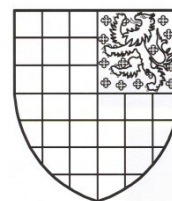


Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

### **To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held online\* on **Thursday 17<sup>th</sup> December 2020**, at **7:30pm** which you are summoned to attend.

**\*VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (eg laptop; tablet or smartphone) or, by audio only, using a telephone.

**To join this meeting** either follow this link: <https://zoom.us/j/93317596176>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 933 1759 6176**

**\*Please also see the note below regarding password-controlled access to this online meeting**

S Brigden, Town Clerk  
11<sup>th</sup> December 2020

## ***AGENDA***

1. WELCOME, INTRODUCTION and MEETING PROTOCOL

2. QUESTION TIME

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

3. MEMBERS' DECLARATIONS OF INTERESTS

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

4. APOLOGIES FOR ABSENCE

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

5. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

6. MINUTES

To agree Minutes of the Council meeting held on 12<sup>th</sup> November 2020.

*(attached page 4)*

7. WORKING PARTIES & OUTSIDE BODIES

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

a) *Audit Panel 25<sup>th</sup> November 2020*

*(Minutes attached page 8)*

b) *Transport Committee 26<sup>th</sup> November 2020*

*(Minutes attached page 12)*

c) *Personnel Panel 27<sup>th</sup> Nov and 3<sup>rd</sup> Dec 2020*

*(Notes attached page 15)*

d) *Grants Panel 2<sup>nd</sup> December 2020*

*(Report FC017/2020 attached page 17)*

e) *Open Council Working Party 7<sup>th</sup> December 2020*

*(Minutes attached page 19)*

f) *UN Sustainability Goals Working Party 10<sup>th</sup> December 2020*

*(Minutes attached page 21)*

8. LOW TRAFFIC LEWES "The Way Ahead"

A request for funding by Lewes Living Streets/Cycle Lewes

*(Report FC018/2020 etc attached page 23)*

9. ALLOTMENTS SERVICE

To consider formation of a working party

*(NOM014/2020 attached page 29)*

10. 'TWENTY'S PLENTY' CAMPAIGN

To consider support for the national campaign

*(NOM015/2020 attached page 30)*

11. MEMBERS' ALLOWANCE SCHEME

To consider the report of the District Remuneration Panel

*(Report attached page 32)*

12. AUDIT – Year ending March 2020

To receive the Interim report of the Internal Auditor

*(Report letter attached page 40)*

13. DISPOSAL OF LAND by LEWES DISTRICT COUNCIL – North Street Quarter

To respond to Lewes District Council's request for comment

*(Letter attached page 48)*

14. UPDATE ON MATTERS IN PROGRESS

*(oral report by TC & Annual Plan attached page 50)*

15. NOTICE of ITEMS IN PROSPECT

*(oral report by Town Clerk)*

*For further information about items on this agenda please contact the Town Clerk BY E-MAIL at the above address*

**PUBLIC ATTENDANCE – Covid-19 emergency arrangements:**

Members of the public have the right, and are welcome, to attend\* this meeting of the Council – questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent.

Questions or requests to address the Council must be submitted by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via Zoom Pro video link. To attend the meeting follow the instructions above.

**\*Members of the public wishing to attend this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)**

**For guidance on attending online meetings please see the notes on the following page**

## Guidance on attending ‘virtual meetings’



### Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*examples only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: [zoom.us/j/nnnnnnnnnnnn](https://zoom.us/j/nnnnnnnnnnnn)

**Meeting ID**: 123 4567 8910 (*example only*)

**Password**: 123456 (*example only*)

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as **PUBLIC** attendees are asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand or using the ‘hand up’ icon or sending a Chat message and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately and publicly during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

### PLEASE NOTE:

**Before connecting**, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

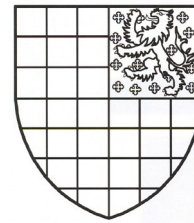
To learn more, a number of helpful FAQ’s and video tutorials are available at [www.zoom.us](https://www.zoom.us)

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

Of the meeting of **Lewes Town Council**,  
held on **Thursday 12<sup>th</sup> November 2020**, online via Zoom Meetings at **7:30pm**.

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

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

*Observing:* Ms H Roxx (*Asst. All Saints Centre Manager*); B Courage (*Town Ranger*) and Ms F Willis (*Reception/ Admin Officer*)

**FC2020/69 QUESTION TIME:** There were no questions. One member of the public was present.

**FC2020/70 MEMBERS DECLARATIONS of INTERESTS:** There were none.

**FC2020/71 APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllr Dr G Mayhew who was unwell.

**It was resolved that:**

**FC2020/71.1** Reasons submitted for absence from this meeting are noted.

**FC2020/72 MAYOR’S ANNOUNCEMENTS:**

a) The Mayor had recently attended the Citizens Advice Bureau AGM where an update had been given on issues facing Lewes clients. This had presented a rather gloomy picture compared with the previous year, and key support services had seen a growth of nearly 90% in casework. Continued funding from the Council was vital, and much appreciated.

b) Ten applications had been received for the Mayor’s Covid Hero Award. The Mayor urged Members to encourage further nominations for the award. Posters and fliers had been sent to Members to assist in this.

c) The Mayor had submitted report to the November edition of the Lewes News giving updates on Council activities. The deadline for any Town Council business/events/information for the next publication of the Lewes News was 21<sup>st</sup> December.

d) The Mayor thanked Lizzie Zeyfert; Faye Willis, and Fiona Garth for their work in creating the new Lewes Town Council *Facebook* page.

e) The Mayor had attended a recent forum hosted by Lewes District Council where East Sussex County Council had highlighted a Digital Inclusion initiative to help more people to get online through training, mentoring and the provision of equipment.

f) The Mayor reminded Members of the Lewes Coronavirus Volunteers ‘Community Meet-Up’ which would be held on Saturday 14<sup>th</sup> November from 3-5pm. A link to this was provided on the Town Council Facebook page.

g) The Mayor reminded Members of a recent email sent by TC containing links to the East Sussex County Council Cycling and Walking infrastructure consultation. The consultation would end on 11<sup>th</sup> December and all were encouraged to comment.

h) All present wished Fiona Garth a very Happy Birthday for the following day.

**FC2020/73 MINUTES:**

**It was resolved that:**

**FC2020/73.1** Minutes of the Council meeting held on 8<sup>th</sup> October 2020 were received and agreed as an accurate record.

**FC2020/74 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) Finance Working Party 28<sup>th</sup> October 2020.** Council considered the Minutes of this meeting (*copy in minute book*).

Members had been provided with working notes illustrating various assumptions & background values; together with draft service budgets for 2021/22 and miscellaneous comparative values *iro* present status compared with budget and with the same period in the previous year; and whilst the full effects of Covid-19 continued to develop, these helped with context.

TC had elaborated upon the draft budget proposed and explained underlying assumptions and reasoning; demonstrating factors such as value assumptions and estimated levels of increase for 'standard' elements such as insurances; utilities, staffing costs *etc.* and described the principles that had been applied to estimating unavoidable transition costs related to his retirement in 2021. Working Party Members satisfied themselves that all these were reasonable.

There was no longer any Government Council Tax Reduction Support Grant (CTRSG) as that scheme (to offset government-imposed changes to calculation factors in 2012) had ended the previous year.

TC emphasized that the Council must continue to heed auditor's advice that the uncommitted General Fund (GF), depleted in recent years due to the cost of major repairs to heritage-listed buildings, should ideally be increased by at least £200,000. The strategy to achieve this was an annual appropriation from precept of £50,000 solely for the purpose of rebuilding the recommended GF balance – shown in tables and the published accounts as Reserve P10 'General Fund reinstatement'. Operating surpluses in recent years had been minimal, however, and this amount had not improved the balance as quickly as anticipated. This situation could be allowed to continue its slow rate of development, however, because the Council held significant other Reserves which could be appropriated *in extremis* and auditors recognized this position.

With these points in mind, the Working Party had considered the draft service budget estimates presented for 2021/22 and noted that alongside the Council's financial systems generally, the assumptions and basic principles and the process of compiling the recommended budget had again been commended by the Council's independent Internal Auditor (IA).

*General considerations:* Principal in these deliberations was recognition that many taxpayers in 2021 could be facing a variety of financial hardships due to Covid19, and there was a common desire to avoid increases where possible. It was acknowledged, however, that there was a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services; to continue the restoration of the General Fund balance, and to provide for unavoidable, foreseeable, expenses. Building and engineering works were of particular concern, as the Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Applications for grant from community organizations continued to increase in number and value as other sources diminished, and Council had asked the Working Party to allow for a public Participatory Budget.

The working party considered the draft annual plan; proposed contributions to reserves; and operational requirements, in detail. The draft budgets presented took account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR *etc.*
- Adjustments for completed and imminent (previously approved) projects.
- Provision for elements identified in the Council's 'major items' plan.
- Appropriate reserves for agreed/anticipated projects.
- Provision for anticipated increases in insurance and other overhead costs *etc.*
- Provision for any known increase in employers' pension and NI contributions.
- Refinement of overhead allocation to services and base service cost estimates.
- An estimated adjustment to salaries (a national agreement reached through the local government joint negotiating body).

- Provision for known and anticipated increases in cost of contracted services.
- Maintenance of the small grants fund, recognizing the consistently high level of applications received.
- Re-establishment of exhausted reserves and continuation of prudent contributions.
- Provision for costs of assets or services acquired through devolution.
- Fees & charges income.

The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues. The Major Items plan was as expansive as could be practically undertaken.

Members of the working party were keen to make prudent estimates and maintain some flexibility in the budget, although concerned to avoid an increase in Precept if possible. Provision was made for all 'unavoidable' increases to give a base value, and 'live' modelling of various options was conducted throughout the meeting.

*Participatory Budget:* With regard to a Participatory Budget (PB); Members were interested in the possibility offered by the existing list of projects identified in the Lewes Neighbourhood Plan, which were eligible for funding from Community Infrastructure Levy (CIL) receipts and was the result of community involvement at a detailed level. Each annual tranche of parish CIL must be spent within five years but the Council currently held over £44,500 in aggregate; the date of each component receipt offering the opportunity to apply this as a PB pilot scheme, if desired. It would be straightforward to survey public opinion and in collaboration with local press to prioritize that list, which currently mixed yet-to-start projects (eg Cycle route 90) with items originally considered to be aspirations.

The draft budget initially presented had indicated a modest precept increase. Refinement of some Reserve provisions during the meeting reduced this substantially, and TC indicated some areas where further subtle refinement would certainly reduce this to Zero. Members asked that this be done and that the resulting revised draft be prepared for recommendation to Council. It was agreed that fees and charges should not be increased.

**It was resolved that:**

**FC2020/74.1** The Minutes of the meeting of the Finance Working Party held on 28<sup>th</sup> October 2020 are received and noted.

**FC2020/74.2** Budgets for estimated operational service expenditure and income and contributions to financial Reserves for the 2021/22 financial year; recommended by the Finance Working Party following its meeting on 28<sup>th</sup> October 2020, are approved although a final decision and setting of the value of Council Tax Precept is deferred to a later meeting in light of the potential for further Covid-related adjustments.

**FC2020/75**

**COUNCIL VISION REVIEW:**

It was agreed at the October meeting of Council that the Council Vision Review would be re-visited to look at priorities. Members were provided a list of all Resolutions passed by Council since the inception of the current administration in May 2019, and documents outlining principles and philosophies underlying the agreed Vision. TC advised that the schedule of major items of work was itself fairly onerous, and the coming year would see several unusual demands. Councillors questioned how they should follow progress on decisions and were reminded that all Agenda and Minutes comprehensively describe all ongoing matters, and each meeting receives an update on matters in progress. If any member considered there was inadequate coverage or any omission on a subject in which they had an interest, they should enquire of the Town Clerk. TC agreed that he would revise the format of the Resolutions table such that it would reflect headings from the Vision statement and indicate whether a specific Committee or Working party was progressing the subject. It would then be included with the Major Items Plan update at each meeting. This was the **agreed** way forward.

**FC2020/76**

**ESTABLISHMENT of STEERING GROUP:**

Council considered a report (FC016/2020 *Copy in the Minute book*) on the establishment of a new advisory group.

Councillors at their meeting on 8<sup>th</sup> October 2020 had expressed a wish to establish a Malling Community Centre Steering Group, to supplant the Building Working Party's interest once



building works are complete. The report advised that the legal status would be an advisory body to Council. It was for Council to establish the size of such a Group and appoint Members to serve. Standing Orders allow the Group to elect its own Chair.

The existing All Saints Steering Group was tasked with general oversight of that Centre's operation, meeting *ad hoc* and formulating recommendations for Council or other committees; functional panels, or working parties as appropriate.

It had been suggested that the remit for a Malling Community Centre Steering Group should include "reviewing current, future and proposed business plans including staff structure and costs, and profit and loss, contracting out and regular income and expenditure reporting as well as review of booking, any operational issues and management plans". In agreeing a remit, Members were reminded that councillors can have no role in operational management, and advised to avoid unnecessary overlaps with existing Council systems (*eg* Audit Panel) or the roles of the full Council, the Centre Manager and the Town Clerk. An underlying principle was that it is good practice for Council to deal with as much as it practically can as a complete body, with delegation of *ad hoc* or excessively detailed, time consuming, or burdensome issues to subordinate bodies if required.

**It was resolved that:**

**FC2020/76.1** A Working Party, initially consisting of Cllrs Dr J Baah, M Bird, S Catlin, G Earl, J Lamb, M Milner, S Sains and K Wood, be set up as an advisory body to Council in respect of Malling Community Centre.

**FC2020/76.2** The Malling Community Centre Steering Group is tasked with general strategic oversight of that Centre's operations, meeting *ad hoc* and formulating recommendations for Council or other committees, functional panels, or working parties as appropriate. This may include scrutiny of current, future and proposed business plans; staff structure and costs; profit and loss; contracting-out; income and expenditure reporting as well as review of booking, operations issues and management plans.

**FC2020/77**

**UPDATE ON MATTERS IN PROGRESS**

*Malling Community Centre* – TC would be meeting with the contractor's the following day (13<sup>th</sup> November). Work had slowed slightly, due to Covid-19 effects on the industry supply-chain for materials needed in the late stages of the work. It was thought likely that the major works would be complete by the end of November. In answer to a question TC elaborated upon the type of equipment that would be needed to provide for a range of users, and the systems which remained to be commissioned.

**FC2020/78**

**NOTICE of ITEMS IN PROSPECT**

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

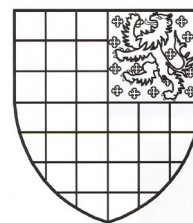
Malling Community Centre Steering Group & Zero Growth Budget

*Dates to note etc* for forthcoming meetings and events:

- A Planning Committee regarding Astley House and Swift Policy would be held on Tuesday 24<sup>th</sup> November at 7:00pm
- The Audit Panel would be on Wednesday 25<sup>th</sup> November at 6:00pm
- The Transport Committee would meet on Thursday 26<sup>th</sup> November at 6:30pm
- A Personnel Workshop would be held on Friday 27<sup>th</sup> November.
- The next cycle (3 of 4) of the grants programme deadline for applications (now online only) was 20<sup>th</sup> November, with an online meeting of the Grants Panel on Wednesdays 2<sup>nd</sup> December to formulate recommendations to Council on 17<sup>th</sup> December.
- The next Council meeting would take place on Thursday 17<sup>th</sup> December at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 7<sup>th</sup> December.
- Meetings to be confirmed: Personnel Panel Workshops, Buildings Working Party, UN Sustainability Goals Working Party and Open Council Working Party.

There being no further business the Mayor closed the meeting; and thanked everyone for their contributions.  
*The meeting ended at 8:55pm*

Signed: ..... Date: .....



## **MINUTES**

of the **Audit & Governance Panel** held on **Wednesday 25<sup>th</sup> November 2020**, online via Zoom Meetings at **6:00pm**.

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

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

**AudPan2020/01 QUESTIONS:** There were none.

**AudPan2020/02 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Maples, who had a conflicting commitment. Cllr Bird had technical difficulties with connection.

**AudPan2020/03 DECLARATIONS OF INTEREST:** There were none.

**AudPan2020/04 MINUTES:** The minutes of the meeting held on 27<sup>th</sup> July 2020 were received and signed as an accurate record.

**AudPan2020/05 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 and miscellaneous comparative values *in present status* compared with budget and with the same period in the previous year as, whilst the full effects of Covid-19 continued to develop, these helped with context.

1. *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.
2. *Oversight as required by the Governance & Accountability Code of Practice:* Due to remote working, TC was unable to show the file of periodic bank reconciliations for review of the scrutiny already conducted. Ordinarily the Chairman would append his signature to verify this, but this could be done in arrears at any point during the year.

*Review of assessment protocol for major funding requests:* Following the first use of the protocol recommended by the Panel earlier in the year, Council had asked that it be reviewed in light of that experience (Council meeting 8<sup>th</sup> October 2020). The Panel considered report AP001/2020 (*copy in the Minute Book*) which covered the matter.

3. The Audit Panel had proposed, and Council had adopted, a set of criteria and assessment protocol, along similar lines to that employed by the Grants Panel, by which all applications for 'major funding' will be assessed if falling outside the established miscellaneous grants scheme.
4. The system adopted is described in a Briefing Note, to accompany any agenda for a meeting at which an eligible request is to be considered.
5. The template can be used at any meeting of Council; Committee or Working party, with applicants asked to submit their request in whatever form is appropriate to them, and Members attending the meeting will then apply a score, to allow a moderated aggregate to be evaluated to indicate the overall level of support.
6. It had been recommended that the meeting at which this was conducted should set a minimum threshold score required before a request might be eligible for further consideration (65% was suggested), and the matter then concluded following scoring and discussion.



7. The protocol was used for the first time in October 2020 and the Council did not elect to set a threshold but, acknowledging that there was significant support evident in the value of scores awarded, the issue was decided on a final subjective discussion. This gave rise to a request for a refinement of the protocol by the Audit Panel.
8. It had been suggested by a Councillor that this might be achieved by the introduction of these steps:
  - a) A threshold level of 40%, with automatic rejection if this is not achieved.
  - b) For requests scoring above the threshold, the percentage score would serve to determine the degree of support and an initial amount recommended, *eg.* a request for £5,000 with a score of 60% would result in an automatic proposal that the applicant is awarded £3,000 (always subject to any financial considerations highlighted in accompanying report(s)). The meeting would then vote on this, or amendments may be proposed if individuals wish to propose a higher or lower amount.
  - c) If the Council agreed to fund an applicant who was looking for partial funding for a larger project, members may wish to agree the sum “in principle” only; on the understanding that funding from other sources to meet the total required could be evidenced before funds were released.
9. There followed some discussion on the principles of the moderated scores and the use of a median value of those scoring, as a proxy score on behalf of any Member who did not submit a value. Panellists reviewed their recommendations to emphasize that the first step should always be the deciding of a threshold score, and that they hold to their original recommendation of 65% as a ‘default’ value for most applications, to initiate any further consideration. Failure to reach the threshold should indicate automatic rejection without further debate.
10. The establishment of a base threshold was fundamental to the original proposal, as a benchmark against which to determine the support for further, detailed, consideration. The Panel considered that a potential drawback in linking the amount of any award in direct proportion to the support ‘score’ was that many applications of this nature may be unable to proceed without the full amount requested *eg* a score giving proportional grant as high as 95% could nonetheless represent an unworkable shortfall to the applicant.
11. It was considered that once the threshold level of support had been reached, further discussion should be open and reflect the context of a particular application with the value of any award not directly in proportion to the score, as had been suggested. Any award should ultimately be decided by a vote in the usual way following debate.

**AudPan2020/06**

**CONCLUSIONS/RECOMMENDATIONS:**

**1** Members considered information on the Council’s financial status and management for the second quarter; and were satisfied with the position in light of prevailing circumstances. It was acknowledged that routine bank reconciliations would be validated by physical signature later in the year.

**2** Members recommend that the assessment of major funding requests should follow the protocol originally recommended and described in these Minutes and that the relevant Briefing Note be amended to emphasize key points (*copy appended*).

**AudPan2020/07**

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

*The meeting closed at 6:55pm*

Signed ..... date .....

---

**Assessment of requests for ‘Major funding’****Background:**

1. The system employed when assessing smaller grants (<£2,000) within the established Community Grants Scheme is that the Grants Panel evaluates applications in four ‘rounds’ each year, with members individually awarding scores on perceived merits in five categories; then collectively analyzing aggregate results, and reaching consensus having assessed comparative ‘ranking’ of applications and other factors. Recommendations for awards are made in a report to Council.
2. Requests arise from time to time for financial support in larger sums – “Major funding” - usually related to projects within the community that appear to the applicant body to have some resonance with the aims of a parish council, and these may be brought direct to Council or to a Committee or Working Party according to context.
3. Such requests are usually received individually, and a system of comparative ranking as used by the Grants Panel is not appropriate. Council has agreed a system (*Resolution FC2020/07.2 refers*), devised by the Audit & Governance Panel, giving a simple, structured, assessment that can be understood by both applicant and assessors. This follows the same principle of five equally-weighted elements and similar criteria. These are:
  - i) Closeness of match to the council’s objectives and underlying values\*
  - ii) Overall “robustness” of the proposal – *ie* general likelihood of success/sustainability
  - iii) Financial planning exhibited – *ie* adequacy/prudence/appropriateness *etc.*
  - iv) Scope and sustainability of the proposal – *ie* beneficiaries; scale; thoroughness
  - v) A personal (subjective) assessment; based on any special insight or considerations.

Also considered are factors such as the balance or proportion of Council funding being sought, compared with other sources and the applicant’s own funds, and other detail elements of a proposal.

\*These are inherent in the establishment of a parish Council and enhanced by published policies in specific areas of activity or aspiration.

**Assessment:**

4. When a relevant application is received, to be considered at any meeting of Council; Committee or Working party, a report on the agenda or a submission by the applicant will be accompanied by this briefing note and a blank scoresheet for Councillors to complete individually. An example is attached to this note.
5. Councillors should individually record a score for each of the five elements (maximum score 20 for each = total max 100) according to their own judgement. A median average of the scores recorded by those present will be entered on behalf of any absent Member. The resulting total score will be represented as a percentage of the maximum possible. This process is a first-stage to moderate any inherent ‘high’ or ‘low’ scoring tendencies among individuals. The final decision is reached following a discussion – informed by the ‘scoring’ of the application in terms of total score and proportion of the theoretical maximum.
6. Council should set a minimum threshold score required before a request might be eligible for further consideration (65% is recommended in most circumstances). Failure to reach the threshold will result in immediate rejection. If there is sufficient support, represented by a score at or above the threshold, the matter is then concluded following discussion.
7. Following discussion, any award should be agreed by a vote in the normal manner.

**FUNDING APPLICATION ASSESSMENT SHEET**

Larger sums or requests falling outside the Financial Grants Scheme *(Resolution FC2020/07.2 refers)*



**LEWES  
TOWN  
COUNCIL**

Ref: *report FCnnnn/20nn*

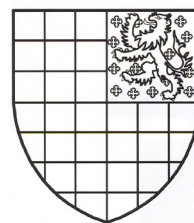
**APPLICANT**      *name*      Requested **£n,nnn**

Councillor \_\_\_\_\_

Date: **meeting date**

	<b>AREA</b>	<b>COMMENTS</b>	<b>SCORE (Max 20)</b>
1	Closeness of match to the Council's objectives and underlying values		
2	"Robustness" of proposal – general likelihood of success/sustainability		
3	Financial planning – adequacy/prudence/appropriateness		
4	Scope & Sustainability – beneficiaries; scale; thoroughness		
5	Personal (subjective) assessment – any special insight or consideration		
<b>TOTAL (max 100)</b>			

Signature \_\_\_\_\_



## **MINUTES**

of the meeting of the **Transport Committee**

held on **Thursday 26<sup>th</sup> November 2020**, online via Zoom Meetings at **6:30pm**.

**PRESENT** Cllrs. J Baah; M Bird; S Catlin; R Handy; O Henman; I Makepeace; M Milner; R O’Keeffe and R Waring. Also (*not appointed to the Committee*) Cllr J Lamb

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

**Invited contributors:** J Lawrence (*Lewes Area Access Group*); S O’Sullivan (*Cycle Lewes*); K Moore (*Lewes Living Streets*); and Noel Fadden (*Headteacher Southover School*)

**TraCom2020/001 ELECTION OF CHAIRMAN:** Cllr Makepeace was elected to act as Chairman of the Committee for the 2020/21 municipal year

**TraCom2020/002 QUESTIONS:** There were none.

**TraCom2020/003 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Vernon who was working, no message had been received from Cllr Herbert.

**TraCom2020/004 DECLARATIONS OF INTEREST:** The following Members declared themselves members of Cycle Lewes: Bird; Handy; Henman; Lamb; Makepeace and Waring. The following Members declared themselves members of Lewes Living Streets: Makepeace; Handy and Waring.

**TraCom2020/005 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.

**TraCom2020/006 BUSINESS of the MEETING:**

It was noted that officers from East Sussex County Council (ESCC) and the cycling organization Sustrans had been invited and agreed to attend to facilitate discussion, but all had belatedly declared themselves unavailable. This would unfortunately limit the discussion that would be possible on matters of detail/status of projects.

*1 Cycle Route 90:* Improvement of local sections of regional cycle Route 90 was a project identified as a high priority by Cycle Lewes (CL) 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). There is a vital “missing link” between Brighton Road and Cliffe High Street/South Street. To complete the mostly on-road route required several elements of signage and physical features to be added within the town.

The South Downs National Park was understood to have committed funds and

ESCC had advised that stakeholder and public consultation was to begin in the New Year on the eastern section from Southerham Roundabout to Cliffe High Street and that they were in the process of applying for Highways England designated funds for a Toucan crossing over the A26 at Cliffe Industrial Estate. This was currently on their reserve list for schemes.

Red/Amber/Green (RAG) ratings were to be drawn up for the western section of the route via Brighton Road, Western Road, High Street, School Hill. The RAG methodology was a tool in the Government's Department for Transport most recent (Local Transport Note LTN1/20) guidance on the design of cycling infrastructure; used when considering/implementing a cycle route.

TC recounted recent Town Council decisions regarding the use of accrued CIL levies and noted that the fund was identified as the Council's Participatory Budget pilot scheme, to be launched in the New Year. The public would be asked to help prioritise the list of projects in s11 of the Lewes Neighbourhood Plan, and the application of the CIL fund. CR90 had previously been identified for CIL funding, and was already believed to be underway, albeit at a preliminary stage, and would therefore probably fall outside the scope of any opinion survey. The committee agreed to await the result of the ESCC consultation before further consideration of the project.

*2 Safe School Streets:* The meeting welcomed Noel Fadden, Head of Southover School, who recounted the background to his school's inclusion in an ESCC pilot scheme to introduce Safe School Streets.

ESCC had earlier advised that they had secured funding through the Emergency Active Travel Fund Tranche 2 to run a six week 'School Streets' project. This would involve the closure of roads to vehicles directly outside of a small number of schools across the county, and a provider was currently being procured to deliver this project. ESCC received their official notification from the Department for Transport of the Emergency Active Travel Fund allocation on 20th November 2020, which included associated grant conditions, timescales for delivery and guidance in relation to scheme consultation. They were currently reviewing these to ensure that the project met requirements and could be delivered in a timely manner. They expected to issue further information to the schools participating in the trial project either that week or very early the following week.

Members discussed a number of matters ancillary to the proposals, including the possibility of using County Hall carpark as a drop-off area for parents; "park & stride", and expressed the hope that any trained individuals acting as Marshals during the pilot would not be lost when/if the scheme continued without government funding.

*3 Lewes Traffic Study:* Lewes Living Streets (LLS) and Cycle Lewes had prepared a submission asking for Town Council financial support in respect of two elements of their "Low Traffic Lewes – the way ahead" initiative, described as "Re-imagining our town by prioritizing the needs of pedestrians and cyclists, reversing the damage inflicted by traffic over recent decades". The groups were securing funding and partners for a project to come up with low traffic solutions for Lewes High Street.

There followed a discussion in which Councillors raised a number of questions and offered suggestions regarding the need for full engagement with ESCC, as the Highway Authority, and the availability of the ESCC 'Community Match Fund' scheme. It was agreed that the LLS/CL request should be submitted to Council for consideration using the major funding assessment protocol.

*4 ESCC Local Cycling & Walking Infrastructure Plan:* Consultation by ESCC on this Plan would close on 11<sup>th</sup> December. Councillors had been made aware weeks earlier, and may have made individual responses, although a corporate response had not yet been drafted. This was considered important, and Members agreed to send comments to the Chair in time for consideration by the Planning Committee, who were to respond on behalf of Council.

5 *Miscellaneous items:* Cycle Lewes had earlier that day submitted a list of items for which they sought funding. It was suggested that the Council might pay for these, although on analysis it appeared that most were the province of other Councils, who had not yet been approached. It was explained that the committee had no authority to agree expenditure and for even a preliminary assessment items must be published in advance, with the agenda, to allow adequate time for Members to engage with the issue(s). TC agreed to write to ESCC regarding one item listed: faded and misleading road markings in Railway Lane, requesting that these be removed or obliterated.

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 8:30pm*

Signed: .....

Date: .....

Draft



**NOTES – Personnel Panel workshop #7 27<sup>th</sup> November & follow-on 3<sup>rd</sup> December 2020**

<i>Between</i>	Personnel Panel	
<i>Reason for meeting</i>	Various matters <i>re</i> successor on retirement of Town Clerk	
<i>Venue</i>	Online meeting using Zoom Meetings	
<i>Date</i>	10:30am 27 <sup>th</sup> November and 3:00pm and 4:30pm 3 <sup>rd</sup> December 2020	
<i>Attending</i>	Councillors Burrows; Wood ( <i>Chair</i> ); Catlin; Dr Maples; Dr Mayhew Steve Brigden, Town Clerk Fiona Garth, Assistant Town Clerk & Civic Officer <i>Apologies</i> – Cllr Makepeace (LDC commitment)	
<b>NOTES:</b>		
<b>1.</b>	<p><b>HR Consultant:</b> Three potential consultants had been invited to submit proposals and cost estimates for support to the Council in recruiting a successor Town Clerk and Responsible Finance Officer. Each were professional practices offering specialist services; staff holding qualifications from the Chartered Institute of Personnel and Development, and experience of recruitment in local government. Two had submitted documents for the Panel to consider but the third, after deliberation, has politely declined. It was agreed that both candidates for the commission should be invited to a brief online meeting* to enable Members to better evaluate their proposals. <i>*Follow-on meetings 3<sup>rd</sup> December 2020:</i> The consultants attended two independent meetings and answered a range of questions from Panellists (all were present). The consultant selected was the South East Employers organization, one of the nine regional employers' organisations which represent the interests of local authorities and public sector bodies in England. They are independent and not-for-profit. All county, unitary and district councils and police authorities in Berkshire, Buckinghamshire, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey and East and West Sussex can be full members of SEE. Most authorities in the region are in current membership. Parish and Town councils, voluntary bodies and other organisations engaged in the delivery of local services within the region can be associate members of SEE. Lewes Town Council has been an associate member for over 20 years.</p>	
<b>2.</b>	<p><b>Salary scale evaluations – proposed posts:</b> For consistency with the existing Council salary structure - the result of a comprehensive exercise in 2015/16 by independent consultant Richard Penn - provisional scale evaluations were obtained from Mr Penn for the two proposed posts. Panellists were reminded in a briefing note, of Mr Penn's credentials and given an outline of the nationally-adopted job evaluation scheme employed. The resulting 'scores' indicated scales as: a. Town Clerk Scp 50 – 54 at 2020 rates equal to (FTE) £55,684 - £62,779 b. RFO Scp 33 – 36 at 2020 rates equal to (FTE*) £36,922 - £39,880 * at the agreed notional 1 day per week, this is equal to (full year) £6,985 – £7,545 These values are gross salary payable, and subject to on-costs for Employer's NI and Pension The values and the effects of different starting dates were modelled live in the meeting. It had been noted that a recent recruitment for a new TC at Seaford (also separate from the RFO role) advertised a scale of Scp 49-54 which prompted the suggestion that LTC</p>	

	<p>might consider advancing the scale or offering a market/locality supplement. Members were interested to await further advice on this from the consultant adviser when finally selected.</p>
<b>3.</b>	<p><b>Draft material for candidate application packs:</b>  Panellists considered an early working draft of some introductory text. It was agreed that Members would wish to consider this further, and it would ultimately benefit from enhanced presentation including photographs and hyperlinks.  Members agreed to await advice from the selected consultant but meanwhile would reflect upon suggested items for inclusion.</p>
	<i>The meeting ended at 11:45am</i>

**Agenda Item No:** 7d)

**Report No:** FC017/2020

**Report Title:** Grants panel recommendations – 2<sup>nd</sup> December 2020

**Report To:** Full Council

**Date:** 17<sup>th</sup> December 2020

**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To propose payment of grants as recommended by the Grants Panel, following its meeting on 2<sup>nd</sup> December 2020 (the third of four cycles for 2020/21)

**Recommendation(s):**

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

---

**Information:**

1 The Grants Panel met on 2<sup>nd</sup> December 2020. 7 applications were considered, with requests for support in the sum total of **£11,400**. One application was allocated to the remaining Covid Emergency Fund.

2 Assessing applications were: Cllrs Henman; Maples, O’Keeffe and Wood. Apologies were received from Cllrs Catlin, Makepeace, Burrows, and Herbert

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

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

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

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

Recommended grant awards for this cycle amount to **£9,700** in total, which leaves a balance of £35,500 remaining in the miscellaneous scheme budget for the year, as one application was allocated to the Covid Emergency Fund and leaves a balance of £2,984 remaining in that fund.

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

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

S Brigden 2<sup>nd</sup> December 2020

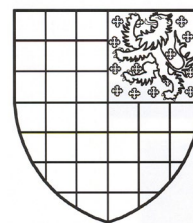


Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Open Council Working Party**, held on **Monday 7<sup>th</sup> December 2020**, online via Zoom Meetings at 6:30pm.

**PRESENT** Cllrs Bird; Catlin; Henman; Herbert; Makepeace; Dr Maples (*Chair*); O’Keeffe; Sains and Vernon

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

**OCWP2020/08** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Wood, who had a work commitment. No message had been received from Cllr Waring.

**OCWP2020/09** **DECLARATIONS OF INTEREST:** There were none.

**OCWP2020/10** **QUESTIONS:** A question was raised as to any follow-on after the Mayor’s symposium “Reinventing Lewes Streets & Shops” in July. Other than forwarding the record of the meeting to the District and County Councils there had been no formal activity – TC would check the record as to what was intended.

**OCWP2020/11** **MINUTES: it was resolved that**

**OCWP2020/11.1** The Minutes of the meeting held on 14<sup>th</sup> July 2020 are received and agreed as an accurate record.

**OCWP2020/12** **REMIT of the WORKING PARTY**

Members noted the remit of the Working Party, which is:

To identify methods for improved public engagement and greater provision of information to residents of Lewes, to include:-

- › A review of information sharing and the methods used to share key events and policy developments
- › Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues
- › Identifying ways to provide more joined-up support for community engagement in and around Council-owned buildings

**OCWP2020/13** **BUSINESS of the MEETING**

1. *Public Participatory Budget pilot:* Council had asked the Working party to consider ways to engage the public with the agreed participatory budget pilot scheme, asking the community to help prioritize the list of projects contained in s11 of the Neighbourhood Plan, all being eligible for funding from accrued Community Infrastructure Levy receipts.

Cllr Henman had contacts in the *PBNetwork* organization who had indicated they could offer ½ day advice without charge. There followed a discussion on practical aspects, as the list contained 37 projects. These were under the headings:

- › Improvements for Pedestrians
- › Improvements for Cyclists
- › Road Infrastructure
- › Public Transport Infrastructure
- › Social Infrastructure
- › Improvements to the Built Environment
- › Flood & Drainage Infrastructure

The neighbourhood plan section explained that it was intended to act as a “hook” or starting point for these projects to be developed further. The projects may require further feasibility work, perhaps outside the Town Council’s remit, to

establish how they can be funded and delivered. Councillors were doubtful that they could expect the public to prioritize effectively all 37 in a survey exercise and thought it practical to seek *eg* a “top ten” indication, or rankings within a pre-selected shortlist rather than the full list.

TC suggested that he might simplify the question by estimating the order of costs for listed items; many of which would be unaffordable if Council’s CIL fund was the sole contributor. Members agreed to wait until a clearer picture was available, and meanwhile would consider methods of surveying opinion. It was suggested that local informal networks should be established before the PBNetwork was asked for advice, to allow their time to be efficiently focussed. Members agreed to submit their ideas to TC via the Chair by the following Wednesday. TC and Cllr Henman would liaise regarding an approach to the PBNetwork.

2. *Use of Facebook:* There was some discussion on the use of Facebook (FB), and suggestions for more attractive photographs for the profile page. It was held that FB should primarily be used as an interactive medium, and messages should be promptly answered. TC reminded Members that Council had previously rejected proposals for the creation of a Communications Officer post, and time was allocated when available by three members of staff who had attended social media training. He had recently advised Council that the 19hrs per week Reception/Admin Officer role that would be vacant following transfers in the New Year might be replaced with a part-time Communications & Projects Officer and would pursue this with Council in due course. Meanwhile he would establish an interim protocol that aimed to avoid delay when responding to incoming FBmessages.

3. *Noticeboards:* There was a brief discussion on the use of noticeboards, although acknowledged that the majority of those in the town were not in the Council’s ownership. Cllr Herbert was to liaise with TC on this subject.

4. *Outreach:* On the matter of community surveys and soundings, one member emphatically reminded colleagues that their role as elected representatives placed this responsibility primarily with them as individuals. It was noted that the Mayor had recently established a relationship with Lewes News that should be explored further.

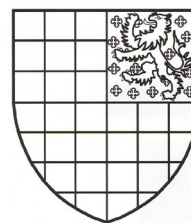
5. *Increasing use of email:* A question arose regarding the use of email for correspondence with Town Council clients *eg* allotment tenants. TC advised that for many years anyone having business with the Council had been encouraged to provide an email address and accept this as the default mode of communication. All opportunities to obtain addresses were pursued, although information was not held as a single database of contacts; details were held according to context and purpose. It was suggested that this might be explored further by the prospective Communications officer discussed earlier.

**OCWP2020/14**

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:10pm.*

Signed ..... date .....





## **MINUTES**

of a meeting of the Working party formed to consider the United Nations Sustainable Development Goals (UNSDG's), held on **Thursday 10<sup>th</sup> December 2020** online via Zoom Meetings at **6:30pm**.

**PRESENT** Cllrs Baah (*Chair*); Bird; Henman; and Makepeace. Also (*not appointed to the Working Party*) Cllr Dr Maples and Cllr Waring.

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

**UNWP2020/01** The meeting welcomed Professor Sir Richard Jolly, Honorary Professor and Research Associate of the Institute of Development Studies at the University of Sussex, who had advised the inaugural meeting of the Working Party in 2018.

**UNWP2020/02** **ELECTION of CHAIRMAN**  
Cllr Baah was elected Chairman of the Committee for the 2020/21 year.

**UNWP2020/03** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr O'Keeffe who was working. No message had been received from Cllr Herbert.

**UNWP2020/04** **DECLARATIONS OF INTEREST:** There were none

**UNWP2020/05** **QUESTIONS:** There were none

**UNWP2020/06** **REMIT of the COMMITTEE**  
Members noted the remit of the committee, as:

A To assess the current activities of the Town Council against the 17 over-arching United Nations Sustainability Goals, as well as their sub-categories, to establish what we are doing to help bring about the goals.

B To look at what further activities the Town Council might promote that would enable Lewes to make its contribution towards achieving the goals.

C To create a snapshot report against which all future activities can be measured

**UNWP2020/07** **BUSINESS OF THE MEETING:**

1 The previous identification of areas where the Council addressed aspects of the 17 goals was revisited, and developments noted as:

- > *Revision of the stated aims and structure of the Councils financial grants scheme to encourage sustainability.* The scheme had been accordingly re-focused for 2020/21.
- > *Introduction of initiatives to support composting and encourage organic practices on Council allotments (eg new prize categories at the annual show, and guidance leaflets).* Tenants from April 2020 had been advised and encouraged to adapt gardening practices in anticipation of the introduction by Council of pesticide controls and similar initiatives. Further consideration of these issues was imminent.
- > *Further develop the 19<sup>th</sup> September 2019 "Building a Sustainable Lewes" event and invite stakeholders to form an extended Sustainable Goals Forum.* There had been no further work in this area. Members proposed various groups of their acquaintance who might be prepared to assist.
- > *Support Lewes FC youth outreach programme and assist promotion of club membership.* Lewes FC had benefited from Council grant.
- > *Support school uniform exchange programmes.* No development in this area
- > *Instigate a Lewes Youth Council.* Preliminary meetings had been held, but there was no further development

- > *Encourage Lewes Bonfire Council to promote makers skills by introducing an annual award for costume-making.* No further development, and Bonfire 2020 cancelled due to Covid-19.
- > *Support a Lewes Youth Band.* This band was becoming established
- > *Provide access to computer(s) for public use.* No further development
- > *Promote effective sustainability features of Council buildings as encouragement to other owners of heritage-listed or unusual buildings.* Various initiatives such as Ground source Heat Pump installation specified for Malling Community Centre rebuild, and Air Source Heat Pump selected for replacement system at Town Hall.
- > *Assist in formulation of an integrated transport policy for the town.* Transport forum held in July 2020 and various ongoing developments under aegis of Council's Transport and Planning Committees.

2 There followed a wide-ranging discussion. The Chair reminded everyone that sustainability was not exclusively about climate issues and should broadly encompass “the five P’s” by which the 17 (seventeen) UN Goals were described – People; Prosperity; Planet; Peace and a just society; and Partnership. Prof Jolly noted that Bristol City Council, although it was a Unitary (principal) Authority had many admirable initiatives in the field of sustainability that might offer helpful models. Members cited groups who were active locally such as Sustainable Lewes; Lewes Climate Hub *etc*

The Town Council had agreed some funds for a ‘biodiversity audit’ and there had been discussion as to how best to approach that, including suggestions that friends of Lewes might be asked to extend the scope of their very comprehensive town trees audit.

In discussing sustainability audits for the Council’s buildings/operations, Members were interested to extend this beyond statutory requirements for evaluation of the efficiency in the use of energy and other consumables, into areas such as procurement of protective clothing; food; office supplies *etc*. It was noted that such an exercise was primarily to establish benchmarks against which improvements might be measured. There were a number of tools/systems commonly used for the purpose and Prof Jolly kindly offered to help compile a list of relevant points on which to base indicators; this was gratefully accepted.

There was speculation on whether the Council might encourage local schools to engage with sustainability and perhaps choose one UNSDG upon which to concentrate. There was to be an international Climate Change Summit in 2021, to be hosted in Glasgow, and this might form a useful focus for schoolwork. A suggestion was that a ‘mini-summit’ might be held in the Town Hall to mirror this, with representatives from each school attending. It was understood that there was already a local youth climate forum, and this could be investigated.

**UNWP2020/08**

**CONCLUSIONS:**

Priorities for development were an ‘estate’/buildings operation audit and a school project. Professor Jolly offered to work with a small group and Cllrs Baah; Bird; Henman and Makepeace were nominated.

Council would be asked to note these considerations and support the approach being taken.

**UNWP2020/09**

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

*The meeting closed at 7:25pm*

Signed.....

Date .....

**Agenda Item No:** 8

**Report No:** FC018/2020

**Report Title:** Request for Major Funding – Lewes Living Streets/Cycle Lewes

**Report To:** Full Council

**Date:** 17<sup>th</sup> December 2020

**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To present a request by Lewes Living Streets and Cycle Lewes for financial support – falling within the Council’s ‘major funding request’ protocol.

**Recommendation(s):**

- 1 That Council decides any level of support it is prepared to offer.
- 

**Information:**

1. Lewes Living Streets and Cycle Lewes have submitted the attached request for financial support in respect of two elements of their “Low Traffic Lewes – the way ahead” initiative, described as “Re-imagining our town by prioritizing the needs of pedestrians and cyclists, reversing the damage inflicted by traffic over recent decades”. The groups are securing funding and partners for a project to come up with low traffic solutions for Lewes High Street.
2. An earlier draft of this submission was received by the Council’s Transport Committee on 26<sup>th</sup> November 2020, and the committee agreed that the request should be considered by Council using the agreed assessment process for major funding applications.
3. The appended proposal seeks funding for two elements of the scheme:
  - Element 1 - A Shopper’s survey
  - Element 2 - A camera-based study of traffic movement – particularly through-traffic.
4. Councillors are asked to assess these individually and provide a total score for each, using the agreed protocol for assessment of such requests. Scoring templates are appended to this report for Member’s convenience.

S Brigden  
4<sup>th</sup> December 2020

For Lewes Town Council, December 2020.

## Low Traffic Lewes – the Way Ahead

Re-imagining our town by prioritising the needs of pedestrians and cyclists, reversing the damage inflicted by traffic over recent decades

---

Cycle Lewes and Lewes Living Streets are seeking to continue the work begun in 2018 with street design consultancy Urban Movement. Their report – widely praised by the public and elected members from all three councils - showed how simple changes could reduce traffic speeds while making life easier and safer for pedestrians, all without reducing traffic flows. See <https://www.livingstreets.org.uk/media/4442/lewes-report-jdv1.pdf>

The Lewes Neighbourhood Plan adopted in 2019 highlights the need to encourage more residents and visitors to move around the town on foot or bike and calls for improvements in public transport. This project aims to make these aspirations a reality.

We all want to increase footfall in Lewes High Street. By making it more attractive to pedestrians by reducing traffic and speeds on the High Street we can help achieve that. There are examples elsewhere in the UK where High Streets have been revived in this way. Indeed within Lewes the rejuvenated Cliffe High Street and the Precinct have demonstrated the benefits of restricting vehicle access in creating a lively and thriving street. In contrast a number of the shops on School Hill and the upper High Street are struggling.

Experience has shown that we cannot wait for East Sussex County Council to come up with solutions. Lewes is not an active growth priority for them. The town must take a lead.

Cycle Lewes and Lewes Living Streets are securing funding and partners for a project to come up with low traffic solutions for Lewes High Street. The **objectives** for this study are as follows:

1. Quantify and **reduce the through motor traffic** in the High Street (Western Road to School Hill)
2. Retain motor traffic access for deliveries and on-street parking
3. Understand how shoppers and visitors access the High Street (mode of transport, how often, how much do they spend, if by car where do they park etc) and why people visit the Precinct and Cliffe but do not visit School Hill/The High Street
4. Slow the traffic on the High Street to 20mph or less
5. Provide for a cycle route along the High Street/School (as part of Cycle Route 90), including two way on School Hill, in order to bring cyclists into the High Street
6. Create a pedestrian and cycle link between the Precinct and School Hill
7. Create more space on the High Street for people to enjoy it/socialise/encourage al fresco café-type culture
8. Reduce rat running alternatives to the High Street
9. Investigate a possible northern route for traffic to by-pass the High Street via two way Little East Street, West Street and Offham Road.

A first step in designing traffic solutions in the High Street is to understand current travel habits and possible changes. A **shopping survey** of how people get to the High Street (car, bus, walk, bus, train etc), how frequently and how much do they spend is needed. And if they come by car, where do they park and what would make them consider alternative modes. This survey is recommended by Urban Movement and will be carried out '*face to face*' with people on the High Street by an independent company.

Alongside this we need to understand motor traffic movements through Lewes High Street. Where is it coming in and going out? How much is 'through traffic' (not stopping) and could be diverted from the town. This will help us understand what alternative routes drivers might take if the passage of traffic through the High Street is slowed. This **traffic survey** would be carried out using cameras at appropriate points and would be facilitated by East Sussex County Highways.

This survey work is the first stage. The project will use this data to enable solutions to be devised. This work will be carried out by Urban Movement or a similar design consultancy such as Phil Jones Associates.

It is recognised that to be successful, engagement and collaboration with the representatives of interest groups in the town will be an integral and vital part of the Project's work.

A working group formed of members from High Street Traders Association, Chamber of Commerce, Lewes Living Streets, Cycle Lewes and Lewes Town Council and led/chaired by Chelsea Renton has been set up, provisionally called the "**Low Traffic Town Working Group**". This will be asked to review the 'Shopping Survey' to ensure it meets needs of the business and other communities in Lewes and will also review the data and proposed solutions generated by the consultants.

East Sussex County Council have been asked if they will collaborate on this project including making a financial contribution. They have lodged a bid with the South Downs National Park for Community Infrastructure Levy to fund a traffic study in Lewes town centre and this could be the means to part fund this study and some of the solutions once they are agreed.

The total cost of the project is estimated at around £20,000 including VAT. This includes £2,500 plus VAT for the shoppers survey, £2,000 plus VAT for the camera survey of through traffic and for design solutions.

The project will be managed by a Project Board led by Cycle Lewes and Lewes Living Streets and consisting of a provisional list of representatives from County, District, and Town councils (councillors), representatives of the Independent High Street Traders Association, Chamber of Commerce, Transition Town Lewes, Friends of Lewes and local residents' groups (formal commitment yet to be agreed).

Lewes Town Council is asked to agree to make a financial contribution. This will help the project seek funding from other sources. Work will begin with the surveys in the new financial year as soon as the High Street has returned to a post-Covid normal.

The outcomes for this will be “shovel ready” traffic design and infrastructure solutions supported across the Lewes community and based on sustainable goals: a revived local High Street once again forming the social centre of our town and a movement from motor vehicles to cycling and walking, where practicable. This will bring benefit in wellness, quality of life and the economy of the town, as well as a reduction in carbon and noxious emissions.



**FUNDING APPLICATION ASSESSMENT SHEET**

Larger sums or requests falling outside the Financial Grants Scheme (*Resolution FC2020/07.2 refers*)



Ref: “Low Traffic Lewes – the way ahead” submission – **Element 1:** through-traffic camera survey *etc*

**APPLICANT**

Lewes Living Streets & Cycle Lewes

Requested **£2,400** (£2,000 + VAT)

Councillor: \_\_\_\_\_

Date: **Council meeting 17th December 2020**

	AREA	COMMENTS	SCORE (Max 20)
1	Closeness of match to the Council’s objectives and underlying values		
2	“Robustness” of proposal – general likelihood of success/sustainability		
3	Financial planning – adequacy/prudence/appropriateness		
4	Scope & Sustainability – beneficiaries; scale; thoroughness		
5	Personal (subjective) assessment – any special insight or consideration		
			<b>TOTAL (max 100)</b>

Signature \_\_\_\_\_

Please submit only your total score to the Town Clerk – a copy of this assessment sheet is not necessary, it is for your personal convenience only

**FUNDING APPLICATION ASSESSMENT SHEET**

Larger sums or requests falling outside the Financial Grants Scheme (*Resolution FC2020/07.2 refers*)



Ref: “Low Traffic Lewes – the way ahead” submission – **Element 2:** Shoppers survey *etc*

**APPLICANT**

Lewes Living Streets & Cycle Lewes

Requested **£3,000** (£2,500 + VAT)

Councillor: \_\_\_\_\_

Date: **Council meeting 17th December 2020**

	AREA	COMMENTS	SCORE (Max 20)
1	Closeness of match to the Council’s objectives and underlying values		
2	“Robustness” of proposal – general likelihood of success/sustainability		
3	Financial planning – adequacy/prudence/appropriateness		
4	Scope & Sustainability – beneficiaries; scale; thoroughness		
5	Personal (subjective) assessment – any special insight or consideration		
			<b>TOTAL (max 100)</b>

Signature \_\_\_\_\_

Please submit only your total score to the Town Clerk – a copy of this assessment sheet is not necessary, it is for your personal convenience only

## NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 17<sup>th</sup> December 2020

**NOM 014/2020** – received from Cllr Dr Maples on 1<sup>st</sup> December 2020, in the following terms:

**It is proposed that:**

1. The Council appoints a Working Party to consider proposals for changes in allotment policy and management, *eg* revision of policy and rules; introduction of eco-friendly practices; wider tenant responsibilities; allocation of tenancies and potential to reduce the nett cost of the service.
2. The Working Party to focus upon rules and guidance that accord with the Council ‘visioning’ priority of environmentally-sound practices (and wider Government policy); that address current ‘work-around’ anomalies, and that create a positive environment for allotment holders wishing to engage more fully with sound environmental practices. Further; to consider potential for additional low or zero-cost activities to promote good ecological practice on allotments.
3. The Working Party to report to Council in time for any changes to be incorporated in 2021 tenancy renewals.

**Supporting Information:**

Over the course of the past year, I have been researching the arrangements to support allotments in the Parish, community and commercial sectors. In addition – and in accord with our Visioning priorities – I have researched the advice on more eco-friendly gardening practices, as advocated by, for instance National Government Pollinator strategy, the Royal Horticultural Society, National Allotment and Leisure Gardeners’ Society, as well as organisations with more specific interests in soil, watercourse and wildlife conservation, such as the Soil Association, the Organic Allotment Society, our own District Council and local Lewes groups such as Common Cause and the Lewes Wildflower Society.

As members will be aware, the provision of allotments is one of a parish council’s few statutory responsibilities. At the moment, we have fewer than 250 allotment plots and waiting lists have increased during Covid lockdown to around 150 prospective tenants. The average wait time is obviously variable and is different from site to site but can range from approximately two years to over 10 years, depending on site preference. Plots are generally well-tended, and there is clearly appetite amongst many plot-holders to move towards more eco-friendly practices, if they haven’t done so already.

However, facilitating this small but important obligation is relatively expensive and highly subsidised. The rent for 2021/22 (April-March) is set at £4.50 per rod (1 rod = approx. 25sq m). A medium-sized plot will cost around £30 per annum. At the moment, on some sites this includes mains water; on another this includes semi-regular rubbish removal; on another, the provision of manure and wood chip. The Allotment service costs around £28,000 nett each year, equivalent to over £100 per plot. There are a number of other apparent anomalies in tenancy provision: some sites have tenants who are no longer residents of Lewes Town; or who effectively ‘sub-let’ their allotment for all or part of the year.

Initially, I set out to revise guidance for allotments that reflected more pollinator and soil-friendly practices and a notice that was issued with the 2020/21 tenancy agreements introduced the prospect of a future Town Council decision to forbid the use of *eg* synthetic pesticides, and provided information and links re good practice. A new Allotment Show entry category for organically-grown produce was to be introduced, although of course the Allotment Show could not take place this year. Responses to these initiatives (mostly informal to the Town Ranger and me) have been wholly positive.

These various factors lead me to conclude that it is the right time for a review of the current provision, in particular Town Council rules supporting eco-friendly practices, wider tenant responsibilities, allocation of tenancies and to consider means by which we might reduce or recoup the Council’s expenditure on Town Council allotments.

Cllr Dr Wendy Maples  
1<sup>st</sup> December 2020

**It is proposed that:**

Council publicly supports the national ‘Twenty’s Plenty’ campaign for 20mph limits where people live and to encourage motorists to strictly observe the 20mph limit on Lewes streets including school roads in Lewes. We see this as important to encourage more children to walk and cycle to school by making our roads feel safer.

The Town Council will show its support by:

1. Writing to Lewes schools informing them of the campaign and making them aware of the banners that are available to promote the campaign.
2. Share the Twenty’s Plenty website and Facebook page on the Town Council Facebook page and website.
3. Print some Twenty’s Plenty leaflets for the Town Hall leaflet carousel.
4. Write to East Sussex County Council in support of the campaign and say that extensions of 20mph limits should be included in their Cycling and Walking Infrastructure Plan.

**Supporting Information:**

FAQs from <http://www.20splenty.org/>

**Why does 20mph matter?**

Because it is safer, healthier, fairer, greener, quieter, and better for people’s quality of life.

**How much safer is 20mph?**

You are 7 times less likely to die if hit at 20mph than 30mph or 10 times if over 60 years old.

In the distance a 20mph car can stop, a 30mph car will still be doing 24mph. Far better to just miss than actually hit someone or be hit at any speed.

**Are fewer people injured in wide 20mph limits?**

Yes about 20% fewer [http://www.20splenty.org/we\\_love\\_our\\_safer\\_20mph\\_limits](http://www.20splenty.org/we_love_our_safer_20mph_limits)

**Does 20mph always mean humps?**

No, we campaign for signs, lines, community engagement and driver education.

**What policy do you campaign for?**

20mph as a default, wide-area limit for most roads in built up areas.

**Where agrees this policy?**

Most of the largest 40 local authorities. 15.5m people - 25% of the UK population - [http://www.20splenty.org/20mph\\_places](http://www.20splenty.org/20mph_places)

**Isn’t 20mph around schools enough?**

No - slowing the last 100m doesn’t help children to walk or cycle to school or prevent many casualties (80% of child casualties are on non school trips) [http://www.20splenty.org/how\\_school\\_safety\\_zones\\_are\\_not\\_a\\_priority](http://www.20splenty.org/how_school_safety_zones_are_not_a_priority)

**Where do 20mph campaigns exist?**

330+ places [http://www.20splenty.org/local\\_campaigns](http://www.20splenty.org/local_campaigns)

**How much does it cost to join 20’s Plenty for Us or set up a campaign?**

FREE and you’ll get a free starting a campaign pack with stickers <http://www.20splenty.org/campaigners>

**Who decides if my area goes 20mph limited?**

Elected Councillors, especially the Cabinet member for Transport, set local speed limits. Ministers control national speed limits.

**Do you have any videos?**

[http://www.20splenty.org/our\\_videos](http://www.20splenty.org/our_videos)

**How does 20mph affect the environment?**

20mph limits are cleaner

[http://www.20splenty.org/20\\_s\\_plenty\\_for\\_the\\_environment](http://www.20splenty.org/20_s_plenty_for_the_environment) and [http://www.20splenty.org/emission\\_reductions](http://www.20splenty.org/emission_reductions)

**How is 20mph enforced?**

By driver education and community engagement to voluntary comply with 20mph. Compliant drivers become pacer vehicles which enforce 20mph on traffic behind. Sometimes also volunteer speedwatch citizens or police speed checks. Camera technology can be used.

**Do you have printable leaflets?**

YES, all of our Briefing Sheets are available as single page flyers at [www.20splenty.org/briefings](http://www.20splenty.org/briefings)

**Can I buy stickers?**

YES New branch leaders get some free in their starting a campaign pack

**Do you have photos?**

YES – media photo page

**When are events?**

Conferences and events details are at <http://www.20splenty.org/calendar>

**Who works for 20's Plenty for Us?**

[http://www.20splenty.org/our\\_team](http://www.20splenty.org/our_team)

**How is 20's Plenty for Us funded?**

Donations from trusts/individuals and some speaker fees.

**Are you a charity?**

No, an unincorporated association

**How can I help?**

See our briefing sheet at <http://www.20splenty.org/helping>



**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

**FOR LEWES PARISH AND TOWN COUNCILS**

**FEBRUARY 2020**

**(updated November 2020)**

South East Employers  
The Guildhall  
The High Street  
Winchester  
Hampshire  
S023 9GH



## Contents

1. Introduction.....	1
2. Terms of Reference.....	1
3. Approach.....	2
4. Arriving at the Recommendations.....	2
5. Recommendations.....	3
6. Travel and Subsistence.....	3

**Report from the Parish and Town Councils  
Independent Remuneration Panel  
February 2020**

## **1. Introduction**

---

The Parish Remuneration Panel was convened by Lewes District Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

*“91. Parish councils may choose to pay their members an allowance, known as ‘parish basic allowance’, to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.*

*92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.”*

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

## **2. Terms of Reference**

---

The Panel was asked to consider and make recommendations to Parish and Town Councils regarding:

- Basic Allowance
- Chairs Allowance
- Travel and Subsistence Allowance
- Indexing

## The Parish and Town Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on the **28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> January 2020** to review the allowances for Lewes District Council and Eastbourne Borough Council. The members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chair)
- Daphne Bagshawe, .MA JP, Consultant on Local Government
- Ian Buckingham, Management Consultant and Local Resident.

The Panel meeting was held in private session.

The report recommendations apply to the twenty-two Parish and Town Councils within the boundaries of Lewes District Council. The last review was undertaken in December 2003.

### 3. Approach

---

All Parish and Town Councils were invited to provide views through a questionnaire that was sent to all twenty-two Councils and responses were received from fourteen of the Councils. A summary of the responses is included as Appendix 1. The Councils also had an opportunity to take part in an interview/workshop session on the **29<sup>th</sup> January 2020**, the following Parish and Town Council representatives were interviewed as part of the review:

- Councillor Robinson, Telscombe Town Council
- Councillor Baah, Lewes Town Council
- Councillor Lamb, Lewes Town Council
- Councillor Catlin, Lewes Town Council
- Councillor Jordan, Chair, Chailey Parish Council

The Panel paid close attention to the Government Guidance in arriving at the recommendations.

### 4. Arriving at the Recommendations

---

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

The recommendations are based on the information provided from the responses to the questionnaire, the interviews and consideration was given to:

- Frequency of meetings
- The number of Committees

- Levels of responsibility and
- Hours worked

## 5. Recommendations

---

### Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the Basic Allowance paid by Lewes District Council.

**The Panel therefore recommends that those Towns and Parish Councils who feel that a basic allowance would be appropriate should be able to pay an amount up to 15% of the Basic Allowance of Lewes District Council.**

The basic allowance for the Council for 2020/21 (and 2021/22) is £3,260 subject to any indexation; 15% of this is £489 per annum, subject to any indexation. This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.

### Chair's Allowance.

Should any Parish or Town wish to set an allowance for Chair, in addition to the civic and ceremonial allowance then the Panel is again given authority to award any amount up to 100 per cent of the basic allowance paid by Lewes District Council.

The Panel did both hear and receive responses in respect of the increasing levels of responsibility and hours worked by Chairs of the Councils.

**The Panel therefore recommends that those Town and Parish Councils who feel that a chair's allowance is appropriate should be able to pay an amount up to 30% of the Basic Allowance for Lewes District Council**

**The recommended Chair's Allowance is therefore any amount up to £978, 30% of the proposed Basic Allowance for Lewes District Council.**

## 6. Travel and Subsistence.

---

The Panel recommends that the Parish and Town Councils should pay Travel and Subsistence Allowances in line with those agreed as part of the Members Allowances Schedule for the District Council.

### Indexation of Allowances

The indexation of the allowances paid to Members of the Parish and Town Councils should be in accordance with the indexation applied to Members Allowances at the District Council. The recommended approach to indexation is in line with the District Councils annual staff salary increase when applicable.

## **Forgoing Allowances.**

A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the Parish/Town Council.

## **Publicity**

With regard to the allowances, the Panel recommends that the Town and Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

*“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For- example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”*

The Panel recommends that the Town/Parish Clerk should also publicise the allowances scheme to all Parish and Town Councillors.

## **Implementation**

The Panel recommends the new allowances should be implemented from April 2020. If a decision on allowances has not been made by Lewes District Council before the start of the new municipal year then allowances payable to Parish Councillors can be backdated to April 2020.

## **Mark Palmer- Chair, Independent Remuneration Panel**

Daphne Bagshawe- Independent Remuneration Panel

Ian Buckingham- Independent Remuneration Panel

February 2020

## Appendix 1 – Consultation Responses

	Town / Parish	Response received from Clerk	Responses received from Town / Parish Cllrs	Q1	Q2	Q3	Q4	Q5
1	Barcombe	Yes - Julie Shelley, Clerk		None	No	No	No	Monthly
2	Chailey	Yes - Bettina Newell, Clerk		The Chairman of Chailey Parish Council is paid a quarterly allowance of £200 (gross).	Chailey Parish Councillors are paid for expenses incurred only, ie. travel mileage if the Councillor/s attends meetings on the Parish Council's behalf. Possibly hotel costs if attending a course paid by the Council. Councillors do not receive expenses for attending monthly committee meetings.	The Chairman already receives an allowance, as above (1)	The Parish Councillors are entitled to receive travelling expenses, as above (2)	Full Council and Planning & Environs meetings are held monthly. Planning & Environs are sometimes held bi-monthly if urgent planning matters arise.
3	Ditchling	No response						
4	East Chiltington	No response						
5	Falmer	Yes - Melanie Cutress, Clerk		Falmer Parish Council pays no allowances or travel expenses and has no intention to do so at present.	No	No	No	Every two months.
6	Firle	Yes - Cllr Andrew Barr, Chairman		Firle Parish Councillors have in the past not claimed allowances, in the belief that we carry out our role with a sense of duty to our Parish. We do claim expenses if we have to travel far, but as a rule we do not. We believe that once we have paid our clerk we do not have much left and do not want to increase our precept greatly. We have been diligent and built up a reserve for budgeted work and as a contingency but feel that claiming for ourselves is out of order.	No	No	Yes - if travelling far (as above)	no response given.
7	Glynde and Beddingham	Yes - Cllr J Denis, Chair		No	Yes	Yes	Yes	Every 2 months.
8	Hamsey	No response						
9	Kingston	Yes - Jeanne Peterson, Clerk		No	No	No	The parish council already pays travelling expenses for attendance at meetings, training or other council business.	Bi-monthly

## Appendix 1 – Consultation Responses

	Town / Parish	Response received from Clerk	Responses received from Town / Parish Cllrs	Q1	Q2	Q3	Q4	Q5
10	Lewes Town	Yes - Steve Bridgen, Clerk	Cllrs Catlin, Lamb, Makepeace	YES - £700pa	YES – we have paid such allowances since 2004	NO – the limited amount would be inadequate	YES – we have paid such allowances since 2004	Council meets x 10 per year. Planning Committee x17. Audit Panel x4. Ad hoc Working Parties and other committees — approx. 30 per year in aggregate
11	Newhaven Town	No response						
12	Newick	No response						
13	Peacehaven Town	Yes - Tony Allen, Clerk	Cllr Simmons	Yes - £1500 as Mayor's allowance.	Yes	Yes	Yes	9 Councils a year - see timetable for all meetings.
14	Piddinghoe	Yes - Julian Peterson, Clerk		No	No	No	Yes to travelling allowance	5 times a year.
15	Plumpton	Yes - Anita Emery, Clerk		No	Yes - but it depends on whether it affects the PC's precept.	As Q2 above	Yes - as Q2 above	Monthly
16	Ringmer	No response						
17	Rodmell	Yes - Alison Stevens, Clerk		No	No	No	not answered	not answered
18	Seaford Town	Yes - James Corrigan, Clerk	Cllrs Reed, Wallraven	Yes , £1500 per annum	The Council has not considered this since the May 2019 elections, equally there has been no request to do so up to now.	As Q2 above	The Council currently pays for mileage and public transport when on official business outside of town, such as training.	Council x 6, Personnel x 2, Community Services x4, Finance and General purposes x 4, Golf and The View x4, Planning x 13, AGM x 1, Annual Parish Meeting x 1, plus ad hoc Meetings as and when needed.
19	South Heighton	No response						
20	Telscombe Town	Yes - Stella Newman, Clerk	Cllrs Gallagher, O'Connor, Robinson	YES - £1,500 pa	Yes	Yes	Yes	Full Council and 2 of its Cttees meet monthly, 1 Cttee meets every 3 weeks. We have 3 Sub-Cttees, 2 of which meet twice a year and the third approx. 3-4 times a year.
21	Westmeston	No response						
22	Wivelsfield	Yes - Liz Gander, Clerk		We have a budget heading of Chairman's fund (£300) to provide for things like thank you gifts for volunteers, but this money is not paid across to the Chairman, but rather used as required.	Possibly	No	Yes	Monthly

**MULBERRY & CO**

Chartered Certified Accountants

Registered Auditors

&amp; Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

t + 44(0)1483 423054

e office@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/LEW001

Mr S Brigden  
Lewes Town Council  
Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

26 November 2020

Dear Steve

**Re: Lewes Town Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2021**

**Executive Summary**

Following completion of our interim internal audit on 26 November 2020 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

At the **interim visit** we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The Clerk is very experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Lewes Town Council are well established and followed.



**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are adequate and effective.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

**Independence and competence**

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 10 years specialising in local government.

**Engagement letter**

An engagement letter was issued in September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

**Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council in September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR).

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover
- The client has an audit committee with detailed terms of reference and work programme

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

**A. BOOKS OF ACCOUNT (INTERIM AUDIT)****Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

The council continues to use Sage as a day to day accounting package. This is a tried and tested financial reporting package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is not VAT registered. VAT reclaims are completed on an annual basis. The current VAT reclaim period is tracked via a spreadsheet and shows all entries up to the 1<sup>st</sup> October. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit date, I am of the opinion that the control assertion of “Appropriate accounting records have been properly kept throughout the financial year” has been met.

**B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

***Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.***

Due to the extended deadlines for this year, the external auditors report and notice of conclusion of audit for 2019/20 had not been returned by the external auditor at the time the interim audit paperwork was submitted for review.

There is evidence of the internal auditor’s report being received and considered by council, and this activity is recorded in the minutes of the council meeting held on 30 July 2020 [minute ref FC2020/30.1].

***Confirm by sample testing that councillors sign statutory office forms***

I confirmed by sample testing that councillors sign “Acceptance of Office” forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor.

***Confirm that the council is compliant with the relevant transparency code***

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of all the required information in a clear and transparent way.

***Confirm that the council is compliant with GDPR***

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice on the home page of its website, and it is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council structure includes committees, working groups/parties and panels. Details of the structure, including responsibilities of each element and a diary of meetings is published on the council website.

*Check that agendas for meetings are published giving 3 clear days' notice.*

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to is attached to the agendas published on the council website.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are routinely uploaded to the council website and subsequently replaced by final versions once approved.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.*

The standing orders are based on the NALC model, and have been adapted to suit the circumstances of the Town Council. Arrangements have been put in place to include legislative changes made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.*

Financial regulations are based on the NALC model. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

*Check that the council's Financial Regulations are being routinely followed.*

The council is performing a monthly bank reconciliation for each account. These are reported and recorded in the appropriate minutes in accordance with Financial regulations.

The council's Financial Regulations state *'the inclusion of an estimate in an approved budget resource account shall be authority for the expenditure of sums not exceeding that estimate (inclusive of virement or supplementary estimates which may be authorised from time to time), without further approval'*. There is no evidence of this regulation being breached in reviewing the expenditure records available at interim audit.

It was noted that the emergency authorisation level for the Clerk is £2,000.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.*

The council has the General Power of Competence (GPC) and the thresholds do not apply.

*Confirm that checks of the accounts are made by a councillor.*

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and not indicative of errors in the system. I am therefore of the

opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for” has been met.

### **C. RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)**

#### ***Internal audit requirement***

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

The council carries out a detailed Corporate Risk Assessment using a computer software package specifically designed for the local council sector. The assessment includes 300 separate risk elements, with a summary report provided to the council showing the results. This activity was most recently carried out in July and reported to council at the meeting held on 30 July 2020 [minute ref FC2020/32.1].

The council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 1 April 2023. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £500,000.

At the interim audit date, I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these” has been met

### **D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**

#### ***Internal audit requirement***

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

I confirmed that the 2020-21 budget and precept setting process is underway. The Finance Working Party considered a draft proposal at the meeting held on 28 October, which included a review of the current year’s financial performance in the light of the Covid pandemic and of annual fees and charges.

The minutes show that careful consideration was given to all aspects of the budget, including the need to maintain appropriate reserve levels while empathising with the desire to minimise increases for residents during the hardships suffered during the pandemic.

The working party concluded that a proposal with a zero increase was the preferred option, and the draft will be reworked with this outcome to present to council.

I have confirmed that in accordance with Financial Regulations, regular reporting of budget against expenditure is carried out and reviewed, and it is clear that councillors are provided with enough detailed information to make informed decisions on council finances.

At the interim audit date, I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate” has been met.

### **E. INCOME (INTERIM AND FINAL AUDIT)**

**Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

Apart from the precept, the council's other income sources include the hire of facilities, allotment income and flat rental. The annual fees and charges were reviewed by the Finance Working Party as part of the budget setting review in October 2020.

The Covid-19 pandemic has impacted on the council's income, and regular updates on the council's position have been provided and recorded in the minutes of committee and council meetings.

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

**F. PETTY CASH (INTERIM AUDIT)****Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

The council maintains a small petty cash float for incidental expenses. Due to the remote nature of the interim audit, I was unable to physically reconcile the petty cash balance.

At the interim audit date, I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

**G. PAYROLL (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

The council processes payroll internally using Sage. All employees are paid with reference to the NJC salary scale. A review of the payroll information provided for interim audit shows PAYE and Ni calculations appear correct, and HMRC data is submitted in a timely fashion.

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

**H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

The council has a detailed fixed asset register in place in Excel format, which includes all the required information. Assets are correctly stated at historic or proxy cost, with further explanations provided on how the values were arrived at. More detailed information on the field assets is included on the document, giving exact positions of all assets. The register appears consistent with the detail on the insurance schedule.

At the interim audit date, I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

### **I. BANK AND CASH (INTERIM AND FINAL AUDIT)**

#### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

Bank reconciliations are regularly reported to council. The reconciliations provided for interim audit were reviewed and no errors were found.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of “Periodic and year-end bank account reconciliations were properly carried out” has been met.

### **J. YEAR END ACCOUNTS (FINAL AUDIT)**

#### **Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

To be reviewed at the year end.

### **K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**

#### **Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)*

The council did not declare itself exempt from a limited assurance review in 2019/20.

### **L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**

#### **Internal audit requirement**

*The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

Due to the Covid 19 outbreak, the statutory deadlines were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this

purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	31 July 2020	To be reviewed at year end
Inspection period begins	10 August 2020	To be reviewed at year end
Inspection period ends	21 September 2020	To be reviewed at year end
Correct length	Yes	To be reviewed at year end
Common period included?	n/a	To be reviewed at year end

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

I am of the opinion the control objective of “The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations” has been met.

#### **M. TRUSTEESHIP (INTERIM AUDIT)**

##### ***Internal audit requirement***

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

The council is the trustee of the Town Brook Charity (charity number 1008223), and a review of the Charity Commission website shows that all reporting is up to date.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

*A Beams*

**Andy Beams**

**For Mulberry & Co**



Lewes District Council



Working in partnership with **Eastbourne Homes**

Mr Steve Brigden,  
Town Clerk  
Lewes Town Council  
By Email

11<sup>th</sup> December 2020

Dear Steve,

**PART 4 CONTRACT PROCEDURE RULES, RULE 18: DISPOSAL OF INTERESTS IN LAND – NORTH STREET QUARTER**

As you may be aware, yesterday's meeting of Lewes District Council's Cabinet approved heads of terms of the sale of land that the Council owns at the North Street Quarter to Human Nature. Cabinet also delegated authority to Ian Fitzpatrick, as Director of Planning and Regeneration, in consultation with the Leader of the Council and Head of Legal Services, to negotiate and enter into a sale and purchase agreement with Human Nature, based on these heads of terms.

In accordance with Part 4, Rule 18 of the Council's Contract Procedure Rules, I am now writing to consult Lewes Town Council on LDC's intention to dispose of its interests in this land. Please see plan attached which identifies the land that the Council is intending to sell to Human Nature.

The sale is conditional on Human Nature securing planning permission for the new scheme that it wishes to deliver and upon the Council securing best consideration for the land in accordance with Section 123 of the Local Government Act (1972).

I would welcome any comments that you may have by 31<sup>st</sup> December 2020. Please do let me know if you have any questions or require further information.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bev Lucas".

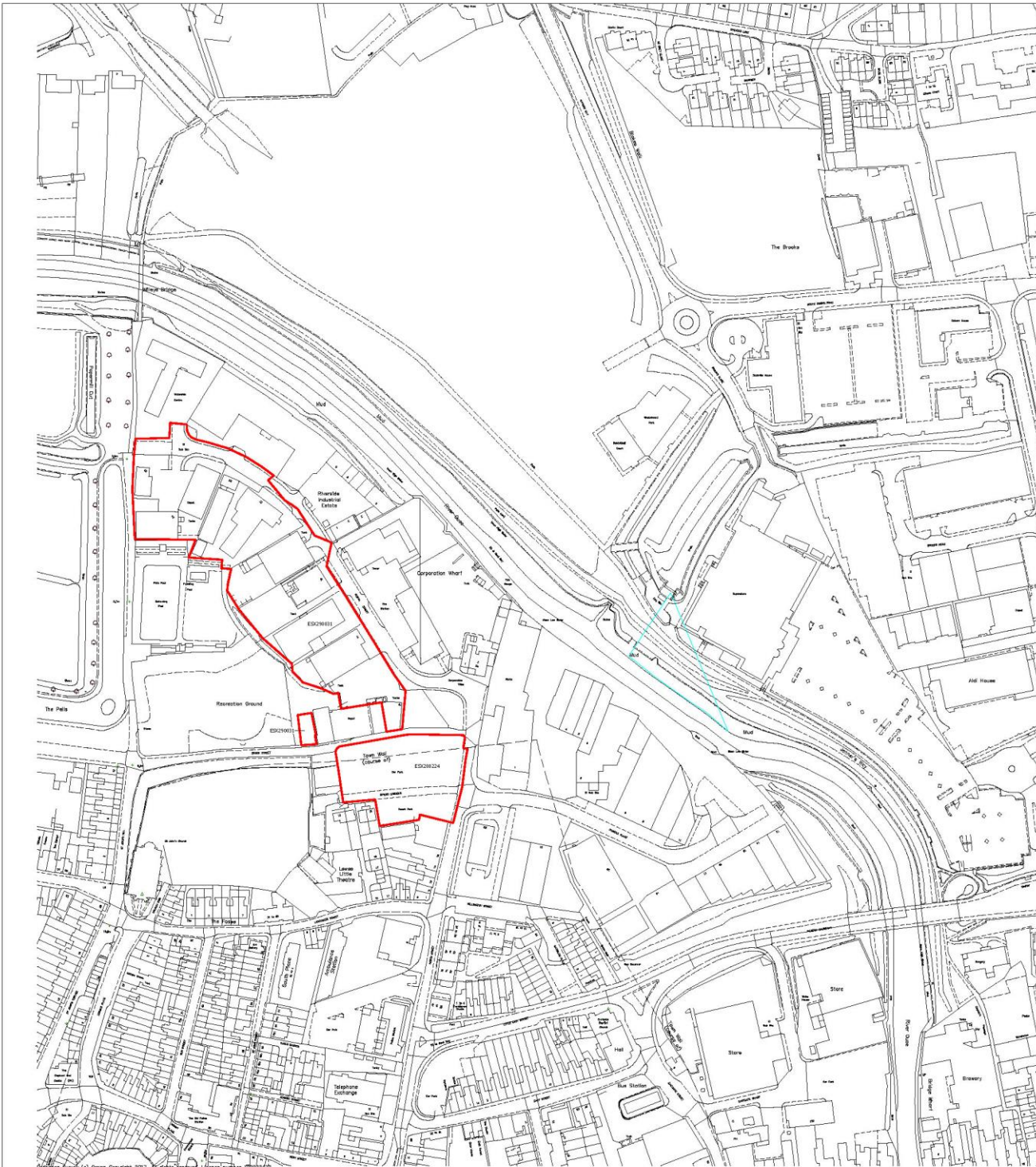
Bev Lucas  
Specialist Project Manager

cc: Ian Fitzpatrick – Head of Regeneration and Planning, Deputy Chief Executive  
Mark Reynard – Senior Lawyer

**Lewes District Council**  
Southover House  
Southover Road  
Lewes  
East Sussex  
BN7 1AB

**Eastbourne Borough Council**  
1 Grove Road  
Eastbourne  
East Sussex  
BN21 4TW





TITLE ESX288224 3592.2 sq m (0.888 acres)  
 TITLE ESX290031 12552.0 sq m (3.102 acres)  
 TOTAL LDC 16144.2 sq m (3.989 acres)



Key:

Project:

LEWES DISTRICT COUNCIL LAND  
 NORTH STREET QUARTER  
 LEWES  
 EAST SUSSEX

Job no.: 43385

Revision: 001

Drawn on: 27/07/2020

Drawn by: AW

Client:

LEWES DISTRICT COUNCIL

Scale: @A3

Site Plan 1:2500



Trueplan (UK) Ltd  
 Mount Pleasant House  
 2-6 Lansdale Gardens  
 Tunbridge Wells  
 Kent TN1 1HJ  
 01892 614881

plans@trueplan.co.uk  
 trueplan.co.uk  
 @Trueplanuk  
 facebook.com/trueplan

## 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 January 2020	Status at December 2020	
1	<b>Town Hall repairs &amp; conservation</b>	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Awaiting consultants further report on heating system options viability.	Specialist commissioned and system design and works preliminaries underway.
2	<b>Pells Lake ecology project</b>	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 3	pending commencement of 3rd-party works in locality (flood defence structures and improvements to recreation facilities as conditions of North Street Quarter development planning consent) to achieve best value for money – links to item 3
3	<b>Pells Recreation Ground and kiosk/café development (with Santon Group and others)</b>	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children’s play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	Pending agreements with PPCA	As item 2.
4	<b>Malling (Bridgeview) Community Centre refurbishment</b>	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks	Works continuing and progressing well. Completion shortly. LTC self-management agreed by Council 8 <sup>th</sup> October 2020. Steering Group formed and Members appointed, to supplant Building Working Party interest once works complete.
5	<b>Continuing programme of environmental enhancements and specific site improvements</b>	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Urgent tree works update received at Council 19th December.	Continuing programme. Emergency project <i>in</i> Ash die-back concluded March 2020. Summary report received by Council 18 <sup>th</sup> June 2020.
6	<b>Devolution of assets &amp; services</b>	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Working Party recommendations considered by Council 19th December. Next stage: further detail from LDC to inform negotiations	Continuing. LDC have withdrawn the offers of sale regarding “ Fisher St and Market Tower.
7	<b>DECISIONS re Retirement of key staff</b>	Prepare strategy for recruitment of Town Clerk Designate and further staff establishment changes.	Personnel Panel mandated to begin detailed examination of successor Clerk and discuss 6 other posts affected by eligibility for retirement.	Personnel Panel engaged in project. Specialist adviser engaged and scoping/timetabling exercise with the Panel scheduled for 16 <sup>th</sup> December 2020.