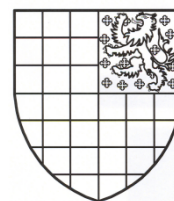


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**LEWES  
TOWN  
COUNCIL**

**To: Cllrs Catlin; O Henman; Dr G Mayhew; R O’Keeffe; S Sains and K Wood**

A Meeting of the Working party formed **to assess proposals for a land exchange at The Pells** will be held online\* on **Thursday 23<sup>rd</sup> September 2021 at 3:00pm** which you are summoned to attend.

*NB: this Working Party will sit in the capacity of the Town Brook Trust.*

**\*VIRTUAL ATTENDANCE:** This meeting can be joined using computer video & 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://us06web.zoom.us/j/88486787534>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 884 8678 7534**

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

S Brigden, Town Clerk  
16<sup>th</sup> September 2021

## **AGENDA**

### 1. ELECTION of CHAIRMAN

To elect a Chairman for the Working Party for the 2021/22 year

### 2. QUESTION TIME

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

### 3. APOLOGIES FOR ABSENCE:

To receive apologies from members of the working-party who are unable to attend.

### 4. MEMBER’S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

### 5. MINUTES:

To agree Minutes of the meeting held on 27<sup>th</sup> February 2020

*(attached, page 3)*

### 6. REMIT of the WORKING PARTY

To note the remit of the Working Party as defined by Council on 21<sup>st</sup> June 2018 (*Minute FC2018/28 refers*):

“..to consider proposals made by Lewes District Council in respect of land held by the Town Brook Trust, and to bring recommendations to Council in due course.”

### 7. EXCLUSION of the PRESS & PUBLIC

At this point the Chair will move:

“That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc.* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider commercially-sensitive detail related to proposed contracts.”

### 8. BUSINESS of the MEETING:

To consider an amended proposal by Lewes District Council (LDC) for exchange of land at The Pells.

*Working documents attached for appointed councillors. An oral report will be presented at the meeting.*

This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk). Copies are available from the Town Hall  
**For further information about items on this agenda please contact the Town Clerk at the above address.**

This meeting will be held online via video link. To join the meeting follow the instructions above.

**\*Members of the public wishing to join 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 joining online meetings please see the notes overleaf**

## 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.

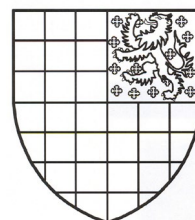
Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

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

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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Working Party** formed to assess proposals for an exchange of land at The Pells held on **Tuesday 25<sup>th</sup> February 2020** in the **Council Chamber, Town Hall, Lewes** at **11:00am**

**PRESENT** Cllrs Catlin; Dr Mayhew; O'Keeffe; Sains and Wood.

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

**PellsXchWP2019/01 ELECTION of CHAIRMAN:** Cllr Catlin was elected as Chairman of the working party for the 2019/20 year

**PellsXchWP2019/02 QUESTIONS:** There were none.

**PellsXchWP2019/03 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Henman who was working abroad.

**PellsXchWP2019/04 DECLARATIONS OF INTEREST:** There were none  
*TC advised on the principles of Members sitting as Trustees of the Town Brook Trust.*

**PellsXchWP2019/05 MINUTES: it was resolved that**

**PellsXchWP2019/05.1** The Minutes of the meeting held on 24<sup>th</sup> April 2019 are received and signed as an accurate record.

**PellsXchWP2019/06 REMIT of the WORKING PARTY:** Members noted the remit of the Working Party, set by Council at its meeting on 21<sup>st</sup> June 2018  
(*Minute FC2018/28 refers*):

a) A land-swap proposal had been made by Lewes District Council (LDC) in respect of land held by the Town Brook Trust, to better-align boundaries with the proposed North Street Quarter development. It was proposed that a Working Party be set up to consider the matter in detail, and;

**it was resolved that:**

**FC2018/28.1** A Working Party be formed, comprising Cllrs Chartier; Catlin; Murray (R); Murray (S); O'Keeffe and Renton to consider proposals made by Lewes District Council in respect of land held by the Town Brook Trust, and to bring recommendations to Council in due course.

**PellsXchWP2019/07 BUSINESS OF THE MEETING:**

1 Members were reminded that Council had previously acknowledged that (with reference to the suggested exchange areas A; B and C) the area designated 'A' (170sq m) would be of benefit as it would allow improvements to changing rooms and other facilities of the swimming pool, and provide an ideal location for the installation of solar panels – a long-held aspiration of both the Town Council and the Pells Pool Community Association. The area designated 'B' was understood to include the vestigial Town Brook watercourse and a question had been raised as to the prudence of incorporating a potential water hazard within the recreation ground. This was a concern, although the ditch had been almost dry for many years and it was thought that this risk could be minimized by culverting, or a similar engineering solution. The area shown as 'C' was seen as simply a 'tidying-up' of eventual boundary demarcation, which offered no other particular benefit. It was noted that there would need to be agreement on responsibilities for the necessary removal of residual footings/service connections, and other structures at this location and a general agreement on legal costs and costs of final boundary structures (*eg* fencing).

2 Overall, the Working Party had 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. There were, however, residual concerns over aspects such as the vestigial watercourse and questions to be answered regarding costs and responsibilities.

3 The meeting noted that: having considered the Working Party's recommendations in June 2019, Council had not agreed them all and had proposed acceptance of only two of the areas offered as an exchange – areas 'A' and 'C' – given concerns regarding the vestigial watercourse in Area 'B'.

4 Lewes District Council had been advised of this decision and, in response to the concerns described, commissioned an exercise by specialist landscape architects Macgregor Smith to assess the technical position: reasoning that the Council may wish to reconsider if assurance could be offered with regard to Area 'B'. The Working Party was furnished with copies of the resulting report (*copy attached*) and welcomed the clearly-drafted information.

5 During lengthy re-consideration of the issue, Members reviewed aspects such as surface water run-off currently accumulating in the area and noted the planned engineering measures within the adjoining North Street development which were expected to ameliorate this in future. There was interest in retaining the last vestige of the historic Town Brook and *not* re-profiling the land as suggested in the report. On balance, Members favoured ownership and attendant control of future treatment of the land, rather than exclusion and potential loss of the feature within a bland boundary zone incorporated into the proposed adjacent car parking. It was felt that risk was manageable by judicious placement and maintenance of fencing and signage, and the option to re-profile; culvert, or otherwise

PellsXchWP2019/08

#### **CONCLUSIONS/RECOMMENDATIONS:**

It is recommended that Council (as Town Brook Trust) agree to exchange the three land areas proposed, 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 valuation of the land areas concerned is undertaken by an independent specialist.
- > '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 (North Street Quarter) adjacent to the area's Eastern boundary is completed.

PellsXchWP2019/09

The Chairman thanked everyone for attending and declared the meeting closed.

*The meeting closed at 11:45am*

Signed: .....

Date: .....

*Appended: Report 1088-2-536-A Macgregor Smith Landscape Architecture October 2019*

# North Street Quarter Lewes

## Pells Rec/Rifle Range Land Transfer - Parcel B Boundary Options

1088-2-536-A

October 2019



# POTENTIAL LAND TRANSFER TO LEWES TOWN COUNCIL



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

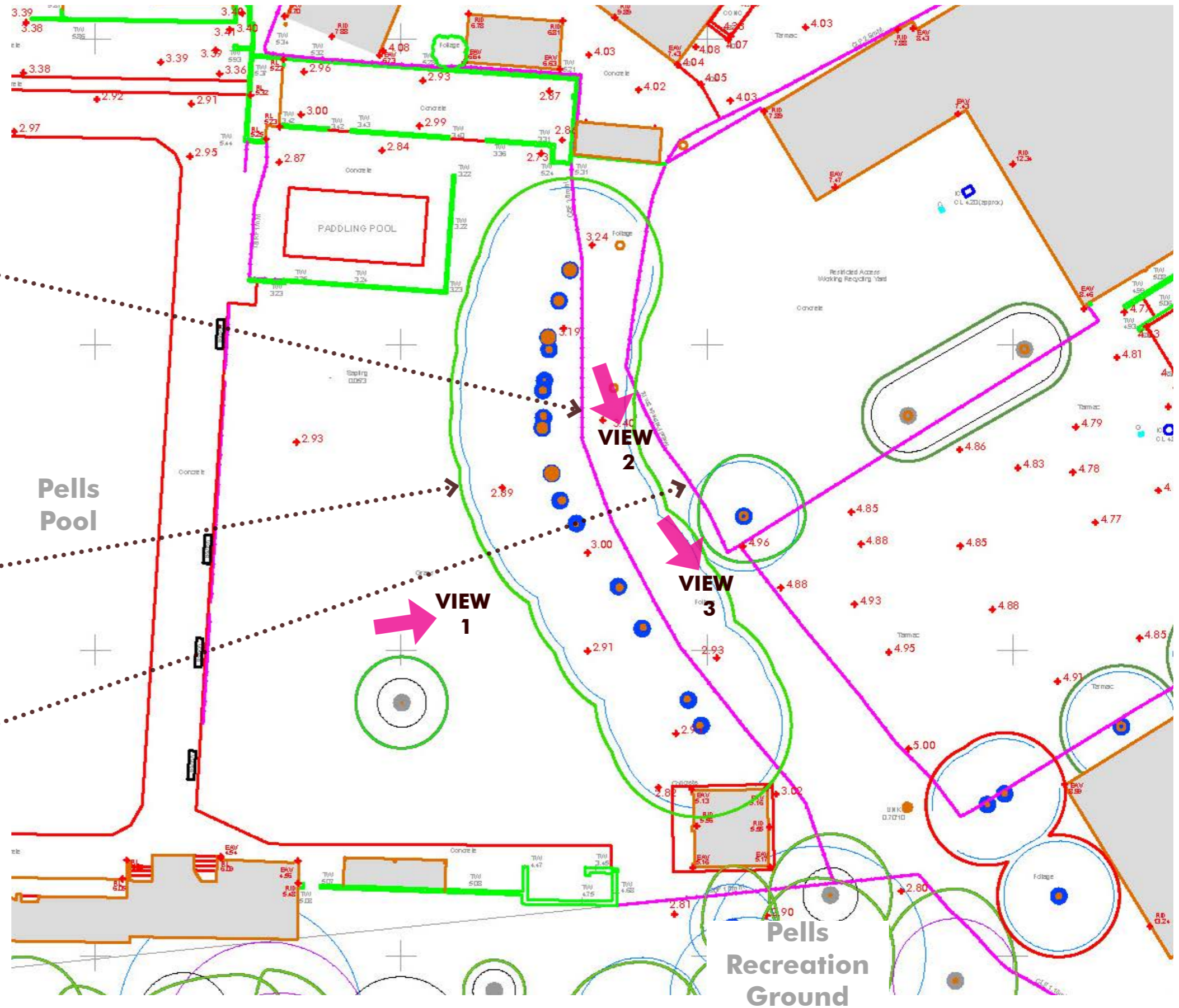
## POTENTIAL AMENDMENT TO PARK BOUNDARY

# PARCEL B - EXISTING SITUATION

Existing closed board fence to Pells Pool boundary

Belt of existing mature Hornbeam trees

Existing steel palisade fence to service yard boundary



EXISTING SITUATION - VIEW 1





EXISTING SITUATION - VIEW 2



EXISTING SITUATION - VIEW 3

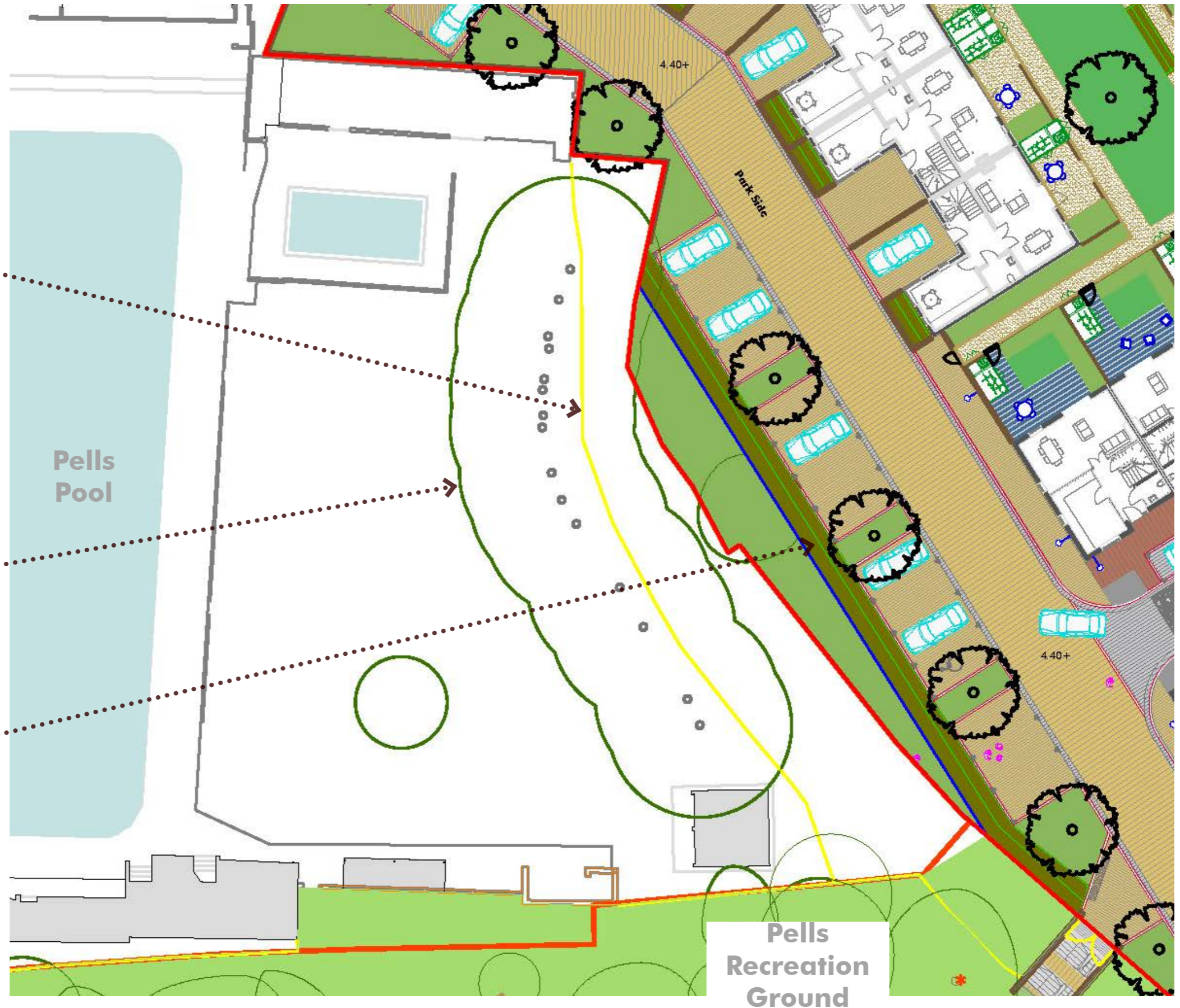


# PARCEL B - APPROVED NSQ PROPOSALS

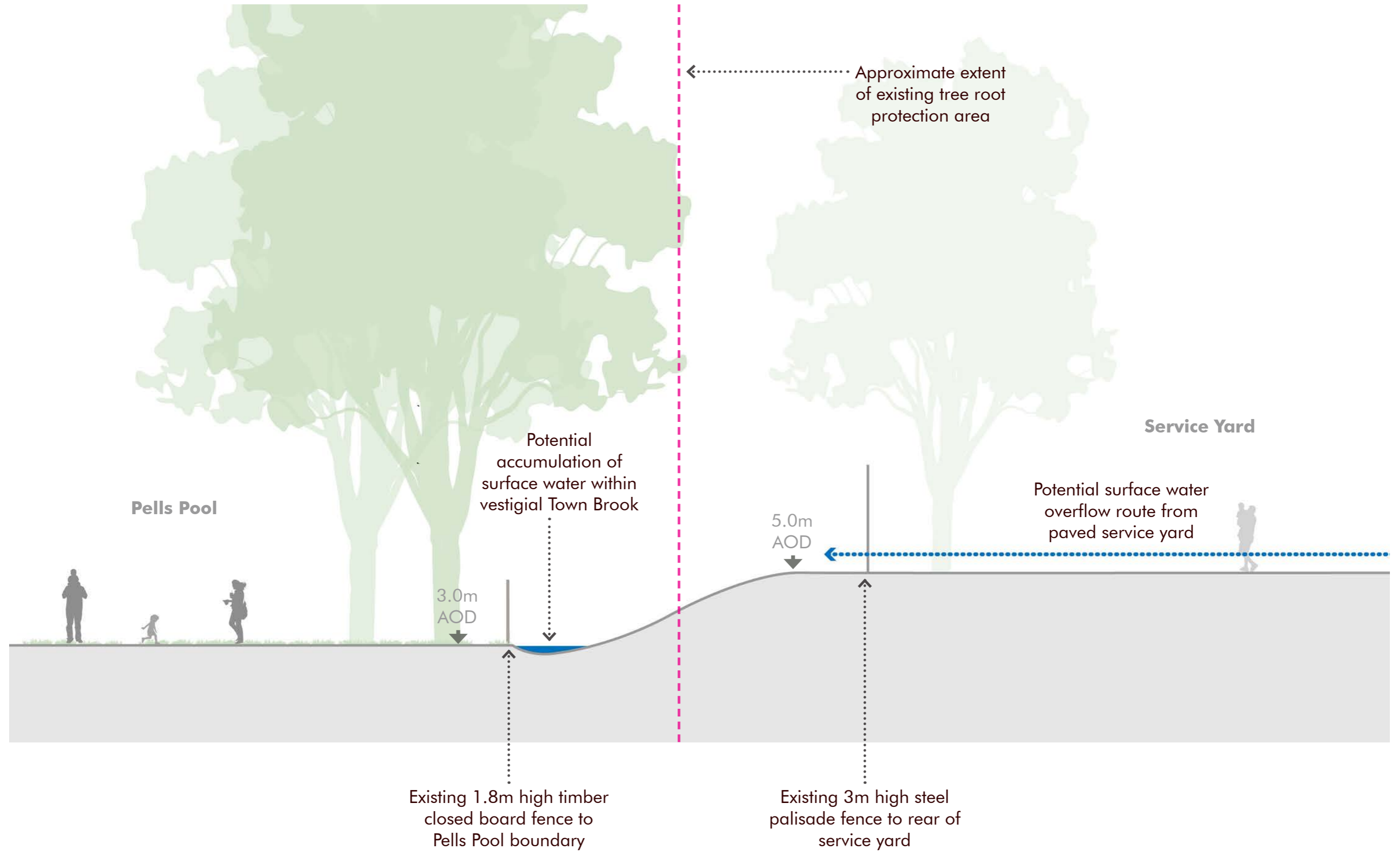
Existing closed board fence to Pells Pool boundary

Belt of existing mature Hornbeam trees retained

Proposed metalwork railing and 1.8m high hedge to NSQ boundary

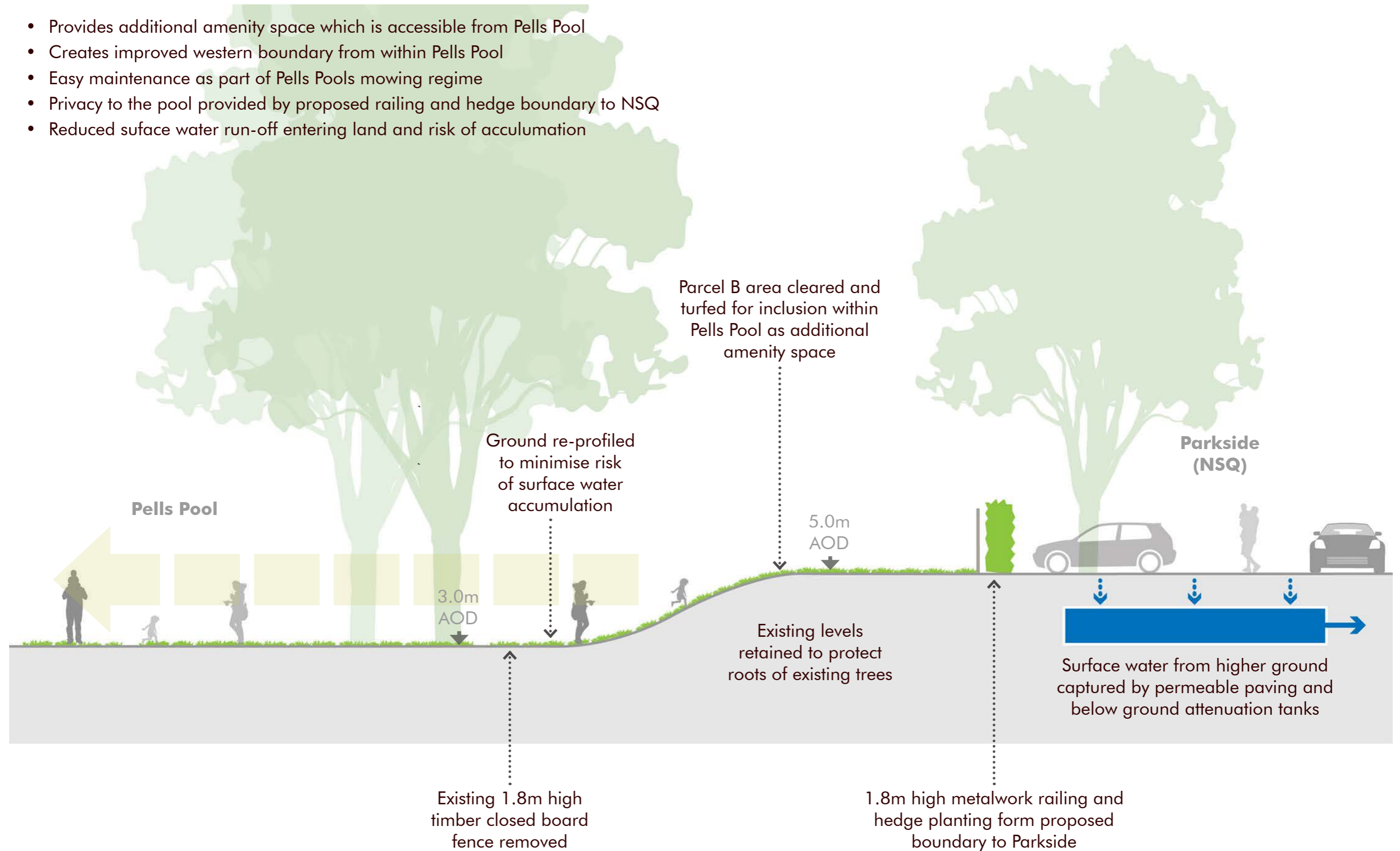


# EXISTING SITUATION



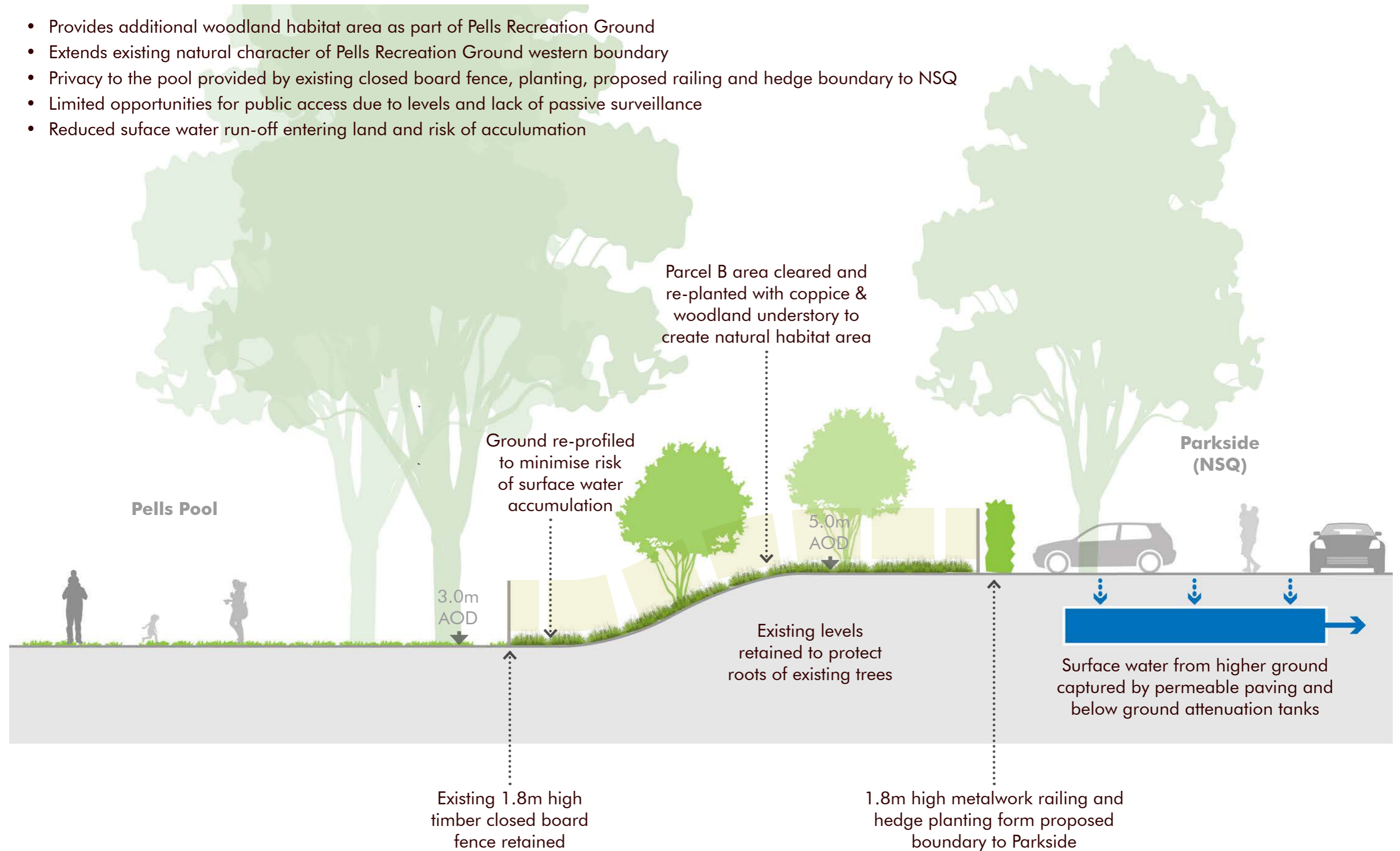
## OPTION A - LAND GIFTED TO PELL'S POOL

- Provides additional amenity space which is accessible from Pells Pool
- Creates improved western boundary from within Pells Pool
- Easy maintenance as part of Pells Pools mowing regime
- Privacy to the pool provided by proposed railing and hedge boundary to NSQ
- Reduced surface water run-off entering land and risk of accumulation



## OPTION B - NATURAL WOODLAND UNDERSTORY

- Provides additional woodland habitat area as part of Pells Recreation Ground
- Extends existing natural character of Pells Recreation Ground western boundary
- Privacy to the pool provided by existing closed board fence, planting, proposed railing and hedge boundary to NSQ
- Limited opportunities for public access due to levels and lack of passive surveillance
- Reduced surface water run-off entering land and risk of accumulation



**Macgregor · Smith**  
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