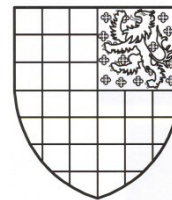


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held in the **Corn Exchange, Town Hall, Lewes** on **Thursday 29th July 2021**, at **7:30pm** which you are summoned to attend.

S Brigden, Town Clerk,
22nd July 2021

AGENDA

1. QUESTION TIME

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

2. MEMBERS' DECLARATIONS OF INTERESTS

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

3. APOLOGIES FOR ABSENCE

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

4. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

5. MINUTES

To agree Minutes of the Council meeting held on 24th June 2021.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) South Downs National Park Authority

(oral report Cllr Waring)

7. COUNCILLORS' INDIVIDUAL DUTIES

To note amendments to individual Members' appointed duties *(Report FC006/2021 attached page 10)*

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

To respond to Lewes District Council

(Letter attached page 12)

9. PARLIAMENTARY CONSTITUENCY BOUNDARY PROPOSALS

To consider a corporate response to current consultation on boundary changes *(DRAFT attached page 15)*

10. POLICY on COVID-19 PRECAUTIONS

To consider a temporary policy on continued precautions for events *(Report FC007/2021 attached page 16)*

11. PELL'S LAND EXCHANGE PROPOSALS

To consider revised proposals by Lewes District Council

(Report FC008/2021 attached page 17)

12. UPDATE ON MATTERS IN PROGRESS *(oral report by TC/ Annual plan summary attached page 20)*

13. NOTICE of ITEMS IN PROSPECT

(oral report by Town Clerk)

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

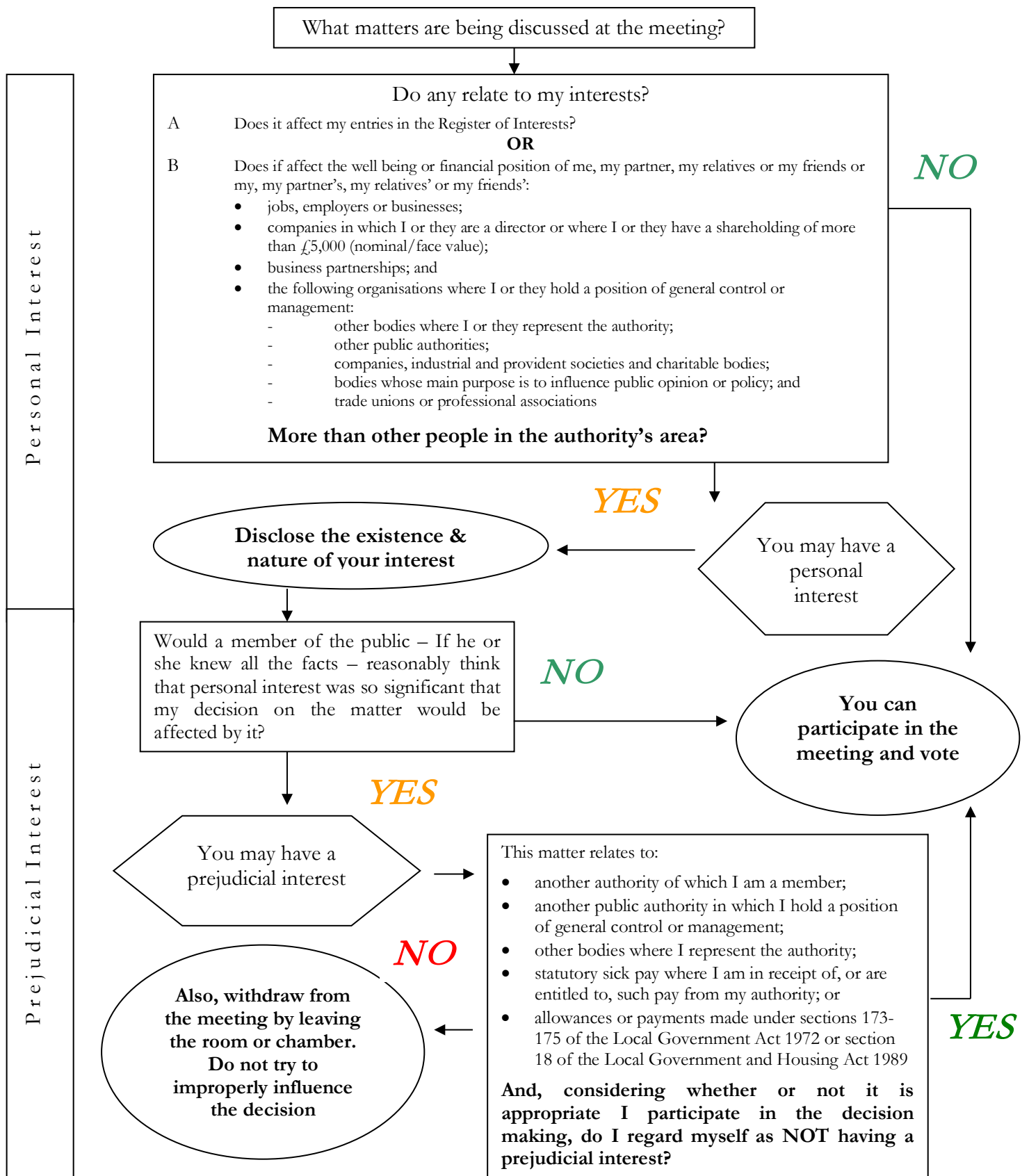
PUBLIC ATTENDANCE –

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.

Covid-19 risk arrangements: Due to continuing escalation in the rate and level of infections all attendees will be required to wear a face-covering, and seating will be arranged to ensure appropriate distance.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



YOU WILL ALSO NEED TO CONSIDER:

Am I biased or have I predetermined a matter?

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

Have I made up my mind about the issue?

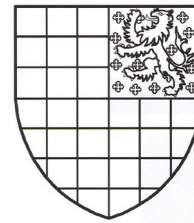
You should not make your mind up about an issue before you come to take a decision on it. You can still form a provisional view but you must be willing to consider all arguments presented at the meeting and you must be genuinely open to persuasion on the merits of the case. If you do not have a genuinely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

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**LEWES
TOWN
COUNCIL**

MINUTES

Of the meeting of **Lewes Town Council**,

held on **Thursday 24th June 2021**, in the Corn Exchange, Lewes Town Hall, at **7:30pm**.

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

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*); L Symons (*Town Hall Manager*)

Observing: B Courage (*Town Ranger*); Ms F Willis (*Asst Manager Malling Community Centre*). Ms L Chrysostomou (*TC designate [attending prior to appointment]*).

MAYOR’S ANNOUNCEMENTS:

a) The Mayor encouraged all present to remember that the Covid-19 pandemic was far from over and that, whilst the ‘physical’ meeting was required for Council to make lawful decisions, the measures taken to ensure social distancing and minimize risks of transmission of the virus should be scrupulously observed throughout the evening. The meeting should be as brief as practical to ensure business was properly conducted but with the shortest possible contact-time. Meetings which could legitimately be classified as advisory would continue to be held online via Zoom.

b) All present welcomed Laura Chrysostomou, the Town Clerk Designate, who was attending prior to taking up her appointment to familiarize herself with the Council.

Councillors joined in wishing Julie Dean, the Council’s Reception/Administration Officer and also Town Hall Cleaner, a speedy recovery from emergency cardiac treatment. Julie had now returned home and was expected to have a four/six week period of recuperation. Flowers and a card had been sent.

c) Members were reminded that Lizzie Zeyfert, All Saints Centre Manager, was to start maternity leave later in the year – that was now confirmed as 10th September. The Council wished her well, and it was announced that Claire Tully, ASC Assistant Manager, had since announced that she is expecting her second child and would start maternity leave on 22nd October.

d) The Mayor mentioned a recent attendance at a meeting of the Lewes Twinning Association, and was pleased to report that the organization was looking forward and planning possible scenarios for the resumption of a programme of activities, post-Covid.

FC2021/13 QUESTION TIME: There were no questions.

FC2021/14 MEMBERS DECLARATIONS of INTERESTS:

Cllr Bird advised that he was a member of the executive group of the Ouse Valley CARES initiative which was the subject of a motion on the agenda for this meeting.

FC2021/15 APOLOGIES FOR ABSENCE:

Apologies had been received from Cllr Henman, who had a work commitment; Cllr Herbert, who was forced to isolate due to family contact with a positive Coronavirus case, and Cllr Dr Mayhew; who was unwell. **It was resolved that:**

FC2021/15.1 Reasons submitted for absence from this meeting are noted.

FC2021/16 MINUTES:

It was resolved that:

FC2021/16.1 Minutes of the Council meetings held on 29th April and 5th May 2021 were received and agreed as an accurate record.

FC2021/17 WORKING PARTIES AND OUTSIDE BODIES:

Members are reminded that anyone who may have attended a meeting of any recognized outside body which has covered issues that deserve attention by the Council, should ensure that TC is aware of this before the Council’s next meeting, and preferably before the agenda deadline. Reports on all activities of the organization are not expected.

a) Personnel Panel: Council received a report (*Report FC005/2021 copy in the Minute book*) which apprised Members of the conclusion of the recruitment for a successor to the present Town Clerk.

1. Following the series of workshops held by the Personnel Panel since June 2020 (each previously reported to Council), the post of Town Clerk (designate) had been widely advertised and ten applications were received by the closing date, 8 from within the Parish Council sector. Applicants had indicated where they had seen the post advertised and the report offered a summary of these responses.
2. At a meeting facilitated by the Council's consultant, the Regional Director of Southeast Employers (SEEmp), Jennifer McNeill, seven candidates were selected for first-stage interviews. Candidates were asked to complete, in advance of their interview, a CREDO™ self-assessment to gain insights into their personal management style and approach. These were independently assessed and the Panel briefed on each. Candidates were asked to present a briefing note on a hypothetical scenario designed to test knowledge; awareness; flexibility; insight; empathy, reporting and presentation skills *etc.*
3. Interviews were conducted in two tranches, on 10th and 14th May 2021 by all Personnel Panel, members, assisted by Ms McNeill, the Assistant TC/Civic Officer, and TC. Candidates were asked questions arising from their presentation, and a set of questions related to their match with the Personal Specification plus individual questions arising from analysis of their completed CREDO report.
4. Three candidates had been selected for second interviews, held on 21st May 2021. At these interviews Panellists further investigated responses to questions from the first stage, and candidates were asked to identify a key success, event, or development of which they were particularly proud. This was in detail and gave rise to further questions in depth. There was further exploration of the profiling reports, and candidates were asked to describe their need in the area of personal development in the event of success.
5. Following the final interview, the Panel and advisers reviewed all three in depth and were unanimous in their selection of candidate to be offered the job. This was Ms Laura Chrysostomou, currently Deputy Town Clerk and Responsible Finance Officer at Littlehampton Town Council.
6. Ms Chrysostomou's acceptance had been received, and referees had submitted very positive remarks. A starting date was agreed as Wednesday 1st September 2021, and she expected to be able to participate in the recruitment of a new Responsible Finance Officer, which would commence before then.
7. All unsuccessful candidates were sent a copy of their personal CREDO assessment with hopes that these may be helpful in their present, and any future, roles.
8. Council were advised that TC would retire on 14th December 2021, remaining employed until then, but would cease work on 29th October, to partially-offset accrued leave entitlement. Once Ms Chrysostomou has established herself and before TC effectively left, an interim probationary review would be conducted as a matter of good practice, following which it would be necessary for Council to formally designate her as the Council's Proper Officer and transfer those responsibilities.

It was resolved that:

FC2021/17.1 Report FC005/2021 (*copy in the Minute book*) detailing the conclusion of the recruitment for a successor to the present Town Clerk is received and noted.

b) Grants Panel 2nd June 2021: Members considered report FC001/2021 (*copy in minute book*) containing recommendations for payments of grants for the first cycle (of four) for the year 2021/22. Following some questions on particular applications **it was resolved that:**

FC2021/17.2 The grant payments recommended in report FC001/2021 (*copy in minute book*), as shown in column G of the table appended to that report, be approved.

c) Mallig Community Centre Steering Group 11th June 2021: Council considered the Minutes of this meeting (*copy in the Minute book*).

1. *General overview:* The Group had reviewed the evolution of the project to refurbish the Centre; beginning with the responses to original public consultation on desired facilities and

showing the drawings depicting the vision for the wider area and recreation ground, to be funded from planning agreements on development of the North Street Quarter/Phoenix area. For the benefit of Members who had not yet visited the rebuilt Centre there followed a series of photographs depicting the refurbished Centre and the facilities offered, which illustrated how the project had met those requirements as far as practicable. It was noted that the improved space and general amenity value of the building would inevitably alter the usage profiles compared with the previous layout and management model.

TC had described the position regarding ‘snagging’ following the practical completion of building works – photographic examples illustrated some of the elements being addressed. These items were more extensive and complex than indicated in the original list produced at the point of handover by the building contractor, but were now progressing steadily, and various sub-contractors were scheduled to visit to complete rectification jobs.

Fire risk assessment had been carried-out and the maximum safe capacity of the spaces was established. Contracts were in place for hygiene services, alarm monitoring *etc* and the ground-source heat pump installation was now accredited with the government Renewable Heat Incentive. This is a financial incentive scheme designed to increase the uptake of renewable heat technologies and reduce carbon emissions and will return payments to the Council for up to 20 years based upon periodic submission of usage data.

Telephones & data connections were being arranged and the Centre was currently using a mobile number (07708 648028) which would ultimately become the emergency phone. Email was in place and messages could be sent to mallingscentre@lewes-tc.gov.uk. Almost-new office furniture had been obtained free of charge from a charity supplier.

There followed a general discussion on several aspects of the building and prospective operations, including such things as bicycle stands and ‘basic’ equipment for use by hirers. It was recognized that a new profile of use would emerge once operations commenced.

2. *Prospective re-opening and relaxation of covid-19 restrictions:* TC gave an update on the position regarding allowable events under Covid-19 regulations and noted that it was anticipated that some events should be possible once restrictions eased subject to the government’s announcement planned for the 14th June. It was noted that ‘headline’ information in the media was often not consistent with the actual regulations or government statutory guidance. The appropriate guidance was monitored, and plans adapted as appropriate to any developments in that regard. Re-opening would follow the government programme – anticipated 21st June – although the building would not be fully-equipped. It would be desirable to hold a ‘Grand re-opening’ to celebrate the project, but this was likely to be later in the year.

3. *Catering:* General licensing was under review as the building had been substantially altered, and it was likely that a new license would be required for all purposes. Specialist advice had been sought as to the practicalities of offering a concession to a professional caterer to equip and operate the café/bar. It was not thought appropriate to allow hirers to use the kitchen, as in the past, and the redesign had anticipated a more professional, managed, service. The facility had been independently assessed as likely to be very attractive to prospective concessionaires, and it should not be necessary to offer a rent-free period in recognition of their initial investment in equipment. It was proposed that a contract be drafted for approval by the Group, with assistance from experienced specialist agents, which could specify requirements for any aspects unique to the Council’s policies and overall management of the building. It had been recommended that as the proportions of business rates, utilities consumption *etc* attributable to the café operation were likely to be quite small, an all-inclusive contract was appropriate and this was expected to yield significantly higher income to the Council. When a contract was offered to the market, it should be possible to require a presentation by bidders before a tender was accepted, to assess compatibility with the Council’s outlook. The Group agreed the principles of this proposal and work would begin on drafting a contract. Until catering was fully-established at the Centre, small items of equipment for preparing hot and cold beverages (*eg* boiling urns) could be used.

4. *Fees & Charges:* Members considered comparative fees for public rooms and buildings in the area, and there followed a lengthy discussion on an appropriate tariff to reconcile the

continuing community focus of the Centre with the acknowledged improvements in facilities that it now offered. The Group also considered a list of previous hirers; the periods hired, the original tariff and the facilities that had been used.

After detailed consideration, it was decided that a fair starting-point would be to copy the tariff offered at the All Saints Centre, with an introductory reduction of 30% applied, and this would be comprehensively reviewed after a year. This would recognize the fact that the Centre would not initially be fully equipped or providing catering facilities, and the profiles of demand and usage would evolve over the first few years.

5. *Miscellaneous issues:* There followed a general discussion on various general matters before the meeting ended, including signage; principles of hiring by the hour and Value Added Tax, among other things. In answer to a question, TC confirmed that the contract price for the rebuild had not been exceeded, but provisional elements allowing for contingencies had been fully-utilized. Interim payments had been made to the contractors at each milestone subject to validation certificates issued by the Council's managing surveyors, according to the protocol prescribed by the Royal Institution of Chartered Surveyors. Some Members felt that the contractor should be prepared to disclose their final costs, although TC advised this would be considered commercially-sensitive information.

Members who wished to look around the Centre were asked to contact Hannah or Faye at mallingscentre@lewes-tc.gov.uk or telephone 07708 648028. TC would distribute these details.

In answer to a suggestion the Group was asked to consider the provision of a publicly-accessible water fountain. Subsequently, **it was resolved that:**

FC2021/17.13 The Minutes of the Malling Community Centre Steering Group meeting held on 11th June 2021 (*copy in the Minute book*) are received and noted, and the recommendations of the Group arising from that meeting are approved.

FC2021/18 COUNCILLORS' INDIVIDUAL DUTIES:

Report FC002/2021 (*copy in minute book*), was received, regarding changes to Members allotted individual duties. The effects of these were shown in an appended table. Subsequently, **it was resolved that:**

FC2021/18.1 The individual duties of Members for the remainder of the 2021/22 municipal year shall be amended as (shown in the appendices to Report FC002/2021 [*copy in minute book*]):

Cllr S-A Sains is appointed to serve on the Grants Panel and All Saints Steering Group.

Cllr J Lamb is appointed to serve on the Executive body of Lewes Chamber of Commerce.

FC2021/19 OUSE VALLEY CARES INITIATIVE:

Council considered a Motion (NOM006/2021 *copy in the Minute book*) proposing that support was pledged to the Ouse Valley CARES Partnership and there should be involvement in joint initiatives where appropriate. It was explained that the OUSE Valley CARES project - (Climate Action, Ecological Resilience, Sustainability) was a partnership initiative that aimed to support community projects that tackle the climate and ecological emergencies.

It was coordinated by the South Downs National Park and included partners such as Lewes District Council, Sussex Community Development Association, Community Energy South, Seaford Community Partnership, Railway Land Trust, Transition Town Lewes and other Town and Parish councils within the project area.

The area follows the river valley downstream from Barcombe, through Lewes and the villages of the lower Ouse Valley to Newhaven and includes Seaford.

Ouse Valley CARES was one of only 21 proposals to be awarded funding from around 550 submissions. The £151,000 funding was earmarked for the employment of two outreach posts and the development of local projects. A full bid (£2.5 million) would be submitted in April 2022

Two outreach officers had recently been appointed and were hosted by the Sussex Community Development Association (SCDA) and the South Downs National Park. They would be responsible for supporting potential projects throughout the year.

These would include projects which;

- > Create more green corridors across and between communities and connections to the wider countryside and the South Downs National Park. These include projects such as tree planting, wildflower corridors and improving habitat quality at nature reserves.
- > Enhance wellbeing, knowledge and skills around climate change reduction, such as community gardens, community orchards, training for groups and schoolchildren, climate cafes, Forest School development, sustainability advice and events.
- > Reduce carbon footprint, such as supporting residents to reduce energy bills, training volunteer 'climate and energy champions', identifying new sites for community-owned energy schemes and helping to increase accessibility to electric vehicles and active travel projects.

Ouse Valley CARES would use the Climate Action Forum website as a vehicle for signposting activity in the project area: www.climateactionforum.org.uk

It was resolved that:

FC2021/19.1 Lewes Town Council pledges its support to the Ouse Valley CARES Partnership and its willingness to be involved in joint initiatives where appropriate.

FC2021/20

CORPORATE RISK ASSESSMENT 2021/22:

Members considered report FC003/2021 which dealt with the assessment of risks associated with the operations and functions of the Council for the forthcoming municipal year (*a copy is included in the Minute book*). The report explained the principles of the annual assessment and the concepts of tangible risk (*eg* physical risks associated with a swimming pool) and intangible risk (*eg* risks associated with publications) and summarized the annual evaluation. This year's review had taken account of 300 risk elements within 37 functions/areas of operation. Not all were relevant to LTC, but scores had been awarded to 290 risk elements, and there were no salient points of concern. A summary report extract was appended; the full report (159 pages) being available on request to TC if required. **It was resolved that:**

FC2021/20.1 Lewes Town Council notes the Corporate Risk Assessment report, reference FC003/2021 (*a copy is included in the Minute book*) and the summary table of assessed risks for 2021/22 appended to it.

FC2021/21

INTERNAL AUDITOR'S REPORT:

Council received the final report from its retained Internal Auditor on the financial year ended 31st March 2021 (*copy in the Minute Book*). The audit had been conducted in accordance with current best practice and statutory guidelines. Areas covered in the final and earlier (November 2020) interim audit included:

- > Books of account (interim audit)
- > Financial regulations, governance and payments (interim and final audit)
- > Risk management and insurance (interim and final audit)
- > Budget, precept and reserves (interim and final audit)
- > Income (interim and final audit)
- > Petty cash (interim audit)
- > Payroll (interim and final audit)
- > Assets and investments (interim and final audit)
- > Bank and cash (interim and final audit)
- > Year end accounts (final audit)
- > Limited assurance review (interim and final audit)
- > Transparency (interim and final audit)
- > Exercise of public rights – inspection of accounts (final audit)
- > Publication requirements (interim and final audit)
- > Trusteeship (interim audit)

It was noted that the Internal Auditor's report forms the key element of the Council's internal control regime and the structure of this was designed to confirm that every element of the

statutory audit framework was satisfied and, supported by the routine work of the Audit Panel, was to give Council the confidence that it should affirm each statement on the statutory Annual Governance & Accountability Return (AGAR).

Councillors were pleased to note the comments, made in the Auditor's introduction, that

"It is our opinion that the systems and internal procedures at Lewes Town Council are well established and followed." and that criteria for all control assertions required on the AGAR had been met.

Consequently, it was **resolved that:**

FC2021/21.1 Lewes Town Council notes the report of Mulberry and Co on their Internal Audit work for the Council for the year ended 31st March 2021 (*a copy is included in the Minute book*).

FC2021/22 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN:

Members received report FC004/2021 (*copy in minute book*) which presented the requisite accounting information and draft Annual Governance & Accountability Return (Year ended 31st March 2021) for approval as required by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (S12015/234).

The relevant pages of the return were appended to the report. It was required that Council resolve its approval of its Annual Governance Statement (section 1) prior to approval of the Accounting Statements (section 2).

The accounting statements had been certified by the Responsible Finance Officer, and the certificate by the Council's independent Internal Auditor had been signed. He indicated that he had no concerns, and his final report had earlier been presented to the meeting. The Internal Auditor's work, regular reports of the Audit Panel, and occasional reports from other sources, were the instruments by which the Council assured itself that all responsibilities are satisfied.

Consequently, it was **resolved that:**

FC2021/22.1 Lewes Town Council approves the Annual Governance Statement, shown at section 1 of the statutory Annual Governance & Accountability Return for the year ended 31st March 2021.

FC2021/22.2 Lewes Town Council approves the Accounting Statements shown at section 2 of the Annual Governance & Accountability Return for the year 1st April 2020 to 31st March 2021, for submission, with supporting documents as required, to Messrs PKF-Littlejohn LLP; the External auditors appointed by the national sector-led body.

FC2021/23 ANNUAL ACCOUNTS:

Alongside the Annual Governance & Accountability Return, the Council's external auditors required the submission of various supporting documents and analyses, one of which was the statement of accounts published each year in a conventional format to show a Balance Sheet; Income & Expenditure account; statements of Reserves and assets, and various explanatory notes. The Accounts for the year ended 31st March 2021 were considered by Council and following some questions from Members it was agreed that anyone having a particular question or desire to inspect more detailed ledger records should email TC with their enquiry. Subsequently **it was resolved that:**

FC2021/23.1 The Financial Accounts for the year ended 31st March 2021 are received and noted.

FC2021/24 UPDATE ON MATTERS IN PROGRESS:

TC gave an update on progress in various areas:

Town Hall heating: The mandatory survey of ambient noise in the area proposed as the site of the Air Source Heat Pump was still awaiting a return to more typical levels of activity. Meanwhile the remaining functioning boiler had failed, although a makeshift repair had been successful. TC gave a brief summary of the background to the project; prompted by complete failure of one of the two current boilers in 2018/19. The phasing of the project to replace the system had been planned to install the Heat Pump first but would be amended to accommodate the new urgency created by the recent boiler failure.

Staffing: TC reviewed the position at the All Saints Centre caused by one current vacancy

(Venue Assistant) and the imminent maternity leave of the Manager and Assistant Manager. Three Venue Assistants would be recruited on fixed-term contracts, and the permanent position could be addressed at the end of the term. Interviews were imminent and the appointments would commence in time to offer a period of training before the commencement of maternity leave. Managerial oversight would be provided as required, by officers experienced with the Centre. The new post of Communications Officer would be advertised shortly. In due course the new post of Responsible Finance Officer would be advertised, and it was hoped that Ms Chrysostomou would be available to join in shortlisting and interviews.

Bus shelter – South Downs Road: In answer to a question – TC confirmed that the necessary licence to conduct works on the highway was still awaited. Liability for the destruction of the shelter (impact by a commercial vehicle) was not disputed, and the incident had been captured by CCTV on a nearby building development site and TC held a copy of the very clear recording. The shelter would be replaced as soon as possible following receipt of the licence.

FC2021/25 NOTICE of ITEMS IN PROSPECT

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

- › Support for Ouse Valley CARES initiative.

Dates to note etc for forthcoming meetings and events were:

- › The next cycle of applications (Cycle 2 of 4) to the Council's grants programme has a deadline for applications (now online-only) of 3rd September 2021 with an online meeting of the Grant Panel on Weds 15th September to formulate recommendations to Council on 7th October.
- › The next Council meeting would take place on Thursday 29th July 2021 at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 19th July.
- › Other meetings would be scheduled in due course according to need, taking account of developments in response to Covid-19.

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

The meeting ended at 8:55pm

Signed:

Date:

Agenda Item No: 7 **Report No:** FC006/2021
Report Title: Change to Councillors individual duties
Report To: Full Council **Date:** 29th July 2021
Report By: S Brigden, Town Clerk

Purpose of Report: To advise Council of proposed changes to individual Member's appointed duties.

Recommendation(s):

1 That these changes be agreed and/or noted.

Information:

Duties were originally allocated to individual Members at the Annual Meeting on 16th May 2019 and have subsequently been amended.

Tables of current appointments are appended for information, reflecting these changes.

NB: Members' attention is drawn to the statutory provisions (*s85 Local Government Act 1972*) regarding vacation of office by failure to attend meetings: appointment to an organ of the Council, or to an Outside Body, is qualification under these rules and attendance is taken into account in application of the six-months' absence regulation.

Members Individual Duties:

Planning Committee:

Cllr Dr Maples has resigned from her seat on the Planning Committee. (Council has not established a fixed complement for this Panel; consisting of *seven* Members after this change)

S Brigden
July 2021

Councillors individual duties 2021/22

At July 2021



LEWES
TOWN
COUNCIL

Standing committees, Functional panels and active Working Parties etc

		Bank Signatory	Grants panel	Planning Committee	Audit Panel (6)	Personnel Panel (6)	Finance w/Pty (6)	ASC Steering Group	Comms & Events	Landport Bott Mgt (8)	Transport Committee	Buildings Refurb' nt	Pells land exchange	UN sust' y goals W/pty	Open Council W/p	Egy;Divy;Incl	Devolution W/pty	Allotments W/pty	MCC Steering Group			
Janet	Baah	✓		✓							✓			✓		✓			✓			
Matt	Bird				✓					✓	✓	✓		✓	✓	✓		✓	✓			
Richard	Burrows	✓	✓			✓		✓		✓							✓	✓				
Stephen	Catlin		✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓			
Guy	Earl	✓					✓		✓			✓					✓		✓			
Rob	Handy			✓						✓	✓					✓						
Oli	Henman		✓				✓			✓	✓		✓	✓	✓		✓					
James	Herbert	✓	✓				✓	✓			✓			✓	✓	✓						
John	Lamb			✓	✓							✓						✓	✓			
Imogen	Makepeace		✓	✓		✓	✓		✓		✓			✓	✓			✓				
Wendy	Maples		✓		✓	✓			✓						✓	✓	✓	✓				
Graham	Mayhew	✓				✓	✓		✓			✓	✓				✓					
Merlin	Milner			✓	✓			✓	✓		✓	✓								✓		
Ruth	O'Keefe	✓	✓					✓	✓	✓	✓		✓	✓	✓							
Shirley-Anne	Sains	✓	✓	✓				✓		✓			✓		✓			✓	✓			
Jonathan	Vernon								✓	✓	✓				✓							
Richard	Waring							✓			✓	✓			✓							
Kate	Wood		✓			✓	✓		✓				✓		✓		✓		✓			



Lewes District Council



Working in partnership with **Eastbourne Homes**

Mr Steve Brigden,
By Email

14th July 2021

Dear Steve,

PART 4 CONTRACT PROCEDURE RULES, RULE 18: DISPOSAL OF INTERESTS IN LAND – NORTH STREET QUARTER: EQUINE WAREHOUSE & BACK TO THE GRAIN SITES

As you will be aware, at its meeting on 10th December 2020, Lewes District Council's Cabinet approved heads of terms of the sale of LDC owned land at the North Street Quarter (NSQ) to Human Nature. At the same meeting, Cabinet 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 (SPA) with Human Nature, based on these heads of terms.

In accordance with Part 4, Rule 18 of the Council's Contract Procedure Rules, you will remember that LDC consulted Lewes Town Council on its intention to dispose of its interests in the main NSQ site in December 2020. LDC is now consulting on its intention to sell the Equine Warehouse and Back to the Grain sites to Human Nature. Please see plan attached which identifies the two sites. Human Nature will acquire these sites in order that they can be incorporated into the NSQ regeneration scheme.

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

I would welcome any comments that you may have by 30th July 2021. Please do let me know if you have any questions or require further information.

Yours sincerely

Bev Lucas
Specialist Project Manager

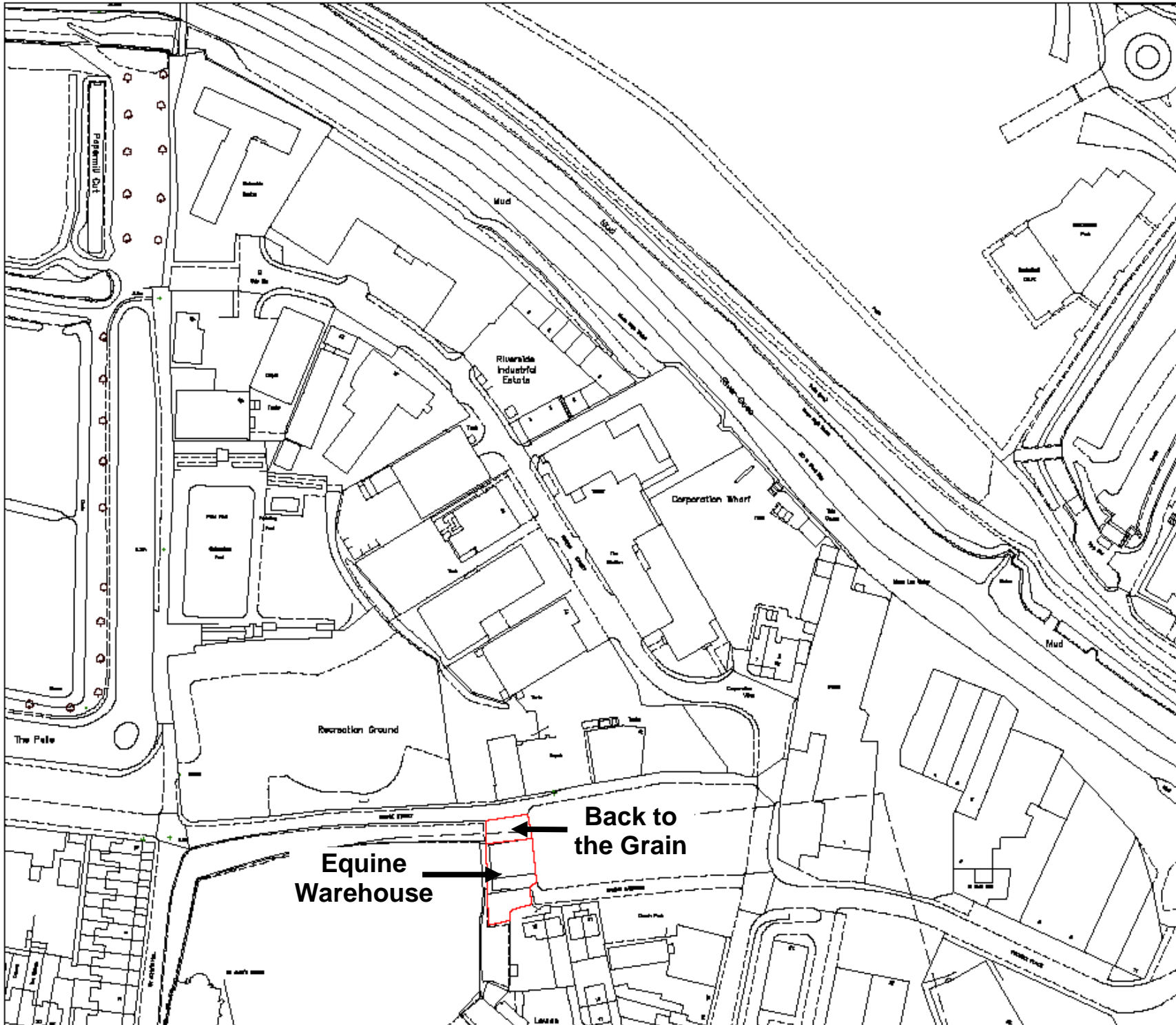
cc: Ian Fitzpatrick – Head of Regeneration and Planning, Deputy Chief Executive
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Project:
 LDC/LTC PLANS
 NORTH STREET QUARTER
 LEWES
 EAST SUSSEX

Job no.: 45258
 Revision: 000
 Drawn on: 09/02/2021
 Drawn by: AW

Client:
 LEWES DISTRICT COUNCIL

Scale: @A3
 Site Plan 1:1250


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Minute Extract: Lewes Town Council meeting 17th December 2020

FC2020/89

DISPOSAL OF LAND by LEWES DISTRICT COUNCIL – North Street Quarter:

Council considered a letter received from Lewes District Council (LDC) referring to LDC's Cabinet approval of heads of terms for the sale of land owned by LDC at the North Street Quarter. In accordance with LDC's contract procedure rules, the Town Council was consulted on LDC's intention to dispose of its interests in this land.

It was noted that the sale is conditional on the purchaser 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).

Consequently, **it was resolved that:**

FC2020/89.1 Lewes Town Council notes the intention of Lewes District Council to sell land at the North Street Quarter and makes no comment.



Lewes Town Council believes that the 'northern villages/parishes' in a corridor running from the town NorthWest up to the East Sussex County border should be retained in the new Lewes County Constituency. These all have strong community links with Lewes (the ancient County Town), established over centuries, and these should be respected. For completeness these are Barcombe & Hamsey, East Chilington & St John, Chailey, Newick, Plumpton, Streat, Ditchling & Westmeston and Wivelsfield. A useful side effect of this would be the elimination of the proposed division at Landport Bottom, which is acknowledged to follow a parish boundary but unhelpfully divides a significant landholding.

To counterbalance this in terms of constituency electorate numbers it is suggested that Polegate (already part of the existing constituency) is transferred to a neighbouring constituency with more natural community links (Eastbourne or Wealden) for the voters of Polegate. The proposed additions to the east could be retained in respect of the balancing of numbers although arguably Willingdon voters are likely to have the same community links discrepancy as Polegate and almost no commonality with Lewes.

Lewes Town Council
29th July 2021

Draft

Agenda Item No: 10 **Report No:** FC007/2021
Report Title: Temporary policy on continuation of Covid-19 precautions
Report To: Full Council **Date:** 29th July 2021
Report By: S Brigden, Town Clerk

Purpose of Report: To propose a prudent continuation of some restrictions on use of Council buildings following central government's release of restrictions on 19th July 2021.

Recommendation: That this policy be agreed with reviews as appropriate subject to monitoring of published Covid-19 conditions.

Information:

1. Following the government's relaxation of Covid-19 restrictions there has been significant national debate on independent application of some controls by employers and public-facing organizations. Scientific advice and published statistics on the prevalence and transmission of Covid-19 indicate that the government decision was premature.
2. The National Joint Council for local government services guidance on this dilemma notes that: in line with the Government's emphasis on a gradual return to 'normal', organizations should carefully consider retaining appropriate measures where this could help reduce Covid transmission.
3. With regard to staff, the government is no longer instructing work from home but during this period of high prevalence, it "*expects and recommends*" a gradual return and employers must observe their legal responsibilities for the health and safety of staff, applying measures to minimize the risk of transmission.
4. Generally, while face covering is no longer mandatory, in some areas it *will* be required, such as public transport. The government "*expects and recommends that people continue to wear face coverings in crowded, enclosed spaces.*" As such, organizations should consider mandating the wearing of face coverings, particularly in workplaces and public spaces which could become crowded, along with other mitigation measures such as barriers/screens, effective ventilation, and changes to the layout of the space.
5. Simply-put: precautions that have been in place for some time for staff and visitors to LTC buildings are still relevant and prudence dictates that they should continue. I have instructed staff accordingly and must ask Councillors to observe these reasonable measures. These are straightforward and simply maintain a need for 'metre-plus' distancing; wearing of masks; sanitizing of hands and frequent cleaning/sanitizing of surfaces, and minimizing the exchange of paper and other materials that might enhance transmission.
6. With regard to hirers of the Council's buildings, the matter is not quite so clear-cut. Colleagues in larger parish Councils across the country report arguments already being raised by users of their services, both for and against continued restrictions.
7. One council has reported seeking legal advice following a challenge which insisted that NOT continuing to provide an environment that allowed social distance and required face-coverings was a breach of the Equalities Act 2010. The legal advice received was that a disabled service user *could* support such a claim. Whilst not clear-cut there is a significant risk arising from the argument that failure to take appropriate safety measures while the pandemic continues (mandating masks, social distancing *etc.*) amounts to indirect discrimination as it puts disabled people at a particular disadvantage and cannot be justified.
8. Whilst it will no longer be *unlawful* not to wear masks without a valid excuse, it is open to the owners of premises to set their own rules. If such a rule is set and someone refuses to comply, they may be asked to leave. Ultimately, if they refuse to do so, they are open to legal action.
9. A number of events traditionally taking place in LTC premises attract large numbers of visitors and/or use close seating layouts, and the weakest aspect of our risk management strategy is ventilation; known to be a key factor in transmission of the virus. The Town Hall and All Saints Centre in particular have limited options to provide adequate ventilation for large numbers in these circumstances, and I therefore propose that Council operates a temporary policy that continues to require the wearing of masks by all visitors and restricts audience or visitor numbers to events to 50% of a room/hall's normal capacity. This can be reviewed as the Covid-19 situation unfolds nationally and locally.

S Brigden 20th July 2021

Agenda Item No: 11

Report No: FC008/2021

Report Title: Pells Land exchange – amended proposals

Report To: Full Council (as Town Brook Trust) **Date:** 29th July 2021

Report By: S Brigden, Town Clerk

Purpose of Report: To apprise Council of amendments proposed by Lewes District Council to the previously agreed exchange of land in the ownership of the Town Brook Trust

Recommendation: That these proposals be referred to the Pells Land Exchange Working Party for detailed assessment, and that preliminary legal advice is sought.

Information:

1. The background to this matter is that a land-swap proposal had been made in early 2018 by Lewes District Council (LDC) in respect of land held by the Town Brook Trust – The Pells swimming pool and recreation ground - to better-align boundaries with the proposed North Street Quarter development. A plan is appended to illustrate this. A Working Party was set up to consider the matter in detail and after careful consideration of detail, confirmed its view regarding the overall potential increase in land area; the inherent benefits of some of the land, and the opportunity to tidy boundary lines.

2. A conditional agreement was recommended, provided there was no cost to the Council (as Town Brook Trust); no technical reasons were discovered regarding the vestigial Brook, and valuations adequate to satisfy the Charities Act regulations supported the exchange.

3. Agenda and Minutes of these meetings (18/9/2018; 24/4/2019 and 25/2/2020) are published on the Council's website and show all relevant reports, plans *etc.* Final recommendations were agreed by Council on 27th February 2020, and the relevant Minute extract (*FC2019/109.7*) reads:

“The Council (as Town Brook Trust) agrees to the three land areas proposed at the Pells (*plans in Minute book*), subject to agreement with Lewes District Council that:

> All associated costs of valuation; technical assessment; legal transfer, and boundary relocation (enclosure) costs shall be met by Lewes District Council, and no cost shall fall to the Town Council

> Independent specialist valuation of the land areas concerned is undertaken.

> ‘Area B’, containing the historic Town Brook, shall be cleared of existing industrial debris and general detritus and the profile of the vestigial watercourse retained, with fencing to both boundaries retained (as now) including reinstatement when development adjacent to the area's Eastern boundary is completed.”

4. That position was relayed to LDC immediately and the matter has remained with them since then.

5. LDC have recently submitted proposals including draft Heads of Terms for exchange and an independent valuation report. Details are considered subject to business confidentiality although there are general aspects to which Council's attention is drawn:

- LDC has discovered, in carrying-out detailed work on the title boundaries, that one of the parcels of freehold land which LDC had proposed to swap (Area B) takes in part of the Lease demise of another property holding. It is therefore not possible to include this land parcel in the exchange and the Heads of Terms relate to the LDC owned parcels A and C only.
- The area of land owned by the Town Council which would be transferred (Area D) is less than the original area valued.

- There is a proposed ‘balancing payment’ payable by LDC to the Town Council as part of the exchange, in addition to LDC’s two land parcels, to account for the difference in area.
 - The valuation report notes the date of valuations as October 2019, and it is not immediately clear if the subsequent sale of the North Street development land (and attendant change in development prospects) has any material implications for either value or the proposals in general terms, and this should be established.
6. I recommend that the Pells Land Exchange Working Party is asked to carry out an assessment of LDC’s latest proposals with the benefit of detailed legal advice.

S Brigden 19th July 2021



boundary redrawn with new means of enclosure as part of NSQ development

POTENTIAL AMENDMENT TO PARK BOUNDARY

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 April 2021	Status at July 2021	
1	Town Hall repairs & conservation	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Specialist commissioned and system design and works preliminaries underway. Acoustic survey required to 'benchmark' ambient sound level for nearby homes – on-hold until normal activity levels resume.	Heating system: Acoustic survey underway. Electrical survey pending. Specialist sub-contractors tender invitations issued by Contractor.
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants. W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained	Pending commencement of 3rd-party works in locality (flood defence structures and improvements to recreation facilities as conditions of North Street redevelopment planning consent) to achieve best value for money – links to item 3. May be revisited once status of new owners' revised planning application can be assessed.	No change
3	Pells Recreation Ground and kiosk/café development (with Pells Poll Community Association; North Street developers, and others)	Engagement with North Street developers 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.	See also item 2. Partially-developed plans on-hold pending improvements to local area as condition of North Street redevelopment planning consent to achieve best value for money.	No change. New owner of North Street land beginning to organize public consultations on future vision and has declared intention to submit new application for Planning Consent within a year.
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Practical Completion certified 26 th March 2021. Significant 'Snagging' list – reparations underway. Research underway iro catering concession opportunities. Equipment planning underway. Provisional discussions re integration of sport changing facilities with District Council pitch bookings. Steering Group to be convened early May. Anticipated re-opening mid-June.	Snagging items nearly complete. Various equipment deliveries expected. Catering contract draft in preparation. Agreement reached with District Council re access to changing facilities for hirers of pitches. Some hires booked and diary developing.
5	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Continuing programme. Proposals to Council 29 th April 2021 re disbursement of funds for sustainability projects and contribution to costs of surfacing improvements to Ouse Valley Way.	Proposals to Council 29 th April 2021 agreed – projects gradually restarting.
6	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Continuing. LDC have withdrawn the offers of sale regarding 2 Fisher St and Market Tower. Discussions postponed <i>iro</i> Mountfield Pleasure Ground and Stanley Turner Trusts.	No change
7	DECISIONS re Retirement of key staff	Prepare strategy for recruitment of Town Clerk Designate and further staff establishment changes.	Personnel Panel short-listed seven candidates for interviews 10 th & 14 th May 2021. All candidates accepted invitation and will submit CREDO™ profiling questionnaire for assessment by specialist adviser. Second interviews scheduled for 21 st May.	TC Designate appointed. Takes up post 1 st September 2021