a five-year commitment and the Town Council was now asked for £3,000 for each of the five years 2020 to 2024. Members were unanimous in supporting this and would recommend it to Council.

Ms King and Mr Scott of Lewes High Street Traders association (HSTA) had recounted the most recent developments in the Association's project to provide festive lighting in the town. East Sussex County Council had verbally committed to an agreement for mounting to street lighting fixtures and use of the power supply, and written confirmation had been received from Lewes District Council of a commitment of £10,000 for each of three years 2019 to 2021. The District Conservation Officer's comments were awaited regarding the fixing of attachment points to some High Street properties, but several were already agreed. Imminent building work on The Crown public house prevented the erection, this year, of the proposed canopy of lights across the streets above the War Memorial. The total cost of the project for this year was now £37,000 and HSTA members had so far pledged £8,344 with an additional £600 raised through crowdfunding. Mr Scott explained that a Community Interest Company was being set-up and contributions would be ring-fenced for the light project across its three-year initial term. Members were interested in points of detail, and it was noted that the lights would likely be in place and lit until 15th January. HSTA were encouraged to adopt the description of "festive" lighting to avoid direct connection to the religious celebration of Christmas. Committee members agreed that they would recommend to Council that the £10,000 contribution provisionally agreed at its last meeting should now be released.

Members welcomed Graham Festenstein, Director of the *Lewes Light* festival, who presented a detailed project budget for the proposed festival in February 2020. This showed that the £8,000 contribution sought from the Town Council would be applied, as in previous years, to 'core' cost elements that inevitably increased each year but were not attractive to primary funders such as the Arts Council. It was noted that the cash budget of just under £40,000 took no account of the very significant support also received in-kind from industry suppliers and volunteers. Planning for future years would include approaches to major funders for more long-term agreements, and more robust crowdfunding presentation and on-site collections. Some innovations were under consideration, such as collecting boxes incorporated into the illuminated interpretation panel for an artwork, or payment-operated elements to some installations. The application to the Council was similar to previous years, in that the sum requested was the maximum anticipated cost and the actual amount would be drawn down on the basis of paid receipts after the event. Members were agreed that Council should be recommended to approve release of the provisionally agreed payment of up to £8,000.

It was resolved that:

FC2019/59.10 The Minutes of the Commemorations & events Committee 2nd October are noted.

FC2019/59.11 The Council will provide funding of £3,000 to the *Lewes Lightbox* project in each of the five financial years 2020/21 to 2024/25.

FC2019/59.12 The Council will provide funding of £10,000 to the *Lewes High Street Traders Association festive lighting project* in each of the three financial years 2019/20* to 2021/22.

FC2019/59.13 The Council will provide funding of up to £8,000 to the *Lewes Light Festival 2020**, to be paid on presentation of receipts.

* - these costs will fall to the General Fund in the current year, with earmarked provision in future budgets.

k) Citizens Advice: The Mayor gave an oral report on this. The Mayor had recently met with the District Manager and the Chairman and had learned about the workings of the

organisation. CAB had 13 part-time staff in Lewes District. The majority of clients were having difficulties with housing and benefits payments. The CAB no longer gave free legal advice although they did refer clients to Solicitors who could give limited free consultancy. A large number of clients were not aware of certain benefits to which they were entitled, and this represented a large part of CAB's workload. The top-ranked benefit issue reported was that of Personal Independence Payments (PIP) which involved harsh assessment although 100% of the CAB appeals for PIP had been successful. Council Tax; water rates and credit card debts were also 'top' issues. CAB were encouraging Lewes District Council to sign up to the Council Tax Arrears Protocol. East Sussex County Council had ceased funding for small grants to those in need of domestic white goods, or travel expenses for employment interviews. Lewes Town Council contribute to funding the CAB with a yearly grant of £8,000. The Chairman asked if Council would consider a further single grant in 2020 of £3,000, to provide the 'seed' for a domestic support grant scheme to cover these essential issues since this loss of funding from ESCC.

After brief consideration **it was resolved that:**

FC2019/59.14 The oral report on the operations of the Lewes District Citizens' Advice organization is noted.

FC2019/59.15 The request of the CAB for 'seed' funding of £3,000 for a domestic support small grants scheme be considered at the next meeting of the Finance Committee.

J) Southern Rail Community Partnership: Members had previously been asked by Cllr Catlin for suggestions for projects to submit for £30,000 from the Network Rail Passenger Benefit Fund, earmarked for use at Lewes station. The single proposal put forward was for a water fountain to be installed within Lewes Railway Station on platforms 4 & 5 where there is currently no refreshment provision. Southern Rail claimed that there was no water supply to platforms 4 & 5, however, there is a water supply to the signal box which was being converted into an office so this could solve the problem.

Cllr Catlin also reported that a full-time passenger service would be provided from December stopping at Cooksbridge, instead of peak times only, and there would also be a Saturday service.

It was resolved that:

FC2019/59.16 The oral report on matters arising from Sussex Rail Community Partnership is noted.

FC2019/60 LEWES FOOTBALL CLUB:

It was proposed (*motion NOM013/2019 - copy in minute book*) proposed that Council should resolve to hold a celebratory reception for Lewes Football Club, who had recently won an important United Nations award. *HeForShe* was a campaign for the advancement of gender equality, initiated by the United Nations. It invited men to play an active part in the goal of reaching worldwide gender equality in all areas. The campaign was launched 5 years ago by UN Women Goodwill Ambassador Emma Watson. The 'Inspiration Award' celebrates "extraordinary organisations who've advanced gender equality, especially by engaging men."

It was said that since announcing pay and resources parity for its women's and men's teams in 2017, Lewes FC and all its players, staff, volunteers and fans had begun a journey that no other football club in the world had ever embarked on or even considered. This award was a very welcome recognition of all the efforts made by every part of the club to embed gender equality in everything it does. The club were constantly learning how best to follow the approach they have chosen, sometimes getting it right and sometimes getting it wrong, so they hugely welcome the award. In bestowing the award, the judges had said: "Your organisation's incredible record of decisive action in the industry and beyond has been extremely inspiring".

There followed a short debate in which various views were expressed about the complexities of true gender pay equality – recognized as a global issue. It was noted that the Lewes FC model was also about equality of access to coaching and training facilities

It was resolved that:

FC2019/60.1 Lewes Town Council will ask the Mayor to host a celebratory reception for Lewes Football Club on a mutually convenient date.

FC2019/61

LEWES “POLLINATOR PATHWAY”:

A motion (*NOM014/2019 – copy in minute book*) proposed that Lewes Town Council support Wildflower Lewes in its efforts to introduce and promote a ‘Pollinator Pathway’ through Lewes which would involve establishing wildflower stepping-stones throughout the town by:

1. Writing an open letter to both the District and County Councils supporting the strategy of cutting identified verges once only in the autumn; and
2. Supporting Wildflower Lewes in the facilitation of and by providing a venue for a ‘Biodiversity in Lewes’ Education Day where A-level students from the Lewes area would be invited to carry out an ecological survey of the wildflowers and invertebrates and learn more about the action that local groups were taking to increase biodiversity in the town.

It was stated that this proposal would support the Town Council’s work in addressing the UN sustainability goals (specifically: 3. Good health and wellbeing, 4. Quality education, 11. Sustainable Cities 14. Climate action, 15. Life on Land and 17. Partnership to achieve the goal).

ESCC would require the agreed support of Lewes Town Council before agreeing to implement a more progressive cutting schedule of the town’s grass verges.

Information from ‘Plantlife’, a national wildflower organisation, suggested that :

- › For the 23 million people commuting to work by road every day, road verges can be their only daily contact with nature.
- › With over 97% of ancient wild flower meadows destroyed since the 1930s, road verges were a vital refuge for many bees, butterflies, birds, bats and bugs – a good verge would supply a diverse source of nectar and pollen from the first Celandines in February to the last Devil’s-bit Scabious in September.
- › Bird’s-foot trefoil alone was a food plant for over 130 species of invertebrate.
- › Over 700 species of wildflowers grow on our UK verges, nearly 45% of our total flora, and were home to many familiar wildflowers that were now becoming threatened, such as Harebell, Field Scabious and Ragged-Robin. But 87 of these were threatened with extinction or heading that way, including the largest British populations of rarities such as Deptford pink, tower mustard and spiked rampion.

Specifically, in Lewes, the verges that ESCC had already agreed to cut once per year had been monitored by Wildflower Lewes for the last two years and had shown an increase in biodiversity. For example, the verge on the south of Brighton Road had shown an 81% increase in wild plant species since it had been cut only one year so there was evidence to show that not cutting in June/July allowed the presence of flowers that we may otherwise not have seen as well as giving more opportunity for flowers such as the Pyramid Orchids to have time to seed.

Wildflower Lewes would sow or plant Yellow Rattle (*Rhinanthus minor*) flowers where appropriate at the identified sites once they had been monitored after the first year. Yellow rattle is an attractive, semi-parasitic, grassland annual that weakens grasses and as a result, this suppression of grass growth produces a better display of wildflowers and eases the mowing required.

Wildflower Lewes acknowledged the importance of highway safety and support the fact that verge edges (one metre) and corners must be mown more than once a year to maintain sight-lines.

Lewes District Council had already agreed four of the District Council sites suggested as wildflower sites:

- Malling Hill
- Malling Close
- Winterbourne Lane, including the triangle at the bottom of the hill (which is cut as a verge)
- Jubilee Garden.

It was a long-term goal of Wildflower Lewes that all verges in the town would be mown once only in the autumn but specifically recommended the following verges for one autumn cut only, based public engagement and suitability of location in providing wildflower ‘stepping-stones’ through the town:

All the sites marked up by ESCC a couple of years ago with **yellow flower signs** as wildlife verges.

- › Verges along **Prince Edwards and King Henry’s Road**.
- › The acute triangle of verge on the **corner of Hill Road / Offham Road** (town side)
- › Verges along **Monks Way**
- › Either side of **Nevill Road** (from the school towards Spital Road)
- › **North side of Brighton Road** (provided the cycle way is not impeded).

Wildflower Lewes also wished to run a ‘Biodiversity in Lewes’ Education Day in late June 2020 (with the view to this becoming an annual event), hopefully to be hosted at the Town Hall. The aim would be to invite around 50 local A-level biology students to find out about local action that is improving biodiversity from invited speakers and undertake an ecological survey (Simpson’s biodiversity index) to compare the verges that are mown more regularly with the verges that will be mown once only in the autumn. As well as engaging young, local, environmentalists in local environmental issues; the day would support Wildflower Lewes with the important task of monitoring the sites to collect further evidence to support future recommendations for verge management.

There followed some discussion regarding the mitigation of any effects caused by cuttings arising from mowing operations – there was scientific evidence for arguments both for and against leaving cuttings to decompose, and the effect on wildflower colonization was not conclusively decided. It was remarked that the data collected as the programme developed would inform that debate in future. It was also noted that residents may need to be discouraged from mowing verges, by education as to the aims of the programme.

It was resolved that:

FC2019/61.1 Lewes Town Council supports Wildflower Lewes in its efforts to introduce and promote a ‘Pollinator Pathway’ through Lewes by establishing wildflower stepping-stones throughout the town. An open letter will be written to both District and County Councils advising them of this Council’s support for cutting highway verges only once per year, in the Autumn.

FC2019/61.2 Lewes Town Council will support Wildflower Lewes in the facilitation of, and by providing a venue for a ‘Biodiversity in Lewes’ Education Day 2020

FC2019/62

CLIMATE ACTION FUND:

A report (*FC011/2019 – copy in minute book*) was presented to apprise Council of a proposal by the South Downs National Park Authority to benefit from a new Lottery-funded Community Climate Action Fund project.

The National Lottery Community Fund (previously the Big Lottery Fund) had announced a Climate Action Fund that would support communities in the UK to take local action on climate change. Initially, the fund was looking to support 10-15 place-based, community-driven partnerships across the UK that would work together to deliver high-impact projects that would help communities become more resilient at a local level in the face of climate change.

The 10-15 partnerships should comprise grassroots/community, statutory organizations and NGOs wanting to work together to deliver high-impact projects that would help communities become more resilient at a local level in the face of climate change. It was anticipated that if this was successful it would become a long-term funding stream. The fund would open for applications in Autumn 2019 with the aim to announce the first awards in the first half of 2020.

The South Downs National Park Authority (SDNPA) were interested to confirm whether Lewes Town Council may be interested in being one of these communities. If so: SDNPA would then work with the council to see how they may promote Lewes / Newhaven / Parishes of the Lower Ouse (POLO) communities for this.

The application process had not launched yet – and with only 10-15 communities being supported at this stage was expected to be very competitive - but they were “inviting conversations”. There would then follow an opportunity to apply for development funding (grants up to £250k) to put together a larger delivery project (grants up to £2.5m). These in turn would be used as models to help other communities – with the expectation that further funding rounds would follow in due course. These communities would stand as beacons of what is possible when people take the lead on climate change. With Lottery fund support, they would share their learning and engage with others to build a broader movement of change across the UK. SDNPA’s Communities Lead officer considered Lewes/the lower Ouse valley and the Havens and Petersfield as areas within the National Park that could be put forward for this scheme. They represent the communities that are most ‘ready’ in terms of existing networks and planning for climate change action. SDNPA wished to investigate this opportunity further with the National Lottery Communities Fund.

It was resolved that:

FC2019/62.1 Lewes Town Council agrees to join in an expression of interest by the South Downs National Park Authority to benefit from the new Lottery Community Fund’s Climate Action Fund project.

FC2019/63 UPDATE ON MATTERS IN PROGRESS

- a) *Annual Plan update distributed:* An update on progress with the Annual Plan was distributed (*copy in minute book*) and TC elaborated on various salient points.
- b) *Devolution* – a draft policy was to be presented to Eastbourne and Lewes District Council cabinets later in October, regarding principles applicable to the transfer or disposal of property including “community assets”, and when decisions were known it would be an appropriate time to convene the Town Council’s Devolution Working party.

FC2019/64 NOTICE of ITEMS IN PROSPECT

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

Provision of Festive Lighting in the town, the proposed reception for Lewes Football Club and support for Wildflower Lewes’s “Pollinator Pathway” proposals.

Dates to note were given as:

- Cllr Baah advised a Climate Change Workshop for young people was to be held at the Linklater Pavilion on 10th October between 4-6 pm.
- The Transport Committee would meet on Thursday 10th October at 3pm in the Council Chamber.
- The next Member’s Surgery would be between 10am – 12noon on Tuesday 5th November in the Yarrow Room. Cllrs Catlin and Henman volunteered to attend.
- The next Planning Committee meeting would be at 7pm on Wednesday 16th October.
- The Audit Panel would meet on Thursday 17th October at 7pm.

- The next Council meeting would take place on Thursday 7th November at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 28th October.
- Next deadline for grant applications is 22nd November, for a Panel sitting on 4th December – Council decision 12th December. If Members know of any organization who may be planning to apply, please draw their attention to these dates (all 4 cycles are on the cover of the Application Pack, available on the website).
- The Finance Working Party would meet on Wednesday 27th November at 7pm.
- Meetings to be arranged: Devolution W-pty and Pells land exchange (both pending info from LDC); Landport Bottom Management Committee (reschedule). Second phase of the Members’ ‘visioning’ exercise.

FC2019/65

Cllr O’Keeffe asked for opinions to assist the District Council in the disposition of ‘segregated’ waste bins around the town centre. Suggestions that would have replaced existing “heritage-style” bins in key locations had been rebuffed, but ideas for alternative placements were sought. Several suggestions were made:

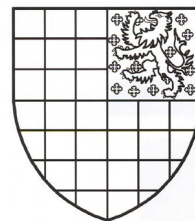
- > Outside Anne of Cleves house
- > Bottom of Juggs Road
- > Nevill Recreation Ground
- > Priory grounds
- > Opposite Elephant & Castle
- > Western road
- > Malling Recreation Ground near skatepark
- > Nevill estate – o/s Harry’s Stores
- > DeMontfort estate.

Cllr O’Keeffe would pass these suggestions to the District Council.

There being no further business the Mayor closed the meeting; thanked everyone for their contributions and invited all present to join him in the Mayor’s Parlour for refreshments.

The meeting ended at 9.30 pm

Signed: Date:



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MINUTES

of the meeting of the **Transport Committee**

held on **Thursday 10th October 2019**, in the **Council Chamber, Town Hall, Lewes** at **3:00pm**.

PRESENT Cllrs. J Baah; S Catlin; O Henman; J Herbert; I Makepeace; M Milner; and R O’Keeffe.

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

Invited contributors: Cllr P Daniels (East Sussex County Council [ESCC]) Cllr A Ross (Lewes District Council [LDC]); Cllr J Denis (Lewes District Council); J Lawrence (Lewes Area Access Group); S O’Sullivan (Cycle Lewes); K Moore (Lewes Living Streets); and

Malling Street area residents representatives: J Gregory; M Kemp; S Watson; J Mackerras

TraCom2019/01 **ELECTION OF CHAIRMAN:** Cllr Makepeace was elected to act as Chairman of the Committee for the 2019/20 municipal year

TraCom2019/02 **QUESTIONS:** There were none.

TraCom2019/03 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllrs Bird and Handy, who were working, Cllr Vernon who was unwell, and Cllr Waring who was attending a family medical matter.

TraCom2019/04 **DECLARATIONS OF INTEREST:** Cllr Makepeace noted that she is a local Taxi driver, and Cllr O’Keeffe is an elected Member of East Sussex County Council

TraCom2019/05 **REMIT of the COMMITTEE:** Members noted the remit of the Committee as defined by Council, which is to:

- › Work with statutory bodies (including LDC and ESCC), agencies, community groups and stakeholders on transport related issues.
- › Facilitate a Lewes transport policy that is both sustainable and integrated. This would use the work prepared during the drafting of the Lewes Neighbourhood Plan and earlier work by the Town Council’s Traffic Working Party on a ‘Lewes transport forum’, as a starting point:
- › Work with residents and businesses to consider and possibly fund traffic measures such as crossings, signage and speed limits.
- › Continue to monitor the LTC-funded Compass bus service, reporting back to Council.
- › Work with the Council’s Planning Committee, ensuring that any recommendations are reviewed before consideration by Council.

TraCom2019/06 **BUSINESS of the MEETING:**

Council had asked that the committee address, at its first meeting, speeding issues.

It was explained that the Committee, and the Town Council, had limited legal powers in highway matters but it could influence policy; strategies and could sometimes affect matters directly. In answer to a question, it was stated that the invited contributors were not members of the Committee, but their invaluable contributions were likely to be fundamental to the achievement of any real progress towards better integration and coherence in transport matters. A number of informative documents were distributed to assist in the following discussions.

1 Traffic speed: A major issue that had been the subject of much discussion and research was that of traffic on the A26 Malling Hill. Several representatives of the local residents’ group ‘Slow Down Malling’ were present, and local Councillors who had engaged with detail of the issue. It was noted that the problems were seen as

both speed and volume of traffic, and the failure of many drivers to observe the prevailing legal restrictions.

ESCC's reported assessment of current average speeds on Malling Hill was disputed. Highways officers had advised that it was "without recognized crash problems" and that mean speeds were "at acceptable levels", which led transport planners to the conclusion that it was "...not especially meritorious of a calming scheme". ESCC's position was that if Community Match partnership funding could be established, they would be prepared to conduct a traffic study. They had indicated that increased signage would be contrary to Highways Act provisions. Temporary signs were a common answer to this in other areas, although not an ideal solution, and it was stated that on the Brighton Road these had been in place across ten years with short periods when they were removed and then re-erected.

It was acknowledged that context played a large part in driver behaviour, and Malling Hill was said to "feel" like a ring-road – where higher speeds would be considered normal. Altering environmental aspects to change this misperception would be the most effective solution to excess speed. There was general agreement that physical measures were the most desirable, and if a feasibility study were conducted to look at possible improvements, it should be preceded by a scoping exercise where contributions were sought from all stakeholders. ESCC should be challenged as to what is done elsewhere. Enforcement should be emphasized, and for true integration all key 'feeder routes' in the town should be assessed to the same level.

2 ESCC consultation on 20mph limit proposals for New Malling: East Sussex Highways had developed proposals for introducing a 20mph speed limit for the New Malling area. These proposals were said to consider the feedback to a previous proposal consulted on by the County Council in 2015. A plan was distributed, highlighting the details of the proposals. The main objectives of the scheme were to reduce vehicle speeds and improve safety in the area. The revised design also aimed to address a number of concerns raised during the previous consultation. In developing these proposals, ESCC had sought to minimize the number of physical traffic calming features that were to be introduced in order to minimize the loss of on-street parking. However, to ensure traffic speeds were maintained at or below the proposed 20mph speed limit, it had been necessary to provide these features at regular intervals along the whole extent of Old Malling Way. Comments and feedback on these proposals had been sought by the 30th September, but Highways officers were aware of the Committee meeting and awaited a considered response.

The opinion of the Managing Director of Compass Travel, who operate local bus services in Malling (subsidized in part by the Town Council), was distributed. He considered that a 20mph limit would have such a serious detrimental effect on the route 127 service that it would need to be reduced in frequency or withdrawn completely. Further: the proposed introduction of speed humps would create an unacceptable hazard to buses, and it was stated that Compass were likely to seek a legal indemnity against damage. Members could not support this position and found the claims to be pessimistic. They calculated that the real effect of a 20mph limit on journey times should be negligible, although they understood the points against speed humps. Residents present asked if it was likely that enforcement would be effective and wondered if the cost might not be disproportionate and better spent on problem areas such as Malling Hill.

The consensus was to support the ESCC proposals for a 20mph limit roll-out to Malling, except for very serious reservations as to the practical effect of the proposed speed-humps. These were not generally considered to be effective and were expensive. Members would rather see chicanes formed by either large planters or kerb 'build-outs', or (as a last resort) strategic marking of alternate-side parking areas to achieve the required 'slalom' slow-down effect. This would be passed back

the next day to the officers awaiting a response.

3 *National Cycle Route 90:* Improvement of local sections of national cycle Route 90 was a project identified as a high priority by Cycle Lewes and had been noted in the Lewes Neighbourhood Plan (s11.7) as a project listed to benefit from future receipts of Community Infrastructure Levy (CIL). This is a vital “missing link” from the Brighton Road (if travelling Eastbound) as it enters Lewes and out again at Cliffe High Street and South Street. The mostly on-road signed route would run from Brighton Road to South Road via Barons Down, Montacute and Delaware Roads, Bell Lane Recreation Ground, Grange Road, Southover Road, Pinwell Road, Court Road, Cliffe High Street and then out along the cycle path running alongside the A26 to Southerham when it picks-up the off-road route alongside the A27.

South Downs National Park Authority officers had indicated that an unspent s106 fund of £16,101 arising from the development of the Lewes house site (Planning reference SDNP/14/01199/FUL) could be earmarked for this purpose. ESCC were also bidding for CIL funds to be used on Route 90 and had described the project as “essential”. The Town Council currently held £4,300 in CIL received in 2018 which had been applied to another project (*designated Footpath 51*) but was ultimately not needed and could also be available. The Committee agreed to recommend that the National Park be asked to commit the unspent s106 cash to the Route 90 project (which would be implemented by ESCC) and that the Town Council ‘Parish share’ of 2018 CIL receipts is similarly dedicated. It was also considered essential that Cycle Lewes is included in all planning for the works.

4 *Future prospects:* Setting of programme items for future attention by the committee would be informed by the Lewes Living Streets June 2019 publication “*Tackling traffic dominance in Lewes – a Report*”, which had been prepared by John Dales, Director of the Urban Movement transport and urban design consultancy and a former Chair of the Transport Planning Society and a Trustee of the Living Streets UK charity.

TraCom2019/07

CONCLUSIONS:

1 Members agreed to recommend that Council should provide the £500 required for Community Match funding of an ESCC traffic speed study on the A26 Malling Hill.

2 ESCC proposals for a 20mph limit roll-out to Malling were supported, except for very serious reservations as to the practical effect of the proposed speed-humps. These were not generally considered to be effective and were expensive. Members would rather see chicanes formed by either large planters or kerb ‘build-outs’, or (as a last resort) strategic marking of alternate-side parking areas to achieve the required ‘slalom’ slow-down effect.

3 Regarding national cycle Route 90; the Committee will recommend that the Town Council asks the National Park to commit the Circa £16k unspent s106 cash they hold (arising from the Lewes House development) to the Route 90 project, which will be implemented by ESCC. It will also propose to ESCC that Cycle Lewes is included in all planning for the works, and that a further £4,300 which the Town Council holds from its ‘Parish share’ of 2018 CIL receipts is similarly dedicated to Route 90.

The Chair thanked everyone for attending and declared the meeting closed; inviting any who wished to remain to join her in a ‘brainstorming’ session on transport-related priorities.

The meeting closed at 4:25pm

Signed:

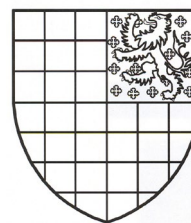
Date:

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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Audit & Governance Panel** held on **Thursday 17th October 2019**, in the **Yarrow Room, Town Hall**, Lewes at **7:00pm**.

PRESENT Cllrs Bird; Catlin; Lamb; Maples; Milner (*Chairman*).

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

AudPan2019/10 **QUESTIONS:** There were none at this point.

AudPan2019/11 **APOLOGIES FOR ABSENCE:** There were none.

AudPan2019/12 **DECLARATIONS OF INTEREST:** There were none.

AudPan2019/13 **MINUTES:** The minutes of the meeting held on 14th August 2019 were received and signed as an accurate record.

AudPan2019/14 **BUSINESS OF THE MEETING:**

Routine financial monitoring: Members were furnished with detailed information (*copies in minute book*) following the end of the second quarter of the financial year 2019/20.

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: TC introduced the file of periodic bank reconciliations, for review of the scrutiny already conducted. The Chairman appended his signature to verify this.

Internal and external Auditors reports - TC reported that the External Auditor's signed certificate for the accounts year ended March 2019 had been received with no comments recorded, and this was now published with the other sections of the Annual Governance & Accounting Return as required. The Internal Auditor had conducted the interim audit for year ending March 2020 the previous week and had submitted his report; which found no items of note, all 'control objectives' met, and was complimentary regarding Council systems and operation.

Complaint(s) received: Members considered complaints received from a past-Councillor regarding processing of data and the delay in responses received from the Chairs of both the Personnel and Audit Panels. In both instances, the complainant had made requests which were not unreasonable in themselves, but the ways in which they had been registered with the Council were unorthodox and impractical and had resulted in protracted delay and some confusion. In the matter of a request for personal data contained in a confidential consultant's report to Council, this had been submitted as a file attachment sent direct to the Chair of the Personnel Panel in a format which her personal computer's software had treated as suspicious and would not open. After an admittedly lengthy delay, this had been investigated and the content identified and a redacted copy of the report requested had been prepared and subsequently sent to the complainant, who was presumed to be now satisfied in that regard.

A separate demand for other personal data had been initially sent to the Chair of the Audit Panel, who had explained the reasons that that he was unable to comply

personally and that the request should be redirected. This had not been accepted and the complainant had distributed a complaint to all members of the Panel. TC was not aware of the details of the request but was the only person able to address it. The data that could be requested was that held about an individual personally, or from which they could be identified *eg* by reference or description of a role. Such requests were for the Town Clerk to deal with in the normal course of his duties as the Council's data processor and system administrator. He advised that the originator of a data subject access request had no rights to demand how or by whom the request must be handled.

Members agreed that the Chairman should write to the complainant accordingly, and if his request was to be pursued then TC should be provided with the details.

AudPan2019/15 CONCLUSIONS:

1 Members considered information on the Council's financial status and management and found no items of concern.

2 In accordance with the national audit and governance guidelines: where member oversight is required, the Chairman of the Panel signed to attest the veracity of reconciliation records presented.

3 In the matter of two complaints received, the complainant had made requests which were not unreasonable in themselves, but the ways in which they had been registered with the Council were unorthodox and impractical and had resulted in protracted delay and confusion. One request was believed to be now satisfied and the Chairman would write regarding the other to explain these conclusions and to determine if the request was to be pursued.

AudPan2019/16 There being no further business, the Chairman thanked everyone for their attendance and declared the meeting closed.

The meeting closed at 8:35pm

Signed

.....

date

Lewes Food Bank Referral Form

Name/and contact details or stamp of agency making referral:

Client's name

Client's address

Clients phone number

Number of adults in household

Number of children in household

Any Special Needs, e.g. dietary

Name of officer making referral

Date of referral

Type of Referral

Emergency 1 week only

3 month standard (re-referral needed after 3 month period)

6 month referral

Reason for Referral

Emergency

Benefits sanctioned

Pending assessment of claim

Unexplained expenses

Change of circumstances

Other

Further Details (Mandatory)

Date of end of sanction:

Benefits received e.g. ESA, JSA, Universal Credit etc.	Amount and frequency

Has the client been referred to a food bank before?	If yes, please give details of what type of referral, when referral was made and why this new referral is being made:

Please cross out the food banks NOT to be used:

Name of food bank	Landport Food Bank	Malling Food Bank	Fitzjohn's Food Bank
Address	Landport Community Room 2a Horsfield Road, Lewes BN7 2TA	Phoenix Centre 26 Malling Street, Lewes BN7 2RD	Christ Church Prince Edward's Road, (At the corner of Fitzjohn's Road) Lewes BN7 1BL
Contact	<u>Tenant.participation@lewes.gov.uk</u>	chilli500@hotmail.co.uk	helen.chiasson@btinternet.com
Normal collection day	Monday 2.00 to 2.30 <i>(Please call 487249 on Monday before 2pm to let them know if you are unable to collect on a particular day)</i>	Monday 12:45 to 2:00	Monday 2:00 – 3:45

Signed..... Date.....

The foodbank will retain client information for administration purposes only. The information is kept safe and access is limited to those administering the foodbanks.

Information will only be shared with other professional agencies involved with the client with the clients permission unless there is a statutory requirement to do so e.g. Police

Clients must sign below to agree for their details to be used by the foodbank for data protection purposes, otherwise we will not be able to communicate with them.

Clients signature Date

Guidelines for Referrers

1. Identify your clients' nearest food bank from the two options below.
2. Complete the referral form and:
 - Print off a copy and give to your client.
 - Forward a copy by email to the lead contact of the selected food bank and/or
 - Telephone the lead contact of the selected food bank with the referral details
3. Select which type of referral you are making and why:
 - **Emergency – 1 week only.** *Sudden loss of employment, housing, sanction of benefits, unexpected expenses e.g. vets bills or car repairs.*
 - **Standard – 6 week.** *Sanction of benefits, pending assessment of benefit claim, change of employment circumstance, change of family circumstances.*
 - **Re-referral (standard) – 6 week.** *Unchanged circumstances of the above.*
 - **Extended – 6 month.** *Exceptional circumstances e.g. bereavement, loss of employment, or an unexpected situation unlikely to be resolved in 6 weeks. (please note, this type of referral is subject to a satisfactory review by the food bank and can be changed to a standard referral if necessary).*
4. Advise your client to attend the nearest food bank session on the following Monday, taking their copy of the referral form and ID with them.
5. Please note if they are to attend the Landport food bank but are unable to attend on any Monday they must ring the number shown below, before 2pm on that Monday to advise they are not coming.
6. Please note, that if your client does not turn up to their selected food bank for 3 weeks in a row without making the lead contact aware, your client will have to be re-referred, which will then be considered by the food bank team. If the same happens on the re-referral, your client will be suspended from the food bank for 6 months.

For emergency food parcels between Tuesdays and Fridays:

- Ring your clients' local food bank and provide:
 - Name of clients
 - Family size
 - Dietary requirements
 - Type of referral you wish your clients to have following the emergency food parcel
- If you cannot get through to your clients' local food bank, another food bank
 - Your client can pick up the emergency food parcel from the agreed collection point and will attend their nearest food bank the following Monday if needed.

Agenda Item No: 9 **Report No:** FC012/2019
Report Title: Revised Code of Conduct for Members
Report To: Full Council **Date:** 7th November 2019
Report By: S Brigden, Town Clerk

Purpose of Report: To propose revisions to the Code of Conduct for Members to preserve alignment with Lewes District Council .

Recommendation(s):

- 1 That Council agrees the revision of its Code of Conduct for Members to preserve alignment with that adopted by Lewes District Council.
-

Background information:

1. Lewes District Council (LDC) has formally adopted a revised Code of Conduct for Members, this was decided at its full council meeting on 25th September and implements a number of best practice recommendations issued by the Committee on Standards in Public Life.
2. The statutory function of Monitoring Officer with regard to Parish Council affairs is held by the District Council, and for consistency, particularly in cases of of alleged breach of the Code involving review by the MO or independent investigators, it has always been recommended that Parishes adopt the same Code (tailored appropriately in relevant detail) and this is generally accepted.
3. It is lawful for each 'local council' (Parish) to decide its own Code but LDC's recommendations are for consistency across the area. This is especially helpful given the number of Parish Councillors in the District who are also members of LDC and/or ESCC.
4. A revised version of Lewes Town Council's current code is attached with the amendments proposed shown underlined and in red text*, including a non-exhaustive list of examples of behaviour amounting to bullying or harassment shown as a new Appendix 1.
5. *For ease of reference these amendments will be found at:
 - New paragraphs inserted as section 1 (6) and (7) Policy Statement - page 2
 - Text inserted at section 3 (2)(b) and (c) Policy Statement - page 3
 - MO's note inserted at end Policy Statement - page 10
 - Appendix 1 added Policy Statement - page 11

S Brigden
30th October 2019



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

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

The Seven Principles of Public Life

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

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

Leadership

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

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

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



Code of Conduct for Members

Part 1 – General provisions

Introduction and interpretation

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

- (a) whether to take action in relation to you and
- (b) what action to take.

(6) Councillors must comply with any reasonable request by the District Monitoring Officer, the Deputy Monitoring Officer or an investigating officer appointed by them, regarding the provision of information in relation to a complaint that alleges a breach of the Code of Conduct, and must comply with any formal standards investigation.

(7) Councillors must not misuse the standards process by, for example, making trivial or malicious allegations against another councillor.

- (8) In this Code—

“authority” means Lewes Town Council

“Code” means this Code of Conduct

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

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

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

"meeting" means any meeting of—

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

"member" includes a co-opted member.

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



Scope

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

General obligations

3. —(1) You must treat others with respect.
- (2) You must not—
- (a) do anything which may cause your authority to breach any of its the equality duties (in particular as set out in the Equality Act 2010);
 - (b) bully or harass any person;
(Bullying means offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.
Harassment means unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.
For examples of conduct that constitute bullying or harassment, see Appendix 1.)
 - (c) intimidate or improperly influence or attempt to intimidate or improperly influence any person who is or is likely to be—
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not—

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is—



-
- (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the authority;

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

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

6. You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

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

(a) your authority's chief finance officer; or

(b) your authority's chief executive officer; or

(c) your authority's monitoring officer,

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

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



Part 2 – Interests

Personal interests

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

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

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

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

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

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

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

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

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

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

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

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

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

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

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

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

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

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



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

These descriptions on interests are subject to the following definitions;

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

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



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

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

'member' includes a co-opted member;

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

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

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

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

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

Disclosure of personal interests (See also Part 3)

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

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

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

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

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

Prejudicial interest generally

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

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

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



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

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

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

Interests arising in relation to overview and scrutiny committees

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

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority or any of your authority's committees, sub-committees, working-parties; joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, working party, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

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

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

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

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



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

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

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

Part 3 – Registration of Interests

Registration of members' interests

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

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

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

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

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

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

Sensitive information

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

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

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



Dispensations

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

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

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

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

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

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

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

Note from the District Monitoring Officer: Councillors are reminded that quite apart from the Code of Conduct, section 106 of the Local Government Finance Act 1992 restricts the rights of Councillors who are two months or more in arrears with their council tax payments. Any such member must disclose the fact and must not vote at any meeting on decisions being taken which might affect the level of the council tax or the arrangements for administering it. Failure to comply is a criminal offence.



Appendix 1

Non-exhaustive Examples of Bullying and Harassment

With reference to paragraph 3(2)(b) of this Code –

(1) Examples of bullying behaviour include, without limitation:

- spreading malicious rumours, or insulting someone by word or behaviour
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decision on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading or constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- invading someone's personal space
- speaking to someone in an overbearing manner
- using aggressive body language
- undermining or belittling someone
- any of the behaviours listed above, occurring on a single, repeated or habitual basis

(2) Examples of harassment include, without limitation:

- making abusive, derogatory, patronising, suggestive or sexualised comments or sounds
- making jokes or insulting gestures or facial expressions
- ridicule
- offensive e-mails, tweets or comments on social networking sites
- trolling via social networking sites
- threats of aggression or intimidation
- making false and malicious assertions
- intrusive questioning about private matters
- display of offensive material
- unwanted comments on dress or appearance
- any of the behaviours listed above, occurring on a single, repeated or habitual basis

By email only

18 October 2019

Dear Colleague

As required under Section 66(7)(a) of the Environment Act 1995, I am pleased to notify you of this Authority's intention to amend the Management Plan for the South Downs National Park area, which was published in 2014, following a process of review.

I enclose a copy of the existing 2014-2019 Management Plan, together with a separate document setting out the proposed amended wording of the Plan in full, incorporating all the proposed changes; the proposed amendments have been developed in consultation with a wide range of stakeholders. For ease of comparison we have also produced a table that sets out the proposed amendments to outcomes and policies in the Plan; but not any of the changes relating to the proposed new priority areas as these do not currently feature in the Plan. In particular, you will note that the National Park Authority is proposing to amend the outcomes of the Management Plan.

I will be pleased to receive no later than 29 November 2019 any observations that your organisation wishes to make about the changes that are being proposed. Any such observations will be taken into consideration by the National Park Authority before it makes its decision regarding the review.

Yours sincerely



Andrew Lee
Director of Countryside and Policy Management
South Downs National Park Authority

South Downs Centre, North Street,
Midhurst, West Sussex, GU29 9DH

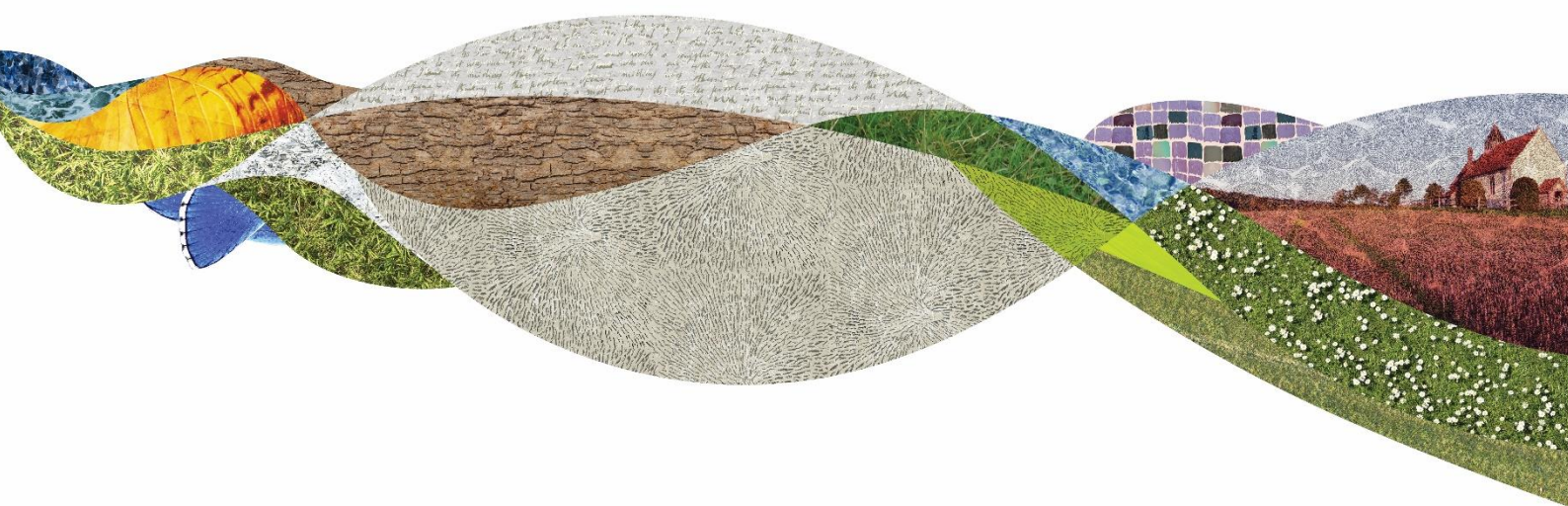
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Chief Executive: Trevor Beattie

Partnership Management Plan 2020-25

SOUTH DOWNS
NATIONAL PARK



Partners helping to deliver the South Downs Partnership Management Plan

Below is a list of all of the partners so far committed to delivering the shared objectives set out in this Partnership Management Plan for the South Downs National Park. This list is by no means exhaustive, and we hope it will continue to grow as our partnerships strengthen and grow and our delivery plan incorporates more projects.

Amphibian and Reptile Conservation Trust

Archaeology Groups

Arts Council England (ACE)

British Library

Butterfly Conservation

Catchment Partnerships

Churches Conservation Trust

Community groups

Community Rail Partnerships

Council for British Archaeology (CBA)

County Councils

County Garden History Societies

Crafts Council

District Councils

Duke of Edinburgh Award groups

English Folkdance and Song Society

Environment Agency

Experience West Sussex

Farmers

Foresters

Forestry England

Gatwick Airport

Hampshire and IoW Wildlife Trust

Health and Wellbeing Boards

Heritage Crafts Association

Heritage owners
Historic England
Historical Societies
Land managers
Large estates
Local and regional museum networks
Local business organisations
Local communities
Local health providers
Lynchmere Society
MOD
National Citizens Service
National Park Experience Collection Partners (UK National Parks)
National Trust
Natural England
Natural Partnerships CIC
NHS Clinical Commissioners
Parish Councils
Portsmouth Water
Primary Care Networks
Public Health teams at Local Authorities
Rivers Trusts
RSPB
SDNP Volunteer Network
Society for the Protection of Ancient Buildings (SPAB)
South Downs Forestry Partnership
South Downs Learning Network
South Downs National Park Trust
South East Historic Environment Research Framework Partnership (SERF)
South East Museum Development (SEMD)
South East Water
Southern Water
Sussex Heritage Trust
Sussex Modern

Sussex Police

Sussex Wildlife Trust

The Keep, Brighton

The Living Coast

U3A

Uniformed Groups

Unitary Councils

Universities in the South Downs Learning Partnership

Visit Hampshire

Woodland Trust

Foreword

Virginia Woolf once wrote of the South Downs *“Too much for one pair of eyes, enough to float a whole population in happiness, if only they would look. To look is to see freedom.”*

The iconic South Downs National Park celebrates its ten year anniversary in 2020. In 2014 its first National Park Partnership Management Plan (PMP) was launched to provide *“a vision, framework and rallying point for all those who derive their livelihoods and their inspiration from Britain’s newest and most populated National Park, and who are committed to making it a better place in the future”*. Since then, an impressive amount has been achieved by the many people and organisations who are passionate about and have a stake in this very special corner of Southern England.

Positive action in support of the National Park continues to grow, but in a rapidly changing world so too do the pressures and challenges of maintaining its special qualities – the aim is managing change rather than trying to fossilise the landscape. With such a large population in and around it there is a wealth of talent, resources, ideas and commitment to draw upon, and there is a growing list of powerful case studies of farmers, conservation groups, volunteer organisations, businesses, communities and individuals making a positive difference. This first review of the Plan builds on that positive momentum for the next five years: increasing the ambition, deepening the partnerships, and delivering more for nature and people.

The National Park Authority looks forward to working with partners both big and small and the communities of, and visitors to, the National Park to bring this ambitious plan to reality, to ensure that the South Downs National Park continues to become an even better home for nature and people.

Margaret Paren

Chair

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Why is it important?

Examples of Projects that will deliver this outcome

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Why is it important?

Examples of Projects that will deliver this outcome

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Why is it important?

Examples of Projects that will deliver this outcome

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Examples of Projects that will deliver this outcome

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Why is it important?

Examples of Projects that will deliver this outcome

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Why is it important?

Examples of Projects that will deliver this outcome

Priorities for the next five years

Priority 7.1: Health & Wellbeing

Outcome 8: Creating Custodians

Why is it important?

Examples of Projects that will deliver this outcome

Priorities for the next five years

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Connect: How Can You Help?

THRIVE

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Why is it important?

Examples of Projects that will deliver this outcome

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Thrive: How You Can Help

Appendix 1

PMP policies (the 57 from original document)

Introduction: People, Pressure and Possibility

The South Downs National Park covers over 1,600km² of England's most valued lowland landscapes shaped, over millennia, by the people who have lived and worked here. Its inspirational and varied landscapes, internationally important wildlife, rich cultural heritage, and vibrant market towns and villages hold a special place in the hearts of many millions. During both World Wars the area became symbolic of an England that was worth fighting for. But, situated as it is in the most crowded corner of Britain, it is also under intense pressure.

Most of the South Downs is privately owned and farmed. It is heavily populated compared to other National Parks with 117,000 residents. Its future, like its past, is interdependent with the communities that surround it. More than 2.2 million people - including those in Chichester, Winchester, Worthing, Brighton & Hove, Eastbourne and Alton - live on its doorstep, and London is just over an hour away. Wildlife, the visual landscape, and water know no boundaries. They bridge the National Park and neighbouring administrative areas, requiring a joined-up approach and strong partnerships to help maintain what is valued.

Figure 1.1 National Park in a Nutshell (graphic – being updated)

Millions depend on the National Park's water, benefit from its wildlife, use its timber and enjoy food and drink produced from its soils. It offers wonderful opportunities for outdoor learning and improves the health of all who simply enjoy fresh air, exercise and the tranquillity which can be found amongst its chalk Downland, farms, heaths, villages, woods and river valleys. These assets or natural capital of the National Park therefore underpin the economy and quality of life in this part of southern England.

But there is no room for complacency. It is remarkable, given the pressures, that the special qualities of this National Park have remained sufficiently intact to merit its designation alongside other nationally iconic landscapes such as the Cairngorms, Snowdonia or the Lake District. But these qualities cannot be taken for granted, nor, sadly, are they always in the best condition. Challenges include: habitat fragmentation; erosion of landscape quality; loss of built heritage; changes to farming; loss of public services; and lack of affordable housing. Most significant of all, climate change is having fundamental effects on biodiversity, agriculture and water resources. Adapting to it and other pressures will require a post-Brexit deal that supports the rural economy through a major transition.

A special place

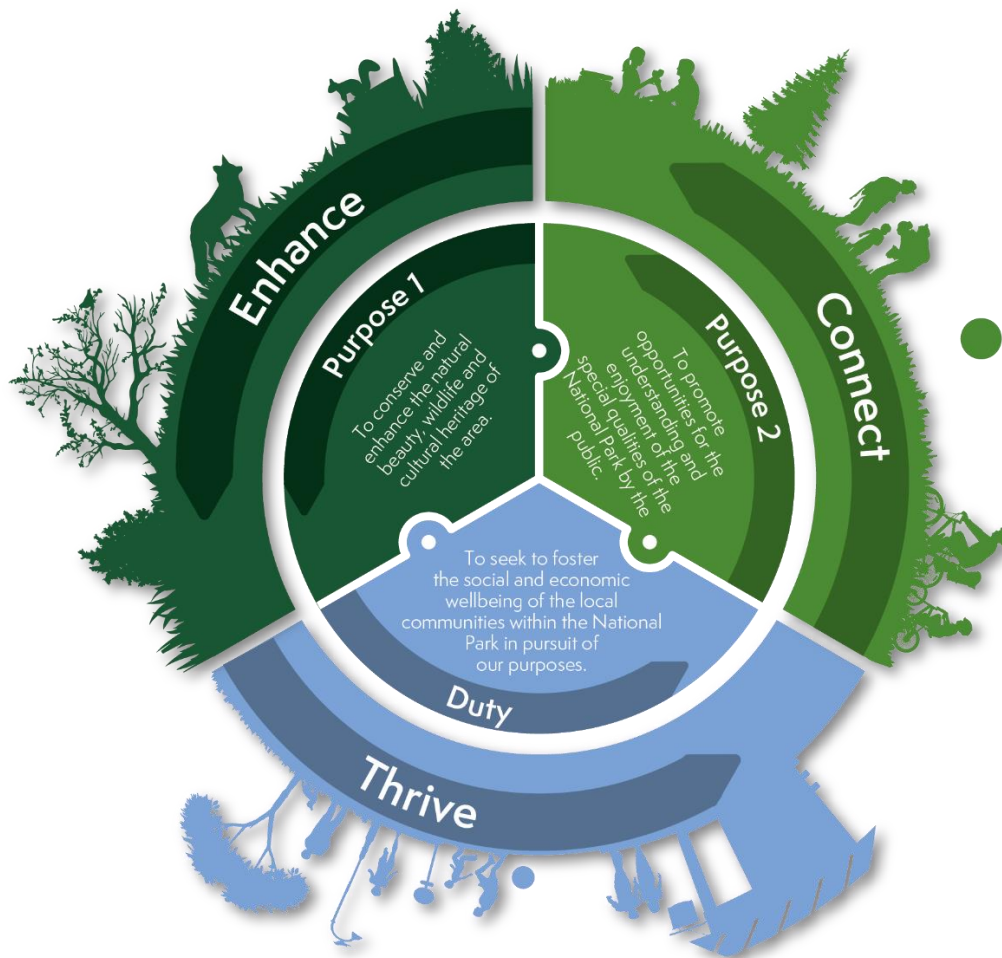
Over 1,000 residents, visitors, landowners, farmers, businesses, school pupils and parish councils helped us to define the 7 special qualities of the South Downs National Park. These are the 'stocks' we have inherited and which we need to nurture and enhance over time.

Figure 1.2: Special Qualities of the South Downs National Park



What England expects: National Park Purposes

Figure 1.3: The Purposes and Duty of National Parks in England



Public bodies, and statutory undertakers such as utility companies, when undertaking any activity which may have an impact on the designated area, have a duty to have regard to these purposes:

Our vision: thriving communities in inspirational landscapes

If we want the South Downs to remain a special place in 2050, we need to make sure that its landscapes can provide more benefits to more people, who can enjoy, understand and take action to support it.

By 2050 in the South Downs National Park:

The iconic English lowland landscapes and heritage will have been

conserved and greatly enhanced. These inspirational and distinctive places, where people live, work, farm and relax, are adapting well to the impacts of climate change and other pressures.

People will understand, value, and look after the vital natural services that the National Park provides. Large areas of high-quality and well-managed habitat will form a network supporting wildlife throughout the landscape.

Opportunities will exist for everyone to discover, enjoy, understand and value the National Park and its special qualities. The relationship between people and landscape will enhance their lives and inspire them to become actively involved in caring for it and using its resources more responsibly.

Its special qualities will underpin the economic and social wellbeing of the communities in and around it, which will be more self-sustaining and empowered to shape their own future. Its villages and market towns will be thriving centres for residents, visitors and businesses and supporting the wider rural community.

Successful farming, forestry, tourism and other business activities within the National Park will actively contribute to, and derive economic benefit from, its unique identity and special qualities.

The First 10 Years: How Have We Done

This will be a 2/3 page pull out highlighting the key achievements from the last 10 years

Major Issues

These are living, changing landscapes that has been shaped by people over millennia. This Plan is a shared endeavour to **positively** shape the future of the National Park in order that its special qualities endure rather than to fossilise them in time.

The following 5 issues will be laid out at “fact files” with key stats:

The Climate Emergency

The National Park is already experiencing more unpredictable weather events causing drought, soil erosion and flooding. This is changing the landscapes as habitats come under pressure and agricultural systems and infrastructure struggle to adapt. The 2019 report of the Climate

Change Committee sets a radical target of achieving a zero carbon UK by 2050 and like all parts of society, National Parks must up their game now to meet this challenge:

- **Planning must work to combat climate change:** The SDNPA's first ever Local Plan, adopted in July 2019, creates a single overarching policy framework for new development. By taking an eco-system services approach to development, the Local Plan seeks to improve the National Park's resilience to and mitigation of climate change. All local planning authorities need to work together to respond to the Climate Emergency.
- **We must change the way we travel and live:** There is an urgent need to decarbonise transport, and to roll out energy efficiency and renewable energy in ways that are appropriate in this special landscapes.
- **We must change the way we manage land:** Radical changes will be needed to enable the landscape to combat climate change through carbon capture, reduced emissions and by creating more space for nature so that species and habitat can grow and move.

Biodiversity

Nature is increasingly under pressure, with growing national evidence about decline in insect populations, soils, water and air quality, and the onset of new pests and diseases (such as Ash Dieback) becoming evident. It is hard to state with confidence whether wildlife in the South Downs is yet bucking national trends of decline.

- **We must reverse the decline of nature:** Despite many impressive actions by: farm clusters; estates; environmental NGOs; conservation groups and communities; and despite individual success stories such as the reintroduction of the water vole and the red kite, increasing numbers of some farmland birds, and the recovery of the Duke of Burgundy butterfly; the challenge remains huge.
- **We must give nature a chance to recover:** Rewilding projects, such as that at the nearby Knepp Estate, reveal just how much wildlife had already been lost from our landscapes by the early 20th century, but also show how quickly nature can recover if given the chance.
- **Our precious landscapes are managed landscapes:** Our most precious habitats – such as chalk grassland, heathland or coppice woodland – arose from lowland mixed farming and forestry systems, so wholesale abandonment of farming could be ecologically, as well as culturally and economically, undesirable.
- This Plan aims to build consensus among land managers about how to use agriculture, forestry and rewilding approaches together to rebuild our natural capital *alongside* not instead of producing food.

Economy

The National Park is home to more than 8,000 businesses and a thriving economy is essential if our landscapes are to be sustainably managed.

- **When the UK leaves the EU, a major transition will take place:** subsidy regimes, commodity tariffs and the availability of seasonal labour will all be impacted.
- **The Common Agricultural Policy (CAP) will be replaced by a New England Land**

Management Scheme (NELMS): which will use public money to pay farmers for public goods such as clean water, better soils, wildlife or access. Working through farm clusters, many farmers in the South Downs have already agreed to be part of the national pilot for this new scheme.

- **A large proportion of National Park rural businesses are not land based:** Mobile phone signal coverage, broadband connectivity and speeds are limiting factors, and will require new forms of Government support for rural development.
- **Tourism and the visitor economy will change:** This Plan sets out a shared vision for how the National Park and its place brand, is central to scaling up tourism and the visitor economy, encouraging people to stay longer, do more and spend locally.

New Housing and Infrastructure

- **Working with neighbouring authorities:** Situated in the heavily populated South East, the National Park is already experiencing major housing development around its borders. These new communities will inevitably have a significant impact; for example, on water abstraction and treatment, transport systems and because people will want to and should have access to enjoy the South Downs. This Plan therefore includes commitments to work with neighbouring local authorities to develop people and nature networks across boundaries.
- **National infrastructure schemes must take far better account of protected landscapes:** There are an increasing number of proposals for new national infrastructure including road and rail schemes, pipelines and cable routes that could cut through the National Park. Solutions must be found to avoid or reduce the impact of such schemes and to achieve net gain for the environment.
- **Water under pressure:** The South Downs is a living reservoir providing freshwater for important species and habitats and over 1.2m people.
 - **Over abstraction:** Although abstraction has been reduced on some vulnerable and important catchments like the Itchen, both the aquifers and river flows remain vulnerable to over abstraction, and household per capita consumption is still higher than the national average. Growing pressure on water resources has implications for biodiversity and agriculture, resulting in the need to further reduce abstraction and to increase availability through rainwater harvesting schemes or new reservoirs.
 - **Poor water quality:** Despite significant projects with water companies during the five years of the first plan, the status of these freshwater resources is still often poor, with low flows, increasing nitrate levels and pollution incidents from sewage treatment. In parts of the National Park, including behind Brighton, on the Rother and above Portsmouth, there have been some very innovative pilot projects by water companies, working with the SDNPA, farmers, NGOs and government bodies to change land use and reduce nitrates at source. This often has other benefits, for example, to biodiversity and soil carbon, and this plan sees commitments to mainstream these successful approaches.

Wellbeing

Evidence of the physical and mental health benefits of connection with nature continues to

grow, yet the national trends are still largely in the wrong direction. This Plan introduces a new priority on health and wellbeing which aims to involve communities in and around the boundary who suffer from poor health.

- **Increasing use:** Much has been done to increase use of the National Park by schools, support volunteering and improve access for walkers and cyclists via the South Downs Way, the wider Rights of Way network and new dedicated routes.

Decreasing access by public transport: At the same time, cuts in public transport have increased car dependency and many sectors of society, including many who would benefit the most, still face barriers to using the National Park.

Our Ambitions for the Next Five years

This will be a 3 page spread – double page with a fold out – image led showing 10 outcomes and priorities

The Outcomes and Priorities set out below are what partners across the National Park together hope to achieve by 2050.

Outcome 1 - Landscape and Beauty

The landscape character of the South Downs, its special qualities, natural beauty and local distinctiveness have been conserved and enhanced by avoiding or mitigating the negative impacts of development and cumulative change.

For this outcome our priorities for the next five years are:

1.1 Protect landscape character

To protect and enhance the natural beauty and character of the SDNP and seek environmental net-gain from any infrastructure projects

1.2 Create Green Infrastructure

To improve green and blue infrastructure to deliver nature recovery networks and connect people to nature within and around the SDNP

1.3 Target new payments

To maximise environmental, cultural and economic benefits of agri-environment and forestry schemes across the National Park

Outcome 2 – Increasing Resilience

There is increased resilience within the landscape for its natural resources, habitats and species to adapt to the impacts of climate change and other pressures.

For this outcome our priorities for the next five years are:

2.1 Improve Soil and Water

To improve soil and water by reducing soil erosion, improving carbon capture and filtration and reconnecting wetland habitats

2.2 Improve trees and woodland

To improve the resilience and quality and quantity of trees and woodlands in the National Park and ensure that the right tree is planted in the right place

Outcome 3 - Habitats & Species

A thriving and connected network of habitats and increased population and distribution of priority species now exist in the National Park

For this outcome our priorities for the next five years are:

3.1 Join up habitats

To create, restore and improve areas of priority habitat to be more, bigger, better, and joined up at a landscape scale.

3.2 Manage Priority and Invasive species

To increase the genetic diversity and resilience of target species and implement a landscape scale strategy for tackling invasive species, pests and diseases

Outcome 4: Arts & Heritage

Cultural heritage of the National Park is enhanced and widely understood and enjoyed

For this outcome our priorities for the next five years are:

4.1 Conserve Heritage

To increase conservation, awareness, access to and understanding of South Downs cultural heritage

4.2 Promote Contemporary Arts and crafts

To promote creativity and understanding of the landscape and traditions of the South Downs through contemporary arts and crafts

Outcome 5: Outstanding experience for all

Outstanding experiences for communities and visitors are supported by high quality access and sustainable transport networks

For this outcome our priorities for the next five years are:

5.1 Engage disadvantaged & hard to reach groups

To encourage everyone to experience the National Park and widen participation for under-represented groups through targeted activities and promotion

5.2 Improve accessibility

To improve accessibility through a network of high quality routes connecting communities with the landscape, heritage, attractions and transport hubs and gateways

5.3 Encourage Sustainable Transport

To encourage sustainable access into and around the National Park, encouraging the retention and expansion of rural transport services

Outcome 6: Lifelong Learning

There is widespread understanding of the special qualities of the National Park and the benefits it provides

For this outcome our priorities for the next five years are:

6.1 Provide outdoor learning for young people

To provide high-quality outdoor learning opportunities as part of a locally relevant curriculum

Outcome 7: Health and Wellbeing

The South Downs National Park is a well-used and recognised asset for sustaining mental and physical health and wellbeing

For this outcome our priorities for the next five years are:

Priority 7.1 Improve health and wellbeing

To develop initiatives which enable local communities and individuals to improve health and wellbeing

Outcome 8: Creating Custodians

More responsibility and action is taken by visitors, communities and businesses to conserve and enhance the special qualities and use resources more wisely

For this outcome our priorities for the next five years are:

8.1 Increase volunteering

To increase and diversify volunteering opportunities that support the National Park

Outcome 9: Great Places to Live

Communities in the National Park are more sustainable with an appropriate provision of housing to address local needs and improved access to essential services and facilities

For this outcome our priorities for the next five years are:

9.1 Increase affordable housing

To increase affordable housing stock in the National Park, with focus on exemplary design and using local sustainable materials

9.2 Support vibrant communities

To support community-led initiatives which enhance the towns, villages and landscapes of the National Park

9.3 Improve digital infrastructure

To support improvement in digital infrastructure, speed and coverage throughout the South Downs National Park

Outcome 10 - Great places to work

A diverse, sustainable, dynamic economy which is positively linked to the special qualities of the National Park

For this outcome our priorities for the next five years are:

Priority 10.1: Strengthen enterprise

To strengthen and support sustainably managed land-based industries and local enterprise

Priority 10.2: Increase destination awareness

To increase awareness and desirability of the South Downs as a special place to visit

Priority 10.3: promote Sustainable Tourism

To establish the South Downs as an exemplar in sustainable tourism

Policies

As part of the first plan in 2014, in line with Defra guidance, a set of 57 policies were created. Even with the adoption of the SDNPA Local Plan and its policies, the 57 policies continue to provide an important foundation for our shared future plans. They are set out in Appendix 1. General policies apply to a wide range of partners and stakeholders, others are more relevant to a particular 'industry' or specific interest. For example, those on water are most relevant to the water companies, Environment Agency and local abstractors, whereas those for education and lifelong learning are most relevant to local authorities, learning providers and education charities.

How this Plan Delivers National Policy

Figure 1.4 How this Partnership Management Plan Delivers National Policy

We will create a NEW DIAGRAM graphically showing national policies on LHS, our plan in middle and local outcomes on RHS based on the text below

How this Plan was Made and Reviewed

In 2014 the first Partnership Management Plan for the National Park was published following three years of joint working with a wide range of people and organisations, facilitated by the SDNPA, and with great effort to ensure that a wide range of consultees had the opportunity to have significant input. The contributors included representatives from key sectors such as tourism, farming and forestry, environmental NGOs, several thousand individuals via public events and the online South Downs Forum. Many more specific groups such as the South Downs Partnership, technical working groups, local authorities and parish councils also participated. As a result, the Plan was shared by many and included commitments from land managers, communities, businesses, statutory agencies. It drove the corporate plans of the SDNPA itself, but was also reflected in the plans of many other organisations.

Both SDNPA members and key partners agreed that the Partnership Management Plan 2014–19 framework remained largely sound and that the emphasis in reviewing and updating the plan should be on upping the level of ambition and concentrating on delivery. The review has been undertaken on behalf of many stakeholders by SDNPA officers overseen by its Members, with strategic advice from the South Downs Partnership. Building on the very extensive engagement process conducted from 2011-2014, consultation has involved parish workshops, and a variety of stakeholder groups. The technical working groups built up for the original plan have evolved into a variety of delivery networks such as the South Downs Forestry Partnership, the Learning Partnership and the Environmental NGOs. These networks have been very influential in shaping future ambitions for the National Park and will play a major role in making them happen.

The first Plan also provided the foundation for the SDNPA Local Plan. Planning is a key means by which we can deliver some of the outcomes, for example, on ecosystem services and affordable housing. However, it is also important to remember that many of the factors influencing the wider National Park landscapes have nothing to do with the planning system.

The first Plan took account of a range of national and EU policies, for example, the *National Parks Vision and Circular 2010*, the *Natural Environment White Paper*, the EU Water Framework Directive and European Landscape Convention. Since then there has been a raft of new policy – important examples for the National Park being the Defra 25 Year Strategy, the Agriculture Bill, National Planning Policy Framework, Localism Act, Industrial Strategy and Environment Bill. Figure 1.4 shows how this plan will help deliver a wide range of Government objectives within this area.

How We Will Make It Happen

The Partnership Management Plan is a collective vision for the future of the South Downs National Park. Its 10 Outcomes can only be delivered by joint working between land managers, communities, volunteers, businesses and a wide range of other partners and individuals.

Together, the SDNPA and its partners will work in the following ways to deliver this Partnership Management Plan. Some projects will be led by the SDNPA and some by other partners:

(Please note each of the methods below will have an icon which will appear where relevant in the main body of the report)

- **Use the best evidence and support new research.** Using the most up to date evidence and data, for example the latest technology to monitor landscape change, sharing data and evidence among the partners.
- **Make best practice, common practice:** Share best practice between partners, whether land managers, communities, local authorities and agencies, businesses or NGOs.
- **Build skills for the future: For example by** equipping the farmers and foresters of today to make the best plans and decisions for tomorrow, and investing in the future by bringing new entrants into the profession
- **Network to form partnerships:** Create Joint Accords and work collaboratively with expertise from across sectors.
- **Empower communities:** Help individuals, parishes and communities to take action locally on the issues which matter to them – for example climate change, wildlife, affordable housing, dark skies, urban trees, and tranquil places.
- **Develop ways to evaluate the benefit of all projects in terms of natural capital, social and community value**
- **Reach out to new audiences. Use communication channels across many organisations** to ensure full and active participation for all in this National Park.
- **Develop the National Park as a national hub of excellence.**
- **Ensure support for creative engagement** with the landscape and its heritage.
- **Build on existing successful pilot initiatives** and scale them up.
- **Engage new volunteers from underrepresented groups** and provide a cohesive volunteering offer that supports innovation and training.
- **Support individuals to make small changes and incremental difference** through behaviour change campaigns and promoting micro-volunteering ideas

Specifically, the SDNPA will:

- **Work to get net gain from major infrastructure:** work with utility companies, developers and their agents to develop high-quality schemes that go beyond avoiding damage and instead improve the landscape and biodiversity of the National Park.
- **Add value through the planning system:** use the SDNPA Local Plan and development management service, and those of partner local authorities, to achieve net gain from developers.
- **Support the creation of resilient markets and sustainable supply chains.** We will work with the supply chain to maximise the value of, for example, sustainably produced timber and forest products, thereby increasing the economic value of our woodlands.

Monitoring and Review

Delivery of the Partnership Management Plan will be monitored by tracking the progress against a set of overarching indicators and by annual reporting by partners against the projects they have committed to the Plan.

The SDNPA and Partners have agreed an initial list of projects and other work they will deliver towards achievement of PMP outcomes and priorities over the next five years. The list of projects for each priority is set out in full on the SDNPA website [\(insert hyperlink\)](#). This project list will continue to evolve over the five year plan period as new projects are developed by partners.

On behalf of all involved, the SDNPA will write to partners annually, asking for a RAG (red/amber/green) status and description of progress. Every year the SDNPA will produce an annual PMP Report which will be a high level update detailing key outputs and case studies from projects and other activities. This information will then be published, and shared with the NPA and the South Downs Partnership, as well as the sector groups helping to deliver the work.

In addition to monitoring project delivery we have updated the set of indicators against the Outcomes – these monitor the overall progress towards the 2050 vision. Where possible we have retained indicators from the previous partnership management plan, to enable long term trends to be identified.

Progress against all of the PMP indicators will be collected annually where it is possible to do so. It is likely that some of the indicators will not show change as frequently as every year, but will need to be measured over a longer time period, possibly even at five or ten year intervals. Significant changes and updates to indicators will be included in the Annual PMP Report.

Periodically, we will arrange for an independent review of how well the activities of the South Downs National Park Authority and its partners are delivering the long-term vision. This will help us understand whether we need to change what we are doing or how we are doing it.

Further information can be found on our website [\(insert hyperlink\)](#)

ENHANCE

Outcome 1: Landscape and Beauty

The landscape character of the South Downs, its special qualities, natural beauty and local distinctiveness have been conserved and enhanced by avoiding or mitigating the negative impacts of development and cumulative change

Why is it important?

The South Downs National Park is not just stunning views, it is a varied and complex landscape – a rich tapestry reflecting its underlying geology and centuries of human influence.

The eastern Downs have an open and expansive character, with scenic views across the weald and out to sea, and include the Heritage Coast around Cuckmere Haven and the Seven Sisters. In the central and western Downs, woodland is a more characteristic feature. North of the chalk Downs, the Wealden clay and greensand is more enclosed and intimate, with its remnant heathland and sunken lanes.

But pressures upon these landscapes are many and varied and it continues to be shaped by land use, agriculture and the many impacts of human settlement from small-scale clutter to large-scale infrastructure such as new roads, pipelines or cable routes. The cumulative impact could be to erode its special qualities.

Example of how we will deliver Outcome 1

Truleigh Hill

At 216 metres, Truleigh Hill is a high point on the South Downs, with the South Downs Way National Trail running across it.

It was used for radar defences during WWII and there are 4 tall (47m) telecommunications towers around the hill which were originally part of the radar station at Truleigh. These towers are highly visible as 'eyesore' landmarks for many miles in all directions and in many skyline views of the wide and open Downland.

This landscape-based project involves working with a wide range of local stakeholder groups to develop a landscape management plan for Truleigh Hill to enhance the area for the immediate and long term.

Priorities for the next five years

1.1 Protect landscape character

To protect and enhance the natural beauty and character of the SDNP and seek environmental net-gain from any infrastructure projects

It is important that the qualities of the landscape are conserved and enhanced for future generations to appreciate and enjoy. Land management, and large-scale infrastructure and development schemes can all have a significant impact on the landscape and visual amenity of the National Park.

The South Downs National Park Authority (SDNPA) will continue to develop ground-breaking evidence and understanding about the landscape and natural beauty of the SDNP in order to effectively predict, manage and monitor threats from a range of issues such as climate change, agricultural methods, development and recreational pressures.

Infrastructure providers will be encouraged to identify the potential for harm to the SDNP through an evidence-based approach and to following the mitigation hierarchy in the development and evolution of their proposals. The Defra Environmental metrics to achieve environmental net gain will be applied, where possible, to any proposals for new infrastructure and major development within the setting of and in the SDNP.

1.2 Create Green Infrastructure

To improve green and blue infrastructure to deliver nature recovery networks and connect people to nature within and around the SDNP

Green Infrastructure is a national approach that incorporates natural solutions and strategic investment in the natural environment to deliver a wide range of benefits. These include: water & flood risk management, the economy, biodiversity, access, health & wellbeing, resources (food, fuel) and climate change adaptation. It can be thought of as a “people and nature network”

Work is underway between a range of partners to create a “people and nature network” in and around the National Park by identifying the areas that can offer the greatest benefits, establishing a series of pilot projects and setting out some common principles for the planning, delivery and management of natural capital assets in the area.

1.3 Target new payments

To maximise environmental, cultural and economic benefits of agri-environment and forestry schemes across the National Park

Over the next five years a major transition will start to take place toward a new post-EU, farming and forestry support scheme regime for England. The aim is to provide public money for public benefits like better soils, clean water, access or wildlife.

The SDNPA will bring farmers, foresters, estates, other land managers and water companies together with Defra and Natural England to pilot these new types of support so that the new scheme works for the South Downs and other lowland mixed-farming landscapes.

Outcome 2: Increasing Resilience

There is increased resilience within the landscape for its natural resources, habitats and species to adapt to the impacts of climate change and other pressures.

Why is it important?

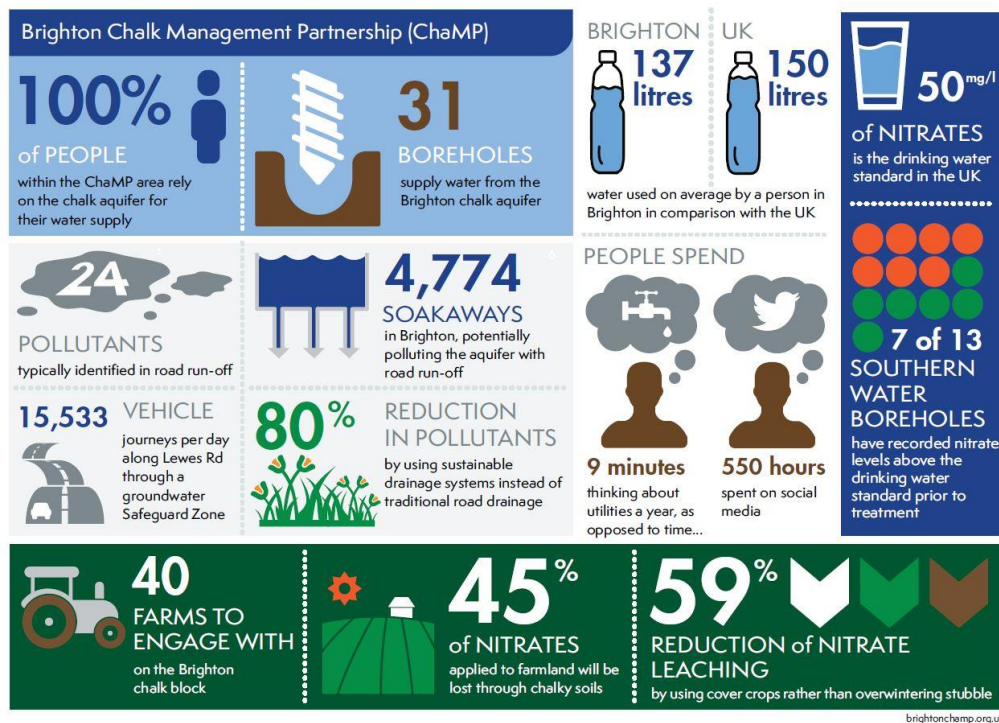
Climate change is having fundamental impacts upon the National Park, with more unpredictable and more extreme weather events. This will lead to changes in landscape, habitats and crops, and increase soil erosion and flooding.

Examples of projects that will deliver this outcome

Brighton ChaMP

The chalk aquifer of the South Downs stores drinking water for 1.2 million people in the south east and feeds local streams and rivers. But, like many aquifers and rivers across the world, it is polluted with nitrates – from fertilisers, manure heaps and road run-off. The ChaMP project aims to protect and improve the quality of groundwater in the Brighton Chalk, to ensure it remains a sustainable resource for public water supply. In addition interventions have benefits for soil health and wildlife.

ChaMP provides practical advice and improvements to land management in the urban and rural area. It undertakes research to increase knowledge of the issues and to monitor success, through a series of trials for different types of interventions.



Bringing Back Elm

English elm was an iconic landscape tree, provided hard, rot resistant timber, and was an important habitat for key species such as the White Letter Hairstreak butterfly. Dutch Elm Disease (DED) has almost destroyed English elm populations across the UK landscape, killing an estimated 60 million trees since its outbreak in the late 1960s. Parts of the eastern Downs and Brighton & Hove are the last remaining refuges for mature English elm. In recent years, elm breeding trials in America and the continent have successfully reared DED highly resistant cultivars of elm. The projects seeks to raise awareness of these cultivars and to facilitate the growing of more suitable cultivars to bring elms and the wildlife that relies on them back to the National Park.

Priorities for the next five years

2.1 Improve Soil and Water

To improve soil and water by reducing soil erosion, improving carbon capture and filtration and reconnecting wetland habitats

Over the last 50 years there has been a national decline in soil health leading, locally, to erosion and increased sediment, pesticides in our rivers. Water quality has also declined as a result of increased fertilisers and nitrates from agriculture, roads and sewage, and other chemicals appearing in our water sources. Climate change and more people are increasing pressure on a limited natural resource, meaning that the South East of England has been designated a region of severe water stress. At the same time, extreme weather events are increasing flood risk, often exacerbated by the use of non-porous surfacing and changes in vegetation cover.

Increased understanding of land management impact from pilots developed during the last Plan, are being actively used to change practices. These changes often have multiple ecosystem benefits – for example, the use of winter cover crops can reduce nitrate leaching by 90%, keep nitrogen in the soil for the following crop, provide excellent winter habitat for farmland birds, stabilise soil, add humus and fix carbon.

New initiatives are also underway to scale up the use of natural habitats to alleviate flooding, reconnecting rivers to their floodplains so they can adapt naturally as water levels continue to rise. Making more room for water will also enable the restoration of wetland habitats such as floodplain meadows, reed beds and marshes, and take the pressure off urban areas.

2.2 Improve trees and woodland

To improve the resilience and quality and quantity of trees and woodlands in the National Park and ensure that the right tree is planted in the right place

Over one-fifth of the National Park is woodland. This locks up thousands of tonnes of carbon, slows water flows, provides valuable habitat and a sustainable source of home grown timber. The good news is that these multiple benefits are now better understood, the need for action is well integrated into national policy, and there is also better scientific data available to help those who are managing and planting trees. But, as with all habitats, our trees and woodlands are under an unprecedented threat, from the effects of climate change, damage from browsing animals pests and disease and poor management.

In the National Park a wider range of species and provenances will be used to increase resilience, creating greater diversity of age structure within our woodlands and creating conditions for woodlands to regenerate naturally so they can evolve with the changing climate. Careful, targeted planting of new trees able to adapt, thrive and enhance their urban or rural surroundings, will also be used.

Outcome 3: Habitats & Species

A thriving and connected network of habitats and increased population and distribution of priority species now exist in the National Park

Why is it important?

The National Park has a high proportion of sites designated for their wildlife value, including nationally and internationally important sites and over 800 locally designated wildlife sites, there are also two neighbouring Marine Conservation Zones. Habitats include chalk grassland, lowland heathland, ancient woodland, farmland, rivers and other wetland habitats, coastal and adjacent marine habitats.

But these ecosystems have, as elsewhere, suffered significant damage over the last 150 years through loss of habitats, their fragmentation and degradation. Factors such as climate change, new diseases and invasive species are adding to this pressure. In order to create more resilience, urgent action is being taken to ensure that habitats are better managed, bigger and more joined up. This is essential because species will need to be able to move through the landscape if they are to adapt to change and survive. This means looking well beyond nature reserves and working across the wider farmed countryside.

Examples of projects that will deliver this outcome

Changing Chalk

Changing Chalk is a distinctive peri-urban project led by the National Trust with many other partners. It focuses on the chalk grassland landscape of the Sussex Downs and the communities of the coastal urban fringe of Brighton and Hove, Eastbourne and Newhaven. This densely populated coastal area is immediately next to the fragile chalk grassland, which is facing rapid decline with only 4% of original habitat remaining. The area has some of the most economically deprived wards in the UK with high levels of unemployment and reports of young people feeling disconnected and isolated.

Through 24 different streams of activity, this new and ambitious project will bring together people and nature to tackle the threats to our chalk grassland and to grasp the opportunities that the area offers. The vision is to reverse the decline in chalk grassland and establish a long-term collaborative management plan which is sustainable because of the benefits it will provide for people.

B-Lines

Species-rich Downland is the iconic habitat of the chalk landscape and is traditionally managed through grazing, particularly by specialist sheep breeds such as the Southdown. During World War II many of the chalk grassland sites in the South Downs were ploughed and have remained under cultivation. More recently, intensification of farming methods has contributed to the loss and decline of this important habitat.

This new project aims to improve management and increase connectivity between fragmented chalk grassland sites by working with farmers, schools and other organisations within the Arun and Adur river areas. It will identify the current areas strong in wildlife and the which have the potential to connect them. The project will also seek to develop a selection of native and locally sourced flowering plant seeds, which are not currently commercially available.

Our priorities for the next five years

3.1 Join up habitats

To create, restore and improve areas of priority habitat to be more, bigger, better and joined up at a landscape scale

The National Park has a rich mosaic of habitats including species-rich chalk grassland, crystal clear chalk streams, acid heathland and ancient deciduous woodland. However, many are fragmented and some species populations have become isolated. Through concerted actions by landowners we will continue the approach set out by Prof Sir John Lawton in *Making Space for Nature* – joining up important areas of habitat, making key sites larger and improving their management condition.

The SDNPA will support this vital work by pulling together information from the habitat capability mapping tool, biodiversity opportunity areas and ecosystem service mapping. Land managers will work together with conservation organisations to target the best locations to develop connectivity, enlarge existing habitats and improve their quality (see also 3.1 above)

3.2 Manage priority and Invasive species

To increase the genetic diversity and resilience of target species and implement a landscape-scale strategy for tackling invasive species, pests and diseases

The National Park supports many iconic species such as burnt orchids, sand lizards, barbastelle bats and brown trout. Many are rare and localised but the populations of some – such as the otter and Duke of Burgundy butterfly – are recovering through sensitive management and improving habitat connectivity. Other species, such as the wart biter cricket and the water vole, have had a helping hand with the introduction of new populations. The actions in 3.1, will increase the populations of key species by creating corridors for species movement, and improving genetic diversity by enabling populations to exist across a wider geographical range. These will be supplemented where necessary with introductions of wildlife lost to the area – recent examples include the white-tailed eagle and the white stork, and there are plans to bring back the beaver and the pine marten.

Invasive non-native species, pests and diseases are a major issue on a global scale – both in terms of damage to native ecosystems but also health and economic impacts. In the UK the economic impact of control and containment is estimated at £2 billion per annum. Locally, in the South Downs, both invasive non-native species and pests and diseases are a growing problem. We will continue to focus on the prevention, control and eradication of those that are most harmful to our native biodiversity.

Outcome 4: Arts & Heritage

The cultural heritage of the National Park is enhanced and widely understood and enjoyed

Why is it important?

The cultural heritage of the South Downs National Park charts the history of inspirational landscapes and buildings that have evolved through human activity and continues to contribute to our sense of place. Cultural heritage is not static, and change comes with both threats (such as climate change)¹ and opportunities (such as digital technologies)². Its unique value is in helping us to engage with the present, by understanding our human journey.

Cultural heritage does not exist in isolation, but is intimately tied to how we have used, adapted and valued landscapes and places – their character, natural resources, biodiversity, built forms, views and vistas.

¹ See: ASC (2016) UK Climate Change Risk Assessment 2017 Evidence Report – Summary for England; May Casser (2005) Climate Change and the Historic Environment;

² DCMS (2018) Culture is Digital

The value of culture was outlined in the DCMS Culture White Paper (2016):

- **The intrinsic value:** Culture creates inspiration, enriches lives and improves our outlook on life.
- **The social value:** Culture has important social benefits in terms of health, education and community cohesion.
- **The economic value:** the contribution culture makes to economic growth.

In the National Park aspects of our cultural heritage have been protected by using designated protections, such as scheduled monuments, listed buildings, designated conservation areas or registered parks and gardens, etc. But in a landscape with such a long history of settlement, our understanding of the past is continually growing and changing, with new sites still being discovered, and new technologies revealing hidden stories. Cultural heritage in the National Park is being actively used to inspire new audiences about its special landscapes and the landscapes, in turn are continuing to inspire creativity.

Figure 2.1: Cultural Heritage in the South Downs National Park



Examples of projects that will deliver this outcome

Scheduled Monuments monitoring project

Scheduled Monuments are recognised as nationally significant archaeological sites, and scheduling is a commitment to hand on these heritage assets to future generations. The South Downs National Park has 589 Scheduled Monuments, and currently 7% are considered to be “At Risk”.

Using lessons-learned from a 2018 pilot project, Historic England will liaise with County and District Archaeology Officers and the National Park Ranger teams to develop a new sustainable delivery model for monitoring and recording these important sites, and a pilot programme of condition monitoring, conservation and repairs to Scheduled Monuments accessible by SDNPA Ranger teams. The innovative project will also incorporate training for volunteers and create resources and interpretation to support public engagement with these important heritage assets.

Cultural Heritage Health & Wellbeing Mapping

Museums, galleries, libraries and archives in and around the South Downs are delivering work that benefits communities, and, in particular, can improve health and wellbeing priorities. From dementia-friendly reminiscence sessions to craft café’s addressing loneliness and isolation, their collections are supporting creative processes and engagement. Nationally, it is hard to evaluate the benefits of these activities, and many activities occur outside of social prescribing frameworks. In April 2019, the Culture, Health and Wellbeing Alliance found that 60% of their annual survey responders were not working with social prescribing models, and 90% of survey responders wanted to learn more about how to do so.

The SDNPA will act as a broker to strengthen health and wellbeing delivery, and so help support more heritage organisations to engage with social prescribing. This will bring community wellbeing and health benefits as well as access to funding and networks. A commissioned research piece will help us to connect heritage sites with social prescribing, and to create networks of activity within the National Park and its environs.

Priorities for the next five years

4.1 Conserve Heritage

To increase conservation, awareness, access to and understanding of South Downs cultural heritage

Cultural heritage in the National Park is intrinsically linked to the natural environment, and contributes it³. It is threatened by similar factors to those which affect species and habitats, and our

³ DEFRA (2018) *A Green Future: Our 25 Year Plan to Improve the Environment*.

heritage assets need to be actively looked after to ensure they survive for future generations. It is important to ensure that the skills needed to maintain them are not lost.

The role of cultural heritage in facilitating health, wellbeing, engagement and inclusion is widely recognised. In the South Downs it is also a key contributor to local business and tourist economies, making some cultural heritage projects a sound economic investment. However, there are significant challenges around diminishing funding, skills and resources, and threats to preservation and conservation from climate change and land management, heritage crime, large-scale infrastructure projects and development pressures.

The projects in this Plan balance conservation and preservation with access and engagement:

- To protect and conserve we will:
 - monitor, record and conserve Heritage at Risk and related vulnerable sites, structures and buildings that contribute to the Park's special character;
 - promote awareness of heritage crime and its impact, encouraging public custodianship of heritage assets;
 - develop partnerships, projects and research, on heritage protection and adaptation in the context of climate change;
 - support joint initiatives, including apprenticeships and mentoring, which address skills loss or increase expertise and capacity to deliver conservation and access to cultural heritage; and
 - increase investment in the protection and interpretation of cultural heritage through use of Section 106 and Community Infrastructure Levy money, where appropriate and relevant.

- To increase access and understanding we will:
 - support initiatives that increase awareness of, and engagement with, culture and heritage;
 - support projects that increase knowledge and understanding of our cultural heritage;
 - develop and promote the contribution of cultural heritage engagement to health and wellbeing;
 - recruit volunteers to be the next generation of ambassadors for cultural heritage and supporting the delivery of cultural heritage projects;
 - foster engagement between museums, galleries, libraries and archives holding collections relating to the history of the South Downs to develop projects and initiatives that increase our understanding, and which engage the public; and
 - build stronger collaboration between a broad range of cultural heritage organisations from in and around the National Park and its immediate environs by encouraging cultural heritage organisations to join the South Downs Volunteering Network.

4.2 Promote Contemporary Arts and crafts

To promote creativity and understanding of the landscape and traditions of the South Downs through contemporary arts and crafts

- The National Park has a rich cultural heritage of art, music and rural traditions. There is a strong association with writers, poets, musicians and artists who have captured the essence of this most English of landscapes, and drawn inspiration from its special qualities and sense of place: Virginia Woolf, Jane Austen, Hilaire Belloc, Edward Thomas, Gilbert White, Edward Elgar, Joseph Turner, Eric Gill and Eric Ravilious, among many others. Today, traditions continue through activities such as folk singing and events like Findon sheep fair. Intangible cultural heritage – such as oral traditions, festivals and traditional practices – provides fragile but emotive links to our ancestors. But the culture of the National Park is also continually renewed with new art and creative expression which is inspired by landscapes, while continuing to celebrate the strong traditions of the past. The SDNPA will develop a strategic relationship with Arts Council England to support, nurture and disseminate creative practice across the arts, libraries and museums. The partners to the Plan will encourage this by: encouraging participatory events with artists/practitioners inspired by the South Downs, which empower participants to create;
- supporting a diverse range of artists and arts organisations, to respond creatively to the National Park;
- encouraging the use of traditional skills and crafts as inspiration for contemporary artistic responses to the South Downs landscapes, wildlife and history;
- promoting a wide range of the 50 or more festivals active in the South Downs, promoting creativity inspired by its landscapes, wildlife and history, and engaging wider audiences.

Enhance: How can you help?

- Support pollinators by planting bee and other pollinator friendly plants in your garden.
- Use public transport or car share.
- Save water – put a time on your shower, turn off the tap when brushing your teeth, use a water butt to water your plants.
- Volunteer to support biodiversity through wildlife monitoring or other tasks.
- If you don't have time to volunteer regularly why not take part in a micro-volunteering activity.
- Do a 2 minute litter pick when you go out for a walk.
- Visit cultural heritage sites across the National Park and share what you learn.
- Support local arts and crafts.
- Save our dark night skies by turning off your lights or installing lights that point down.
- Take the Lead when out walking your dog – keep them on a lead or under control and pick up and take away dog poo.

CONNECT

Outcome 5: Outstanding experience for all

Outstanding experiences for communities and visitors are supported by high-quality access and sustainable transport networks

Why is it important?

National Parks are designated for everyone⁴, and the South Downs provides outstanding recreational opportunities associated with its natural beauty, wildlife and cultural heritage. It is really important that local communities, and visitors have a wide range of opportunities to learn and be inspired, and to improve their health and wellbeing. However, evidence to date shows that certain groups have been consistently under-represented.

The most recent SDNPA visitor survey⁵ indicated that 98% of visitors rated their experience of the National Park as high or very high, 77% of visitors counted our scenic landscapes and breath-taking views as key factors in their enjoyment, and going for a walk was by far the most popular activity amongst visitors – with 73% identifying this as their main activity.

The priorities in this chapter will help improve these experiences, a widen participation by addressing barriers to access, and manage the pressures of growing visitor numbers in certain hotspots.

To give one example, barriers on the Rights of Way network include steps and stiles which prevent access by less mobile individuals and a lack of good ‘family friendly’ routes connecting to major settlements in and around the National Park. In most areas these are compounded by poorly promoted public transport and declining bus services. The severance caused by major highways on the edge of the National Park, such as the A27 and M3, and increasing traffic flows on roads within it, is also significant.

⁴ 8-Point Plan for England’s National Parks, Defra, March 2016

⁵ SDNPA Visitor Survey 2018

Examples of projects that will deliver this outcome

Families Inclusion Project using the John Muir Award

For families and young people who have had little access to wild places, often from the most deprived sectors of society, working together in nature to a shared goal offers ways to share new and positive experiences and to improve wellbeing.

The John Muir Award is an environmental scheme focused on wild places. It supports people to connect with, enjoy and care for nature, landscapes and the natural environment. It's for people of all backgrounds and ages, is non-competitive, inclusive and accessible.

The Award asks participants to meet four challenges:

- Discover a wild place.
- Explore it by a walk, camp, bike ride or cycle.
- Conserve it through practical conservation or campaigning.
- Share your experiences through making a film, talking to friends and family, or making a display of photos or poems.

Since 2014, the SDNPA has used the award very successfully to engage schools and outdoor learning organisations. Building on this success we are now extending the scheme to families who live in areas of deprivation around the National Park, working in partnership with already established groups at support centres in towns and cities including Food Banks, Sure Start Centres and Social Services.

Miles without Stiles

Many people have difficulty or are excluded from enjoying the National Park due to physical barriers on the rights of way network. Small changes can make a huge difference to the accessibility of our network. A partnership with Gatwick Airport, the South Downs National Park Trust and the SDNPA has made £60,000 available over 3 years to improve access to open up large areas of the existing network to a wider audience. Work has included physical work to the network and the publication of better information to promote accessible areas.

The partnership aims to work with our rights of way authorities to continue to improve the rights of way network through many small interventions that, together, have a big impact.

Priorities for the next five years

5.1 Engage disadvantaged & hard-to-reach groups

To encourage everyone to experience the National Park and widen participation for under-represented groups through targeted activities and promotion

The visitor profile of the National Park shows that certain groups are currently under-represented. In particular:

- Young people (16–24) – Staying visitors are much more likely to be from older age groups (>55 years).

- People from Black, Asian and Minority Ethnic (BAME) communities. Our visitors are overwhelmingly white, with only 1% from BAME communities (compared to 14.8% in the populations surrounding the National Park).
- People with disabilities – 26% of people polled cited ‘Health issues prevent me’ as a key reason for not visiting.
- People from areas of social deprivation – 16% of people surveyed said they ‘can’t afford to go/it is too expensive’ as a main reason for not visiting.

There are people struggling in the most apparently affluent areas.

Working together this Plan aims to improve access for everyone by reducing the barriers to visiting the National Park. These include:

- **Physical barriers:** including gates, stiles, path surfaces, steep gradients and, as appropriate, toilet facilities – which may exclude people with disabilities.
- **Economic barriers:** for young people who don’t drive or have low incomes, it can be expensive to travel, to stay places, to eat and to join activities.
- **Cultural and social barriers:** lack of appropriate information can be a significant barrier. Evidence⁶ suggests individuals who have had a positive experience are more likely to share information within their communities, and this has greater impact than officially produced literature.

5.2 Improve accessibility

To improve accessibility through a network of high-quality routes connecting communities with the landscape, heritage, attractions and transport hubs and gateways

With over 3300km of public paths, this National Park has one of the most extensive Rights of Way networks in the country. The 2018 visitor survey⁷ showed 73% of visitors came to enjoy a walk, yet many people who live close by are not experiencing it. There is a shortage of ‘family friendly’ paths suitable for inexperienced cyclists and vulnerable users. Connectivity from market towns and transport hubs can be an issue, and major highway corridors – in particular across the A27 to the coastal fringe, and across the M3 to Winchester – present significant barriers to access.

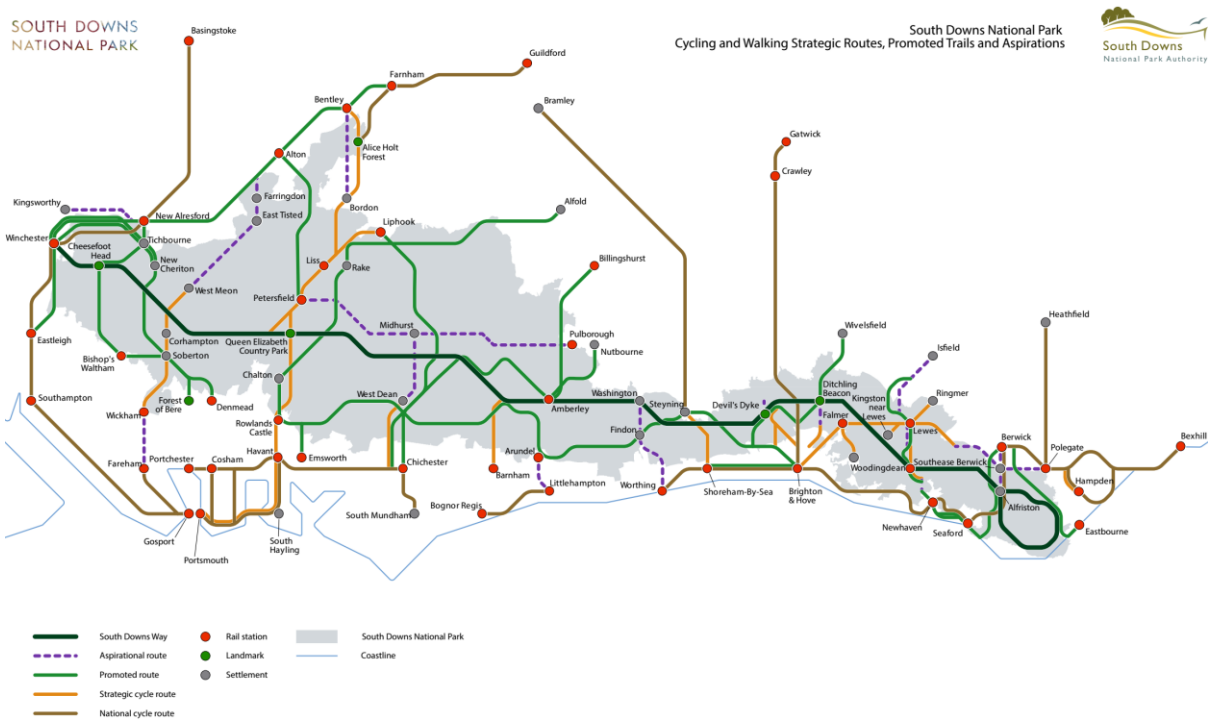
The SDNPA Strategy for Cycling and Walking⁸ sets out an ambitious agenda to improve accessibility for all by creating a network of traffic free routes that are easily reached by communities within and near to the National Park, and well connected to public transport.

Figure 3.1: Cycling and Walking Strategy Vision “Tube” Map of Strategic Routes and Promoted Trails

⁶ Sussex Community development Association (2015) BME Inclusion and Access to the South Downs National Park

⁷ SDNPA Visitor Survey 2018

⁸ South Downs National Park Authority Cycling and Walking Strategy 2017-2024



It is now firmly understood that being out in nature is good for us. Enabling more people to access the National Park for walking, cycling, horse riding and other activities creates multiple benefits. It improves health and wellbeing, encourages greater visitor spend⁹ in the local economy, eases traffic hotspots, and improves air quality by taking cars off the road.

A wide range of projects are underway or planned by various partners. These range from strategic off-road routes for Non-Motorised Users to smaller schemes such as the Gatwick Airport sponsored *Miles without Stiles* programme, which is opening up more of the National Park to the less mobile by removing stiles and path resurfacing. Many of the projects feature in Local Highways Authorities' Local Transport Plans and Countryside Access or Rights of Way Improvement Plans.

5.3 Encourage sustainable transport

To encourage sustainable access into and around the National Park, encouraging the retention and expansion of rural transport services

The South Downs is under huge pressure from car use. The 2018 Visitor Survey estimates that 77% of visits were made by car, creating carbon emissions, air pollution, noise and congestion. Improving public transport into and around the boundary is therefore vital.

Parts of the National Park are well served by rail, with stations acting as visitor gateways linking directly to destinations such as the South Downs Way National Trail, or connecting with bus routes for onward travel. However, evidences shows¹⁰ that visitors still need more information about how

⁹ Add evidence of economic value of National Trail as an example...

¹⁰ Find research evidence relating to the 'final mile' as part of the DEF work!!

to get around and that there is a lack of confidence in the ‘final mile’ – meaning visitors arriving by more sustainable modes are uncertain of how to reach their end destination. This is being tackled through a variety of projects including the development of Travel Hubs at gateway stations; digital mapping, on the ground signposting and more joined up ticketing services.

Nationally, trends in transport suggest mobility services will look very different in the future, with continuing decline in scheduled routes but the rise of more app-based, on demand, sharing services. Without strong advocacy it is unlikely that rural areas will become early adopters of these new technologies, but partners in the South Downs are very keen to find new ways of keeping rural communities connected and would therefore welcome innovative pilot projects within this period of the Plan.

The retention and expansion of rural transport services is a key issues for the National Park. A transport network that works for both residents and visitors is a critical factor in supporting communities and enabling outstanding visitor experiences, yet rural bus services have reduced in the last five years through cuts in the budgets of Passenger Transport Authorities. This has an impact on young people’s ability to access education and employment, and is increasing isolation among elderly or disabled rural residents without access to a car.

Outcome 6: Lifelong Learning

There is widespread understanding of the special qualities of the National Park and the benefits it provides

Why is it important?

Worldwide, there is compelling evidence of a growing disconnect between people and the natural environmentⁱⁱ. The National Park provides a real opportunity for people to take part in life-long learning opportunities, which help people move from inspiration to taking action and getting involved.

With 893 schools inside, or within 10 kilometres of the boundary, the potential is huge. Nearly 200 providers of outdoor learning opportunities, from farm visits to museums and adventurous activities, offer a diverse range of learning experiences. Changes to the National Curriculum and OFSTED Inspection Framework have created the opportunity to support schools with locally relevant learning across the whole curriculum. However, barriers include the rising cost of transport to sites and the confidence and skills of some school staff in leading groups outdoors.

Adult and life-long learning is also a key sector and organised groups are well represented, including the University of the Third Age (U3A) which has over 38 branches in and around the National Park. There are 42 higher and further education establishments on the SDNPA coordinated South Downs Learning Partnership, many of which have areas of academic interest aligned to National Park Purposes. Creating a shared knowledge of the National Park and building a robust evidence base to guide future delivery is a key opportunity for this sector.

With over 70 per cent of the National Park classified as agricultural, and with a rich cultural heritage, the land-based economy and traditional rural businesses and crafts have historically provided local

jobs and support many of the special qualities. Long-term commitment and support for training and skills development is vital for the future.

Examples of projects that will deliver this outcome

Inspiring the Next Generation of Teachers

Teacher confidence in delivering learning outside the classroom is a key challenge in providing high-quality outdoor learning experiences for young peopleⁱⁱⁱ. Teachers entering the profession now are more likely than ever to have experienced nature deficit themselves during their childhoods, reflected in a decline in confidence in teaching and learning outdoors.

This SDNPA-led project aims to engage trainee teachers through their universities and colleges as an important step in building confidence in teaching out of the classroom and knowledge of how to embed this into the national curriculum. This has been delivered through a lecture and practical workshop sessions to 100+ second year Initial Teacher Education (ITE) students at the University of Brighton in 2018.

Workshops included a running game/orienteering star course, geology rocks, landscape art & photography, John Muir Award 'Mission Explore' and a history extravaganza delivered by Charleston House and the Sussex Archaeological Society. After an intense two hours of immersion this cohort of future primary teachers left with a much improved understanding of the potential of learning outside the classroom in the inspirational South Downs – and more confidence in knowing where to begin.

Priorities for the next five years

6.1 Outdoor learning for young people

Provide high-quality outdoor learning opportunities as part of a locally relevant curriculum

There is clear evidence from a wide range of academic publications and research studies^{iv} that learning outside the classroom (LOtC) is beneficial for young people's social, physical and academic development. In an SDNPA survey of 213 schools in 2017^v, 96% of school head teachers or outdoor learning coordinators said LOtC was good for children's physical and mental health and improved their personal, social and emotional development. Improved behaviour was noted by 77% and 75% stated that it raised attainment. We want more children to be able to access high-quality learning opportunities as part of a locally relevant curriculum.

The highly successful South Downs Learning Network, facilitated by the SDNPA will continue to deliver high-quality learning outside the classroom opportunities for young people. These activities will include designing locally relevant programmes of study with head teachers and curriculum planners, delivering teacher training and INSET day sessions with school staff, working with Universities to up-skill trainee teachers, targeting learning through initiatives that support health and wellbeing and providing supporting infrastructure through the Learning Zone, Learning Map and School Travel Grant.

Outcome 7: Health and Wellbeing

The South Downs National Park is a well-used and recognised asset for sustaining mental and physical health and wellbeing

Why is it important?

There is compelling evidence that access to open space and the natural environment improves mental and physical health. Increased physical activity, taken outdoors in a natural environment, closer to nature, has proven benefits for reducing stress and improving general wellbeing. There are 2.2 million people living in the major urban centres adjacent to the National Park. This diverse population includes a significant number who suffer from health inequalities and deprivation.¹¹

By providing opportunities for social interaction activities in the South Downs we can also help to create a stronger sense of community for those who feel isolated.

Examples of projects that will deliver this outcome

GROW

The GROW project developed from an initial partnership with Brighton & Hove MIND, the National Trust and an independent charitable organisation run by people who've got personal experience of mental health issues. It aims to give people experiencing psychological and emotional distress a chance to recover and feel better through structured and unstructured activities in nature, including nature walks, practical conservation work, helping on the farm, cooking wild food and a range of arts and crafts. The project runs out of Saddlescombe Farm (near Devils Dyke, Brighton). The SDNPA will continue to support the project in future years so that its benefits reach a larger number of people.

Bespoke information

A new project will be developed to create bespoke communications for health professionals to get them to better understand the links between contact with nature, and cultural heritage and arts, as a good opportunity for social prescribing. Working with the NHS and Public Health Teams the project will identify key messages and use appropriate language to support the increase in the use of the National Park for social prescribing.

Priority 7.1: Improve Health and Well Being

¹¹ See *General Health, Bad or Very Bad (Census 2011)*.

To develop initiatives which enable local communities and individuals to improve health and wellbeing

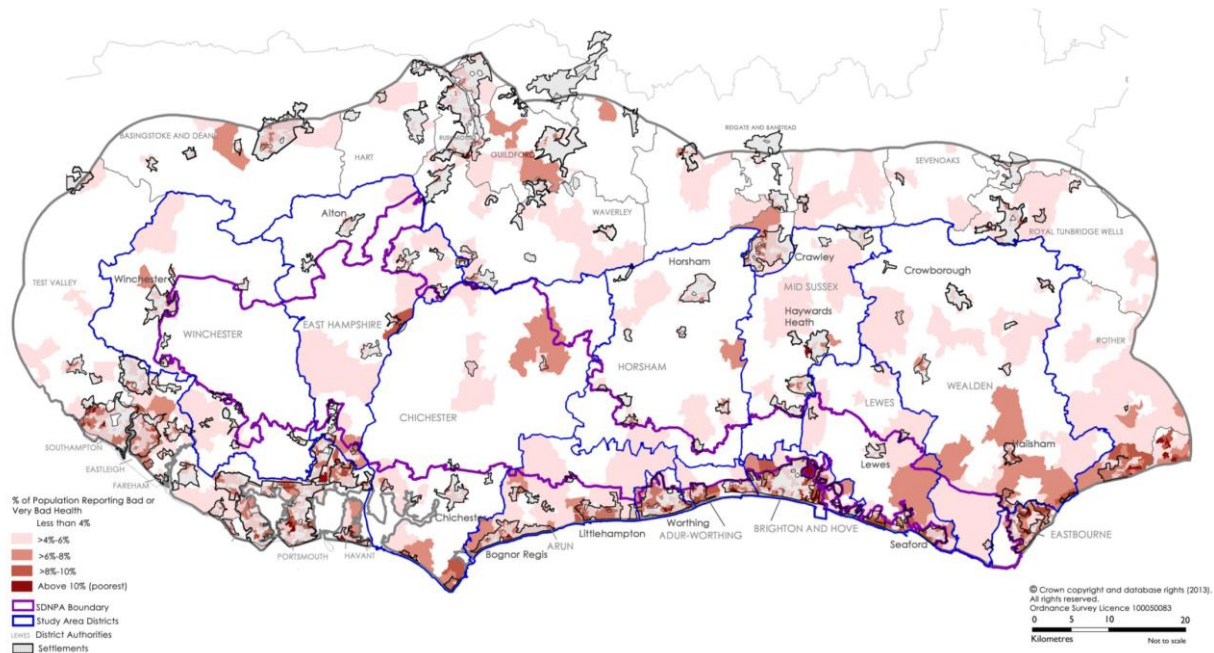


Figure 3.2: Health mapping in and around the National Park

The inspiring landscapes, natural beauty and special qualities of the National Park provide a wide range of opportunities for communities and individuals to improve physical and mental health. We will work to make this national and regional asset available to a wider range of people from more diverse backgrounds and locations.

Many partners are already delivering activities through a range of mechanisms and are now developing social prescribing as a way of using the National Park to support improvements in mental and physical health. The SDNPA is building a partnership with health bodies and local networks of providers and commissioners, both in and around the National Park, to encourage a better appreciation of the potential of the South Downs as a place for healthy outdoor activity and relaxation, and as a place where mental health and emotional well-being can be nurtured and supported. The SDNPA Local Plan, and those of neighbouring Local Authorities, also have a crucial role in ensuring that the built environment and adjacent green infrastructure provides more opportunities for healthy living.

Outcome 8: Creating Custodians

More responsibility and action is taken by visitors, communities and businesses to conserve and enhance the special qualities and use resources more wisely

Why is it important?

One of the key challenges for the South Downs National Park is to increase the opportunities to without creating unsustainable pressure upon it. Encouraging widespread knowledge and understanding, and creating a greater sense of place, allows residents, businesses and visitors to build a stronger connection to the landscape and encourages more people to make a positive contribution. One of the best ways to do this is through volunteering.

There are currently 3440^{vi} volunteers undertaking activities relevant to National Park Purposes, delivering huge benefits and creating a powerful network of ambassadors. This includes the SDNPA Volunteer Ranger Service and volunteers working for many other conservation and heritage organisations. The large number of people living in and around the National Park provide a great opportunity to further expand and diversify these activities, and we are working to remove the barriers some groups face to accessing these opportunities.

Examples of projects that will deliver this outcome

Youth Ambassador Volunteers

The SDNPA has created a new volunteer role specifically for young people, that of Youth Ambassador. Two young conservation volunteers from within the SDVRS were recruited to this role and have been busy engaging with more young people.

To date, the Youth Ambassadors have represented the National Park at Careers Fairs and public events, and have initiated an Instagram take-over to promote micro-volunteering opportunities. They have spoken to the wider SDNP Volunteer Network and inspired other organisations to consider adopting this model of youth empowerment.

South Downs Youth Action

The landscapes of the South Downs will always need volunteers to support and improve biodiversity.

South Downs Youth Action is aimed at young people aged 16–25 who get the chance to volunteer through taking part in specific activities and micro volunteering during the summer months. The aim of the approach is to increase the percentage of young people who volunteer from 4.5%, giving them an opportunity to help support this nationally-important landscape and to improve their own health and wellbeing.

8.1 Increase volunteering

To increase and diversify volunteering opportunities that support the National Park

Over 170 organisations facilitate volunteering opportunities relating to National Park purposes, and a cohesive network of these organisations forms the key delivery mechanism for supporting this priority over the next five years. Volunteers contributed 95,120 days each year, a staggering £5,136,480 cash equivalent (using living wage calculations). Volunteers therefore provide a great practical resource, make a huge impact as ambassadors and, at the same time, improve their own physical and mental wellbeing.

However, at present, the volunteering profile in the South Downs is not representative of the regional demography. In particular, young people (age 16–25), people with disabilities, people from more socially disadvantaged communities and people from BAME communities are under-represented and this is something we intend to address.

There are a number of factors affecting the current demographic of volunteers, including the nature of the tasks offered. Of organisations supporting volunteering, 98 per cent of those recently surveyed cited practical tasks/conservation as the main roles offered. Important as this is, it is also important to offer a wider range of volunteer activities which respond to people's evolving needs and interests.

Connect: How can you help?

- Explore somewhere new in the National Park.
- Share your experiences #southdowns
- Get active –cycle, run, kayak, ride or just stroll gently.
- Take part in the John Muir award.
- Volunteer to help others experience the National Park.
- Encourage your school to get outside to learn.
- Support young people in your life to get into nature.
- Bring a friend who has never been before.
- Support the National Park Trust.
- Attend one of our events across and around the National Park.

THRIVE

Outcome 9: Great Places to Live

Communities in the National Park are more sustainable with an appropriate provision of housing to address local needs and improved access to essential services and facilities

Why is it important?

The residents of the National Park play a pivotal role in sustaining its vibrant communities and shaping its unique landscapes. There is real pride in our towns and villages, and many people dedicate time and resources to enhancing community life, conserving what is important to their local area and planning for the needs of future generations.

Together we want to help our communities to become more sustainable and resilient and to provide environments that improve health and wellbeing, where residents have better access to housing, jobs, facilities, infrastructure and the services they need.

Examples of projects that will deliver this outcome

West Sussex County Council Rural Digital Connectivity Project

Access to fast broadband is crucial to the set up and growth of rural businesses. Currently in the discovery phase, this West Sussex county Council led aims to overcome poor connectivity in rural areas by providing full fibre infrastructure between Chichester and Horsham.

This project would create a digital rural spine, thus enabling smaller providers and local self-build co-operative groups to serve rural 'not spots'. An additional benefit will be the boost in coverage from mobile operators as at present in most rural parts 4G coverage is not available or provided by only one operator.

Linked to this is the East Sussex County Council e-sussex broadband project, which is expected to deploy into some areas of the National Park.

Priorities for the next five years

9.1 Increase affordable housing

To increase affordable housing stock in the National Park, with focus on exemplary design and using local sustainable materials

All National Parks have higher house prices than the average for their constituent counties, with average house prices equivalent to 11.6 times local earnings. There is a premium of more than

£200,000 to buy a house in the South Downs National Park when compared with an equivalent property in some adjacent areas.

The high proportion of larger properties, and the associated high price of housing, makes access to affordable housing a key issue facing many local communities. Young people and young families, in particular, find it difficult to get low-cost housing that would enable them to continue living in the area. This has the potential to increase the average age of the population in our communities, placing further pressure on existing services, and increasing the need for people to travel to find suitable affordable accommodation and employment. We will implement Policy SD28 of the South Downs National Park Local Plan which requires 50 per cent affordable homes on sites of 11 or more and to have affordable housing provision on smaller sites.

9.2 Support vibrant Communities

To support community-led initiatives which enhance the towns, villages and landscapes of the National Park

The majority of National Park residents live in the market towns (Lewes, Petersfield, Midhurst and Petworth) or, the larger villages. These vibrant larger settlements provide essential services and facilities for their residents, but importantly also for those from the surrounding rural areas. The individual character and appearance of our smaller and more isolated settlements make them attractive places to live, but it is here that accessing services and facilities is most difficult.

There are 176 active Town and Parish Councils – and even more distinct communities – across the National Park. The majority are already engaged in community led planning and initiatives to improve local quality of life and make them more resilient and attractive for residents and visitors.

The SDNPA has already supported the preparation of over 150 Community Led Plans, including 56 Neighbourhood Plans, and these are invaluable to understand local issues and aspirations. In a protected landscape such as ours, neighbourhood planning provides an important way to reconcile the need to conserve and enhance the landscape while allowing for appropriate levels of growth, and the groups that have formed to create them may often go on to start other projects in their communities.

9.3 Improve digital infrastructure

To support improvement in digital infrastructure, speed and coverage throughout the South Downs National Park

At 82%, the percentage of superfast broadband available to premises in the South Downs National Park is significantly lower than the national average (just under 95%) and the UK Government target (97%¹²). ‘Not spots’ (where properties are unable to receive 2 Mbit/s) cover 1.3% of the area, whereas the national average is 0.4%.

¹² DCMS. (2018). Future Telecoms Infrastructure Review.

Availability of superfast broadband is crucial if the National Park is to attract and retain high value businesses, for whom this is becoming the baseline requirement. Better digital connectivity also benefits residents and encourages more home working which will reduce out-commuting.

In order to start, grow and retain business in the National Park we must future proof by improving the digital infrastructure right across the National Park.

Outcome 10: Great places to work

A diverse, sustainable, dynamic economy which is positively linked to the special qualities of the National Park

Why is it important?

Establishing and maintaining a healthy economy is essential to underpin the landscapes and communities of the South Downs National Park. There are over 8000 businesses within the boundary, providing jobs for 54,480 people. Of those, 98% are micro businesses with fewer than 10 employees, or small businesses with 10–49 employees¹³.

Farming and forestry is the 3rd largest sector, with over 700 land-based businesses employing around 3000 people, and our natural capital is heavily dependent on this sector. For example, as described elsewhere, woodland provides a wide range of public benefits: 32% is managed on a commercial basis, and much of the remainder for amenity purposes.

The visitor economy, which currently accounts for only 10% of businesses and has potential for growth, greatly relies on the landscapes and the special qualities of the National Park to provide opportunities for recreation, food and drink, and health and wellbeing.

¹³ SDNPA. (2018). Economic Profile

Examples of projects that will deliver this outcome

National Park Experience Collection - Discover England Fund

This exciting Discover England Fund funded project brings together nine of the English National Parks including the South Downs to attract international visitors into our National Parks. It is the first time English national parks have worked together on a project of this nature.

The project aims to:

1. Develop an overarching experiential brand in England's National Parks.
2. Develop a framework to enable local businesses to be engaged in the offer, improve their productivity and enhance the overall visitor experience.
3. Create and deliver a range of compelling world-class experiences within most of the English National Parks highlighting the distinctive nature and assets of each.
4. Develop a travel trade strategy to stimulate commercial partnerships that successfully connect the brand and its bookable product with our targeted overseas markets.

In January 2019, the English National Park Experience Collection launched a set of 72 new visitor experiences along with 85 accommodation providers across these 9 National Parks to the industry after a year of working with businesses and the trade. The nine National Parks are now looking at how to continue the success of our joint tourism venture.

Our priorities for the next five years

Priority 10.1: Strengthen enterprise

To strengthen and support sustainably managed land-based industries and local enterprise

A key challenge in the changing economic climate is to nurture the existing businesses that exist in the National Park and support investment in new enterprise. However, it is also important for our businesses to improve their sustainability, by boosting their environmental performance and actively seeking to employ local people, source local products and support other local businesses.

Local businesses play a crucial role in ensuring the economic viability of National Park communities (see above), and a positive community economic cycle¹⁴ is crucial. Research¹⁵ has shown every £1 spent locally is worth more than 400% to the local economy. By encouraging our communities to buy locally, we help support sustainable local businesses creating employment, ensuring that more young people and young families are able to choose to live and work in the community they call home, thus reducing the amount of out commuting, currently at 43% in the SDNP. We will work with government to increase the amount of business support, and ensure a good supply of employment space through the SDNPA Local Plan and the planning decisions of the host authorities who help deliver it within the National Park.

¹⁴ Scott, J. (2001). Living Economy: the Reuters guide to the economy of modern Britain. Published by Reuters, London.

¹⁵ Local Multiplier 3. Online. Available: <https://www.lm3online.com/about> (accessed on 11th May 2019)

Priority 10.2: Increase destination awareness

To increase awareness and desirability of the South Downs as a special place to visit

Supported by a wide variety of holiday accommodation, we want visitors to delve deeper and connect with wildlife, history, culture and cuisine. The SDNPA and its partners will therefore work together and create unique experiences for visitors which also benefit our communities and businesses.

Local awareness of the National Park has grown steadily – in 2018 82% of respondents¹⁶ noted that they were aware of being inside it, compared to 77% of people surveyed in 2011¹⁷. But the National Park still has a low national and international profile and we intend to change this.

Research has shown that once people are aware of the sensitivity of their surroundings they are more likely to take action and care for the place, and therefore have less impact. Working with tourism partners and local providers, the SDNPA Communications & Engagement Strategy aims to take visitors on a journey from awareness to becoming an active champion for the National Park.

Priority 10.3: Promote sustainable Tourism

To establish the South Downs as an exemplar in sustainable tourism

The South Downs attracted an estimated 18.8million visits in 2016, the highest of any UK National Park. However, at £342 million, the attributed visitor spend was one of the lowest per head, though it still supported approximately £4,900 full time equivalents (TEAM Report, 2017). This is because the majority are day visitors, either living or staying in the surrounding area. The visitor economy also differs across the National Park: in 2018 only 6% of total visitors surveyed were using accommodation inside the National Park, whereas the figure around Lewes and Alfriston was 17%, showing the potential for growth in provision elsewhere. Growth in international visits will help increase the economic impact of tourism to the South Downs and support employment opportunities by increasing demand and visitor spend.

Alongside the economic benefits, the high number of visits in particular hotspots creates local environmental and social impacts, such as erosion to Rights of Way, disruption to wildlife, traffic congestion and pollution. It is therefore also important to help businesses and visitors reduce negative impacts, for example, by providing tourism experiences and accommodation accessible through public transport, out of season and helping to reduce their environmental impacts.

A combination of partners including tourism businesses and operators, the SDNPA, other UK National Park Authorities, Visit England and Visit Britain and local destination partners, will develop new projects which support a resilient sustainable tourism economy in the National Park, in line with the South Downs Local Plan and the SDNPA Sustainable Tourism Strategy.

¹⁶ South Downs National Park Visitor Survey 2018

¹⁷ South Downs National Park Visitor Survey 2012

Thrive: How can you help?

- Get involved with a community group.
- Get involved in the development of your communities neighbourhood development plan or community plans.
- Throw a star party with local food and drink.
- Grow your own fruit and veg.
- Reduce, reuse and recycle.
- Conserve local cultural heritage.
- Buy local.
- Promote local businesses.
- Support wildlife groups in your area.
- Care for people – help others in your community who may be struggling to get out into the National Park.

Conclusion

The South Downs National Park is a diverse and dynamic landscape cherished by many, yet it is a landscape under great pressure. This Partnership Management Plan sets out how the South Downs National Park Authority will work alongside the partners, communities, businesses and land managers who, together, can secure not only a future, but a **better** future, for this nationally important landscape, and the wildlife and people who visit and call it home. This Partnership Management Plan is the beginning of a five-year journey and more projects and initiatives to achieve the outcomes and priorities set out here will be added throughout its life.

Everyone has a part to play – alone or as part of a group or organisation.

As conservationist Jane Goodhall once said “What you do makes a difference, and you have to decide what kind of difference you want to make.”

You can follow this growth, see how we are doing and find out more about getting involved at www.southdowns.gov.ukxxxxxx(weblink tbc)

ⁱ Louv, R (2005) Last Child in the Woods

ⁱⁱ Natural England (2012) Learning in the Natural Environment: Review of social and economic benefits and barriers

ⁱⁱⁱ SDNPA (2017) Survey of schools’ usage of outside space for learning

^{iv} Natural England (2016) Natural Connections Demonstration Project Final Report

^v SDNPA (2017) Survey of schools’ usage of outside space for learning

^{vi} SDNPA (2016) Survey of volunteering in the South Downs National Park

Appendix 1: Policies

This Partnership Management Plan is underpinned by 57 policies:

- Policy 1:** Conserve and enhance the natural beauty and special qualities of the landscape and its setting, in ways that allow it to continue to evolve and become more resilient to the impacts of climate change and other pressures.
- Policy 2:** Develop landscape-scale partnerships and initiatives to focus on enhancing the key ecosystem services delivered by the National Park.
- Policy 3:** Protect and enhance tranquillity and dark night skies.
- Policy 4:** Create more, bigger, better-managed and connected areas of habitat in and around the National Park, which deliver multiple benefits for people and wildlife.
- Policy 5:** Conserve and enhance populations of priority species in and around the National Park, delivering targeted action where required.
- Policy 6:** Favour natural functions and processes in and around the National Park where they support the value and resilience of terrestrial, freshwater, marine, coastal and estuarine habitats.
- Policy 7:** Actively promote more joined-up and sustainable management of the coast, including the defined area of the Sussex Heritage Coast, through Integrated Coastal Zone Management (ICZM).
- Policy 8:** Focus the prevention, control and eradication of invasive non-native species on those that are most harmful to biodiversity.
- Policy 9:** The significance^{vi} of the historic environment is protected from harm, new discoveries are sought and opportunities to reveal its significance are exploited.
- Policy 10:** Improve the management of heritage assets, particularly focusing on those that are 'at risk', including from crimes against heritage.
- Policy 11:** Support land managers to access and maintain agri-environment schemes that deliver ecosystem services on the ground and influence the development and delivery of new incentive schemes
- Policy 12:** Support conservation grazing on semi-natural habitats as part of a profitable

livestock and mixed farm economy.

Policy 13: Support the financial viability of farm businesses through appropriate infrastructure and diversification developments, in particular, encouraging those that will support sustainable farming.^{vi}

Policy 14: Develop and support the market for and production of sustainable food, drink and other products with a South Downs National Park provenance

Policy 15: Increase understanding of farming and of farmers as the custodians of many of the special qualities of the National Park.

Policy 16: Engage with dog walkers to encourage responsible behaviour, especially around livestock and ground nesting birds.

Policy 17: Support woodland owners to access grant schemes aimed at increasing the area of woodland being managed, to improve biodiversity, age diversity, productivity, resilience and the protection of archaeological features.

Policy 18: Improve the economic viability of woodlands by developing a range of sustainable local markets for woodland and timber products, and create better relationships between markets, businesses and infrastructure.

Policy 19: Enhance the landscape, habitat connectivity, carbon storage and flood risk management with woodland creation by natural regeneration or tree planting with appropriate species, on an appropriate scale and in suitable locations.

Policy 20: Raise awareness of the inherent values of well-managed woodlands within the National Park, recognising the contribution of woodland workers in the maintenance of the wooded landscape and celebrating our strong woodland heritage.

Policy 21: Support woodland owners to provide a range of appropriate recreational, sporting and other diverse activities within woodlands, recognising the potential commercial value of these uses.

Policy 22: Support the active management of pest and diseases that impact on trees and woodlands to improve their resilience and gather evidence on the resilience of different species and genetic variants to diseases and a changing climate.

Policy 17: Support woodland owners to access grant schemes aimed at increasing the area of woodland being managed, to improve biodiversity, age diversity, productivity, resilience and the protection of archaeological features.

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- Policy 22:** Support the active management of pest and diseases that impact on trees and woodlands to improve their resilience and gather evidence on the resilience of different species and genetic variants to diseases and a changing climate.
- Policy 23:** Improve the sustainability of water resources and wastewater management through partnership working across the water sector.
- Policy 24:** Support and promote river catchment management approaches that integrate sustainable land management, wildlife conservation, surface and groundwater quality and flood risk management.
- Policy 25:** Actively promote water efficiency measures and more sustainable patterns of domestic, industrial, farming and leisure water use, to reduce overall water use.
- Policy 26:** Raise awareness of the importance of chalk streams and rivers and develop a programme of restoration and rehabilitation.
- Policy 28:** Improve and maintain rights of way and access land, to provide a better connected and accessible network for a range of abilities and users, and to reduce conflict where it occurs.
- Policy 29:** Enhance the health and wellbeing of residents and visitors by encouraging, supporting and developing the use of the National Park as a place for healthy outdoor activity and relaxation.
- Policy 30:** Develop 'access for all' opportunities, particularly supporting those groups currently underrepresented in the National Park visitor profile.
- Policy 31:** Raise awareness and understanding about the National Park with consistent messages that inspire and celebrate a strong sense of place.
- Policy 32:** Encourage and support the creative industries, creative economy and cultural activities which connect with and increases appreciation of the National Parks' special qualities.
- Policy 33:** Build and maintain volunteering capacity, and diversify volunteer roles and range of opportunities to deliver National Park purposes.
- Policy 34:** Support and enable communities to develop and deliver high-quality, community-led initiatives that contribute to the understanding, conservation and enhancement of the special qualities of the National Park.
- Policy 35:** Promote and enhance integrated travel provision from rail stations located at gateways and within the National Park for pedestrians, cyclists and bus travel.
- Policy 36:** Improve existing public transport provision for visitors and local communities
- Policy 37:** Encourage cycling for both commuting and leisure purposes through the development and promotion of a seamless and safer network and by protecting the potential opportunities for future cycling infrastructure.
- Policy 38:** Work in partnership with key partners, business and organisations to reduce

car travel across the National Park.

Policy 39: Manage vehicle parking to improve visitor experiences and reduce the impact of traffic and parking on the local area.

Policy 40: Manage the highway network and its infrastructure to integrate it more effectively into the landscape and reduce the impact of traffic on communities and visitors.

Policy 41: Maintain visitor enjoyment and influence visitor behaviour in order to reduce impacts on the special qualities and increase visitor spend in and around the National Park.

Policy 42: Develop a consistent and co-ordinated approach to the promotion and marketing of the South Downs National Park as a sustainable visitor destination.

Policy 43: Support the development and maintenance of appropriate recreation and tourism facilities and visitor hubs, in and around the National Park, including a mix of quality accommodation, which responds to market demands and supports a sustainable visitor economy.

Policy 44: Encourage and support tourism providers to develop sustainable business practices and increase knowledge about the National Park's special qualities to provide a distinctive and high-quality visitor experience.

Policy 45: Develop high-quality learning experiences, particularly in the outdoors, and resource materials that link to the special qualities of the National Park.

Policy 46: Develop a research programme leading to a robust evidence base about the National Park and the issues affecting it.

Policy 47: Support and encourage traditional rural skills by providing training and skills development which relate to arts and cultural traditions, the historic, farmed, wooded and natural environment necessary to conserve, enhance and enjoy the special qualities of the National Park.

Policy 48: Support the towns and villages in and around the National Park to enhance their vital role as social and economic hubs.

Policy 49: Maintain and improve access to a range of essential community services and facilities for communities in the National Park.

Policy 50: Housing and other development in the National Park should be closely matched to the social and economic needs of local people and should be of high design and energy efficiency standards, to support balanced communities so people can live and work in the area.

Policy 51: Increase the availability and speed of broadband and the coverage of the mobile phone network, to facilitate business growth, encourage home working and improve quality of life.

Policy 52: Enhance local production by developing local economic supply chains and enabling businesses in the National Park to gain added value by linking their marketing activities to the special qualities of the area.

Policy 53: Improve access to business advice and funding that supports the creation and expansion of small and medium sized enterprises, in particular, those that help sustain communities and enhance the special qualities.

Policy 54: Support training schemes and employment opportunities to ensure balanced communities in the National Park.

Policy 55: Promote opportunities for diversified economic activity in the National Park, in particular, where it enhances the special qualities.

Policy 56: Support appropriate renewable energy schemes, sustainable resource management and energy efficiency in communities and businesses in the National Park, with the aim of meeting Government climate change targets.

Policy 57: Manage waste using the principles of a waste hierarchy from, in priority order, prevention, preparing for re-use, recycling and other recovery and disposal.

COUNCIL PLAN 2019/20		Lewes Town Council proposes to initiate and complete (where possible and practical), or continue, the following major areas of work in the year 1 st April 2019 to 31 st March 2020.			
Status update		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 August 2019	status at September 2019	status at November 2019	
1	Town Hall repairs & conservation	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Engineers report re heating received. Buildings W/pty will consider on 20th Sept. Research ongoing re lighting and decoration etc	Working Party minutes following consideration of consultants report - Council 3rd October	Further research re heating following consideration of consultants report. W/party to consider in Nov
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	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	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	Pending arrangement of meeting with PPCA, and NSQ Sounding Board meeting 16th Sept.	Pending arrangement of meeting with PPCA	Pending arrangement of meeting with PPCA
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	Borrowing Approval request submitted to DHCLG. Contractor proposes works commence January 2020 (contract awaits borrowing approval)	Borrowing Approval request submitted to DHCLG. Contractor proposes works commence January 2020 (contract awaits borrowing approval)	Borrowing Approval request still in-process by DHCLG. Contractor proposes works commence January 2020 (contract awaits borrowing approval)
5	Commemorations:	To engage with, and inspire, appropriate community recognition of National and local commemorations.	Committee now established NFA (next meeting 27th August 2019)	committee established	committee established. Item complete
6	Neighbourhood Plan (with Community partners)	Development of a Neighbourhood Plan for Lewes under provisions of the Localism Act 2011	Plan now in effect	plan now in effect	plan now in effect Item complete
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. Report submitted to Council re urgent tree works needed at Landport Bottom	New Projects awaited. Specialist consultants report on urgent treeworks anticipated October	New Projects awaited. Specialist consultants report on urgent treeworks anticipated early Nov - District Specialist Adviser update to Council 7th Nov
8	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Working Party re-established. Meeting ?October - pending LDC confirmation of details for discussion	Working Party re-established. Meeting ?October - pending LDC confirmation of details for discussion	Working Party meeting ?November, following LDC Cabinet approval of revised property disposal/transfer policy 28th October 2019. Pending LDC confirmation of details for discussion
9	New council website	New website.	Established - content revisions and updates ongoing.	Established - content revisions and updates ongoing	Established - content revisions and updates ongoing. Item complete
10	General Data Protection Regulations	General Data Protection Regulations and Data Protection Act 2018. Implications for working practices and Data Regulation structure. Office IT systems update will take account of this and address ageing	Project almost complete. All hardware installed and tested; ongoing adaptation of new security suite and work to obtain 'Cyber Essentials' accreditation.	Cyber essentials' formal accreditation testing underway. Councillor email accounts available - Members to initiate individual accounts.	"Cyber essentials" formal accreditation awarded. Councillor email accounts available - Members to initiate individual accounts.