

## How to contact us

Write to:

Town Hall, High Street

Lewes, East Sussex

BN7 2QS

Find us online: [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

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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 **Council Chamber, Town Hall, Lewes** on **Thursday 24<sup>th</sup> February 2022**, at **7:30pm** which you are summoned to attend.

Laura Chrysostomou

Town Clerk

18<sup>th</sup> February 2022

## Agenda

### 1. **Filming of Council Meetings and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

### 2. **Apologies for absence**

### 3. **Members' declarations of interests**

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

### 4. **Question time**

Members of the public 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. A period of 15 minutes is allocated for this purpose. Questions or requests to address the Council must be submitted to the Town Clerk by noon the day before the meeting.

### 5. **Minutes**

To agree Minutes of the Council meeting held on 20<sup>th</sup> January 2022 (attached **pages 3to6**)

### 6. **Mayor's announcements and urgent items**

### 7. **Low Traffic Lewes**

(attached **pages 7 to 19**)

To receive a report and presentation from Lewes Living Streets and Cycle Lewes providing feedback on the Grant awarded by the Town Council in December 2020 for the Low Traffic Lewes Project

### 8. **OVESCO "Get Bikery"**

(Report FC021/2022 **pages 20 to 25**)

A Major Grant request by OVESCO

### 9. **Committees, Working Parties & outside bodies**

To consider matters arising from committees, working parties, members serving on outside bodies etc.

a) Allotments Service Working Party 27<sup>th</sup> January 2022 (attached **pages 26 to 27**)

b) Allotments Service Working Party 15<sup>th</sup> February 2022 (attached **pages 28 to 30**)

c) Grant Panel 9<sup>th</sup> February 2022 (Report FC022/2022 **pages 31 to 37**)

**10. Councillors Individual Duties** (Report FC023/2022 **pages 38 to 40**)

**11. Bus Station: Asset of Community Value** (NOM013/2022 **pages 41 to 43**)

To consider a proposal to register the Bus Station as an Asset of Community Value

**12. Officers Reports**

**12.1** Allotment Review: Rent and rental year; Tenancy Agreement; Site Representatives

(Report FC024/2022 **pages 44 to 63**)

**12.2** Queen's Jubilee Green Canopy Initiative

(Report FC025/2022 **pages 64 to 66**)

**12.3** COVID update

(Oral Report by Town Clerk)

**12.4** Town Clerk Review

(Report FC026/2022 **pages 67 to 71**)

**13. Exempt Business**

It is **recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

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**LEWES  
TOWN  
COUNCIL**

**Minutes of the Meeting of Lewes Town Council held on Thursday 20<sup>th</sup> January 2022 at 7.30pm in the Council Chamber, Lewes Town Hall**

**Present:**

Councillor M Bird  
Councillor R Burrows  
Councillor S Catlin (Mayor)  
Councillor G Earl  
Councillor R Handy  
Councillor J Herbert  
Councillor J Lamb  
Councillor I Makepeace  
Councillor Dr W Maples  
Councillor Dr G Mayhew  
Councillor M Milner  
Councillor R O’Keeffe (joined at 19.40)  
Councillor S Sains (Deputy Mayor)  
Councillor J Vernon  
Councillor R Waring  
Councillor K Wood

**In attendance:**

Town Clerk  
Committee Administrator

**89. Filming of Council Meetings Use of Social Media and Mobile Phones**

The procedures were noted.

**90. Apologies for absence**

There was an apology from Councillor Baah who was unwell.

**91. Members’ declarations of interest**

Councillor Waring declared an interest in item 9.1 (Historic England Consultation) in that he is a Member of the South Downs National Park Authority (SDNPA).

**92. Question time**

There were none.

**93. Minutes**

Minutes of the Council meeting held on 16<sup>th</sup> December 2021 were received and agreed as a true record and signed by the Mayor.

**94. Mayoral Announcements**

- 94.1** The Mayor requested that Members keep comments succinct when debating items on the agenda during the meeting.

**95. Committees, Working Parties & Outside Bodies**

**95.1 Buildings Working Party 10<sup>th</sup> January 2022**

Council received the Minutes of this meeting, and **it was resolved that:**

**The Minutes of the Buildings Working party are noted.**

**95.2 Finance Working Party 12<sup>th</sup> January 2022**

Council received the Minutes of this meeting, and **it was resolved that:**

**The Minutes of the Finance Working party are noted.**

**96. Ban of use of Leaf Blowers**

- 96.1** Members considered a notice of motion (NOM012/2022) that Council promote banning the use of leaf blowers by operatives maintaining the Lewes public realm areas and to ask Lewes District Council (LDC) and East Sussex County Council (ESCC) to ban the use of all leaf blowers when new maintenance contracts were specified and local authorities focus on using environmentally friendly tools, procedures, equipment and methods that don't produce noise and pollution to clean or clear surface. A ban could not be officiated on members of the public.

- 96.2** LDC was already researching the use of leaf blowers and their contract review process was imminent. It was suggested that eradicating leaf blowers altogether would not be practical for larger Local Authorities, such as LDC and ESCC. In certain areas leaves needed to be moved for Health and Safety reasons, however in other areas, for biodiversity reasons, it was better that leaves were left in place for wildlife.

- 96.3 It was resolved that:**

**The Town Council write to LDC and ESCC welcoming their review and requesting that they reduce their use of all leaf blowers in the Lewes Public Realm when renewing their Grounds Maintenance Contracts and that Local Authorities focus on using environmentally friendly tools, procedures, equipment and methods that don't produce noise pollution to clean or clear surfaces.**

**97. Officers Repots**

**97.1 Historic England Consultation**

Members considered report FC018/2022, which summarised the consultation from Historic England (HE) regarding the application for a Certificate of Immunity for the Bus Station and Bus Garage which had been considered by the Planning Committee on Tuesday 11<sup>th</sup> January.

- 97.2** The Town Clerk clarified that Members were being asked to consider whether the Town Council should respond to the HE consultation.

- 97.3** The HE consultation is on the proposed certificate of immunity from Listing and whether a certificate of immunity should be given to the Generator Group for a) the Bus Station, and b) the Bus Garage.

**97.4** The Lewes Neighbourhood Plan reflects the SDNPA decision which accepts that the site is allocated for development.

**97.5** TC advised Members to consider potential consequences of HE listing and to decide whether to respond to the HE Consultation and if a response is given, what the response will be for the bus garage and the bus station.

**97.6** It was resolved that:

**Council agreed to respond to the consultation in support of a Certificate of Immunity for the bus garages.**

**97.7** It was resolved that:

**Council agreed to respond to the consultation objecting to a Certificate of Immunity for the bus station and concur with the reasons given by The Twentieth Century Society as to why the bus station should be listed.**

## **98. Town Hall Heating and Project Maintenance**

**98.1** Members considered report FC019/2022 the Town Hall Heating Project and Maintenance, following a review by the Buildings Working Party at its meeting on 10<sup>th</sup> January. The Town Clerk summarised the report which recommended a way forward for the project in two phases.

**98.2** It was resolved that:

- 1. The load monitoring work on the existing power supply is instructed immediately at a cost of £2,750**
- 2. Phase 1 urgent installation of replacement gas boilers is undertaken at an estimate of £132,000, plus an estimate of unknown associated costs of £33,000, an element of Contract Administrator work estimated at £5,000 and an element of the Mechanical and Electrical Consultant costs estimated at £8,000.**
- 3. Thermostatic Radiator Valves and flushing through all radiators as part of phase 1 at an estimate of £8,000 be fitted.**
- 4. An initial energy audit of the Town Hall will be undertaken by nominated Councillors with Officers, reporting back to the Buildings Working Party with a specification for a more comprehensive energy audit.**
- 5. The investigation of the Air Source Heat Pump as part of a hybrid heating system is deferred until energy audits and building surveys are completed.**
- 6. Exploration of Photovoltaic Panels is deferred until the energy audit and building survey is undertaken.**
- 7. A building survey is undertaken of the whole building to inform a long-term proactive maintenance program.**
- 8. The financial implications as outlined in the report had been noted.**

## **99. Draft Budget Report 2022 to 2023**

**99.1** Members considered report FC020/2022 the proposed Full Council budget for 2022 to 2023 which the Town Clerk summarised.

**99.2** The budget that was presented had been considered in detail by the Finance Working Party who agreed to recommend the draft budget to Council with a 3.79% increase in Band D.

- 99.3** Since the Finance Working Party meeting, Lewes District Council informed the Town council of a reduction in the Council Tax Base, which effects the Band D Council Tax figure. This had been factored into the draft budget resulting in a 4.28% increase in Band D which equates to £8.55 per annum or 16 pence per week. Council therefore would need to consider the draft budget and the precept.
- 99.4** The budget was looking to deliver proposed projects and aspirations of Council as well as continued support for local community services.
- 99.5** Having looked at the budget in detail, the principal deliberations were recognising the financial hardship being faced by residents, the Districts Council Tax reduction scheme to support households with lower incomes and the rising rate of inflation now confirmed at 5.5%, which would impact the Council as well as residents.
- 99.6** Council would incur increased utility bills and the General Fund would have to be used to meet those increases as only a 2% increase had been provided for in the budget. In agreeing this budget Council tried to balance calling upon the General Fund and keeping the increased Precept below the rate of inflation.
- 99.7** It was noted that the public do not know about the wide range of services delivered by Lewes Town Council for residents and wanted to ensure a robust communication plan around budget setting.
- 99.8 It was resolved that:**

**The budget for 2022 to 2023 setting a Precept of £1,259,778 be approved.**

The meeting closed at 8:50pm.

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**TOWN MAYOR**

# Low Traffic Lewes Project – Progress

## Background

1. In December 2020 Lewes Town Council agreed to support the Low Traffic Lewes Project led by Lewes Living Streets and Cycle Lewes. It also agreed a grant of £5,400 to fund two studies to support the project and particularly objectives 1 and 3 below:
  - A survey of visitors to Lewes High Street and shopping area (and a similar survey of businesses) and
  - a camera survey to ascertain the current volume of through-traffic on the High Street.
2. The Town Council also appointed Cllr Richard Waring to represent it on a group of interested traders, Chamber of Commerce and Transition Town Lewes who worked with Lewes Living Streets and Cycle Lewes and who reviewed the proposed visitor survey questions.

## The Low Traffic Lewes Project Objectives

3. These were set out as:
  1. Quantify motor traffic in the High Street (Western Road to School Hill), and proportion of through-traffic, in order to...
  2. Set out and design options for reducing through motor traffic, whilst retaining motor traffic access for deliveries and on-street parking.
  3. Carry out a survey of shoppers and visitors accessing the High Street to establish modes of transport, how often they visit, how much do they spend, if by car where do they park, and whether they prefer to shop in the Precinct and Cliffe or School Hill/The High Street and why.
  4. Develop options and designs for slowing the traffic on the High Street to the speed limit 20mph or less, whilst creating more space on the High Street for people to enjoy it/socialise/encourage al fresco café-type culture as well as to shop
  5. Provide a scheme for a cycle route along the High Street/School Hill (as part of Cycle Route 90), including two way on School Hill, in order to bring cyclists into the High Street
  6. Provide a scheme for a pedestrian and cycle link between the Precinct and School Hill/High Street
  7. Identify possible rat running alternatives to the High Street, and set out how they might be made less attractive to motorists.
  8. Investigate a possible northern route for traffic to by-pass the High Street via two way Little East Street, West Street and Offham Road

## Visitors and Business Survey

- Because of Covid-19 the start of this survey was delayed until visitors had returned to the town. A face to face survey of visitors was commissioned from IBP Strategy and Research, who had carried out similar work elsewhere in the UK. They carried out their survey in August 2021 interviewing 310 people who were present in School Hill/High Street/Precinct/Cliffe High Street at this time. A similar version was delivered at the same time to 230 businesses of which 74 responded by post or by handing it back to the collector. The results of the **Visitor survey** and Business survey are summarised in the Appendix.

## On-line Residents Survey

- A separate but similar **on-line survey targeted at residents** was also conducted early in 2021. This was publicised in Lewes News and to people on the Lewes Living Streets and Cycle Lewes mailing lists and promoted in the Precinct. This secured 304 responses. It showed a higher level of support for changes.

## Results: Overwhelming support for more planting, seating, wider pavements and hop on/off bus

- A range of possible changes to make the High Street more attractive were tested on participants. **The Visitors survey showed positive support for all these changes except the ban on through-traffic. Support for the changes was generally lower in the Businesses survey but higher in the on-line residents survey.**
- The table below shows the level of support for changes across the three surveys. Note that 'Residents' is the on-line survey targeted at residents. The figures show the net support: those who were favourable minus those who were not.

Change proposed	Net support		
	Visitors	Residents	Businesses
1. More planting	+73%	+82%	+63%
2. Hop on hop off bus	+57%	+47%	+40%
3. More bench seating	+59%	+69%	+39%
4. Wider pavements in places	+51%	+76%	+9%
5. Reduced vehicle traffic	+43%	+77%	+12%
6. More cycle parking	+38%	+70%	+25%
7. More tables and chairs outside cafés	+41%	+64%	+38%

Note that the column "Residents" above refers to the on-line residents survey.



Change proposed	Net support		
	Visitors	Residents	Businesses
8. Slower traffic speeds	+35%	+78%	+45%
9. More pedestrian crossings	+31%	+61%	+15%
10. Taking out some on-street parking	+18%	+70%	-29%
11. Add cycle lane down School Hill	+3%	+56%	-42%
12. Measures to slow/reduce through traffic	+4%	+58%	-22%
13. A ban on through-traffic	-5%	+40%	-59%

Note that the column "Residents" above refers to the on-line residents survey.

### Other Results: residents spend more

- The results for the visitors survey also showed how they came to Lewes, how often they usually visited, what they came for, how much they spent, how many shops/premises they visited and more. It should be noted that whilst people living in Lewes spent less per visit they visited more often and so spent more overall. (See results in Appendix)

### Camera Survey: 2,000 vehicles a day are through-traffic on the High Street

- This survey was also delayed because of Covid-19 and because major road works at Earwig Corner up to the end of September 2021 meant that the motor traffic flows were likely to be unusual.
- The survey of through-traffic on the High Street/School Hill was carried out by Intelligent Data Collection Services Ltd for a week from 16<sup>th</sup> November 2021. They used cameras on the High Street at the Westgate Road junction and on Phoenix Causeway bridge to read the registration plates of vehicles coming into and out of the High Street.
- The numbers for the first day (Tuesday - 24 hours) were as follows with a similar pattern for the other days (although numbers were down slightly at the weekend):

#### Heading East

2,730 number plate records were captured heading in to the town centre at the High Street cordon (Westgate), of which the following went out of town over the Phoenix Causeway bridge a few minutes afterwards:

Number exiting	Within these minutes	% of total
1,322	5 mins	48.4%
1,423	10 mins	52.1%
1,460	15 mins	53.5%

## Heading West

2,888 number plate records were captured heading out of the town centre at the High Street cordon (Westgate), of which the following had come in to town over the Phoenix Causeway bridge a few minutes beforehand:

Number exiting	Within these minutes	% of total
1,257	5 mins	43.5%
1,480	10 mins	51.2%
1,547	15 mins	53.6%

12. The results showed that around 50% of vehicles on the High Street were driving straight-through. This is more than 1,000 vehicles a day each way. On this basis, 2,000 vehicles a day could use the A27 and the Cuilfail tunnel but instead drive through the High Street and could be discouraged to from doing so to the benefit of the town.

## Next Steps

13. Forming the working party into a project board involving High Street traders, Chamber of Commerce, Friends of Lewes, Transition Town Lewes, Lewes Access Group, a representative from the Town Council and others. This will review the results and consider options for progressing those changes which achieved a net positive score amongst visitors.
14. We will present the results of the two surveys to groups in Lewes including residents groups and the Chamber of Commerce (who have already requested a briefing).

## Our work with Urban Movement to date

15. Throughout the project Urban Movement (transport planners, traffic engineers and urban designers) have provided advice. In particular they have:
- confirmed that it would be possible to accommodate all of the changes identified in the survey but advise that there is limited room for many of the improvements cited without removing some of the on-street parking spaces.
  - carried out a feasibility study with regard to providing a cycle lane down School Hill (contra-flow). They have indicated that this is possible but will require the removal of some parking spaces and relocating a loading bay at the top of School Hill where the road narrows
  - looked briefly at the possibility of a northern alternative to the High Street involving two way traffic on Little East Street, North Street and West Street and onto Mount Pleasant. But they think West Street is too narrow to allow vehicles to pass each other and that it is better to focus on discouraging through-traffic altogether.

## Our Future Work with Urban Movement

16. We have asked Urban Movement to

- look at six areas where there are pedestrian flows across the High Street. These areas are at the School Hill/Eastgate Road junction; Albion Street junction; Market Street junction; Station Street/Fisher Street cross roads; in front of the Castle entrance/St Martins Lane junction; Westgate Street/Keere Street area
- to come up with designs for the above which provide all or some of those changes identified in the table above, apart from the last one (a ban on through traffic).

## Hop on Hop Off Bus

17. A low fare “hop on, hop off” bus was one of the options tested and which secured overwhelming support. This could take people up the Hill to the County Hall car park which is available to the public at cheap rates on Saturday. Brighton and Hove Buses have indicated they would like to support this in principle.

## Summary

18. The visitors, residents on-line and business survey showed support for changes to the High Street, although less support from businesses for proposals that would impact on on-street parking spaces. The camera survey showed that there is considerable scope for reducing through-traffic on the High Street by encouraging use of alternative routes around the town.

See also Appendix on Visitor Survey results

Kevin Moore (Lewes Living Streets),  
Sheila O’Sullivan (Cycle Lewes),  
14<sup>th</sup> February 2022



# Visitors' Survey

## and comparison with Business Survey and residents on-line survey

310 visitors interviewed and 74 businesses completed the survey in August 2021 by IBP  
304 residents completed the on-line survey May-July 2021 advertised in Lewes News, to residents groups, on Precinct stalls and Cycle Lewes and Lewes Living Streets contact lists

## Businesses perception of their customers

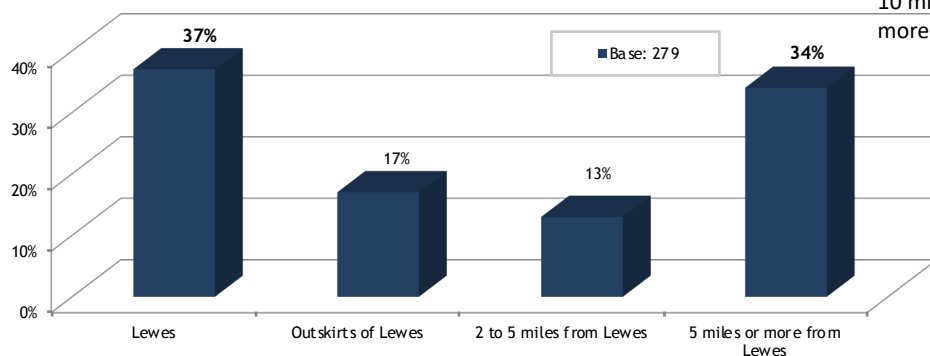
- Mostly in line with the visitors' survey
- But see a couple of exceptions identified
- Thanks to all those who took the time to respond

## Businesses who responded

- 59% retail
- 14% hospitality
- 7% consumer services
- 5% business services
- 43% on upper High Street/School Hill
- 30% on Cliffe High Street
- 11% off the upper High Street
- 5% off Cliffe High Street
- 3% on the Precinct

## Where do visitor respondents live?

23% said they had travelled less than half a mile



26% said they had travelled 10 miles or more

Businesses had a very similar idea of where their customers lived

## Main Mode of travel (other modes sometimes used in brackets)

### Residents (on-line)

- 15% by car
- 69% by foot
- 2% by bus
- 0% by train
- 15% by bike
- 0% by taxi
- **86% Active travel**

### Visitors

- 51% by car (23%)
- 34% by foot (33%)
- 7% by bus (26%)
- 6% by train (11%)
- 2% by bike (16%)
- 1% by taxi (7%)
- **48% Active travel**

### Businesses thought visitors

- 52% by car
- 23% by foot
- 6% by bus
- 9% by train
- 3% by bike
- 3% by taxi
- **41% Active travel**

## Only a small % drivers park on the street (A significant number use supermarket car parks)

### Visitors survey

- 48% paid car park
- **39% supermarket car park**
- **5% High Street in paid bay**
- 3% on another Lewes road
- 5% other

### As perceived by businesses

- 75%
- **7%**
- **7%**
- 0%
- 11%

## What do people come to Lewes for?

(From Visitors survey)

### Main reason

- 50% shopping
- 12% using services
- 11% looking around
- 9% visiting friends or relatives
- 6% other social or leisure

### Other reasons

- 29% eating and drinking out
- 21% shopping
- 13% looking around
- 10% other social or leisure
- 6% visiting friends or relatives

## Most people don't pop into just one shop

(from visitors survey)

### How many shops visited

- 11% said one only
- 45% said two to three
- 23% said four to five
- 21% said five or more

### Time spent in the area (excluding supermarkets)

- 9% up to half hour
- 23% half to one hour
- 36% one to two hours
- 20% two to three hours
- 12% more than three hours
- **Average dwell time 96 minutes**

## Pedestrianised areas more popular

(from visitors survey)

### **% Respondents said they were visiting**

- 88% Precinct/Cliffe High Street
- 71% School Hill/High Street
- 16% Waitrose
- 12% Needlemakers

### **Areas where they spent most time**

- 39% said mostly Precinct/Cliffe
- 10% said mostly School Hill/High Street

- Only 38% of those interviewed in the Precinct/Cliffe High Street area said they were also visiting School Hill/High Street

- 76% of those interviewed on School Hill/High Street said they would also visit the Precinct/Cliffe High Street

## Nearly half visit twice a week or more

(from visitors survey)

- 14% five or more days a week
- 13% three to four days a week
- 20% two days per week
- 16% once a week
- 12% once a fortnight
- 21% less than once a month
- 5% this was their first visit



## Average spend per visit

### Visitors survey

- By car: £37.20
- By foot: £27.62

### Residents on-line survey

- By car £26.80
- By foot £20.70
- By bike £26

Local people/on foot spend less per visit but more per week – valuable repeat customers

### Visitors Survey £ per week

- **By foot** spend £65 per week
- **By car** spend £31.18 per week

(Note: too few **by bike** to give meaningful calculation)

### Residents survey - £ per week

- **By foot** spend £66
- **By car** spend £63
- **By bike** spend £68

## Suggested changes to upper High Street/School Hill

Change proposed	Net support		
	Visitors	Residents	Businesses
1. More planting	+73%	+82%	+63%
2. Hop on hop off bus	+57%	+47%	+40%
3. More bench seating	+59%	+69%	+39%
4. Wider pavements in places	+51%	+76%	+9%
5. Reduced vehicle traffic	+43%	+77%	+12%
6. More cycle parking	+38%	+70%	+25%
7. More tables and chairs outside cafés	+41%	+64%	+38%

## Suggested changes to upper High Street/School Hill

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	Visitors	Residents	Businesses
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10. Taking out some on-street parking	+18%	+70%	-29%
11. Add cycle lane down School Hill	+3%	+56%	-42%
12. Measures to slow/reduce through traffic	+4%	+58%	-22%
13. A ban on through-traffic	-5%	+40%	-59%

Even visitor survey respondents coming by car gave positive rating to removal of on street parking bays

Change proposed	Net support		
	By car	By foot	Others
6. Reduce vehicle traffic	+26	+60	
10. Taking out some on-street parking	+10	+22	
11. Add cycle lane down School Hill	-20	+27	
12. Measures to slow/reduce through traffic	-14	+29	
13. A ban on through-traffic	-17	+10	

Interest in electric bike/van delivery service (from independent local shops)

- 28% of visitors interested (more amongst younger visitors)
- 13% not sure
- 58% said not interested

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 24<sup>th</sup> February 2022**

**Report Number: FC021**

**Report by: Town Clerk**

**Subject: Request for Major Funding – OVESCO “Get Bikery”**

### **1. Summary**

- 1.1 Council are asked to consider a request by OVESCO for financial support for the “Get Bikery” project which falls within the Council’s ‘Major Funding Request’ protocol.

### **2. Recommendations**

- 2.1 Council is Recommended to:
1. Assess the Major Funding Request within the system approved by Council, using the scoring template appended to this report to submit scores to the Town Clerk ahead of the meeting to assist debate.
  2. At the Council meeting, consider the presentation by OVESCO along with the resulting score from Members combined assessment and decide any level of support it is prepared to offer.

### **3. Background**

- 3.1 The Town Council has received a Grant Application from OVESCO for its “Get Bikery” project. The applicant requests funding of £4,900 and therefore falls within the ‘Major Funding Request’ protocol.

- 3.2 Each Member is required to evaluate the application on its merits in the five categories:

- Closeness of match to the council’s objectives and underlying values
- Overall robustness of the proposal – i.e. general likelihood of success/sustainability
- Financial planning exhibited – i.e. adequacy/prudency/appropriateness etc
- Scope and sustainability of the proposal – i.e. beneficiaries, scale, thoroughness
- 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 detailed elements of a proposal.

- 3.3 The scoring template is appended to this report for Member’s convenience. 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 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.
- 3.4 So that the meeting may move straight to discussion, scores should be sent to the Town Clerk no later than close of play **Wednesday 23<sup>rd</sup> February 2022**, to allow a moderated aggregate to be presented at the meeting.
- 3.5 A minimum threshold score of 65% is required before a request might be eligible for further consideration. 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.
- 3.6 Where recommended awards are below the amount requested by the applicant, the details of the proposal will be 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.
- 3.7 Following discussion, any award should be agreed by a vote in the normal manner.

#### 4. Information

- 4.1 The table below contains key information from the Grant Application Form.

<b>Organisation</b>	OVESCO CIC – Get Bikery Project
<b>Stated purpose of Organisation</b>	OVESCO is a community interest company. We develop community-owned renewable energy with a focus on Lewes Town and the Lewes District in East Sussex. We want to reduce Lewes Town & the Districts local carbon footprint and lower our dependence on imported energy in partnership with schools, businesses, and local people.  For this application we want to support the growth of low carbon local transport for the benefit of Lewes Town, local businesses, and the wider community. The ultimate aim is to set up a new social enterprise for eCargo bikes to operate in the Lewes as a self-funded sustainable business, at the end of a two year initial trial of the eCargo bike scheme in Lewes Town
<b>Stated purpose of grant requested</b>	Get Bikery is a community eCargo bike project that aims to support local traders, households and develop community opportunities for zero carbon and pollution-free transportation.

The project will provide voluntary and paid opportunities for local people to help develop a social enterprise that tackles climate change and promotes community wealth building.

OVESCo will manage and operate the eCargo bike project and develop a local network of partners and stakeholders throughout the pilot phase of the first year. In year two the eCargo service will be launched as an autonomous social enterprise.

Lewes District Council was successful in obtaining funding from the Energy Saving Trust for 8 eCargo bikes in Lewes. The bikes are of different types to suit a wide variety of riders, loads and applications.

Funding was also secured for a storage container to store the bikes and use as an operational base. In addition, funding was made available for a number of trailers and storage boxes.

Human Nature (the developer for North Street) has agreed for the scheme to operate onsite from the shipping container rent free in the first year with only service costs to be covered. A location onsite has been identified and the container will be delivered at the end of February 2022.

Start up funding is now urgently needed to progress the project to the launch phase.

The project is aiming to launch in March 2022 with the Bike Library once insurance and training has been completed. The delivery service will come online once the booking and routing systems have been set up and a core customer base has signed up.

Get Bikery has 3 areas of focus:

#### Local Delivery

Piloting local deliveries with high street shops including Seasons and Harveys within a 3-mile radius of central Lewes.

Trialling a pickup and delivery service with the Friday and Farmers' Markets

Linking with local home delivered food and creative businesses.

#### Bike Library

Bikes will be available for weekly loan to local tradespeople such as electricians, decorators etc. to trial the use of an eCargo bike. Advice will also be available for those wishing to purchase a bike to replace vans etc.

Bikes will be made available to households considering eCargo bikes as an alternative to fossil fuel transport. Advice and training will support households in the purchase and use of bikes.

Encouragement will be made to neighbours considering joint purchase.

Bikes will also be available to local organisations including the Town and District Councils for trial in local operations such as street cleaning, clearing fly tips and visiting allotments.

### Community

There are many opportunities to input into community engagement and development initiatives as well as to support groups and events that tackle climate change and poverty and promote better environment and inclusion.

The eCargo demo bike has already made a positive contribution to events such as the Climate Event on the Railway Land and the Human Nature exhibition in North Street. A number of enquiries for events throughout 2022 have already been logged.

The bikes will be available to community groups and social enterprises that progress similar sustainability principles.

The bikes have already been utilised for food bank deliveries and this will be developed alongside Cycle Lewes and others. Further opportunities for addressing food poverty challenges will be pursued as part of the Lewes District Food Partnership.

Discussions are taking place with the Sustainable Environmental Wellbeing Network as to how the bikes can be utilised in schools and for field trips to the local countryside for nature activities. The project has been recognised by the South Downs National Park as being a vital part of the Ouse Valley CARES lotter project and a way of connecting communities along the Ouse Valley catchment.

Opportunities will be developed to enable older peoples, minority and access groups to make use of the bikes and address inclusion and isolation issues.

The Get Bikery eCargo service supports climate change and air quality objectives and provides a zero-carbon transport-delivery option as part of Covid-19 recovery strategies. It supports local community groups, start-ups, and micro-businesses.

The project will pilot eCargo bikes in a range of applications and work towards developing a comprehensive last-mile delivery option for local businesses, producers and suppliers.

A dedicated website, dedicated number and app will be developed to ensure smooth functionality for users. Research and advice has been obtained from a number of source including the eCargo Accelerator Project in Brighton, national webinars, Sustrans, Transport Initiatives, Pedal Me and the UK Cycle Logistics Federation.

The bikes selected have been chosen for their flexibility and ease of use by novice riders. They will be supplied and serviced by a

	<p>local bike shop with expertise in servicing and maintaining ebikes and eCargo bikes.</p> <p>Sponsorship opportunities will be offered to supporters and investors who wish to add their names to the bikes.</p>
<b>Total project cost</b>	£5,900
<b>Own funds employed</b>	£1,000
<b>Grant requested</b>	£4,900
<b>Other funding sources</b>	Energy Saving Trust via Lewes District Council £45,300 awarded with conditions attached

Laura Chrysostomou

**Town Clerk**





## Financial Grants Scheme

## Application Assessment Sheet

Ref no 1-Major Funding-2021 to 2022

APPLICANT

OVESCO

Requested £4,900

Panelist name (please print) \_\_\_\_\_

Date **24th February 2022 (Major Funding)**

	AREA	COMMENTS	SCORE (Max 20)
1	Closeness of match to Lewes TC Grant scheme Policy (see Guidance Notes in application form)		
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>

Panelist signature \_\_\_\_\_

## How to contact us

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**LEWES  
TOWN  
COUNCIL**

**Minutes of a Meeting of the Allotments Working Party held in the Council Chamber, Town Hall, Lewes on Thursday 27<sup>th</sup> January 2022 at 9.00am**

**Present:** Cllrs M Bird, R Burrows, S Catlin, J Lamb, I Makepeace and Dr W Maples

**In attendance:** Town Clerk, Town Ranger and Customer Services Officer

**1. Election of Chair:**

Cllr Burrows was elected Chairman of the Committee for the 2022 to 2023 year.

**2. Apologies:** were received from Cllr S Sains due to Covid-19.

**3. Member's Declarations of Interest:** Cllr Dr Maples declared an interest in that she is a Council allotment tenant.

**4. Minutes:** The Minutes of the meeting held on 13<sup>th</sup> January 2021 and 2<sup>nd</sup> February 2021 were received and agreed as an accurate record to be signed at a later date.

**5. Chair's announcements:** The Chair welcomed everyone present to the meeting.

**6. Policy Amendments:**

**6.1** The Town Clerk apprised Members of documents that were issued to allotment tenants for the year 2021 to 2022:

i) Cover letter detailing the tenancy renewal and two copies of the tenancy agreement.

ii) Regulations and General Conditions

iii) Policy Statement and Guidance for tenants adopted in March 2021

**6.2** Several items in the Regulations and General Conditions were duplicated in the Policy Statement and the Town Clerk proposed that the meeting review the three documents described above with a view to merging them as one Tenancy Agreement and discuss feedback that had been received by staff and Councillors following the introduction of the Policy Statement in 2021.

**6.3** Dogs – In Council's current policy the only reference to dogs comes under 'Noise nuisance' where barking may be an unwelcome noise. There had recently been a couple of reports of dogs roaming around allotment sites and onto other people's plots. In the current regulations and general conditions there was a section regarding 'Animals and Livestock'. The Town Clerk suggested that this section be included in the Policy with a reference for rules regarding dogs on allotment plots. The meeting then considered what 'rules' should be set for dogs when visiting allotment sites with their owner. The definition of 'having your dog under close control' was discussed as was keeping dogs on a lead at all times whilst on the allotment site or, whether dogs could be let off their lead when on their owner's plot.

**6.4** Pesticides – The Town Council had banned the use of pesticides when adopting their new Policy in accordance with other Council policies and an aspiration to protect the environment. The ban had raised confusion, with conflicting advice and concern with some tenants regarding the use of slug pellets. The Ranger had researched options and the best alternative was Nematodes, however, this would incur expense to the tenant.

Beer traps, copper bands, egg-shells etc reportedly did not work. Another alternative was Sheep Wool pellets (Slug Gone) which reportedly work well but likewise resulted in expense. Ideas were discussed on trials of Sheep Wool pellets to encourage good practice. A website link could be included in the allotment Policy directing tenants to alternative slug deterrents.

- 6.5 Concrete – Currently one plot had a concrete structure to create safe access into the allotment plot. The structure was built before the adoption of Council Policy. It was agreed that this tenant be allowed to retain the structure until such time that the plot is vacated.
- 6.6 Tyres – Similarly one plot had a retaining wall built with tyres that was inherited with the plot. The time and cost to remove and replace this wall would be expensive. It was agreed it remain until such time the plot is vacated or the tyres deteriorate.
- 6.7 Rubbish clearance – this item was deferred until the next meeting.
- 6.8 Structures – It was noted that there were conflicting sizes stated in the Policy document and the Regulations and General Conditions relating to structures on an allotment.
- 6.9 Hedges – The Policy encouraged wildlife friendly edging on plots. Item 9 in the Rules and General Conditions currently state not to plant any hedge or erect a boundary fence. It was agreed to move Item 9.
- 6.10 Rents and Renewals – This item was deferred until the next meeting.

## 7. Allotment Symposium

- 7.1 The Open Council Working Party had discussed ways for more tenant engagement across and between allotment sites. Allotment tenants had been invited to attend an Allotment Symposium on Saturday 5<sup>th</sup> February at the Town Hall.
- 7.2 Paul Neary, the South-East Regional Representative for the National Allotment Society (NAS) would be attending the symposium to talk about the benefits of the NAS and good practice in running an allotment.
- 7.3 The session would also explore ideas around tenant engagement across the Town Council's allotment sites, provide an opportunity for feedback on the Allotment Service and conclude with a Question & Answer session.

## 8. It was **resolved** that:

- 1) The documents itemised in 6.1 be merged and amended as discussed
- 2) A section regarding “Animals and Livestock’ be included in the Policy with reference that Dogs must be kept on a lead at all times.
- 3) The Town Ranger explore implementation of a trial of sheep wool pellets with a small number of Allotment Tenants.
- 4) The sentence ‘Where structures have been erected in the past there will be a year’s grace from the date of notification for their removal’, Section 9, page 8 in the Policy be removed.
- 5) Remove the words ‘and immediate revocation of your Tenancy’ in section 12 of the Policy.
- 6) Structures should be of the minimum practical size for its purpose, and in no case should the footprint of a solid structure exceed 10% of the overall plot, nor should structures, taken together, exceed 20% of the overall plot.
- 7) Item 9 referring to hedges and boundary fences from the Rules and General Conditions be removed.
- 8) That the use of foam oasis’ be banned at the Allotment Show.

- 9. The Chair requested a visit to the allotment sites with the Town Ranger before the Symposium. Other Members were invited to join them.

The meeting ended at 11.00am

Signed: .....

Date: .....

## How to contact us

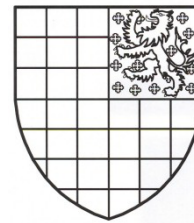
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**LEWES  
TOWN  
COUNCIL**

## **Minutes of a Meeting of the Allotments Working Party held in the Council Chamber, Town Hall, Lewes on Tuesday 15<sup>th</sup> February 2022 at 10.00am**

**Present:** Cllrs M Bird (from 10.40), R Burrows (Chair), S Catlin, I Makepeace, Dr W Maples and S Sains

**In attendance:** Town Clerk, Town Ranger and Customer Services Officer

1. **Apologies:** were received from Cllr Lamb who had an emergency at home.
2. **Member's Declarations of Interest:** Cllr Dr Maples declared an interest in that she is a Council allotment tenant and Cllr Bird in that he potentially may provide assistance on an allotment plot.
3. **Minutes:** The Minutes of the meeting held on 27<sup>th</sup> January 2022 agreed as an accurate record subject to paragraph 6.4 being amended to read as follows:

The ban had raised confusion, with conflicting advice and concern with some tenants regarding the use of slug pellets.
4. **Chair's announcements:** The Chair welcomed everyone present to the meeting and fed back from his informative tour of the Allotments with the Town Ranger.
5. **Policy Review:**
  - 5.1 Members had before them the revised Tenancy Agreement that had been reviewed at the previous meeting held on 27<sup>th</sup> January 2022. The Town Clerk informed Members that revisions included items discussed at the last meeting of the Working Party, ideas that had been put forward by allotment tenants at the recent allotment symposium and from reviewing good practice elsewhere. The revisions were highlighted in yellow in the Policy document.
  - 5.2 **Introduction** – Members agreed minor amendments to the wording.
  - 5.3 **Allotment Tenancy – Assignment of allotments 2.1 – 2.13** – Amendments were made in various paragraphs to improve the wording with a sentence included in section 2.7 regarding email in that it was the Council's preferred method of communication. Paragraph 2.9 was removed as this was similar to other paragraphs in the document. In paragraph 2.12 wording specifying a time limit (no more than two years) for named help/assistance to the tenant was included. An extra paragraph (2.13) was included informing tenants that the Council would be prepared to reduce the size of their plot if it became un-manageable to enable the Council to release lane to waiting applicants. There then followed a discussion regarding the implementation of a 'Buddy' system and whether Members felt the issue of co-workers had been covered in the Policy as it stands (2.12) or whether the introduction of a Buddy scheme should be implemented.
  - 5.4 **Allotment Rental** – Currently the rental year runs from 1<sup>st</sup> April to 31<sup>st</sup> March each year. The Working Party considered whether renewals could be either in January or October. The CSO and Ranger reported that several tenants had requested that the rental year run from September/October to enable new tenants to prepare their plot for the next growing system. The TC reported strong agreement at the Allotment Symposium that it

should change.

- 5.5 Breaches and Sanctions** – Paragraph 5.2 included a sentence enabling the Council to recover any costs outstanding for the lot or for damages related to it should a breach of tenancy occur and in paragraph 5.3 wording was added to the last sentence relating to the notice period for terminating a plot.
- 5.6 Termination of Tenancy and Notice** – In Paragraph 6.2 the percentages were increased in relation to cultivation of the plot, from 40% to 50%, but still allowed for allotment plots to be developed over time as per national guidance. Paragraph 6.4 remained the same in relation to the tenant's surviving spouse or partner continuing with the tenancy, as opposed to extending that to a wider range of relatives, in a similar approach to inheritance law. Paragraph 6.5 was removed as similar to another section of the Policy.
- 5.7 Nuisance, bonfire and other restrictions** – Paragraph 7.4 wording was added in relation to dogs and that they should be kept restrained on a lead to avoid causing a nuisance on other plots or on the site as has been the case. Wording was removed from paragraph 7.11 regarding occasional helpers. Paragraph 7.13 and 7.15 were removed and a paragraph added in relation to composting and vermin.
- 5.8 Use of pesticides, herbicides, vermicides and fertilizers** – There was a detailed discussion regarding paragraph 8.4 regarding the use of slug pellets on allotment plots. When adopting the Policy in March 2021 the Council had banned the use of pesticides. The meeting discussed alternative solutions in relation to slug pellets, considered feedback received from Tenants and amended the policy accordingly, encouraging non-chemical alternatives for slug control but permitting slug pellets endorsed by the Organic Farmers and Growers Association.
- 5.9 Water-use** – Paragraph 9.4 was amended to use the word prohibited instead of discouraged in relation to sprinklers and sprays.
- 5.10 Bees & bee-keeping** – This section was made more succinct and directing tenants to the Council website for more information.
- 5.11 Ponds** – This whole section was removed with guidance to be placed on the Council website and a new bullet point regarding ponds and bog gardens in the section dealing with structures.
- 5.12 Structures** – Paragraphs 13.3, 13-8, 13-13 were removed and in 13.16 bullet point 3 'red pallets' was included.
- 5.13 Trees and invasive plants** – This section was new following queries from Tenants, with a paragraph included requesting that tenants seek advice from the Council before planting trees on their plot.
- 5.14 Plastics** – Paragraph 15.2, bullet point 2 plain cardboard was added as an alternative for weed-suppressing.

## **6. Allotment Symposium**

- 6.1** The Town Clerk reported that the Symposium had been well received by allotment tenants summarising key discussion points and suggestions.
- 6.2** Tenants were keen for an annual meeting or allotment working groups as well as introducing a volunteer role: Allotment Site Representatives. An annual meeting could be held at the Allotment Show with 'Ask the Expert' stands, linking in with the idea of listing 'skill sharing' possibly through the Allotment Site Representative.
- 6.3** Attendees agreed that development of the website to contain useful information would be good, such as 'skill sharing lists'.
- 6.4** Tenants were encouraged to form their own 'associations' at each site to support communication, and possibly create 'Buying Co-Operatives' to buy items in bulk to obtain discounts. The idea of WhatsApp groups amongst Tenants was suggested to aid communication between them.
- 6.5** The idea of re-purposing derelict plots was suggested, which could house communal composting, compost toilets. The Working Party raised this would reduce the number of plots available for the waiting lists. The suggestions would be considered by the Allotment Working Party next year.
- 6.6** It was asked if the Allotment Show rules could be reviewed as they can be archaic. The

Working Party discussed some ideas and agreed to review it ahead of the 2022 Allotment Show.

6.7 Fees were raised by some Tenants who wished to them increase, but it was also stated that would be difficult for those on a low income.

6.8 The use of slug pellets was discussed and alternatives such as copper rings, 'sacrificial planting' and planting rhubarb were discussed.

6.9 **Allotment Site Representative**

Members considered a draft role description for an Allotment Site Representative. A decision would need to be made as to how many representatives would be needed for each site as sites varied in size. The expert speaker at the Symposium advised the Town Council to introduce a basic role with simple nominations and develop the scheme over time.

7. **Rubbish Clearance:**

Members were asked to consider the current provision of rubbish clearance at the allotment sites. Currently, Landport had their rubbish cleared twice a year, the other sites did not receive this service but had received ad hoc skips for rubbish clearance. It was noted that not all sites can accommodate this kind of clearance.

8. **Allotment Rents 2022 to 2023 and renewal period:**

8.1 Having declared an interest Councillor Maples left the meeting. Currently the cost per rod (25sqm) was £4.50. It was suggested that where sites had water, tenants be issued a separate invoice for water use. However, not all the sites had a water supply. A comparison of charges was reviewed, showing the rent at Lewes Town Council to be lower than other comparators. It was suggested that the increase could be phased with the changes to the allotment year.

8.2 This item had been discussed in item 5.4.

9. It was **resolved** that:

- 1) The revised wording in paragraph 2.12 addressed the matter of assistance on plots and the implementation of a Buddy scheme be reviewed in January 2023 by the Working Party.
- 2) Allotment tenants be encouraged to use non-chemical alternative slug control. Council would only permit pellets endorsed by the Organic Farmers and Growers Association. The exact wording for this paragraph was delegated to the Town Clerk in consultation with the Chair for recommendation to Council.
- 3) Recommend to Council that allotment renewals commence in October in any year subject to consultation with allotment tenants. This item be delegated to the Town Clerk to investigate any implications this would have regarding the financial year.
- 4) The introduction of volunteer roles on allotment sites be recommended to Council.
- 5) That the Landport allotment site receive one more rubbish clearance in July 2022, after that, tenants would be required to remove their own rubbish.
- 6) The Allotment Site Reps could put tenants in touch with other tenants who may be able to help them remove rubbish from their plot if they don't have a car.
- 7) Recommend to Council that rent be increased from £4.50 per rod to £5.50 from 1<sup>st</sup> April 2022 until October 2023 when the cost per rod would increase to £7.00.

The meeting ended at 13:00

Signed: .....

Date: .....

**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 24<sup>th</sup> February 2022**

**Report Number: FC022**

**Report by: Town Clerk**

**Subject: Grant Panel Recommendations – 9<sup>th</sup> February 2022 Cycle 4**

### **1. Summary**

- 1.1 To propose payment of grants as recommended by the Grants Panel, following its meeting on 9<sup>th</sup> February 2022 (the last of four cycles for 2021 to 2022).

### **2. Recommendations**

- 2.1 Council is Recommended to:
1. Approve the grant payments recommended and shown in column H of the table appended to this report.

### **3. Background**

- 3.1 The Grants Panel met on 9<sup>th</sup> February 2022. 15 applications were considered, with requests for support in the total of £18,730.
- 3.2 Assessing applications were: Councillors Catlin, Herbert, Makepeace, Maples, Sains and Wood. Apologies were received from Councillors Burrows and O’Keeffe.
- 3.3 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
- 3.4 Where recommended awards are below the amount requested by the applicant, the details of the proposal were 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. Recommended Grant Awards**

- 4.1 The recommended grant awards for this cycle are shown in column H of the table appended to this report.
- 4.2 Salient points considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column I where appropriate of the appended table) fall into the areas of:
- No further funding sort
  - Sum requested disproportionate to own assets or contribution to scheme or project.
  - Sum requested from Council disproportionate to total cost of scheme or project
  - Sum recommended is an appropriate/proportionate parish contribution
  - Limited application within parish
  - Clarification required as to who the target groups were, how they would be identified and reached.
- 4.2 Members are therefore asked to approve the recommended grant payments.

#### **5. Financial Implications**

- 5.1 The recommended grant awards for this cycle amount to £13,730 in total, which leaves a balance of £16,235 for the 2021 to 2022 financial year.

Laura Chrysostomou

**Town Clerk**



A	B	C	D	E	F	G	H	I
Ref	Organisation	Stated purpose of organisation	Stated purpose of grant requested	Total project cost	Own funds employed	Grant Requested	Recommended	Salient comments (if any) by panellists
1	Lewes & District Dog Training Society	Run pet courses on a Wednesday evening at Malling CC with aims to teach basic obedience and learn how to be a responsible dog owner.	Club running costs, admin, equipment, trainers expenses and insurance.	£4,800	£4,000	£800	<b>£320</b>	The panel were keen for the Society to promote responsible dog ownership with easy access to classes in the local community. Consider a sliding scale of fees.
2	Dementia Friendly Theatre in Care Tour	Improve the quality of life for those in care.	Produce two theatre production with 8 performances to Lewes Care Centres. Grant for performers fees, travel & accommodation, costumes and props, marketing etc.	£6,710	£710	£1,000	<b>£1,000</b>	Valuable for Carers as well as Service Users. Panel would like to be advised if group is successful in the other funding applications required for the project.
3	Nourish and Grow	Wellness workshops and local foraging sessions for home educated young people	Facilitator cost, glass bottles and jars, foraging bags and other materials, raw ingredients to make oils, teas etc and design and print full colour	£1,200	£240	£960	<b>£0</b>	Should seek advice for new start-ups and funding applications from Lewes District Council. Unsure which group project intended to serve, how they

			booklets at project end					would reach them. It might fit in the Social Prescriber model for which there is funding. Would welcome an application in the future.
<b>4</b>	Lewes Bowls Club	Bowling facilities for the local community and surrounding villages	Structural repairs to the pavilion – fascia, clock face, veranda posts, hire of scaffold and labour and material	£3,200	£1,000	£900	<b>£450</b>	Seek funding from LDC who own the building and provide grants
<b>5</b>	Foundry Healthcare	Social groups in Lewes and Ringmer for anyone who is socially isolated, lonely or needs advice and support. Groups are run at the Dorset Arms.	Breakfast items, transport, Christmas items and a summer outing	£900	£100	£800	<b>£800</b>	Co-ordinate with East Sussex County Council regarding the loneliness and resilience project co-ordinated by ESCC.
<b>6</b>	Green United CIC	For young people in all Lewes schools to work together on environmental projects	Green on screen planning, workshops, filming, editing, marketing and screens. Green promotional films for sponsors and the public. Lamp post banners for Mountfield Road	£2,930	£250	£2,050	<b>£1,500</b>	Panel suggested more research into messages on banners.

<b>7</b>	East Sussex Bach Choir	To bring to Lewes performances of the highest quality for local audiences to enjoy	Orchestra cost, soloists and musical director, publicity and rehearsals	£11,450	£4,500	£1,000	<b>£600</b>	Seek additional grants from Lewes Fund and LDC.
<b>8</b>	Lewes Music Group	Young musicians with the aim to provide versatile, accessible, high quality and educational concerts in the areas of Lewes and Sussex	Artists fees, audio visual technicians and equipment, additional music and material costs	£2,000		£2,000	<b>£1,500</b>	Contribution to workshops.
<b>9</b>	The Baxters Field Company	Maintain the develop a four acre open space and nature reserve	Renovation of eroded bank and renovation of benches	£7,000	£3,000	£2,000	<b>£1,200</b>	Panel would like more detailed costings on work to be carried out.
<b>10</b>	Lewes Live Literature	To promote high quality events for the local community in Lewes and provide workshops and training for local writers and poets	Artists fees, travel and accommodations, project management, hall hire, technical costs, tutors, design and print, admin, marketing and insurance	£20,086	£7,680	£600	<b>£600</b>	Panel would like to be advised if group is successful in the other funding applications required for the project.
<b>11</b>	Routes for Change	Offers low cost workshops and a low cost clinic to support	Accountant, start up costs, printing, website, room hire, facilitator,	£23,290	£1,246	£2,000	<b>£1,400</b>	Confirmation of other funding being sought. As a full grant not given

		vulnerable young adults	meetings and therapist					by LTC can project go ahead?
<b>12</b>	Unity Centre	Provide holistic health for those who are often excluded from society	Administration and Reception fees	£3,000	£2,040	£960	<b>£700</b>	Running an additional service. Funding for staff to welcome referrals. Panel felt it was positive that referrals came via NHS & GP.

<b>13</b>	Lewes Football Club	A community owned football club that focuses on improving the world of football	Purchase of booklets, badges and card, upgrades to the Rook Inn, advertising, temporary employment opportunities	£1,250	£500	£750	<b>£750</b>	Could LFC match LTC funding.
<b>14</b>	The Far Project	To increase the visibility of textiles in the town and to keep them inside the local economy	Buy fabric from local charity, sewing costumes, teach sewing, development products, coordinating between local textile recyclers, students and the battle of Lewes threads, needles and pins	£2,410	£500	£1,910	<b>£1,910</b>	Creative project with student-engagement. Would like to see photos of costumes, perhaps as a display.
<b>15</b>	Eco-Council	Working towards becoming an Eco-School	Roof primer, green roof kit, topcoat, barrier, Structural Engineer	£1170	£170	£1,000	<b>£1,000</b>	Encourage school to obtain 3 quotes, preferably from local organisations.
			Totals:	£91,396	£25,936	£18,730	<b>£13,730</b>	

## **Lewes Town Council**

### **Non- Confidential**

### **Committee: Full Council**

**Date: 24<sup>th</sup> February 2022**

**Report Number: FC023**

**Report by: Town Clerk**

**Subject: Changes to Councillors individual duties**

### **1. Summary**

- 1.1 To appoint two Members to the Audit Panel
- 1.2 To advise Council of proposed changes to individual Member's appointed duties

### **2. Recommendations**

- 2.1 Council is Recommended to:
  1. Nominate and agree two Members for the Audit Panel to bring it to its fixed complement of six
  2. Agree changes and otherwise note the report.

### **3. Background**

- 3.1 Duties were originally allocated to individual Members at the Annual Meeting on 16<sup>th</sup> May 2019 and have subsequently been amended.  
Tables of current appointments are appended, for information
- 3.2 Members' attention is drawn to the statutory provisions (*section 85 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.

### **4. Members Individual Duties**

- 4.1 A table of current appointments is appended to this report.
- 4.2 Council has an established fixed complement of six for the Audit Panel, which currently consists of four Members: Councillors Bird, Catlin, Dr Maples, Milner (Chair).
- 4.3 Council to consider nominations and agree two Members to join the Audit Panel.
- 4.5 Councillor Clarke requests that she be appointed to the Planning Committee. (Council has not established a fixed complement for this Committee; currently consisting of *seven* Members).

- 4.6 Councillor Clarke requests that she be appointed to the Transport Committee. (Council has not established a fixed complement for this Committee; currently consisting of *ten* Members).
- 4.7 Councillor Clarke requests that she be appointed to the Pells Land Exchange Working Party. (Council has not established a fixed complement for this Working Party; currently consisting of *five* Members).
- 4.8 Councillor Clarke requests that she be appointed to the UN Sustainable Goals Working Party. (Council has not established a fixed complement for this Working Party; currently consisting of *five* Members).
- 4.9 Councillor Clarke requests that she be appointed to the Equality, Diversity and Inclusion Working Party. (Council has not established a fixed complement for this Working Party; currently consisting of *six* Members).
- 4.10 Councillor Clarke requests that she be appointed to the Allotment Service Working Party. (Council has not established a fixed complement for this Working Party; currently consisting of *seven* Members).

Laura Chrysostomou

**Town Clerk**

Councillors Individual Duties 2021 to 2022 as at 4<sup>th</sup> February 2022

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



**Lewes Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 24<sup>th</sup> February 2022**

**Notice of Motion: NOM013**

**Received from: Councillor Imogen Makepeace**

**Subject: To nominate Lewes Bus Station as an Asset of Community Value (ACV)**

**1. Proposal**

- 1.1 It is proposed that Lewes Town Council nominate Lewes Bus Station as an Asset of Community Value (ACV).
- 1.2 The Town Council resolves to complete an ACV nomination form and submit it to Lewes District Council.

**2. Background**

- 2.1 To nominate a property as an asset of community value (ACV), the request must come from a 'voluntary or community body' with a 'local connection', such as a Parish Council. Nominations are considered by Lewes District Council.
- 2.2 The nominator would need to demonstrate the following legal criteria for an asset to be deemed land of community value:

Lewes District Council will consider a building or other land as an asset of community value if, in the opinion of the District Council:

EITHER

- a) an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and
- b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community

OR

- c) there is a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social wellbeing or social interests of the local community, and
- d) it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community

In paragraphs (a) to (d) above, 'social interests' includes (in particular) each of the following: cultural interests; recreational interests; sporting interests.

- 2.3 The purpose of the legislation for ACV was to stop an asset being sold without the nominator having a fair chance to purchase it. If a building that was an ACV came up for sale, the nominator of the ACV would be informed and would have 6 months in which to raise funds to purchase the building should they so choose. However, the seller doesn't have to accept any offer from the nominator.
- 2.4 The other element to an ACV is planning, who would take into consideration the ACV in terms of whether it's of material consideration, but it doesn't necessarily mean the planning application would be refused.

### **3. Supporting information**

- 3.1 Lewes Bus Station has been the object of discussion recently in the debate about development of the site and loss of the site as a bus station serving the County Town.
- 3.2 Interest has grown in the preserving the building as it demonstrates a particular form of 20th Century architecture, which was once common in town centres, as bus stations. Lewes has the best example of the "island" style.
- 3.3 Lewes Bus Station is a community asset delivering on social well-being currently and could continue for the foreseeable future. It provides the only turn and wait space for buses - which are central to future integrated transport plans, and for substantially sheltered waiting, food and nearby toilet facilities for passengers and drivers.
- 3.4 The building serves the community in at least 2 distinct ways: as a shelter while waiting for buses, allowing passengers to disembark or board a bus from one of three companies; and as a Community Cafe with a wide and well-established following.
- 3.5 It is an important stop on the Brighton and Hove Regency Bus route from Brighton through to Crowborough and Tunbridge Wells, who report 250,000 people per year access this route from Lewes Bus Station. Every 10 minutes during the day, a bus leaves the bus station taking passengers to Brighton.
- 3.6 Approximately 50,000 Compass Bus journeys per year start or finish at the Bus Station.
- 3.7 Community Travel Lewes Area buses pick up and drop off for regular Sunday services, as well as for occasional excursions.
- 3.8 As a central location this is convenient for the residents of Lewes and the outlying villages to access the town centre for shopping, amenities and onward travel. School children arrive at the beginning of the day and gather before departing home at the end of the day, making use of the cafe refreshments and the proximity of Cliffe Precinct.
- 3.9 The café serves a core group of a former artistic and entertainment community, as well as an increasing clientele of regulars and casual customers. The upstairs cafe has significant social value; being used as a meeting place, as a work hub, a music venue and in the evenings as a small club.
- 3.10 The internal waiting room area is available for people to use when the Cafe is open, as is access to the toilets (which are located on the first floor, so not accessible to everyone).

- 3.11 The variety of people served by the building ranges from school children who arrive after school and congregate with their peers before dispersing home, parents and children, elderly people with shopping, walkers and visitors, and travellers waiting for an ongoing journey. The well-being of these groups of people is enhanced by the shelter, seating, availability of refreshment and social connection.
- 3.12 Lewes bus station is considered a vital community asset and a lifeline for older and less able people to remain mobile. Its existence also encourages access to the town centre without using cars.
- 3.13 The District's air quality (improvement) plan has been based on the bus station remaining on the Eastgate site.
- 3.14 The garage area is used for community activities.

**Lewes Town Council**

**Non-Confidential**

**Committee: Full Council**

**Date: 24<sup>th</sup> February 2022**

**Report Number: FC024**

**Report by: Town Clerk**

**Subject: Allotment Review: Rent, rental year, Tenancy Agreement and Site Representatives**

### **1. Summary**

- 1.1 The report proposes changes to the Allotment rental period and an increase to Allotment rent following review by the Allotments Service Working Party and feedback from the Allotment Symposium.
- 1.2 The report summarises proposed changes to the Allotment Policy Statement and Guidance; the Regulations and General Conditions; and Tenancy Agreement Information which have been amalgamated into one Tenancy Agreement (appendix 1) for Council to consider and approve.
- 1.3 The report recommends the introduction of a volunteer role for Allotment Site Representatives and proposes a role description (appendix 2) for Council to consider and approve.

### **2. Recommendations**

- 2.1 Council is recommended to:
  - 1) Approve that the rental period for Allotment Tenancy will run from 1<sup>st</sup> October to 30<sup>th</sup> September.
  - 2) Approve increasing the rental fee from £4.50 per rod to £5.50 per rod from 1<sup>st</sup> April 2022 to 30<sup>th</sup> September 2023.
  - 3) Approve increasing the rental fee from £5.50 per rod to £7 per rod from 1<sup>st</sup> October 2023.
  - 4) Approve the revised Tenancy Agreement.
  - 5) Consider the role description for an Allotment Site Representative and approve the introduction of this volunteer role and the proposed role description.

### **3. Background**

- 3.1 The Allotments Service Working Party met on 27<sup>th</sup> January 2022 and again on 15<sup>th</sup> February 2022 to:
  - consider feedback received from Allotment Tenants, including that received at the Allotment Symposium held on Saturday 5<sup>th</sup> February 2022
  - review the Council's Allotment Policy Statement and Guidance and the Regulations and General Conditions
  - consider allotment rent and the renewal year

- consider the initiative of introducing Allotment Site Representatives as a volunteer role

#### **4. Rental period**

- 4.1 Members, Tenants and Officers had all suggested that the rental period of 1<sup>st</sup> April to 31<sup>st</sup> March was not practical given the timing of the 'growing season' for Allotment tenants. This rental period often meant that a new tenant taking on a plot because of the completion of the Allotment Renewal process in April, would only acquire that plot part way through the growing season.
- 4.2 The Allotments Service Working Party therefore recommend to Council that a new rental period be agreed, which would begin at the end of the growing season on 1<sup>st</sup> October and would finish on 30<sup>th</sup> September. This would give new tenants the opportunity to begin preparing for the growing season in a timely manner.
- 4.3 Furthermore, the proposed rental period would be a more meaningful time for allotment tenants to consider whether they wish to renew their tenancy or ask the Council to consider reducing the size of their plot having just finished a growing season.

#### **5. Rental fees**

- 5.1 The Allotments Service Working Party considered rental fees. The current fee is £4.50 per rod, and with the agreed increase of 3% for all rents and charges as part of the budget setting process, this would rise to £4.64 from 1<sup>st</sup> April 2022.
- 5.2 It was noted that the Allotment Service was budgeted to operate with a Nett Total of £38,492 in 2022 to 2023 (Nett Total being expenditure less income).
- 5.3 Allotment Tenants were informed during the 2021 renewal process that the Council had not increased the charges for 2021 to 2022. However, increases would be considered in future years to keep pace with increases to the Council's costs and to balance the fact that the provision of allotments is subsidised by all Council taxpayers.
- 5.4 At the Allotment Symposium it was suggested by some tenants that the rent was incredibly low and should be increased. There was also comment that an increase would be difficult for those on a lower income.
- 5.5 Fees were reviewed against other comparable allotment services in the region which identified that Lewes Town Council's charge per rod was lower. Average charges per rod generally ranged between £6 to £7.92.
- 5.6 Taking all of this into consideration, and acknowledging the unique role played by allotments in local life, the Allotment Working Party endeavoured to set rents at a reasonable level.
- 5.7 The Allotments Service Working Party agreed an increase to £7 per rod would be reasonable. However, this increase should be phased in conjunction with the change to the rental period, as detailed in section 4 above. It was therefore agreed to recommend to Council that the allotment rent be increased to £5.50 per rod from 1<sup>st</sup> April 2022 to 30<sup>th</sup> September 2023 (a period of 18 months) and from 1<sup>st</sup> October 2023 to 30<sup>th</sup> September 2024 it be increased to £7 per rod.

## 6. Revised Tenancy Agreement

- 6.1 The Allotments Service Working Party undertook a detailed review of the Allotment Policy, along with the Regulations document and the Tenancy Agreement document. This review took into consideration feedback from tenants, through Members, Officers and the Allotment Symposium; a review of best practice and guidance elsewhere and research undertaken by Members and Officers.
- 6.2 Some proposed changes made are minor (for example to improve the wording) other changes are major due to requirements or to make the Agreement more concise.
- 6.3 For ease of reference the additions have been highlighted in yellow and proposed deletions struck through. A list of changes is provided in the table below with notes about the proposed change. The revised Tenancy Agreement is included at appendix 1.

Changed Section	Notes
1 Introduction	Minor amendments to improve wording
2.2	Improved wording
2.3 to 2.7	Paragraph/wording inserted based on good practice
2.9	Paragraph removed as variant of other paragraphs
2.10	Improved wording
2.12	Additional wording to provide clarity
2.13	Paragraph inserted to make tenants aware of the possibility to reduce plot sizes enabling those tenants to continue with a more manageable plot, reducing the likelihood of uncultivated plots and assisting the Council to release land to waiting applicants.
2.14	Paragraphs inserted based on good practice
3.1 to 3.3	New paragraphs regarding allotment rental, including revision of rental year
4 Observance of rules	New section to clarify requirement to adhere to rules, equal opportunities and safety.
5.2	Paragraph inserted to enable the Council to recover any costs outstanding for the lot of for damages related to it should a breach of tenancy occur
5.3	Additional wording to provide clarity
6.2	The percentages were increased in relation to cultivation of the plot, from 40% to 50% in the first two years, and from 70% to 75% from the third year onwards, the latter being easier to calculate.
6.5	Paragraph removed as variant to other paragraphs
6.7 to 6.12	Paragraphs inserted based on good practice and in accordance with Data protection Act 2018
7.4	Additional wording to provide clarity regarding restraining dogs so as not to cause nuisance

7.8 to 7.9	Paragraphs inserted based on good practice
7.10	Wording added to include harming soil
7.13 & 7.14	Paragraphs inserted based on good practice
8.4 to 8.5	Wording amended regarding the use of non-chemical slug control and new policy on slug pellets
9.4	Paragraph amended to provide clarity and prohibit use of sprinklers/sprays due to water evaporation
11	Whole section amended to read succinctly and refer to policy on website
12	Whole section removed on ponds removed and the guidance to be added to the website. Paragraph referring to ponds included under section for Structures (12.17).
12.13	Wording inserted into bullet point relating to red pallets
13	New section – Trees and Invasive plants following enquiries from tenants and utilising good practice
14.2	Wording inserted to bullet point 2, alternatives to weed suppressing
16 Tyres	Removed the last sentence that stated “and immediate revocation of your tenancy”

## **7. Volunteer Role: Allotment Site Representative**

- 7.1 The Open Council Working Party recommended an Allotment Symposium be held to ask Tenants about engaging with the Council. Following a suggestion of having volunteer ‘Allotment Site Representatives’, the initiative was suggested at the Symposium on 5<sup>th</sup> February 2022. It was received favourably, and many of the ideas and comments being raised could be supported by Site Representatives.
- 7.2 The Symposium was advised that as the Council currently has nothing in place it should begin with a simple role description and nominations from each of the allotment sites. Once established, the Council can explore the role further.
- 7.3 The Allotments Service Working Party therefore recommend to Council the introduction of this volunteer role and the proposed Role Description at appendix 2.

## **8. Financial Implications**

- 8.1 The projected income from charging £4.64 per rod is £5,911, which results in a Nett Total of £38,492.
- 8.2 The projected income from charging £5.50 per rod for 12 months is £7,007.
- 8.3 The projected income from charging £7 per rod for 12 months is £8,918

Laura Chrysostomou

**Town Clerk**



# Allotments Service Tenancy Agreement



## 1. Introduction

Lewes Town Council is committed to prioritising **environmentally friendly initiatives** across its services. This includes encouraging eco-friendly practices on Council-owned Allotments, and prohibiting the use of harmful **pest vermicides**, herbicides and non-organic fertiliser.

This Tenancy Agreement forms the conditions of tenancy under which allotment plots are let. It is essential that tenants read their Agreement in full prior to signing, and at all times comply with its terms and conditions.

Council Officers will always try to focus on solutions to problems and be supportive and attempt to come to a reasonable agreement, but it must be remembered that the Council is concerned to be fair to all allotment holders, current and future, and to recognize the part this service can play **in supporting well-being** and addressing climate change and resilience.

The Council will be proactive in ensuring plots are actively used as allotments and that its tenants follow good practice.

## 2. Allotment Tenancy – Assignment of Allotments

- 2.1 The tenancy of an allotment is personal to the Tenant named in the agreement.
- 2.2 The Tenant shall use the allotment as an allotment only as defined by the Allotment Act 1922 – “An allotment not exceeding forty poles (one quarter of an acre, or slightly more than one tenth of a hectare) in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by the Tenant and his/her family”. This description remains important because it defines the permitted use of an allotment plot. Provided that it is used mainly for growing vegetables or fruit, part of the plot can be used for growing flowers or as a leisure area. Surplus produce can be shared with others; however, allotments cannot be cultivated for commercial gains: produce cannot be sold commercially. Sharing and donations to good causes is, however, **permitted encouraged**.
- 2.3 **The Tenant should use the plot for no other purpose and should keep it tidy and in good condition, free from hazard and in a good state of cultivation and fertility.**
- 2.4 **This Agreement (and any changes to it) are made under Section 28 of the Small Holdings and Allotments Act 1908 (as amended), the Local Government Planning and Land Act 1980 and any other relevant legislation.**
- 2.5 Lewes Town Council allotments are for residents of Lewes Town. It is recognised that there are a few allotment holders who have moved to neighbouring villages but are in other respects in good standing and continue to care for their plot. They will be permitted to retain their allotments until they choose to relinquish their tenancy, but all new lettings from 1<sup>st</sup> April 2021 will be restricted to Lewes residents.
- 2.6 **Proof of the Tenants name and address must be shown as part of the application process.** For the purposes of the Tenancy, residence can be demonstrated by, for instance, Council Tax bills or evidence of benefits received at the primary, local residence. If you are required to demonstrate your residence, you will need to present documentation at the Town Hall, or in writing within 30 days of the Council’s request.
- 2.7 **A telephone number and/or email address must be provided. Email is our preferred communication method.**
- 2.8 The named tenant is the allotment-holder and is principally responsible for working the

plot. Allotment tenancies do not accord long-term, legacy, or sub-tenancy rights. The Tenant may not assign, sublet, or part with possession or control of all or any part of their Allotment.

- ~~2.9 Allotments cannot be 'passed down' from one family member to another. They cannot be 'loaned out' to friends or house tenants.~~
- 2.10 Allotments that are no longer tended primarily by the named tenant are required to be relinquished and the Council notified of this at the end of the growing season.
- 2.11 We will allow exception to this for temporary periods, e.g. where a tenant has been ill or suffered a serious difficulty, such as a bereavement and has made arrangements for a friend or family member to tend their allotment during a given growing season. This can be agreed in consultation with the Town Council. It is necessary, however, to declare any such arrangement immediately, in writing (hard copy or email) to the Council.
- 2.12 The named tenant must be present at the allotment for the majority of work activity. However, the tenant may receive assistance from time to time or – with the Town Council's approval – a named person or persons may help out on a regular basis for a limited period (no more than two years). It is appropriate, for instance, for more physically able relatives or friends to help with more physically-demanding jobs. In the case of less-physically-able tenants, work may of course include 'direction'. The balance of work on the plot should nevertheless be done by the named tenant. If you do not know of anyone who could assist you, please contact the Council.
- 2.13 We appreciate that circumstances change, please discuss with the Council if you would like to reduce the size of your plot to enable us to release land to waiting applicants.
- 2.14 The Tenant shall permit the inspection of the Allotment and any structure placed thereon at all reasonable times by any officer of the Council. Structures must be made available for inspections upon request of the Council.

### 3. Allotment Rental

- 3.1 The rental year runs from 1<sup>st</sup> October to 30<sup>th</sup> September each year.
- 3.2 Tenants taking up an Allotment within the rent year will pay a proportion of the rent based on 1/12<sup>th</sup> of the annual rent for each full month remaining. A Tenant may voluntarily relinquish the Allotment before any year-end, but no rebate will be payable.
- 3.3 Rental increases are generally proposed by the Allotment Working Party and agreed by Full Council as part of the Budget setting process.

### 4. Observance of rules

- 4.1 Tenants must observe and comply with current rules, regulations, and policies, and those which the Council may make at any time in the future (e.g. statutory law changes, local restrictions).
- 4.2 Tenants must comply with Equal Opportunities Policy as embodied in the Equality Act 2010, which expects everyone to be treated in a non-discriminatory manner. Any form of discrimination on the grounds of race, colour, ethnicity, language, religion, sexual orientation, age, marital status, any form of medical or non-medical disability will not be tolerated.

4.3 Tenants must comply with any reasonable or legitimate directions given by an authorised Council officer in relation to an Allotment or site.

4.4 Tenants are responsible for their own safety and their visitors. Tenants have a duty of care to everyone, including visitors, trespassers, and themselves and in particular during the use of different equipment or products.

## 5. Breaches and Sanctions

5.1 Where conditions of this Agreement are broken: if a problem is not resolved quickly and to the satisfaction of the Council, the tenancy will be revoked, and the plot will be reallocated to a new tenant as quickly as possible.

5.2 If the tenant is in breach of any of the provisions of this Agreement the Council may re-enter upon the Allotment and the Tenancy shall therefore come to an end but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent due before the time of such re-entry but remain unpaid. This in effect would enable the Council to recover any costs outstanding for the plot or for damages related to it should a breach of tenancy occur.

5.3 At the discretion of the Council, Allotment Tenants may be given up to a maximum of two written warnings (by email and/or letter) within a three-year period before terminating a tenancy. Warning notices will include instruction on what requires improvement and a reasonable time limit for completing the work to the Council's satisfaction. If the improvement is not made within the specified time limit, or if policy is breached on a third occasion, the Tenancy will be revoked with a 30-day notice period taking immediate effect.

5.4 Warning notices will accrue over a period of three years. In other words, if after a warning notice no other warning is issued for three years, the slate is wiped clean.

5.5 If there is a severe breach of conditions, a Tenancy may be revoked without a warning notice.

## 6. Termination of Tenancy and Notice

### **A Tenancy can be terminated in any of the following circumstances:**

6.1 If the Tenant has not duly observed the Rules governing the Tenancy, or has failed to comply within the specified time given, with the maximum two warning notices requiring the remedy of any breaches of the conditions of the agreement.

6.2 If the allotment is not in a tidy condition and a good state of cultivation or preparation for cultivation. This clause does not apply during the first three months of a Tenancy. As a general rule, in the first two years of a Tenancy, a minimum of 50% 40% of the total plot should be cultivated and in active use during the main growing season. From the third year onwards, a minimum of 75% 70% of the total plot should be cultivated and in active use during the main growing season.

6.3 If the rent is in arrears for not less than 40 days (whether lawfully demanded or not).

6.4 On the death of the Tenant. The Tenant's surviving spouse or partner may continue with the Tenancy until the end of the current agreement (normally 30th September) or, with the consent of the Council, sign a new Allotment Agreement. The Council must be notified in writing (by letter or email) of the death of the Tenant, as soon as reasonably practical. This notice should include any request for carrying on the Tenancy by the

surviving spouse or partner.

- 6.5 Whenever the Tenancy or right of occupation of the Council terminates.
- 6.6 Upon Termination, the Tenant must give up possession and use of the allotment, leaving the plot in a state suitable for immediate re-letting. Should any works be required to return the allotment plot to a workable condition, the existing Tenant will be charged to bring the plot to an acceptable standard. Any personal property, structure, produce, or other items remaining, 14 days after the termination of the tenancy, will be removed and the cost of removal charged to the Tenant, or may be offered to the new tenant.
- 6.7 When an allotment becomes vacant it will be assessed by the Council for resizing and may be split into smaller allotment plots to accommodate novices.
- 6.8 Notices to be served by the Council on the Tenant may be:
- Sent to the Tenant's address by post, registered letter, recorded delivery or hand delivered; or
  - Served on the Tenant personally; or
  - Placed on the Allotment
- 6.9 Notices served under 6.8 will be treated as properly served even if not received.
- 6.10 Tenants must immediately inform the Council, in writing, of changes of address, email, telephone or status.
- 6.11 Written information for the Council should be sent to Lewes Town Council, Town Hall, High Street, Lewes, BN7 2QS or by email to [Customer.services@lewes-tc.gov.uk](mailto:Customer.services@lewes-tc.gov.uk)
- 6.12 In accordance with the Data Protection Act 2018, the information provided by Tenants (personal information such as name, address, email, phone number) will be processed and stored so that it is possible to correspond with you, provide information and send invoices and receipts relating your allotment tenancy. Your personal information will not be shared with or provided to any other third party.
- Lewes Town Council will keep your information throughout your tenancy. Once your tenancy ends your information will be destroyed after 12 months.
- You are required to sign and return an Allotments Tenants Privacy Notice.
- Please refer to our Privacy Policy which can be found on our website [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

## 7. Nuisance, bonfires and other restrictions

- 7.1 Allotments are spaces where tenants can expect to get away from noise and unwanted distractions. Remember also that while for many the allotment is a social environment, for some allotment holders, the allotment is the only space they have to enjoy a little solitude. Tenants should avoid causing nuisance or annoyance to any Tenant of any other part of the Allotments provided by the Council or neighbouring properties.
- 7.2 Try to limit noisy activities to times of day/seasons when there are fewer other allotment holders around. If you must make noise during a busy time, try to talk with your neighbouring allotment-holders and agree a reasonable limit on your activity.
- 7.3 Use strimmers and trimmers sparingly.

- 7.4 Dogs must always be kept well-constrained on a lead and any fouling should be cleaned up and removed from site.
- 7.5 Dogs' barking may also be an unwelcome noise; for this reason, even if your dog is well-constrained on your plot, your dog may not be welcome on site.
- 7.6 Security awareness: From time to time, vandals or thieves may take an interest in allotments; please keep your and your fellow- allotment-holders' plots safe by locking gates and by reporting uninvited visitors.
- 7.7 Do not give the lock numbers or keys to anyone else; this constitutes a breach of your tenancy.
- 7.8 Tenants are advised not to store expensive tools on site on a long-term basis.
- 7.9 The Council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents of the Allotment. Tenants must report all incidents of theft and vandalism to the police and the Council.
- 7.10 Allotments generate an amount of material which is traditionally disposed of by burning. The Council understands that this may sometimes be helpful but encourages allotment holders to compost as much material as possible, and to remove rather than burn any larger items. Materials that may result in noxious fumes or that may harm the soil must in all cases be removed and not burned.
- 7.11 Allotment tenants are reminded of potential nuisance which may be caused by the lighting of bonfires and the problems that can be caused by smoke emanating from the fire. We are confident that most allotment holders are responsible and thoughtful in this respect, and simply ask tenants to examine the way they have bonfires and of the need to observe common sense and respect for the comfort of the residents in the surrounding areas.
- 7.12 Under provisions of the Environmental Protection Act 1990, where a Local Authority is satisfied that smoke prejudicial to health or a nuisance exists or is likely to occur or recur, they may serve Notice requiring the abatement of the nuisance or prohibiting/restricting occurrence or recurrence. Contravention can lead to a penalty charge.
- 7.13 Green waste should either be composted or taken to the local Household Waste Recycling Site.
- 7.14 Tenants should ensure that their composting does not encourage vermin.

## **8. Use of pesticides, herbicides, vermicides, and fertilizers etc**

- 8.1 Due to large scale habitat loss in the countryside, and large-scale pesticide use in agriculture, wildlife such as birds, insects and bees are seeking refuge in our towns. This makes it very important that within our allotment sites we create safe, synthetic chemical-free, areas.
- 8.2 The use of synthetic chemicals can have a devastating effect on our environment and its biodiversity. There are several detrimental effects from the use of synthetic chemicals (and some 'natural' chemicals). These include run off that contaminates water courses and poisons aquatic life; direct poisoning of plants and animals, including worms and insects that are beneficial to gardening; indirect or residual toxicity of the soil that may affect the immediate area of application; contamination of adjacent areas' plants and animals. When used on soft surfaces, such as vegetation or grass swards,

there is a possibility of contamination of adjacent areas.

8.3 Many of these chemicals are highly persistent, meaning that they stay around in the soil for a long time, increasing the likelihood that they will disrupt good soil organisms and enter both the human and animal food chains, watercourses, and aquifers.

8.4 Tenants are encouraged to use a non-chemical alternative for slug control. The Council will only permit slug pellets endorsed by the Organic Farmers and Growers Association (<https://ofgorganic.org/useful-info/approved-suppliers>).

8.5 Tenants must not use:

- Synthetic pesticides, vermicides, herbicides, or similar non-organic means for controlling pests and weeds
- synthetic fertilisers or soil conditioners
- non-organic weedkiller, such as *Round-Up*™
- pest control such as: slug pellets or rat poison

8.6 In the interests of biodiversity and addressing climate change, the use of peat – which is a non-renewable resource and one of this country's essential carbon sinks – is not allowed.

## 9. Water-use

9.1 Water supply and use is subject to season restrictions and hosepipe bans.

9.2 Tenants shall assist in the conservation of water.

9.3 Where possible, allotment tenants are strongly encouraged to collect rainwater for use on their allotments. Where this is not possible, or where rainwater harvest is not sufficient to sustain watering needs through a dry season, allotment holders are strongly encouraged to use tap water sparingly.

9.4 The use of sprinklers and spray hoses is discouraged/prohibited, as evaporation from the spray is considerable: watering leaves is far less efficient than ground-level irrigation.

9.5 Where practicable, watering should be done by watering can, either early in the morning, or late afternoon/early evening to enable water to better penetrate the soil and reach the plants' roots. (<https://www.rhs.org.uk/advice/profile?pid=312> ).

## 10. Animals & Livestock

10.1 Tenants must not keep any animals or livestock on their plot without prior written consent of the Council.

## 11. Bees & bee-keeping

11.1 Bees shall not be kept on any allotment until the allotment tenant has submitted a request in writing to keep bees on his or her plot to the Council, and that request has been agreed in writing.

11.2 Beekeepers making such application are expected to be experienced, or to have close guidance from an experienced beekeeper and have specific insurance in place.



11.3 Before consent is agreed, we will first ascertain the views of neighbouring tenants, and in particular any potential visitors to the site who may be allergic to bee-stings, as stings can be life-threatening.

11.4 We will then ask the applicant to sign a separate Agreement undertaking special responsibilities for the keeping of their bees. Full details of this agreement can be found on our website <https://lewes-tc.gov.uk/services/allotments/>

**Ponds-NOTE this whole section to be a new guide on the website see bullet point 12.17**

It is estimated that over one third of native wildlife ponds have disappeared in the past 50 years, with over three quarters of those remaining considered to be in poor condition (see e.g. [www.froglife.org](http://www.froglife.org)). This has led to loss of wildlife of all sorts, including insects, birds, reptiles and mammals, but most especially the wildlife that live in and immediately around ponds such as dragonflies, toads and frogs. These species are incredibly helpful to allotment gardeners (see e.g. <https://homefarm.club/journal/2019/7/19/allotment-ally-the-dragonflynbsp>).

Consider a bog garden, rather than a pond (or in addition). These shallow areas of water are easier to construct and maintain, and still provide good habitat for wildlife that are useful on the allotment (see e.g. <https://www.gardenorganic.org.uk/humble-bog-garden>).

There are important guidelines for constructing a wildlife pond on your Lewes Town Council allotment:

**Tenants must not:-**

- use any form of plastic that is likely to degrade, split, shred, or fragment.
- use kitchen washing up bowls or old paddling pools.
- use bin liners, shower curtains or any light plastic sheeting.
- use permanent materials: no concrete.
- use materials that will be difficult to remove: no enamel bathtubs, no hardcore.
- build a pond that is disproportionate to the size of your plot.
- build a pond that is in any way a hazard for people or wildlife.
- Generally speaking, do not transfer plants or creatures between ponds as this may result in transfer of diseases which, once established, are difficult to eradicate.
- Generally speaking, do not have fish in your allotment pond: fish eat newt and frog spawn and fish or the water in which they are transported may carry diseases.

**Tenants may:-**

- Think carefully about pond practicalities.
- Sun and shade: deeper and larger ponds may be fine in full sun; shallower ponds will need a bit a shade.
- Ponds should not be (re-)filled with tap water. Think about how you will top up your pond in hot weather. Do you have a water butt?
- Ponds must be wholly visible and safe for human and animal visitors. Position

away from paths and ensure the perimeter of the pond is carefully demarcated.

- Ponds must have a shallow end/beach area, with climbable materials (flat rocks, wooden ramps, rope ladders) to enable hedgehogs and other small creatures to climb out of deeper water.
- Let nature rule.
- If your pond is well sited and well constructed, it will quickly become inhabited by plants and creatures; the best thing you can do is fill it with fresh (not tap) water and let nature take over.
- Provide a healthy surrounding habitat. This might mean “bug hotels” or a small log or flint stone pile, a sheltering fruit bush or vine, etc

Useful guidance on creating an allotment friendly pond or bog garden:

- FrogLife offer this handy guide — Please ignore the advice to use old household materials like paddling pools: <https://www.froglife.org/info-advice/just-add-water/>.
- The Sussex Wildlife Trust has a ‘How to’ guide for creating a mini wildlife pond: <https://www.wildlifetrusts.org/sites/default/files/2020-03/MINI-WILDLIFE-POND.png>
- The Sussex Wildlife Trust also offer this guide — Please ignore the advice to use old household materials like washing up bowls: <https://www.wildlifetrusts.org/sites/default/files/2019-08/Big%20or%20small%20ponds%20for%20all%20Wid%20About%20Garden%20s.pdf>.

## 12. Structures

12.1 A ‘structure’ includes sheds, storage, green or glasshouses, larger polytunnels, large compost enclosures, fencing, borders and ponds. Any structure should be for the sole purpose of supporting the allotment and improving the local ecology. It must:

- Be in proportion to the size of the allotment
- Be of the minimum practical size for its purpose, and in no case should the footprint of a solid structure exceed 10% of the overall plot, nor should structures, taken together, exceed 20% of the overall plot
- Not impede, create shade, or cause any possible danger for other allotment holders
- Not be permanent, i.e. no permanent footings or bases, no use of hardcore or poured concrete.

12.2 Tenants must not erect any building, shed or covering structure (except for small, low-lying, non-permanent poly-tunnels/cloches) without the written consent of the Council. Tenants must allow 30 days between their written request and any decision (though we will endeavour to come to a decision sooner). Where a favourable decision is reached, instructions on size and location of the structure will be included and must be followed.

12.3 Where an unsuitable (eg over-large, poor repair, permanent) structure is erected by a Tenant, a warning notice will be issued requiring the Tenant to dismantle and remove



the structure within a fixed period. If the Tenant does not comply, the Tenant will be issued a second and final warning notice. If the Tenant does not comply, the Council further reserves the right to remove unsatisfactory structures and to recover the cost of dismantling and removal from the Tenant. The Tenancy will then be terminated.

- 12.4 Where structures are allowed, they must be kept in a good state of repair and condition, to the satisfaction of the Council.
- 12.5 Permanent structures, foundations or groundwork are not permitted to be erected, installed, or created by allotment tenants. This includes poured concrete steps, foundations, concrete-lined ponds, or deep-sunken solid structure ponds (e.g. bathtubs).
- 12.6 Structures that are out of proportion to the size of the plot or that overshadow or in other ways encumber other plots are not permitted.
- 12.7 Stability should be achieved with temporary anchors, loose-laid paving slabs, robust pallets (see the note on pallets in this document) or other wooden base.
- 12.8 Sheds and storage boxes should be made secure against thieves. The Council accepts no liability for items stored on the site.
- 12.9 The Council recognises that glasshouses are a traditional means of extending the growing season. Where an existing glasshouse is kept in good condition, with any broken panes immediately removed and replaced, preferably with for-purpose polycarbonate panes, the Council will take no action. Where, however, a glasshouse is in poor condition, notably with broken panes, the Council will insist on immediate repair or removal.
- 12.10 Polycarbonate greenhouses or polytunnels may be considered; it is, however, essential to seek the advice of the Council, particularly with respect to size, materials, and siting, and to ask permission, in writing (hard-copy or email), from the Council.
- 12.11 Allotment tenants are strongly encouraged to create their own organic compost. Wooden structures built for the purpose of containing manure, woodchip and other organic material are acceptable.
- 12.12 Compost enclosures should be of the minimum practical size for their purpose, and they should not in any way intrude upon neighbouring allotments. Modest-sized, purpose-made compost bins or makers, which may be portable, are acceptable.
- 12.13 Please note that not all pallets are safe to use:
  - If you wish to use pallets for, eg compost enclosures, check the stamps/markings on your pallet. Pallets stamped with the letters 'MB' (which stands for methyl bromide) or CP (CP1, CP2, etc., which indicates pallets used in the chemical industry) MUST NOT be used.
  - Avoid pallets, or any composite wood product, that include compressed woodchip and glue.
  - Blue. Brown and Red Pallets should not be used as they may have passed through a chemical fumigation process on their journeys.
  - Pallets with no stamps/markings are generally safe to use.
  - Pallets marked with 'HT' are heat-treated and are safe to use.
- 12.14 Border structures and fences are not permitted on every Lewes Town Council Allotment site. If they are permitted on your site, they must not be permanent. This means they

must not be anchored with concrete. Below-ground rabbit-proofing, such as chicken wire, or corrugated metal, must be kept in good condition and removed entirely when deteriorated.

12.15 Internal borders (between neighbouring plots and within your own plot) should be as inobtrusive as possible.

12.16 Re-purposed glass bottles have in the past been used to create borders. Where such borders are well-maintained and the glass is entirely visible and not at risk of breaking, this repurposing of bottles will be allowed. Where there is any sign of deterioration, however, the glass must be immediately and safely removed.

12.17 Well positioned, well-constructed and well-maintained wildlife ponds or bog gardens are welcome. Guidance on ponds and bog gardens can be found on our website <https://lewes-tc.gov.uk/services/allotments/>

### 13. Trees and invasive plants

13.1 The Tenant shall not without first obtaining written consent of the Council, cut, top or fell any tree growing on the Allotment.

13.2 No tree other than a traditional dwarf stock fruit bearing tree shall be permitted on the Allotment without the permission of the Council.

13.3 Fruit trees or bushes should be planted so that they do not encroach on paths or neighbouring allotment plots. Please see advice from the Council before planting any tree on your plot.

13.4 Tenants are responsible for ensuring that fruit bearing trees and bushes are regularly pruned so as not to exceed 2.5 metres in height and 2 metres in spread to prevent causing a nuisance to neighbours.

13.5 Invasive plants such as Bamboo, all types of willow and fast-growing conifers are not permitted. Christmas trees are therefore not permitted.

13.6 Tenants must take steps to prevent the spread of harmful weeds. If Tenants have or think they may have any of the below on their allotment, then they must report the matter to the Council immediately. The following weeds may be a danger to animals, or cause problems for crop production if left to spread unchecked:

- Common ragwort
- Spear thistle
- Creeping or field thistle
- Broad-leaved dock
- Curled dock

### 14. Plastics

14.1 The use of plastic on allotments is generally discouraged, but the usefulness of specific items is recognised.

14.2 Tenants may use the following, provided they are in good condition:

- Plastic containers, such as water-butts and heat-activating composters.

- For-purpose weed-suppressing fabric (though alternatives, such as plain cardboard and non-tanalised wood chippings, are recommended)
- For-purpose netting
- Poly-tunnel materials
- For-purpose heavy-duty pond liner
- Heavy-duty builders' sacks (e.g. for compost or for the gathering and removal of unwanted materials)

14.3 'Good condition' means not degrading, shedding, fragmenting, or splitting. When any item begins to degrade, fragment, or shed it must be immediately and safely removed. This includes especially any plastic that is covered or below the soil surface

## 15. Carpeting, rugs, underlay, foam products

- 15.1 In the past, carpeting, rugs and some forms of underlay have been used, e.g. as weed barriers and were considered an effective part of permaculture gardening. Unfortunately, the vast majority of carpets, rugs and underlay now contain plastic weave as well as chemical binders and many carpets, rugs and underlay are made entirely of synthetic materials, including foam backing. These materials rapidly degrade in contact with soil and exposure to the elements, effectively littering and poisoning the soil beneath. Consequently, carpets, rugs, underlay, and foam products are not allowed on Town Council allotments.
- 15.2 There are two exceptions to the 'no carpet' rule: rugs or carpets made from 100% cotton or 100% wool (to include all elements of the weave, backing, etc.), but tenants will be required to provide evidence of this. Council policy will be: "if in doubt; leave it out".
- 15.3 Foam is rarely used on allotments, but can 'sneak in', usually in the form of underlay, 'insulation' or backing. Foam degrades incredibly quickly and should not be used on the allotment.

## 16. Tyres

- 16.1 The most recent research on the use of tyres on allotments suggests that even old tyres continue to leach toxins when in contact with soil and with exposure to the elements. While the main ingredient in tyres is natural rubber, the stabilisers and other chemicals used to enhance the performance of the tyre are toxic. While the Council would like to support alternative uses for tyres, it appears that the longer-term risks to soil are too great.
- 16.2 As a general rule: Where poor quality, degrading or non-purposed plastic sheeting, bags, bottles, or carpet, rugs, underlay, foam, or tyres are in existing use, Tenants will be issued with a warning notice that these items must be safely removed within a specified period. Failure to remove items within the specified period will result in the Council charging you for removal of the items.

## 17. Unused materials and storage

- 17.1 Materials brought to the allotment should be for the purposes of improving your plot in the immediate or near future. Materials brought on site for future projects should be

kept neatly, ideally (where possible) in a shed or storage box or stacked in a discreet area of the allotment.

- 17.2 Allotments are not a place to store over-flow materials from homes or gardens or to keep rubbish that should go to the Household Waste Recycling Site (tip).
- 17.3 Unusable rubble sacks, old bits of wire, rusted fencing, corroded metal, degrading plastic (see above), unused toys *etc* must be safely removed and disposed of properly. Keeping such items on your plot is a breach of your tenancy agreement. Failure to safely remove items within the time stipulated in a warning letter will result in the Council charging you to remove the items and revoking your tenancy.
- 17.4 The Council recognises that new tenants may have inherited unwanted materials on their allotment and that removing e.g. buried wire fencing can be a painstaking endeavour. If you are a new tenant (new, for these purposes, is within the first year of your tenancy) and you discover significant amounts of unwanted/dangerous materials left by the previous tenant(s), you should document what you have found (take photos, provide notes on materials' location, particularly if they are below ground) and immediately advise the Council.

If you have any questions regarding this Tenancy Agreement, please contact us:

Email: [Customer.services@lewes-tc.gov.uk](mailto:Customer.services@lewes-tc.gov.uk)

Telephone: 01273 471469

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

Lewes Town Council  
Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

## Lewes Town Council Allotment Service

### Volunteer Role Description: Allotment Site Representative

#### Summary

To act as conduit for information sharing between the Town Council and Allotment Tenants.

To facilitate communication between Allotment Tenants.

#### What does the role involve?

The role includes tasks such as:

- Communicate information such as safety, security, events, works, notices and other similar matters
- Keep noticeboards up to date where applicable, removing out of date notices and signs as required
- The named first point of contact for allotment tenants and the Council, preferably by email as well as telephone
- Display name and contact details on allotment site
- Attend meetings with the Town Council to discuss various allotment matters and input into the annual allotment show
- Where more than one representative is nominated per site, the representatives meet prior to the Allotments Working Group to agree attendance and key points for discussion
- Supporting new tenants explaining where they can find useful information or offering practical advice on working a plot
- Share good practice and inform people about useful resources such as the National Allotment Society
- Encourage the reporting of illegal and antisocial behaviour to the Police, pass crime numbers to and report any problems to the Council (e.g. security, vandalism, tenant disputes etc).

**This role will suit people who:** *(List possible interests/skills/experience e.g:)*

- Have an interest in the Lewes Town Council Allotment Service
- Have some experience in tending an allotment plot
- Have a friendly and approachable manner
- Are at least 18 years of age

#### Frequency and Location:

The role has been designed not to be onerous. Frequency will depend on how much information sharing is required which will vary across the year.

### **Induction, training and support:**

There is an induction with the Allotment Service Staff as part of becoming a volunteer with Lewes Town Council.

You will have the contact details of a nominated member of staff, who will be available to help you in your volunteering journey

### **What's in it for you:**

Volunteering with us you will:

- Meet new people and become part of a friendly Allotment Service
- Learn more about allotments
- A chance to develop experience in contributing to the Allotment Show
- Practical experience in being a volunteer that can be used in other roles

DRAFT

# ALLOTMENT SITE REPRESENTATIVE'S DETAILS

## CONFIDENTIAL

**Please sign and return this privacy notice**

The information you provide (personal information such as name, email address, phone number) will be processed and stored. This is to correspond with you and provide information to other plot holders by means of your role as an allotment site representative. Your agreed personal information will be shared and provided to other plot holders on your designated allotment site.

Lewes Town Council will keep your information throughout your period as site representative. Once your period ends your information will be destroyed and removed from the allotment site.

I agree by signing below that I have read and adhere to Lewes Town Council's Privacy Notice and Allotment Site Representative Roles and Responsibilities. I agree that Lewes Town Council may process and store my personal information for the purpose given above.

**Allotment Site:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Home Telephone Number:\***

\_\_\_\_\_

**Mobile Telephone Number:\***

\_\_\_\_\_

**email:\***

\_\_\_\_\_

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Your details will be displayed at the allotment site**

**\*Can your contact details be given out to the public?  
Please tick relevant boxes above**

**Preferred times for contact:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Lewes Town Council**

### **Non-Confidential**

**Committee: Full Council**

**Date: 24<sup>th</sup> February 2022**

**Report Number: FC025**

**Report by: Town Clerk**

**Subject: Queen's Green Canopy Initiative**

### **1. Summary**

- 1.1 The report summarises investigation work undertaken by the Civic Officer and Town Ranger around the practicalities of planting a tree as part of the national Queen's Green Canopy Initiative for the Platinum Jubilee, with a recommendation for a specified tree and proposed location.

### **2. Recommendations**

- 2.1 Council is recommended to:
- 1) Approve the purchase of a suitable tree to be planted in the King George V Silver Jubilee Commemoration octagon at the Convent Field on 11<sup>th</sup> March 2022 as part of the National Civic Tree Planting Initiative.

### **3. Background**

- 3.1 At its meeting on 2<sup>nd</sup> September 2021 Council agreed the Civic Officer should investigate the costs and practicalities of planting trees as part of the national Queen's Green Canopy Initiative for the Platinum Jubilee Celebrations. Two potential sites for the tree planting were the Peace Garden and Southover Grange Gardens.
- 3.2 Having approached the landowners of those sites they have declined the offer of a tree.
- 3.3 A potential alternative site has been identified; the King George V Silver Jubilee Commemoration octagon, which used to be a pond, located near the mount at the Convent Field. See appendix 1 for images. Lewes District Council have indicated agreement in principle that a tree could be planted here. A tree surgeon has also confirmed it as a suitable location.
- 3.4 The octagon has been infilled and is planted with annuals. The base will need 'breaking out' to allow the tree to properly develop its roots.
- 3.5 It is proposed a commemorative plaque is installed opposite the existing King George V plaque, with matching stonework and font.
- 3.6 Suggestions for a suitable tree to be planted in this location have also been sought and a Liquidambar has been recommended.



#### **4. National Civic Tree Planting Initiative**

- 4.1 As part of The Queen's Green Canopy, the National Association of Civic Officers (NACO) is hoping that as many civic leaders as possible will all, on Friday 11 March 2022, plant a tree to mark The Queen's Platinum Jubilee. The day chosen is the seventieth day of the year in which The Queen marks the seventieth anniversary of her accession.

#### **5. Financial Implications**

- 5.1 Initial estimates have been obtained for the plaque, ground works, purchase of a tree and a maintenance regime for the first year to improve survival rate:
- £650 for a stone plinth to be carved and installed
  - £240 for a Liquidambar styraciflua 'Worplesdon' 300-350cm
  - £715 materials, labour and disposal of waste
  - £360 for first year maintenance to include four visits to water and top up woodchip mulch
- 5.2 The total estimated cost of £1,965 could be met from the Commemorations Fund Earmarked Reserve which currently stands at £4,092.

Laura Chrysostomou

**Town Clerk**

Appendix 1



**Lewes Town Council**

**Non-Confidential**

**Committee: Full Council**

**Date: 24<sup>th</sup> February 2022**

**Report Number: FC026**

**Report by: Town Clerk**

**Subject: Town Clerk Review**

### **1. Summary**

- 1.1 The report seeks to apprise Members of the newly appointed Town Clerk's review following an introductory period, which has been utilised to view the organisation with a fresh perspective.
- 1.2 The report outlines areas for development, improvement, and review, providing Members with the opportunity to comment upon this.
- 1.3 It is intended to demonstrate a clear sense of direction that can be delivered by the Town Clerk, supported by the contracted Responsible Finance Officer, working with Members and Officers, and reporting back to Council.

### **2. Recommendations**

- 2.1 The Council is recommended to:
  - 1) Consider, comment on and note the report.

### **3. Background**

- 3.1 The Town Clerk started in post on 1<sup>st</sup> September 2021. As would be expected with a new member of staff, the introductory period has provided the opportunity for the organisation to be seen from a fresh perspective.
- 3.2 Whilst there are examples of good practice, such as the robust process for assessing Grants, there are areas that could be improved by updating, reviewing and implementing regulations, policies, and procedures; continuous development of staff and Members; improved collaboration and communication.
- 3.3 During this period there has also been an interim Internal Audit which provided another opportunity to examine various aspects of the organisation.
- 3.3 Furthermore the Town Clerk has been made aware of concerns relating to the application of regulations and processes historically.
- 3.4 The Town Clerk has therefore been exploring a means to assess this and report to Council, providing a forward plan.

## 4. Finance

- 4.1 With a change of key posts such as the Town Clerk (TC) and/or Responsible Finance Officer (RFO) it is good practice to review the Standing Orders (SOs) and Financial Regulations (FRs). In addition, the Internal Auditor pointed out that the Financial Regulations hadn't been reviewed since 2019 prior to the revised Model from the National Association of Local Councils. There are no internal controls documented. The review of SOs, FRs and implementation of internal controls is an urgent action.
- 4.2 A Scheme of Delegation to Officers needs to be implemented along with an Urgent Action Procedure. The Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively. It provides clarity about duties, roles, and responsibilities, and manages risk effectively.
- 4.3 As discussed at the Finance Working Party, Medium Term Financial Planning needs to be implemented so that the budget setting process will not only produce a draft budget for the following year but also a projected budget for the following two years. As part of this work there will be an aim to present the budget in a clearer format to aid understanding and decision making.
- 4.4 A budget monitor report is presented each quarter to the Audit Panel, in accordance with the Financial Regulations. However, this is a highly detailed report, taking significant time to scrutinize. The future approach would be to present high-level expenditure with a report to highlight significant variances.
- 4.5 'Month End' processes that generate reports such as the Trial Balance, Income and Expenditure reports etc are not in place. These are now required, and the Finance Admin Officer (FAO) has had training in how to do this. Producing monthly reports will enable staff raising Purchase Orders to confirm whether there is budget before purchasing items. Further training is needed for the FAO in report design to be able to extrapolate data from the accounting package.
- 4.6 The process of issuing Purchase Orders and obtaining receipts for purchases, as set out in the Financial Regulations was not always being adhered to. This has been rectified.
- 4.7 Signing off Credit Card and Direct Debit payments by two members has been introduced, aligning with the existing process of signing off payments.
- 4.8 The recent interim Internal Audit was approached in a different way, examining various elements with both the TC and FAO in more detail. As a result, the TC needs to explore the set-up of the Town Council's Trust to ensure it operates in line with recent guidance. Guidance will be sort from a solicitor experienced in Town/Parish Councils and Trusts.
- 4.9 The Annual Governance and Accountability Return (AGAR) for 2019 to 2020 still hasn't concluded due to a complaint raised by a member of the public and the external auditors have not been able to progress it due to COVID. As a result, the Council has had a holding AGAR back for 2020 to 2021. We are awaiting the external auditor's response.
- 4.10 A review of the data that should be published under the Transparency Code 2015 confirmed some data is missing, some needs to be published more regularly and some needs to be improved in how it is presented. The TC and RFO will be addressing this.

- 4.11 Concerns have been raised with regards to procurement of contracts, in particular the Malling Community Centre. An initial examination of this shows that tenders for the contract were submitted by three companies, and technical assistance obtained, in accordance with the current Financial Regulations. A review of the Financial Regulations will provide the opportunity to explore best practice and develop the NALC model to better suit the needs of a large Town Council (taking into consideration the NALC model is a one size fits all approach for small Parish Councils through to large Town Councils). Furthermore, with experience of implementing tender evaluation processes, the Town Clerk and RFO can ensure a framework is implemented for future use.
- 4.12 There is currently a vacancy for an RFO, however the first attempt at recruiting to this post was unsuccessful. It has therefore been agreed with the Chair and Group Leads that an experienced RFO be contracted on a fixed term basis to work with the TC to deliver the actions identified in this report and support the FAO and TC with year-end. Although the hourly rate for an externally contracted RFO will be higher, the cost will be comparable to the hourly rate plus oncosts of an RFO directly employed by the Council. The underspend of not having an RFO for several months can be used to provide some additional hours in the first instance to get some of these matters implemented sooner.

## **5. Human Resources**

- 5.1 The Town Council has in place a limited suite of personnel policies, which should be reviewed during the final year of this administration, which is understood to be the normal process. In addition, other policies should be added to the suite, for example annual leave, training, appraisal and supervision.
- 5.2 Following a review of job descriptions and contracts it became apparent there were discrepancies, which have now been resolved.
- 5.3 There has been lack of clarity around subsistence and expenses claims. Explanation has been given to staff, but it would be good to formalise policies in this area.
- 5.4 There is a need to continue the review of the staff structure as key post holders approach retirement age but also to ensure we have the right structure going forward.
- 5.5 The Town Council benefits from a team of staff who are committed and motivated but would benefit from being empowered through delegation and development. There is no training plan and there has been limited training. There is a need to develop skills in key areas such as ICT. Although this will require investment there will be a return on that investment as staff will be able to work more efficiently.
- 5.6 Since October the team has been short staffed due to absences, both through sickness and maternity. It has been agreed with the Chair and Group Leads that some staff will be given additional hours to cover the work as well as the time to develop.

## **6. Governance Structure**

- 6.1 During 2022 to 2023 the Council should review its Governance Structure ready for the new Council in May 2023. This comprises the systems and processes for the direction and control of Council's through which they account, engage with and lead their communities, in a timely, inclusive, open, honest and accountable manner. Integral to this will be exploring the meeting structure to see if it is fit for purpose.
- 6.2 A good and effective working relationship between Members and Officers, with an understanding of respective roles, is key to good governance and service delivery. Developing this between Members and the new Town Clerk is therefore important. Briefings between the Mayor and the Town Clerk now take place regularly. Chairs briefings have been introduced prior to meetings to ensure effective meeting management. A training program is being developed by the Town Clerk for Members, both existing and new.
- 6.3 Alongside this will be work to identify priorities, policies and business planning to help Members and Officers understand what we are working on (the priorities) and help us measure our performance and achievements, providing that clear 'golden thread' for the organisation that will feed into the new Appraisal and one to one structure.

## **7. Communication and ICT**

- 7.1 The appointment of a part time Communications Officer and Receptionist by the Town Council is proving to be successful with improved communications across channels.
- 7.2 There is a need to develop a Communications Strategy for the Council during 2022.
- 7.3 Essential changes have been made to the website, completing some of the missing sections and developing areas such as the calendar. The structure of the website needs to be reviewed and a work plan is being developed to tackle this.
- 7.4 The format of Agendas and Minutes has been changed to comply with the Website Accessibility regulations 2018. An accessibility review of the website will need to be undertaken again.
- 7.5 The Council's approach to the General Data Protection Act 2018 should be strengthened. Implementing Information Asset Registers and retention policies will support this, along with privacy notices across the range of services (for example the Allotment Tenancy Agreement now includes a Data Protection section).
- 7.6 A review of IT provision and support is needed, some of which is underway with the current IT support provider.

## **8. Premises**

- 8.1 There is a need to improve building management and health and safety across the different buildings.

- 8.2 As discussed at the Buildings Working Party a building condition survey of the Town Hall and a Fire Risk Assessment are needed, from which long term plans can be developed with appropriate budget provision. Quotes are being obtained for this. This work has already been undertaken at the All Saints Community Centre and now needs the planning element completed.
- 8.3 Some Health and Safety training has happened and more will be identified and planned.

## **9. Conclusions**

- 9.1 The TC and RFO will continue the review and assessment, along with the implementation of new regulations, systems, and procedures. This process will soon identify whether there is a need for an external auditor, and if this is required then the work undertaken will inform a specification for that external audit.
- 9.2 It is hoped that this review demonstrates a clear sense of direction that can be delivered by the Town Clerk, supported by the contracted Responsible Finance Officer, working with Members and Officers, and reporting back to Council. The implementation of these actions should help allay concerns and give Members assurance that the Council is heading in the right direction.

Laura Chrysostomou

**Town Clerk**