



# Lewes Town Council

## 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)

Call: 01273 471469

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

To: All Members of Lewes Town Council,

The Annual Meeting of **Lewes Town Council** will be held in the **Council Chamber, Town Hall, Lewes** on **Thursday 12 May 2022**, at **7:00pm** which you are summoned to attend.

Laura Chrysostomou

Town Clerk

6 May 2022

## Agenda

### 1. Installation of Town Mayor

To install the Deputy Mayor, Councillor Sains, as Town Mayor and Chair of the Council.

### 2. Mayor's declaration of office and welcome address

To receive the Mayor's declaration of acceptance of office.

### 3. Apologies for absence

### 4. Installation of Deputy Mayor

To install the Deputy Mayor elect, Councillor Bird, as Deputy Mayor and Vice-Chair of the Council.

### 5. Deputy Mayor's declaration of office

To receive the Deputy Mayor's declaration of acceptance of office.

### 6. Vote of thanks to the outgoing Mayor

Council is asked to record its thanks to Councillor Catlin, and appreciation for his service to the council and community of Lewes in the office of Mayor during the past year.

### 7. Presentations

To present gifts in appreciation of service.

### 8. Minutes

(attached pages 3 to 6)

To agree Minutes of the Council meeting held on 31 March 2022

### 9. Councillors individual duties

(page 7)

To confirm the individual duties of councillors for the ensuing municipal year shall be as shown in the list attached to the agenda for this meeting.

### 10. Bank signature authority

(page 7)

To approve the authorisation of councillors to the council's bank account as shown in the list attached to the agenda for this meeting.

### 11. Representatives on outside bodies

(page 9)

To confirm the Council's representatives on outside bodies for the ensuing municipal year shall be as shown in the list attached to the agenda for this meeting.

### 12. Council membership of national and local organisations

To confirm the council's continued membership of the approved national and local

organisations representing parish councils.

**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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## **Minutes** of the Meeting of **Lewes Town Council** held on **Thursday 31 March 2022** at **7.30pm** in the **Council Chamber, Lewes Town Hall**

### **Present:**

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 M Milner  
Councillor Dr G Mayhew  
Councillor R O’Keeffe  
Councillor S Sains (Deputy Mayor)  
Councillor R Waring  
Councillor K Wood

### **In attendance:**

Town Clerk  
Committee Administrator

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

The procedures were noted.

### **122. Apologies for absence**

There was an apology from Councillor Baah who was unwell and Councillor Vernon due to Covid-19.

### **123. Members’ declarations of interest**

Councillors Clarke, Earl, Lamb, Makepeace and Maples all declared an interest in item 7 on the Agenda in that they are all owners of Lewes Football Club.

Councillor O’Keeffe declared an interest in item 13 on the Agenda in that she is Chair of the Friends of Lewes.

### **124. Question time**

There were none.

## **125. Minutes**

Minutes of the Council meeting held on 24 February 2022 were received and agreed as a true record subject to paragraph 102 being amended to read as follows:

Councillors Maples and Wood declared an interest in item 11.1 in that they are both allotment tenants.

The Minutes of the Extraordinary Council meeting held on 9 March 2022 were received and agreed as a true record. Both sets of minutes were then signed by the Mayor.

## **126. Mayoral Announcements**

**126.1** The Mayor reminded Members to please ensure that apologies are sent for meetings to both the Clerk and the Chair. On several occasions the Planning Committee had almost been inquorate and recently the Landport Bottom Management Committee had to be postponed as it was not quorate. Members were also reminded to RSVP to events and activities and to send apologies if they were no longer able to attend to assist with organisation of the event.

**126.2** The Mayor informed Councillors that for reasons of expedience the order of business on the agenda would be altered and item 11 would be taken next.

## **127. Call Him Out**

**127.1** Members considered a Notice of Motion (NOM014/2022) 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).

**It was resolved that:**

**Councillors as elected community representatives take action to fight sexism and misogyny, by taking responsibility for 'calling out' this behaviour whenever they witness it, in their role as Councillors and in the wider community and by raising awareness of the campaign.**

## **128. Committees, Working Parties and Outside Bodies**

### **128.1 Audit and Governance Panel 7 March 2022**

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

**The Minutes of the Audit and Governance Panel are noted.**

### **128.2 Liaison Meeting with the Priory Trust 23 February 2022**

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

**The Notes of the Liaison Meeting with the Priory Trust are acknowledged.**

## **129. Councillors Individual Duties**

**129.1** Members considered report FC027/2022 changes to Councillors individual duties **it was resolved that:**

1. **Councillor Makepeace be appointed to the Lewes District Council Planning Services User Group subject to confirmation from Lewes District Council that Councillor Makepeace who also serves as a Lewes District Councillor can sit on the group**
2. **Councillor Clarke be appointed to the Sussex Police Community Safety Action Group**

### **130. Municipal Calendar**

**130.1** Members considered report FC028/2022 to 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. **It was resolved that:**

**The calendar of meetings for the municipal year 2022 to 2023 and the provisional calendar for the 2023 to 2024 municipal year is agreed, with the Annual Town Meeting in 2023 being held on 16 March.**

### **131. Response from Historic England regarding Lewes Bus Station and Garage**

**131.1** Council considered a letter dated 25 March 2022 from Historic England informing Council that Historic England had submitted a recommendation to the Department for Digital, Culture, Media and Sport regarding the former Bus Station and Garage 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 should be issued for the building. A copy of their report was online.

**131.2** The Secretary of State for Digital, Culture, Media and Sport has made his decision not to list and was minded to issue a Certificate of Immunity for the former Lewes Bus Station and Garage. If Council wished to make any comments on the report, representations should be made to the DCMS within 28 days of the date of the letter.

**131.3** Council discussed their disappointment in this decision. The decision has been about architecture and councillors felt the Secretary of State should consider the heritage, the culture, the future, the environment and travel and equality of access. **It was resolved that:**

1. **The Town Clerk will respond to the DCMS stressing Lewes Town Council's strong disapproval of their decision and to reiterate the case.**
2. **Members to email their thoughts and comments to the Town Clerk to be incorporated into a definitive response by Monday 4<sup>th</sup> April 2022.**

### **132.1 Match Funding Request for pedestrian crossing**

**132.2** Members considered a Notice of Motion NOM015/2022 that Lewes Town Council contributes £25,000 as a Match Funding contribution towards the pedestrian crossing at the 'Piggy Steps' as part of the South Downs National Park Community Infrastructure Levy (CiL) funding.

**It was resolved that:**

1. Lewes Town Council agree to contribute £25,000 as a Match Funding contribution towards the pedestrian crossing at the 'Piggy Steps' to be met from the Town Council's Community Infrastructure Levy (CiL).

### **133.1 Historic Plaques**

**133.2** Members considered report FC029/2022 to consider a proposal for a historic plaque at the Crown in, along with suggestions for three other plaques. **It was resolved that:**

1. The wording on the historic plaque at the Crown Inn to be revised and then approved by Council before work is commissioned.
2. The three suggestions of a plaque for: a victorian photographer called Blagrove; the home of Mr Verrall and later Charlie Watts; and the old bank formerly Barclays be approved for further investigation by the Friends of Lewes.

### **134.1 Mayor Elect**

**134.2** Council considered a Notice of Motion NOM016/2022 that Lewes Town Council extend the term of the current Mayor, Councillor Catlin, by a further year, in view of the extraordinary circumstances following the pandemic, and to give greater continuity in the first year on post of a new Town Clerk. Councillors proceeded to debate the proposal in more detail. It was considered that the risk regarding the pandemic were not the same when the previous mayoralty was extended. **It was resolved that:**

**The notice of motion NOM016/2022 to extend the term of the current Mayor, Councillor Catlin, by a further year is NOT CARRIED.**

### **135.1 Mayoralty 2022 to 2023**

**135.2** The matter of nomination of a Mayor-elect and Deputy Mayor-elect for the 2022 to 2023 municipal year was tabled, and the meeting considered nominations for the roles. Proposals were received and voted upon and **it was resolved that:**

1. Councillor Sains is nominated Mayor-Elect for the 2022 to 2023 municipal year.
2. Councillor Bird is nominated Deputy Mayor-Elect for the 2022 to 2023 Municipal year

The meeting closed at 8:50pm.

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**TOWN MAYOR**

Councillors Individual Duties 2022 to 2023 as at 31 March 2022

		Allotments Working Pty	ASC Steering Grp	Audit Panel	Bank Sign	Buildings	Comms & Events	Devolution	Equality, Divy & Incl.	Finance	Grants	Landport Bottom	MCC Steering Grp	Open Council	Pells Land Exchange	Personnel	Planning	Transport	UN Sust & Goals
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>						✓	✓		✓	✓		✓	✓	✓	✓			



<b>Lewes District Association of Local Councils (2)</b>	<b>Councillor Catlin Councillor O’Keeffe</b>
<b>East Sussex Association of Local Councils (2)</b> <i>(NB: not appointed by Council – nominated by LDALC*)</i>	<b>Councillor Catlin Councillor O’Keeffe</b>
<b>Citizens Advice Bureau</b>	<b>Councillor Lamb</b>
<b>Railway Land Wildlife Trust (2)</b>	<b>Councillor Bird Councillor O’Keeffe</b>
<b>Lewes – Uckfield Line Parishes group</b>	<b>Councillor Catlin</b>
<b>Sussex Community Rail Partnership</b>	<b>Councillor Catlin</b>
<b>Lewes Priory Trust (2)</b>	<b>Councillor Dr Mayhew Councillor Lamb</b>
<b>Stanley Turner Advisory Committee</b>	<b>Councillor Burrows</b>
<b>Lewes Conservation Area Advisory Group</b>	<b>Councillor Bird</b>
<b>‘Plastic-free Lewes’ Initiative (2)</b>	<b>Councillor Herbert Vacancy</b>
<b>Low Traffic Town Working Group</b>	<b>Councillor Waring</b>
<b>Lewes Chamber of Commerce</b>	<b>Councillor Lamb</b>
<b>Sussex Police Community Safety Action Group (1)</b>	<b>Councillor Clarke</b>
<b>Lewes District Council Planning Service User Group (1)</b>	<b>Councillor Makepeace</b>