

How to contact us

Write to:

Town Hall, High Street

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BN7 2QS

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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 31st March 2022**, at **7:30pm** which you are summoned to attend.

Laura Chrysostomou

Town Clerk

25th March 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**

(attached **pages 3 to 10**)

To agree Minutes of the Council meeting held on 24th February 2022 and the Extraordinary Council on 9th March 2022

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

7. **Committees, Working Parties & outside bodies**

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

a) Audit and Governance Panel 7th March 2022

(attached **pages 11 to 13**)

b) Liaison meeting with the Priory Trust

(attached **pages 14 to 15**)

8. **Councillors Individual Duties**

(Report FC027/2022 **pages 16 to 28**)

9. **Municipal Calendar**

(Report FC028/2022 **pages 29 to 32**)

10. **Response from Historic England regarding the Lewes Bus Station and Garage**

To consider and comment on the response

(**page 33-34**) 1 of 43

- 11. **Call Him Out** (NOM014/2022 **pages 35 to 36**)
- 12. **Match Funding Request for pedestrian crossing** (NOM015/2022 **pages 37 to 39**)
- 13. **Officers Reports**
 - 13.1 **Historic Plaques** (Report FC029/2022 **pages 40 to 42**)

14. **Mayoralty 2022 to 2023**

To nominate a Mayor-elect and Deputy Mayor-elect for the 2022 to 2023 municipal year

14.1 **Mayor Elect** (NOM016/2022 **pages 43**)

15. **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
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COUNCIL**

Minutes of the Meeting of **Lewes Town Council** held on **Thursday 24th February 2022** at **7.30pm** in the **Council Chamber, Lewes Town Hall**

Present:

Councillor J Baah

Councillor M Bird

Councillor R Burrows

Councillor S Catlin (Mayor)

Councillor E Clarke

Councillor G Earl

Councillor R Handy

Councillor J Herbert

Councillor J Lamb

Councillor I Makepeace

Councillor Dr W Maples

Councillor R O'Keeffe

Councillor S Sains (Deputy Mayor)

Councillor J Vernon (from 8.40pm)

Councillor R Waring

Councillor K Wood

In attendance:

Town Clerk

Committee Administrator

Town Ranger

The Revd. Ben Brown

The Mayor welcomed Cllr Clarke to her first meeting of Council following the recent by-Election in Castle Ward.

100. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

101. Apologies for absence

There was an apology from Councillor Mayhew who was unwell and Councillor Milner was recovering after an operation.

102. Members' declarations of interest

Councillor Bird declared a Personal and Prejudicial interest in item 107.

Councillors Makepeace, Maples and Waring all declared a Personal interest in item 107.

Councillor Makepeace declared an interest in item 108.3 in that she attends meetings in her capacity as a Lewes District Councillor.

Councillor O’Keeffe declared an interest in item 108.3 in that she is a Trustee. Councillors Makepeace, Maples, O’Keeffe and Wood all declared an interest in item 108.5 in that they were all affiliated with different applicant organisations. Councillors Makepeace and Wood declared an interest in item 111.1 in that they are both allotment tenants.

103. Question time

There were none.

104. Minutes

Minutes of the Council meeting held on 20th January 2022 were received and agreed as a true record and signed by the Mayor.

105. Mayoral Announcements

105.1 Following Council’s response to the Bus Station consultation on 21st January, Heritage England had reported that they were preparing their recommendation with regards to the potential listing of the Bus Station and hope to submit to the Secretary of State for a decision soon.

105.2 The Mayor reminded Members to keep comments succinct when debating items on the agenda during the meeting.

106. Low Traffic Lewes

106.1 The Mayor welcomed Kevin Moore from Lewes Living Streets and Sheila O’Sullivan from Cycle Lewes to give feedback on a Grant awarded by the Town Council in December 2020 for the Low Traffic Lewes Project.

106.2 Members discussed the report that had been presented.

106.3 Low Traffic Lewes were working with Urban Movement (transport planners, traffic engineers and urban designers) to produce designs of the High Street to present to residents on ways that pedestrian and traffic movement can be improved. Fundraising for the project was ongoing and integration with other project groups throughout the town was vital.

106.4 The Mayor thanked Kevin and Sheila for their attendance and presenting an informative report.

107. OVESCO “Get Bikery”

107.1 The Mayor welcomed Chris Rowland, a Director of OVESCO energy service who had been operating in Lewes since 2007. Their primary objective was to generate renewable energy and encourage the town to be more energy efficient.

107.2 OVESCO is the facilitator for “Get Bikery’ and had received funding from Energy Saving Trust via Lewes District Council to secure eight E-Cargo bikes to use in Lewes town and surrounding area.

107.3 Council was being asked to consider the presentation and the Major Grant requested by OVESCO for start-up funding to progress the project to the launch phase which was aimed for March 2022.

107.4 The scheme would initially be run by volunteers and the OVESCO offices used to facilitate the service from. This was a pilot scheme to run for two years to understand the business model and it was hoped to set up a Social Enterprise to allow the scheme to fund itself.

107.5 The bikes would be available to local traders, charitable groups and for events in the town. The initiative was aimed at ‘last mile’ delivery to reduce the number of vans and other traffic in the town centre.

107.6 Cllr Bird, having declared a Personal and Prejudicial interest, left the Chamber and Council was asked to vote on the Major Funding Grant taking into consideration the scores that had been sent in by Members.

107.7 It was resolved that:

- 1. The Town Council note the report from Mr Rowlands and agree to award £4,900 to OVESCO for their Get Bikery E Cargo bike project.**
- 2. The process for Major Grant applications be reviewed by the Audit Panel**

107.8 Cllr Bird returned to the meeting.

108 Committees, Working Parties & Outside Bodies

108.1 Allotments Service Working Party 27th January 2022

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

The Minutes of the Allotments Service Working party are noted.

108.2 Allotments Service Working Party 15th February 2022

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

The Minutes of the Allotments Service Working party are noted.

108.3 Lewes & Seaford Citizens Advice Bureau (CAB)

Cllr Lamb related some salient points from a recent meeting of CAB. Statistics on the activity of the bureau showed that for the three months from 1st October 2021 to January 1st 2022, 828 clients in Lewes District had sought advice on financial benefits matters.

Southover House was due to close where the CAB currently had an office and the organisation had recently approached the Town Clerk regarding this.

Their total budget next year was set at £283,000. They receive a grant of £190,000 per year from Lewes District Council so the shortfall would be made up by fundraising, town council grants and the Sussex Community Development Association.

Advisors are mainly giving advice on the phone or on-line and they are achieving the national average for quality and performance amongst CAB organisations.

It was resolved that:

The report on the CAB is noted.

108.4 Lewes and District Association of Local Councils

Council received the Minutes of the meetings held on 1st November 2021 and 15th February 2022 and **it was resolved that:**

The Minutes of the LDALC meetings held on 1st November 2021 and 15th February 2022 are noted.

108.5 Grant Panel 9th February 2022

Council considered report FC022 containing recommendations for payments of grants for the fourth cycle (of four) for the year 2021 to 2022. **It was resolved that:**

The Grants payments recommended in report FC022 as shown in column H of the table appended to the report be approved.

109 Councillors Individual Duties

109.1 Members considered report FC023/2022 changes to Councillors individual duties **it was resolved that:**

**Councillors Handy and Vernon be appointed to the Audit Panel
Councillor Clarke be appointed to the Planning Committee,
Transport Committee, Pells Land Exchange Working Party, UN
Sustainability Goals Working Party, Equality Diversity and
Inclusion Working Party and the Allotments Service Working
Party**

110. Bus Station – Asset of Community Value

Members considered a notice of motion (NOM013/2022) that Lewes Town Council nominate Lewes Bus Station as an Asset of Community Value (ACV) and to complete an ACV nomination form to submit to Lewes District Council.

110.1 It was resolved that:

The Town Council nominates Lewes Bus Station as an Asset of Community Value and that delegated authority is given to the Town Clerk to complete the AVC nomination form to submit to Lewes District Council based on the notice of motion (NOM013/2022)

111 Allotment Review

111.1 Members considered report FC024/2022, the proposed changes to the Allotment Service following a review by the Allotment Service Working Party at their meetings on 27th January and 15th February 2022. The Town Clerk summarised the report.

111.2 Cllrs Maples and Wood left the Chamber having declared an interest as Allotment Tenants.

111.3 It was resolved that:

- 1. The rental period for Allotment Tenancy will run from 1st October to 30th September.**
- 2. To increase the rental fee from £4.50 per rod to £5.50 per rod from 1st April 2022 to 30th September 2023.**
- 3. To increase the rental fee from £5.50 per rod to £7 per from 1st October 2023.**
- 4. Agree the revised Tenancy Agreement, with some minor wording amendments be delegated to the Town Clerk.**

5. Agree the role description for an Allotment Site Representative and the introduction of this volunteer scheme.

111.4 Cllrs Maples and Wood returned to the meeting.

112 Queen's Jubilee Green Canopy Initiative

112.1 Members considered report FC025/2022 for 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.

112.2 It was resolved that:

**A tree be planted in the King George V Silver Jubilee Commemoration octagon at the Convent Field on 11th March 2022 as part of the National Civic Tree Planting Initiative.
The type of tree to be purchased be delegated to the Town Clerk.**

113 COVID Update

113.1 The Town Clerk reported that the Government would be removing all remaining restrictions in England from 24th February 2022. Capacity in the Town Hall, All Saints Centre and Malling Community Centre was currently at 75%. Encouragement would be given to users in all Town Hall buildings to wear face coverings, open windows, wash hands and stay at home if feeling unwell. It was proposed that capacity in all town council buildings return to 100. **It was resolved that:**

In line with Government COVID restrictions being removed on 24th February 2022, all Town Council buildings return to a 100% capacity for hirers.

114. Town Clerk Review

114.1 Members considered report FCO26/2022, which the Town Clerk summarised. **It was resolved that:**

The Town Clerk Review is noted.

115. Items for press release

115.1 Grants Panel decisions
Lewes Low Traffic
Get Bikery
Bus Station
Queen's Jubilee Green Canopy Initiative
Allotments

The meeting closed at 8:50pm.

TOWN MAYOR

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**LEWES
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Minutes of the Extraordinary Meeting of **Lewes Town Council** held on **Wednesday 9th March 2022** at **7.00pm** in the **Council Chamber, Lewes Town Hall**

Present:

Councillor J Baah

Councillor M Bird

Councillor S Catlin (Mayor)

Councillor E Clarke

Councillor G Earl

Councillor R Handy

Councillor J Lamb

Councillor Dr W Maples

Councillor Dr G Mayhew

Councillor S Sains (Deputy Mayor)

Councillor R Waring

Councillor K Wood

In attendance:

Town Clerk

Committee Administrator

Communications Officer

116. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

117. Apologies for absence

There were apologies from Councillors Herbert, Makepeace, Milner, O'Keeffe and Vernon. There had been no word from Councillor Burrows.

118. Members' declarations of interest

There were none

119. Question time

There were three members of the public present, and the following questions were asked.

Question 1.

To ask Maria Caulfield MP to propose to this Government a humanitarian scheme for Ukrainian Refugees to come to the UK to replace the limited and obstructive scheme currently in place requiring visas for the Family Reunion Scheme.

To oppose the Nationalities and Border Bill which will only serve to criminalise the vast majority of those seeking refuge and asylum in the UK and not provide the safety and refuge for those fleeing persecution and violence.

Answer:

This question is answered in 121.4 (9) in these minutes.

Question 2

To consider Lewes Town becoming a Town of Sanctuary under the Cities of Sanctuary scheme and or joining with the District Council to become a District of Sanctuary together with those community-groups who seek to provide a welcome to refugees and asylum seekers and value their contribution to the area.

Answer:

It was agreed to give delegated authority to the Town Clerk to approach Lewes District Council with regards to becoming a District of Sanctuary together with those Community Groups who seek to provide a welcome to refugees and asylum seekers and value their contribution to the area.

120. To consider Council's response to the Ukraine crisis:

120.1 Lewes Town Council is limited in what it can do about international events, we know our community will do all they can to support those in peril and displaced by the conflict and hope that East Sussex as a whole stands with us.

120.2 We also stand ready to support those organisations arranging support.

120.3 We will also do whatever we can to avoid purchasing items or services supplied from Russian companies and we urge all other local authorities and businesses to do the same.

120.4 Members considered the Town Clerk's oral report, and **it was resolved that:**

- 1) A Statement be posted on the Town Council website and other communications offering solidarity, sympathy to families and communities directly affected, guidance to the community on what they can do to help and how they can express their own feelings. Delegated authority be given to the Town Clerk to phrase such statements for Town Council communications in conjunction with the Communications Officer. Delegation be given to the Town Clerk to pay for a statement to be translated into Ukrainian and Russian.
- 2) The Council will act as a trusted signpost in directing public to safe, recognised, and appropriate charities encouraging our residents to support in any way they can ensuring that people are not overwhelmed with all the different options.
- 3) The Council will encourage Lewes residents to support refugees, especially when the Community Sponsorship Programme is confirmed by the Government.
- 4) The Council will purchase a Ukrainian flag and fly in solidarity (as often as is possible); fly blue and yellow banners from Chamber windows and keep a book of support at the Town Hall reception.

- 5) The Council will contact the British Red Cross to find out the best way of helping with donations, potentially having collection tins at the Town Hall reception.
- 6) Organise a “Mayor of Lewes Disaster Fund for Ukraine” and raise money on behalf of Lewes to send to the Government’s Disaster Emergency Fund, where it would be recorded the total raised by Lewes residents.
- 7) Council Members will encourage donations/support of all refugees in their place of work or with the organisations they connect with (as volunteers, trustees, outside bodies).
- 8) Offer free use of a stall at the Tuesday market that Charities could attend to collect financial donations and advise people how they can help
- 9) Offer Town Council facilities free of charge for the purposes of humanitarian aid regarding the crisis in Ukraine
- 10) Liaise with all local religious and humanist organisations for prayers for peace.
- 11) The Town Clerk write to the Lewes MP and ask that she urge Government to:
 - act decisively on the international stage and propose a humanitarian scheme for Ukrainian Refugees to come to the UK to replace the limited and obstructive scheme in place now requiring visas for the Family Reunion Scheme
 - condemn the oppression and subjugation of an independent country and support any action the Government can take to support Russian Peace Protestors
 - to raise the concern put forward at the Council’s meeting regarding the Nationalities and Border Bill that it will only serve to criminalise the vast majority of those seeking refuge and asylum in the UK and not provide the safety and refuge for those fleeing persecution and violence and ask the MP to oppose the Bill.
- 12) Encourage people to not forget about other causes during this difficult time, supporting “Humanity for all”
- 13) Town Council Members to sign the Local Government Association Statement endorsing a statement from the political leadership of the Council of European Municipalities and Regions which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.
- 14) Post videos of the Vigil held in Lewes on 5th March on the Town Council’s Facebook page.
- 15) Delegated authority be given to the Town Clerk to explore banners or materials to make banners symbolising Ukraine and welcoming refugees to Lewes.
- 16) Delegated authority be given to the Town Clerk to approach Lewes District Council with regards to becoming a District of Sanctuary.

The meeting closed at 7:50pm.

TOWN MAYOR

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**LEWES
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Minutes of a Meeting of the Audit and Governance Panel held online on Monday 7th March 2022 at 18.00pm

Present: Cllrs M Bird (from 18.20), S Catlin, R Handy, Dr W Maples, M Milner (Chair) and I Makepeace, Dr J Baah (not appointed to the Panel)

In attendance: Town Clerk

9. **Apologies:** were noted from Cllr Vernon.
10. **Member's Declarations of Interest:** There were none.
11. **Question Time:** There were none
12. **Minutes:** The Minutes of the meeting held on Thursday 5th August 2021 were agreed as an accurate record. It was noted that there were questions raised about inaccuracies in expenditure at the meeting which have not been included in the minutes and replies were not received.
13. **Chair's announcements:** There were none.
14. **Finance Report:**
 - 14.1 Members sought clarity on the Bus Service Funding and whether the Town Council is clear as to what it is subsidising, recognising that supporting bus services is important. The Town Clerk explained £15,000 is for Compass Bus Services and £8,240 for CTLA, which are 'rolling' agreements. Going forward it would be useful. It was agreed that it would be beneficial for this funding to be presented clearly in the budget going forward.
 - 14.2 It was **resolved** that:

The Bus Service funding would be formalised as three-year service funding agreements with performance reviews of the service and SFAs being reported to the Transport Committee. The SFAs would have clear service targets and identify what the Town Council requires the funding to be spent on in the future.

- 14.3 It was noted that having the 'miscellaneous total' wasn't helpful, and although these have been explained before, it would be good to have them presented in a clearer format.
- 14.4 Members asked about the Christmas Lights funding. The Town Clerk clarified that the Town Council funded the lights £10,000 per annum for three years, making a total of £30,000. Lewes District Council (LDC) match funded this. The High Street Traders in their presentation to the Town Council for major funding had pledged nearly £9,000 and were hoping to raise a further £8,000. However due to COVID further donations and crowdfunding were not received. The full proposal was scaled back due to limitations with attachments to listed buildings. The infrastructure for the lights on the columns has been put in place and can be used in future years. The actual lights were on a hire agreement, which is normal practice for Christmas Lights as this enables them to be stored as required, maintained, and changed subject to contract. The Town Clerk has been liaising with the High Street Traders Association, along with an officer from LDC to fully

understand the financial implications. It is understood just over £60,000 has been spent over the three-year period. The Town Clerk will continue to work with the officer at LDC and the HSTA to clarify the expenditure. Members agreed that going forward the Town Council must ensure agreements are in place with grantees, and the Council's new robust major funding process will support this, along with measures such as releasing funding on production of invoices.

15. Interim Internal Report:

15.1 Points have been raised about processes that have been inadequate, some believed to have been raised before. Members asked why these haven't been raised before. The Town Clerk explained that her approach to Internal Audit is different and being new in post it was important to explore areas with the Internal Auditor. Some processes like online payments were new and the auditor was highlighting improvements to these.

16. Review Major Funding Procedure:

16.1 Members reviewed the procedure following its recent application at Full Council.

16.2 Members discussed the value of scoring beforehand and being able to score after hearing answers to questions posed to the applicant.

16.3 Cllr Maples had sent a proposal earlier that day for improving the Major Grants assessment process which was discussed at length. It was agreed that the guide to differentiate scores was implemented. Sustainability should remain as a scoring factor as it is applicable to some applications. It was agreed that 'personal (subjective) assessment' shouldn't be scored. The Policy section of the form should include new criteria regarding supporting inclusivity and diversity, minority, special needs, and protected groups/interests. The entire criteria should then be listed in section 1 of the Assessment Sheet.

16.4 It was agreed that the Grant Panel should undertake an initial assessment of Major Funding applications with the ability to invite the applicant to present their application and answer questions. The Grant Panel would then make a recommendation to Full Council, who would in turn undertake the scoring assessment. An Extraordinary Grant Panel would be convened to assess Major Funding applications. Applications would need to be received four clear weeks before the Full Council meeting to allow for this process to be completed in a timely manner.

16.5 It was agreed that for Major Funding applications there should be clear indication whether the project will go ahead without Town Council funding and/or whether it can go ahead if the applicant receives less money than requested from the Town Council. Applicants should be clear about other funding sources, confirming when these are obtained, and encouraged to source other funding.

16.6 Members agreed that it is important to ascertain robustness and impact for the Major Funding application and for there to be monitoring and evaluation when the project was complete.

16.7 It was **resolved** that:

The Town Clerk revise the Major Funding procedure for the Audit and Governance Panels future consideration.

16.8 It was noted that the whole application form needs to be reviewed and this would be undertaken in time for the 2023 to 2024 cycle and ideally a form available on the Town Council's website.

16.9 It was **resolved** that:

The Grant Panel be asked to formulate a set of FAQs (Frequently asked questions) for officers to ask grant applicants ahead of Grant Panel meetings.

17. Bank Reconciliation:

17.1 The November and December bank reconciliations were reviewed by the panel and verified by the Chair, to be signed at a later date.

The meeting ended at 19:57

Signed:

Date:

NOTES OF MEETING

<i>Between</i>	LEWES TOWN COUNCIL & LEWES PRIORY TRUST	
<i>Reason for meeting</i>	Liaison meeting	
<i>Venue</i>	Council Chamber, Town Hall	
<i>Date</i>	2:30pm Wednesday 23 rd February 2022	
<i>Attending</i>	Sy Morse-Brown - Chairman Priory Trust, Tony Freeman – Trustee, Paul Benjamin – Trustee, Susan Murray – Trustee Laura Chrysostomou – Town Clerk, Brian Courage – Town Ranger – Julie Dean – Customer Services (taking notes), Cllr. Stephen Catlin – Mayor of Lewes, Cllr Dr Graham Mayhew, Cllr Dr Wendy Maples, Cllr Ruth O’Keeffe, Cllr Shirley Sains, Cllr Richard Waring	
NOTES:		
1.	The Mayor Councillor Stephen Catlin took the chair.	
2.	Presentation: there was a slide presentation about the history of the Priory, information about the various educational programmes and details about the ongoing research and archaeology of the Priory.	
3.	UNESCO bid: the process of the bid was explained by Tony Freeman. Lewes is one of 50 sites throughout Europe which are included in the bid being launched in France by the Cluniac Society. There may be planning implications if the bid goes through, and Cllr Waring was asked in his capacity as Town Council’s Representative on the SDNPA if he would inform them of the UNESCO bid.	
4.	<p>Priory Stones stored at Anne of Cleves House: there was a discussion about where the stones that are in the cellar of Anne of Cleves house should be moved to. There are around 800 stones, 400 of them belong to the Town Council. It seemed to be unknown who owned the rest of the stones.</p> <p>Various suggestions were made:</p> <p>Southover House owned by Lewes District Council was mentioned as Lewes District Council will be vacating the site soon and it may be used as a cultural centre by Charleston Trust.</p> <p>The Town Hall cellar was discussed in depth but there were various issues to consider such as access for the public, health and safety and capacity etc.</p> <p>It was decided that there should be a professional assessment by the Trust of how much space would be needed for the stones and to arrange a visit to the cellar by Trustees.</p>	
5.	Bringing the Northern Site of the Priory back to public ownership: the owners of the site had already been contacted in early 2020 to discuss the possibility of acquisition by the council but had been refused. Possibility of contacting the owner again in the future was raised, along with the suggestion that the Council could perhaps be offered first refusal if it were to come up for sale.	
6.	Volunteers/Trustees needed: The Trust needs to look at succession planning in terms of Trustees. The Town Council offered to help with communications via its website and social media to promote the opportunity of being a Trustee or	

	volunteer and suggested the Trust shared any communication material with the Town Council's Communications Officer,
7.	<p>Action plan:</p> <ul style="list-style-type: none"> • The Priory Trustees to assess the space needed to store stones in the Town Hall cellar • To arrange a visit of the Trustees to the Town Hall cellar • For Cllr Waring to make the SDNP aware of the UNESCO bid • To support the Priory Trust in succession planning for new Volunteers/Trustees
	<p>The Chairman then thanked everyone for their contribution and closed the meeting at 3.45.</p> <p style="text-align: right;"><i>Meeting ended 3:45pm</i></p>

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 31st March 2022

Report Number: FC027

Report by: Town Clerk

Subject: Appointment to outside bodies

1. Summary

- 1.1 To consider appointing one Member to the Lewes District Council Planning Service User Group
- 1.2 To consider appointing one Member to the Sussex Police Community Safety Action Group

2. Recommendations

- 2.1 Council is Recommended to:
 1. Nominate and agree one Member for the Lewes District Council Planning Service User Group
 2. Nominate and agree one Member for the Sussex Police Community Safety Action Group.
 3. Agree changes and otherwise note the report.

3. Background

- 3.1 There is an opportunity for the Town Council to nominate one Member to attend the Lewes District Council Planning Service User Group. The role of the group is to:
 - Provide feedback on the performance of the Council's Planning Service;
 - Help review service standards and planning policies;
 - Help develop new service initiatives.
- 3.2 There is an opportunity for the Town Council to nominate one Member to attend the Sussex Police Community Safety Action Group. Each CSAG will be locally organised, with representation from Town and Parish Councils, and will identify the key community safety issues in their local area. CSAGs will assess issues in terms of the potential to work in partnership to reduce the impact within the community. CSAG issues will be reported to the Lewes Joint Action Group, for consideration of additional support. Further information is provided in Appendix One to this report.

- 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.
- 3.3 A table of current appointments to outside bodies is appended to this report (Appendix 2).

Laura Chrysostomou

Town Clerk



Lewes District Community Safety Action Groups Methodology

Justin Ingham Inspector

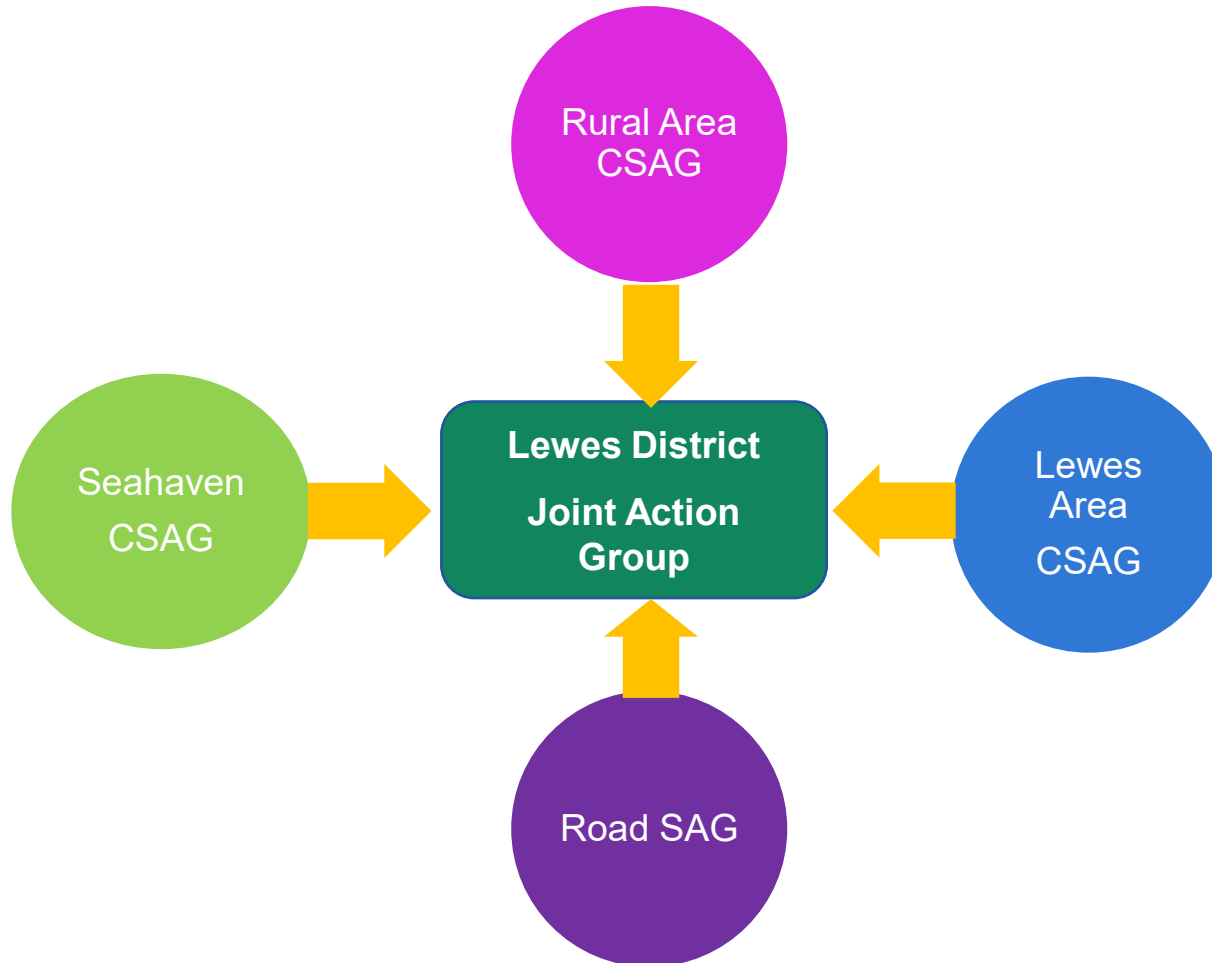
Lewes District Neighbourhood Policing Team

Local partners discussing local issues.

Each CSAG will be locally organised and have representation from Town and Parish Councils and will identify the key community safety issues within their areas.

CSAGs will assess issues in terms of the potential to work in partnership in order to reduce the impact within the community.

CSAG issues will be reported to the Lewes Joint Action Group, for consideration of additional support.



Suggested geographical clusters

Consultation with Trevor Leggo has informed the make up of the initial clusters of town and parishes for each CSAG. Each CSAG has nominated Town and Parish representation

Seahaven CSAG
Seaford - 20,000
Newhaven - 9,200
Peacehaven - 12,000
Telscombe - 6,000
South Highton - 800
Rodmell - 400
Piddinghoe - 200
Total electors for CSAG 48,600
<p>PCSO's</p> <p>Jules NICHOLSON Jane DISNEY Alan ASH Dannielle GLENISTER Avril KENT Hannah OSBORNE</p>

Lewes CSAG
Lewes - 13,500
Kingston - 700
Ringmer - 4,000
Glynde & Beddingham - 350
Firle - 230
Falmer - 150
Hamsey - 500
Iford - 165
Total electors for CSAG 19,600
<p>PCSO's</p> <p>Hannah AMOS Karen MANNING Eva COLLINS Julie McNIRLAN</p>

Rural CSAG
(if required otherwise incorporate into Lewes)
Newick 2,000
Chailey 2,500
Barcombe 1,200
Plumpton 1,300
East Chiltington 350
Streat 150
Westmeston 270
Ditchling 2,000
Wivelsfield 2,000
Total electors for CSAG 10,770
<p>PCSO's</p> <p>Crispin SCOTT Nick COX Rose STAINER Chris MARCHANT</p>

Coordinated problem solving across the District

The CSAGs will help embed a 'bottom up' approach to community safety across Lewes District.

The 'read-through' from CSAGs to JAG to SWP should ensure statutory agencies and local partners discuss community safety in a collaborative way.

Discussions will be informed by locally identified environmental factors for which there is an evidence base.

Community safety priorities will be highlighted by each CSAG, and thus reflect all areas of the District.

Community Safety Action Groups.

Local community safety priorities are agreed and Actions set for the CSAG to progress.

Priorities shared with Lewes JAG.

Joint Action Group

The work of the CSAGs is reported into JAG.

JAG considers how it can best support CSAG community safety initiatives.

Community Safety Partnership.

JAG to provide routine reporting into to CSP in respect of its support for CSAG priorities.



Terms of Reference

Suggested terms of reference for CSAGs:

Aim

Purpose

Membership

Meeting Frequency

Chairing

Agenda

Responsibilities

Lewes JAG

Administration

Current priorities:

1. Youth Antisocial Behaviour, Crime and Disorder
2. Drugs Harm
3. Burglary
4. Engaging with Remote or Hard to Reach Communities
5. Killed or Serious Injury Reduction

Aims, Purpose and Responsibilities

Aim

Improving people's lives in the local community by working in partnership to reduce the levels of crime and anti-social behaviour.

Purpose

The community safety action group will identify key issues affecting community safety in their area.

Issues will be adopted where there is a clear evidence base to do so and the work of the group is considered likely to improve/enhance existing responses from statutory and local agencies.

These issues will be prioritised according to their impact on the community and the ability of the group to influence a reduction of the problem.

Responsibilities

At each CSAG meeting the group will adopt two or three of the priority issues identified and commit to working in partnership to tackle them.

Action focussed problem solving

"If your actions don't live up to your words, you have nothing to say"

The success of CSAGS will not be judged by meeting attendance and meeting records...



... their effectiveness will be assessed in terms of the ability to identify actions that can be taken...and take them...



A core group of members is advocated – people who can reflect the concerns of the local area and have the influence and capacity to recruit other local stakeholders to contribute to problem solving activity.

Suggested CSAG membership...

- Town / Parish Clerk
 - Town / Parish Councillor
 - Chamber of Commerce
 - Secondary school/college
 - Youth workers
 - Housing
 - ESFR
 - Sussex Police
-
- ...and any other local stakeholder who has assets, influence, resources and **time** to devote to problem solving activity in the CSAG area.

Town and Parish councilors and clerks will be responsible for representing the whole council cluster, representing their concerns and disseminating actions relating to adopted CSAG priorities.

Individual CSAGs will be responsible for the organisation of:

- Meeting cycles and invitations.
- Meeting venues and/or conference call (or Teams/Zoom) meeting arrangements.
- Identifying a Chair and Deputy Chair for the meetings.
(Inspector Justin Ingham will chair the initial meetings for each of the CSAGs to support a consist approach from the outset).
- Maintaining an Action Log relating to the adopted priorities and agreed actions. (An Action Log template will be provided for this purpose)



Lewes Joint Action Group



There will be a standing invitation for one representative from each CSAG to attend the Lewes Joint action Group.

These meetings take place monthly as part of the CSAG meeting cycle.

The expectation will be that each CSAG will provide a short update to JAG members in respect of the current priorities and actions the CSAG is taking.

There will also be the opportunity to make bids to JAG for small amounts of funding in support of identified community safety activity.


Membership of Outside Bodies 2021 to 2022
 At January 2022

Lewes District Association of Local Councils (2)	Cllr Catlin Cllr O’Keeffe
East Sussex Association of Local Councils (2) <i>(NB: not appointed by Council – nominated by LDALC*)</i>	Cllr Catlin Cllr O’Keeffe
Citizens Advice Bureau	Cllr Lamb
Railway Land Wildlife Trust (2)	Cllr Bird Cllr O’Keeffe
Lewes – Uckfield Line Parishes group	Cllr Catlin
Sussex Community Rail Partnership	Cllr Catlin
Lewes Priory Trust (2)	Cllr Dr Mayhew Cllr Lamb
Stanley Turner Advisory Committee	Cllr Burrows
Lewes Conservation Area Advisory Group	Cllr Bird
‘Plastic-free Lewes’ Initiative (2)	Cllr Henman Cllr Herbert
Low Traffic Town Working Group	Cllr Waring
Lewes Chamber of Commerce	Cllr Lamb

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 31st March 2022

Report Number: FC028

Report by: Town Clerk

Subject: Municipal Calendar

1. Summary

- 1.1 The Town Council sets the meeting dates for Council, the Planning Committee, Grants Panel and Councillor's Surgery at least 12 months in advance.
- 1.2 Officers have checked the meeting calendars for both District and County Councils to avoid diary conflicts where possible. Members are asked to check the proposed calendar dates.
- 1.3 Members will be aware of the elections due to be held on Thursday 4th May 2023 and the obligation on all local authorities to pay regard to the legislation governing publicity during the period of heightened sensitivity before elections, more commonly known as "purdah". This is the six-week period leading up to the elections when meetings will not usually be held unless absolutely necessary. In 2023 this is expected to begin 27th March.
- 1.4 This has meant rescheduling the Council meeting due to be held on 30th March to 23rd March 2023.
- 1.5 The Local Government Act 1972 provides that "a Town Meeting shall assemble annually between 1 March and 1 June in every year". The Town Council usually holds this meeting towards the end of April. Taking into consideration the restrictions on publicity during the purdah period and the legislation, it is proposed that the 2023 Annual Town Meeting is held on either 16th March 2023 or 25th May 2023. The latter date leaves it very late and is the Thursday before the Spring Bank Holiday and half term week.
- 1.5 The Planning and Transportation Committee is the only Committee that will continue to meet during this period to meet planning consultation deadlines.

2. Recommendations

- 2.1 Council is Recommended to:
 1. Consider and approve the calendar of meetings for the municipal year 2022 to 2023 and the provisional calendar for the 2023 to 2024 municipal year.

Laura Chrysostomou

Town Clerk



2022

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
JAN							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FEB			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
MAR			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
APR					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
JUN				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
JUL					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
AUG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
SEP				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
OCT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
NOV		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
DEC				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Key: Councillors' Surgery Weekend or bank holiday Provisional dates

Please note: These are scheduled meetings and events and are subject to change, although this will be avoided if possible

Usual start times and locations: Councillors' Surgery 10am, Corn Exchange; Council 7.30pm, Council Chamber; Planning 7pm, Council Chamber;

Other meetings and events, see published agenda.

Please check for changes before attending any meeting. Agenda documents are available on our website lewes-tc.gov.uk



2023

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T										
JAN						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
FEB			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28										
MAR			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
APR					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
JUN			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
JUL					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
AUG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
SEP				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
OCT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
NOV		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
DEC				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

Key: Councillors' Surgery Weekend or bank holiday Provisional dates

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2024

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T							
JAN	1	2	3	4	5	6	7	8	9 Planning	10	11	12	13	14	15	16	17	18 Council	19	20	21	22	23	24	25	26	27	28	29	30 Planning	31						
FEB				1	2	3	4	5	6	7 Grants	8	9	10	11	12	13	14	15	16	17	18	19	20 Planning	21	22 Council	23	24	25	26	27	28	29					
MAR				1	2	3	4	5	6	7	8	9	10	11	12	13 Planning	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28 Council	29	30	31			
APR							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18 Town meeting	19	20	21	22	23 Planning	24	25	26	27	28	29	30	
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 Other meetings and events, see published agenda.

Please check for changes before attending any meeting. Agenda documents are available on our website lewes-tc.gov.uk

From: Philip.Seely@HistoricEngland.org.uk
To: [Laura Chrysostomou](mailto:Laura.Chrysostomou)
Subject: Notice of intention to grant a Certificate of Immunity for Lewes Bus Station and Garage, Eastgate Street, Lewes
Date: 25 March 2022 12:05:14

Ms Laura Chrysostomou
Lewes Town Council
Town Hall
High Street
Lewes
BN7 2QS

Our Ref: 1479321
Direct Line: 0207 973 3117
EMail: Philip.Seely@HistoricEngland.org.uk

25 March 2022

Dear Ms Chrysostomou,

Former Lewes Bus Station and Garage, Eastgate Street, Lewes BN7 2LP

Further to our previous correspondence, I am writing to advise you that we have submitted a recommendation to the Department for Digital, Culture, Media and Sport (DCMS) regarding the former Lewes Bus Station and Garage. We recommended that the buildings should not be added to the List of Buildings of Special Architectural or Historic Interest and that a Certificate of Immunity from Listing (COI) should be issued for the buildings. Please click on the link below to download a copy of our report for information.

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=1F6E044F-0DE4-4861-9865-F08D050F1515&cn=AD6C016F-2FCC-4431-AF1F-E4FC66131C32>

The Secretary of State for Digital, Culture, Media and Sport has made his decision not to list and is minded to issue a COI for the former Lewes Bus Station and Garage. If you have any comments you would like to make on the report please submit them to the DCMS within 28 days of the date of this correspondence. Representations should be submitted to the Listing Review Officer at DCMS, either by email at review.requests@DCMS.gov.uk or by post at Heritage Protection Branch, Culture Team, Department for Digital, Culture, Media and Sport, 4th Floor, 100 Parliament Street, London, SW1A 2BQ.

Following the 28 day period and once any representations have been considered by DCMS, the Secretary of State will reach a decision on the application for a COI.

If you have any questions in the meantime please do not hesitate to contact me, quoting case reference 1479321. Further information can be found on our website at <https://historicengland.org.uk>.

Yours sincerely,

Philip Seely
Listing Co-ordinator - South

Listing Team London and South East
Historic England (London Office)
4th Floor, Cannon Bridge House
25 Dowgate Hill
London EC4R 2YA

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<https://www.historicengland.org.uk/terms/privacy-cookies/>

For a hard copy of the privacy policy please contact us.

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Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 31st March 2022

Notice of Motion: NOM014

Received from: Councillors Emily Clarke, Imogen Makepeace and John Lamb

Subject: Call Him Out Campaign

1. Proposal

- 1.1 It is proposed that Lewes Town Council adopts Lewes Football Club AKA Equality FC's #CallHimOut campaign as a culture-changing response to violence against women and girls (VAWG).
- 1.2 Lewes Town Council male Members, as elected community representatives, resolve to take action to fight sexism and misogyny, by taking responsibility for 'calling out' this behaviour whenever they witness it, in their role as a Councillor and in the wider community.
- 1.3 It is suggested Councillors can raise awareness of the campaign by adding the #CallHimOut logo to email signatures with a link to further information and by making public pledges similar to those made by Lewes FC players from the men's team.
- 1.4 Free Bystander Intervention Training, facilitated by Survivors Network (<https://www.eventbrite.co.uk/e/bystander-intervention-training-tickets-250334656697>) can be accessed online with flexible scheduling to achieve the following:
 - Recognise sexual harassment and misogynistic behaviour and understand how it contributes to unsafe public spaces for certain groups of people
 - Understand the impact of sexual harassment and misogynistic behaviour
 - Learn and practise tools and techniques to challenge this behaviour in a safe way.

2. Background

- 2.1 Lewes FC recognises that football is powerful. Its influence goes beyond the pitch and beyond the full-time whistle. And, for now, football is a majority male sport, both in participation and watching it. The club decided to take action against the epidemic of misogyny, sexism and male- on-female violence. Lewes FC believes it is time that men took personal responsibility for what all women

endure, day in, day out. The club believes that this is a problem for men to resolve, not women.

- 2.2 **Lewes FC states: 'It is up to men to take action.** Fighting sexism and misogyny, so that women can be and feel safe, is the responsibility of men. We accept that how all men talk about women contributes to an environment where some men assault women and where all women can feel unsafe in their everyday lives. **We get things wrong.** Humans get things wrong all the time, but we must accept that, take responsibility for our actions, try to do better and hold each other to account. **We will make a difference.** We commit to making a difference through our own language and behaviour: we will call ourselves out and welcome being 'called out' by each other, and we will lead the way in making the world a safer place for women and a better place for us all.' This statement was followed up with public pledges from Lewes FC's men's first team, and then an ongoing commitment to learning how to recognise and safely confront sexism and misogyny in themselves and others.
- 2.3 Karen Dobres, Elected Director at Lewes FC says 'We all – even our very best male allies, and women too – need to examine ourselves, and call not only each other, but ourselves, out. For this reason, two male directors, and a male player, are developing a programme for the men's first team to talk together, and then to mentor the Under 18s boys, and so on. It's deep, culture- changing work!'

3. Supporting information

- 3.1 Sexual assault is such a widespread, daily occurrence that it is rare to find a woman who has not experienced some kind of sexual harassment or assault. The World Health Organisation reports that roughly one in three women around the world has been subjected to physical or sexual violence by an intimate partner, a family member, a friend, an acquaintance or a stranger.
- 3.2 According to the report published in 2021, by UN Women UK, in the United Kingdom 97 percent of women aged 18 to 24 said they had been sexually harassed. These numbers are all from before the coronavirus pandemic; with the onset of the health crisis, domestic abuse surged and public spaces became eerily empty, leaving women feeling increasingly worried about their safety.
- 3.3 Laura Bates created the Everyday Sexism project in 2012 so women could record their daily experiences that often go unreported. This is now the largest data base of its kind in the world. Laura believes that calling out the small unacceptable behaviours can lead to a culture change "There is a big picture here that we are just repeatedly missing. There are connections between the normalised daily behaviours that we brush off and the more serious abuses."

Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 31st March 2022

Notice of Motion: NOM015

Received from: Councillor Ruth O’Keeffe

Subject: Match Funding request for the ‘piggy steps’ pedestrian crossing

1. Proposal

- 1.1 It is proposed that Lewes Town Council contributes £25,000 as a Match Funding contribution towards the pedestrian crossing at the ‘Piggy Steps’.
- 1.2 The £25,000 could be met from the Town Council’s Community Infrastructure Levy (CiL) which currently stands at £109,739.

2. Background

- 2.1 The Piggy Steps come up from Landport onto Offham Road between the junction that leads down into the estate and the Landport Fork.
- 2.2 Hundreds of crossings at this point per week are made by children going from Landport up to Wallands School especially following the closure of the Pells School, and also older children walking across town to Priory School.
- 2.3 There is no formal crossing, just some lights either side which frequently do not work, and people crossing there are hard for drivers to spot in this 40mph stretch of road.
- 2.4 There is a long history of petitioning for a crossing there and East Sussex County Council have agreed that it is needed, but as there have been no pedestrian injuries it is not a priority.
- 2.5 It was agreed at one point in 2006 but the Living Cliffe project siphoned off the funds due to the emergence of unexpected culverts and ever since then there have been unsuccessful attempts to find funding.
- 2.6 The present funding bid to which this match of £25,000 from Lewes Town Council relates is to the South Downs National Park Authority (SDNPA) CIL funding pot.
- 2.7 A previous funding bid was originally made by myself as the County Councillor before the pandemic and the result should have been known some time ago. A long delay was followed by a provisional no but then this year this was changed to a request to reapply.
- 2.8 The bid will fail if there is no match funding.

- 2.9 The bid to the SDNPA funds the crossing and some explanatory works concerning the Miller's Ascent which it follows, and the total project costs are £150,000.

3. Additional information from the Town Clerk

- 3.1 The matter of pedestrian crossings in the Town has been discussed over many years both at the Transport Working Party and Full Council. The minutes, resolutions and resulting actions are summarised in the table below:

Church Lane, Malling, near the Police Headquarters	Zebra Crossing installed with a contribution of £17,500 from the Town Council in 2013
Church Lane, Malling	After initially being deferred the Zebra Crossing was installed with a contribution of £25,000 from the Town Council in 2018
Brighton Road (A277) adjacent to Montacute Road	<p>Raised at the Traffic Issues Working Party 7th January 2016, this crossing was considered a case deserving recommendation to Council to contribute £25,000 funding (the total project would cost £120,000 and would receive a grant contribution of £60,000 and £35,000 from a private individual).</p> <p>At its meeting on 21st January 2016 Council resolved to: "consider further provision toward pedestrian crossings in the town, and specifically a potential contribution of £25,000 to the anticipated project to install a light-controlled crossing in the Brighton Road (A277) near its junction with Montacute Road".</p> <p>The Puffin crossing was installed with a contribution of £25,000 from the Town Council in June 2018.</p>
Offham Road (A2029), close to the junction with Prince Edward's Road	This crossing was raised at the Traffic Issues Working Party 7 th January 2016. Adequate funding was in place for this crossing including 'developer match funding' from Section 106 agreements.
Offham Road, towards the junction with A275 near to the 'piggy steps'	<p>This crossing was also raised at the Traffic Issues Working Party 7th January 2016. It was acknowledged by Members that there was likely to be a request for funding from residents in the future to support a scheme.</p> <p>This crossing was raised again at the Traffic Issues Working Party 7th June 2016, stating residents and parents were building support for this.</p> <p>On 26th February 2018 ESCC considered the petition with 453 signatures presented by the Offham Road Residents Action Group calling on ESCC to provide a crossing near to Blois Road. The crossing was reassessed under their prioritisation process, and it did not achieve sufficient priority for funding through</p>

	the capital programme. ESCC recommended the Petitioner approach Lewes Town Council to explore match funding through the County Council's Community Match Initiative.
--	--

- 3.2 At its meeting on 23rd January 2020, Council resolved to delete the Earmarked Reserve P9 for 'further contribution to assist ESCC in providing pedestrian crossings', and the 2019 to 2020 balance (recorded in the Final Accounts on 31st March 2020 as £52,500) to be appropriated to Earmarked Reserve R10 'Malling Community Centre'.
- 3.3 At its meeting on 11th July 2017, the Traffic Issues Working Party identified crossings for future consideration: Junction of Market Street and High Street; West Street; Pinwell Road/Station Road and Mountfield Road.
- 3.4 Lewes Neighbourhood Plan Proposed CiL Projects identify the following crossings:
- Piggy Steps on Offham Road
 - Brighton Road near the Clevedown sheltered housing
 - School crossing person on Prince Edwards Road
 - West Street
 - Mountfield Road close to the Priory School

Lewes Town Council

Non-Confidential

Committee: Full Council

Date: 31st March 2022

Report Number: FC029

Report by: Town Clerk

Subject: Historic Plaque Proposals from the Friends of Lewes

1. Summary

- 1.1 Following a liaison meeting with the Friends of Lewes, a historic plaque at the Crown Inn has been proposed for Council's approval, along with suggestions for three other plaques.

2. Recommendations

- 2.1 Council is recommended to:
- 1) Approve the purchase and installation of a historic plaque at the Crown Inn, with an estimated cost of circa £400 to be met from the Town Council's Earmarked Reserve for Plaques (paragraph 3.3 refers).
 - 2) Consider the other three suggestions for historic plaques, which the Friends of Lewes will explore further if agreed by Council.

3. Background

- 3.1 The Friends of Lewes work in partnership with Lewes Town Council to install historic plaques in the Town. The Friends of Lewes undertake the factual research, secure the permission of the building or structure's owner, agree the text on potential plaques and present these to the Town Council for approval. If approved the Town Ranger orders and installs the plaques. The Town Council contributes to an Earmarked Reserve for this purpose.

- 3.2 Once installed a press release is produced and the details of the plaque are added to the Friends of Lewes website.

- 3.3 This process is now complete in respect of The Crown Inn. The text will read:

The Crown Hotel

The Black Lion Inn from 1633, then the Crown from c. 1790. Raised from 2 to 3 stories c. 1840 with a new Georgian front. Crown Shades on Market Lane was a separate public house. Converted to residential use in 2021.

- 3.4 Three other suggestions have been proposed to the Friends of Lewes, who ask Council to consider them:

- The first is an early Victorian photographer called Blagrove. The FoL do not yet have the owner's permission

- The second is the house opposite the Swan Inn which was both the home of Mr Verrall the 19th century Brewer and, much later, Charlie Watts. This is right at the start of the process.
- A plaque on the old bank (formerly Barclays Bank), also at the start of the process.

4. Financial Implications

- 4.1 Each plaque costs circa £400 to purchase.
- 4.2 The Council has £728 in Earmarked Reserves for Plaques. £300 will be added to this at the end of the 2021 to 2022 financial year. A further £300 has been committed in the 2022 to 2023 budget.

Laura Chrysostomou

Town Clerk

Location of the Crown Hotel Plaque



Lewes Town Council

Non- Confidential

Committee: Full Council

Date: 31st March 2022

Notice of Motion: NOM016

Received from: Councillor Ruth O’Keeffe

Subject: Mayor Elect for 2022 to 2023

1. Proposal

- 1.1 It is proposed that Lewes Town Council resolves to extend the term of the current Mayor, Councillor Stephen Catlin, by a further year, in view of the extraordinary circumstances following the pandemic, and to give greater continuity in the first year in post of a new Town Clerk.

2. Supporting information

- 2.1 The present Mayor has had, as John Lamb before him, a greatly reduced set of opportunities as Mayor owing to the pandemic.
- 2.2 John’s term started ordinarily enough but was then overtaken by events and it was decided that it would be a good idea for John to remain as Mayor for a further year. The council agreed this.
- 2.3 Stephen’s mayoralty has been the opposite in terms of opportunity. It has begun in the pandemic with many things still locked down and then has only just begun to return to the sorts of events a mayor could usually expect to be able to attend. The extension would be similar in many ways in this respect to that awarded to John, because of the effect of the pandemic.
- 2.4 Councillors usually (and rightly in my view) only get to have a go at being Mayor once and Stephen has waited a long time and then only had a part of the experience.
- 2.5 In addition, this is the first year in post of our new Town Clerk, after a long period with the previous postholder. In her first year the Town Clerk would benefit from having continuity in the person who chairs the meetings and works closely with her. Stephen is chairing the meetings through some potentially difficult circumstances with humour and a firm but not dictatorial touch and this would be a valuable thing to continue for a further 12 months. There will be many challenges ahead as we come into the final year before the next local elections.