



Annual Meeting of the Council

Minutes of the Annual Meeting of the Council held in The Chamber, Pelham House, St Andrew's Lane, Lewes on Wednesday, 25 May 2011 at 2.30pm

Present:

Councillor E E J Russell (Chair)

Councillors S Adeniji, R E Allen, G R Amy, R Blackman, C J Butler, J L Carr, M P Chartier, M A Cutress, S B Davy, A Dean, D R Edmunds, I Eiloart, P L Franklin, P Gander, P F Gardiner, S J Gauntlett, D M Gray, B W Groves, J V Harris, J M Harrison-Hicks, A T Jones, C S Lambert, J N MacCleary, R Main, R K Maskell, E C Merry, I A Nicholson, C R O'Keeffe, S J Osborne, J V S Page, R Robertson, S Saunders, H J F Sheppard, A X Smith, J Stockdale, C Sugarman, B M Warren and I J White.

Apologies received:

Councillors C A Bowers and P A Howson

	Minutes	Action
1	Welcome to the Annual Meeting of the Council The Chair of the Council (Councillor Lambert) welcomed to the meeting those members of the public, including some former councillors, who were seated in the public gallery.	
2	Election of the Chair of the Council The Chair of the Council invited the Corporate Head of Legal and Democratic Services to inform the Council of the nominations which had been received for the office of Chair of the Council. The Corporate Head of Legal and Democratic Services reported that Councillors Eileen Russell and Steve Saunders had been nominated by	

Councillors Harrison-Hicks and MacCleary respectively.

Councillor Harrison-Hicks moved, and Councillor Merry seconded, the motion:

“That Councillor Eileen Russell be elected Chair of the District Council of Lewes until the next Annual Meeting of the Council and her successor is entitled to act as Chair.”

Councillor MacCleary moved, and Councillor Eiloart seconded, the motion:

“That Councillor Steve Saunders be elected Chair of the District Council of Lewes until the next Annual Meeting of the Council and his successor is entitled to act as Chair.”

The motions were then put to the meeting and it was

Resolved:

- 2.1** That Councillor Eileen Russell be elected Chair of the District Council of Lewes until the next Annual Meeting of the Council and her successor is entitled to act as Chair.

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The Chair of the Council (Councillor Russell) then made and subscribed the Declaration required by law.

Councillor Russell in the Chair

Councillor MacCleary moved a vote of thanks for Councillor Lambert’s work on behalf of the Council during her year of office. Councillor Lambert then gave a brief speech in response during which she thanked the Vice-Chair of the Council for his support in attending functions when she had been unable to do so. Councillor Lambert also thanked her fellow councillors and the officers, especially the Chairman’s Secretary, for the level of support that she had received during her year of office.

The motion was put to the meeting, Declared Carried, and it was

Resolved:

- 2.2** Accordingly.

3 Appointment of the Vice-Chair of the Council

The new Chair of the Council (Councillor Russell) invited the Corporate Head of Legal and Democratic Services to inform the Council of the nominations which had been received for the office of Vice-Chair of the Council.

The Corporate Head of Legal and Democratic Services reported that Councillors Melanie Cutress and Paul Gander had been nominated by Councillors MacCleary and Nicholson respectively.

Councillor MacCleary moved, and Councillor Lambert seconded, the motion:

“That Councillor Melanie Cutress be appointed Vice-Chair of the District Council of Lewes until immediately after the election of a Chair at the next Annual Meeting of the Council.”

Councillor Nicholson moved, and Councillor Adeniji seconded, the motion:

“That Councillor Paul Gander be appointed Vice-Chair of the District Council of Lewes until immediately after the election of a Chair at the next Annual Meeting of the Council.”

The motions were then put to the meeting and it was

Resolved:

- 3.1** That Councillor Paul Gander be appointed Vice-Chair of the District Council of Lewes until immediately after the election of a Chair at the next Annual Meeting of the Council.

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The Vice-Chair of the Council (Councillor Gander) then made and subscribed the Declaration required by law.

4 Minutes

The Minutes of the Meeting of the Council held on 27 April 2011 were approved as a correct record and signed by the Chair.

5 To Receive any Announcements From the Chair of the Council or the Chief Executive

(i) Urgent Items

The Chair advised that she had agreed, in accordance with Section 100B(4)(b) of the Local Government Act 1972, that:

- (a) Report No 86/11 of the Returning Officer as to Councillors elected to the Council on 5 May 2011;
- (b) Report No 83/11 of the Leader of the Council Elect entitled 'Appointments 2011/12';
- (c) Report No 84/11 of the Leader of the Council Elect entitled

'Appointments of Representatives to Serve on Outside and Joint Bodies 2011/12';

- (d) Report No 85/11(A) of the Corporate Management Team entitled "Council Plan 2010/11 (Performance and Outcomes Report) and the Draft Council Plan for 2011/12", which superseded Report No 85/11 that was circulated with Council Document A'; and
- (e) The document entitled "Explanation of "Strong Leader" and Cabinet Model",

which were circulated to all members of the Council on 20 May 2011 under cover of Council Documents B and C, be considered as matters of urgency at this meeting in order that decisions thereon could be taken based on the most up to date information which was available.

(ii) Report No 86/11 of the Returning Officer as to Councillors elected to the Council on 5 May 2011

The Council received Report No 86/11 of the Returning Officer which set out a list of the Councillors who had been elected to the Council on 5 May 2011.

It was

Resolved:

- 5.1** That Report No 86/11 of the Returning Officer as to Councillors elected to the Council on 5 May 2011, be received and noted.

(iii) Chair of the Council's Engagements

The Council received the list of the Chair and Vice-Chair of the Council's engagements carried out since the Meeting of the Council held on 27 April 2011.

6 Election of Leader of the Council

The Chair of the Council requested nominations for the election of Leader of the Council, who would also be the Chair of the Cabinet.

Councillor Jones proposed, and Councillor Harrison-Hicks, seconded, the motion that Councillor Tony Nicholson be elected Leader of the Council.

The motion was put to the meeting and, in accordance with the multiple round Runoff Voting procedure for the election of the Leader of the Council, which was agreed by the Council at its meeting held on 27 April 2011, it was

Resolved:

- 6.1** That, having received more than 50% of the total number of votes cast, Councillor Tony Nicholson be elected Leader of the Council and Chair of the Cabinet.

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7 Appointments

The Leader of the Council, Councillor Nicholson, reported that, in addition to himself, he had appointed the following Councillors to be members of the Cabinet with the following portfolios:

Councillor A T Jones – Lead Councillor – Planning;

Councillor J V S Page – Lead Councillor – Finance and Resources;

Councillor R K Maskell – Lead Councillor – Housing;

Councillor H J F Sheppard – Lead Councillor – Waste and Recycling and all of the services which were undertaken by the District Services department;

Councillor A X Smith – Lead Councillor – Health and Environment including environmental health matters, sustainability initiatives, open spaces and recreation;

Councillor D R Edmunds – Lead Councillor – Communications and Community Engagement; and

Councillor S B Davy – Member with no specific portfolio.

The Leader of the Council further reported that he would retain Lead Councillor responsibility for Regeneration, Partnership and Tourism matters; Policy and Strategic Planning.

The Leader of the Council then moved, and Councillor Robertson seconded, the motion that the recommendations contained in Report Nos 83/11 and 84/11 on pages 6 to 10 and 13 to 15 of Council Document B, be approved subject to:

- (1) the substitution of the name of Councillor R E Allen in place of Councillor A X Smith as the Council's representative on the Local Government Association's Coastal Issues Special Interest Group; and

(2) the addition of the following Councillors to be the Council's representatives on the following Outside Bodies:

- (a) Councillor M P Chartier – Asham Literary Endowment Trust (for 3 years – expires 2014);
- (b) Councillor S J Osborne – Community Safety Partnership;
- (c) Councillor I Eiloart – East Sussex Gypsy and Travellers Forum;
- (d) Councillor M P Chartier – Lewes Conservation Area Advisory Group;
- (e) Councillors I Eiloart and I A Nicholson – Lewes Joint Parking Board; and
- (f) Councillor J Stockdale – Lewes Town Partnership.

The Leader of the Council then explained that it had recently been necessary for the Conservative Group to suspend two of its member Councillors which, therefore, might affect the political proportionality in respect of the proposed appointments referred to above, even though neither of them had been proposed as a member of any committee or as a Council representative on any outside or joint body. The Leader of the Council therefore undertook to review the appointments referred to above in light of any political proportionality rules which applied in such instance.

At the request of the Chair of the Council, the Corporate Head of Legal and Democratic Services explained that it might be appropriate for the Council to approve the appointments referred to above, subject to any essential variations being made to the allocation of seats that might arise as a consequence of the suspension of two Councillors from the Conservative Group, and to any such variations being agreed by the Leader of the Council and the Leader of the Minority Group Elect namely, Councillor MacCleary.

The motion was put to the meeting, Declared Carried, and it was

Resolved:

- 7.1** That it be noted that the following Councillors had been appointed as members of the Cabinet with the following portfolios:

Councillor I A Nicholson - Chair of the Cabinet and Lead Councillor - Regeneration, Partnership and Tourism and Policy and Strategic Planning;

Councillor A T Jones – Lead Councillor – Planning;

Councillor J V S Page – Lead Councillor – Finance and Resources;

Councillor R K Maskell – Lead Councillor – Housing;

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Councillor H J F Sheppard – Lead Councillor – Waste and Recycling and all of the services which were undertaken by the District Services department;

Councillor A X Smith – Lead Councillor – Health and Environment including environmental health matters, sustainability initiatives, open spaces and recreation;

Councillor D R Edmunds – Lead Councillor – Communications and Community Engagement; and

Councillor S B Davy – Member with no specific portfolio;

7.2 That the allocation of seats on the Standards Committee for the municipal year 2011/12 be as follows (proportionality is shown as Conservative Group – Liberal Democrat Group):

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Standards Committee: 3 – 2;

7.3 That the membership of the Committees etc for the municipal year 2011/2012, based on the political structure and the political balance as set out in Appendix B to Report No 83/11 (subject to the adjustments referred to in the Report), be as follows:

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Proportionality is shown as Conservative Group – Liberal Democrat Group:

Audit Committee

Membership 7 (4-3)

R Blackman
P L Franklin
J M Harrison-Hicks
C Sugarman

I Eiloart (Chair)
M P Chartier
J Stockdale

Complaints Panel

This Panel comprises three councillors who have not had any direct involvement in the complaint.

Devolution Committee

Membership 7 (4-3)

E C Merry
R Robertson
A X Smith
B M Warren

P F Gardiner
D M Gray
C S Lambert

Employment Committee

Membership 5 (3-2)

J V S Page (Chair)
R Blackman
A X Smith

S J Gauntlett
S Saunders

Licensing Committee

Membership 10 (6-4 becomes 5-4-1, see paragraph 11 above)

A X Smith (Chair)
P Gander
R Robertson
C Sugarman
B M Warren

G R Amy
C J Butler
S J Gauntlett
J Stockdale
C R O'Keeffe

Planning Applications Committee

Membership 11 (6-5)

P A Howson (Chair)
J M Harrison-Hicks (Vice-Chair)
S B Davy
J V Harris
A T Jones
B M Warren

R E Allen
A Dean
I Eiloart
P F Gardiner
R Main

Scrutiny Committee

Membership 9 (5-4)

S Adeniji
R Blackman
P A Howson
E C Merry
E E J Russell

S J Osborne (Chair)
A Dean
D M Gray
S J Gauntlett

Standards Committee

Membership 5 (3-2)

J M Harrison-Hicks
E E J Russell
H J F Sheppard

C S Lambert
M P Chartier

7.4 That the following Sub-Committees/Working Groups no longer be appointed to as they have concluded the business for which they were originally established:

- Local Development Framework Panel;
- Safety Testing of Memorials in Cemeteries and Closed Churchyards Sub-Committee; and

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- Sustainable Communities Act Working Party.

7.5 That the following Sub-Committees/Working Groups be appointed or re-appointed in order to continue the business for which they were originally established:

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Housing Working Party

Membership 7 (4-3)
from membership of Council

R K Maskell (Chair)
S Adeniji
S B Davy
A X Smith

M P Chartier
S J Osborne
S Saunders

**Lewes House Site
Sub-Committee**

Membership 3 (from membership of
Cabinet)

I A Nicholson
A T Jones
J V S Page

**Southover Grange
Sub-Committee**

Membership 3 (from membership of
Cabinet)

S B Davy
D R Edmunds
H J F Sheppard

Travellers Working Group

Membership 6 (4-2)

S B Davy (Chair)
D R Edmunds
P Gander
R K Maskell

J L Carr
I Eiloart

7.6 That the nominations of the Majority Group for the appointment of Chairs, and of the Minority Group for the appointment of the Chairs of the Audit and Scrutiny Committees, as indicated above, be approved and that the remaining Chairs be appointed at the first meetings of the bodies concerned; and

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7.7 That the Council's representatives on outside and joint bodies be as follows: CMT

Outside Body (Annual appointment unless term of office/expiry date stated)	Representative(s)
3VA Board (Voluntary Action Lewes)	C R O'Keeffe
Action in Rural Sussex	C Sugarman
Age UK East Sussex Governing Body	J V Harris
Asham Literary Endowment Trust (3 years expires 2014)	M P Chartier
Chailey Common Nature Reserve Management Committee	S B Davy (2 reps – 1 place offered to Chailey Common Freeholders)
Citizens' Advice Bureaux, Lewes & Seaford	J V S Page
Community Safety Partnership (2 reps)	R Blackman S J Osborne
Community Transport for the Lewes Area Limited Management Committee	R Robertson
Court of the University of Sussex	I A Nicholson Chief Executive
East Sussex Downs and Weald NHS PCT	S Adeniji
East Sussex Flood Risk Panel	A T Jones
East Sussex Gypsy and Travellers Forum (2 reps)	D R Edmunds I Eiloart
East Sussex Pension Fund Investment Panel	J V S Page
East Sussex Rural Partnership	H J F Sheppard
English Heritage – Heritage Champion	H J F Sheppard
Health Overview and Scrutiny Committee	A X Smith
Lewes Conservation Area Advisory Group	M P Chartier
Lewes Joint Parking Board (2 reps)	I Eiloart I A Nicholson
Lewes Town Partnership	J Stockdale
Local Government Association General Assembly	I A Nicholson
Rural Commission (2 reps)	P Gander C Sugarman
Coastal Issues Special Interest Group	R E Allen

Outside Body (Annual appointment unless term of office/expiry date stated)	Representative(s)
Newhaven Strategic Network	R Robertson
Ouse Estuary Nature Reserve Liaison Group	R Robertson
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	J V Harris B M Warren (sub)
Seaford Community Partnership	S Adeniji
Seaford Head Nature Reserve Management Committee (2 reps)	R Blackman P L Franklin
South Downs National Park Authority (4 years expires 2015)	A T Jones
South East Employers Local Democracy and Accountability Network (2 reps)	A X Smith H J F Sheppard
South East Employers & South East Regional Council	A X Smith J V S Page (sub)
South East England Council	E C Merry
Sussex Community Foundation Grants Committee (Lewes and District Flood and Disaster Relief Fund) (3 years expires 2014)	J V S Page
Sussex County Playing Fields Association	S B Davy
Sussex Downs and Low Weald LEADER Local Action Group	H J F Sheppard
Tourism South East	R Robertson
Wave Trust Leisure Board (2 years expires 2013)	R Blackman

Joint Body (Annual appointment unless otherwise stated)	Proportionality (where appropriate) Con-LibDem (see Report No 83/11)	Representative(s)
Housing Consultative Panel	4 (3 – 1)	S Adeniji E C Merry C Sugarman S Saunders (R K Maskell, Lead Councillor, Housing ex officio)

Landport Bottom Management Committee	4 (3 – 1 becomes 2-1-1, see paragraph 14 of Report No 83/11)	D R Edmunds P Gander M A Cutress C R O’Keeffe
Planning User Group	3 (2 – 1)	J M Harrison-Hicks A T Jones P F Gardiner

(Note: Subsequent to the meeting it was established that the suspension of the two member Councillors from the Conservative Group did not affect the allocations referred to above. The legal position was that those Councillors were still elected Councillors for the Conservative Group, despite their suspension therefrom, and they had been properly included within the political proportionality calculations. The seats therefore remain allocated to the Conservative Group and as set out above).

8 Appointment of Town/Parish Councillors and Independent Members of the Standards Committee

The Sussex Association of Local Councils had been invited to nominate three councillors to serve on the Standards Committee however, their names were not yet available and would be reported to a future meeting of the Council.

It was also recommended that the three Independent members who had been appointed to the Standards Committee for the 2010/11 municipal year, namely Mr G R Eysenck, Mr E P O Mercer and Mrs J M Redman, be re-appointed to the Committee for the 2011/12 municipal year.

The Chair of the Council moved, and Councillor Harrison-Hicks seconded, the motion that the three councillors to be nominated by the Sussex Association of Local Councils, together with the three Independent Members namely, Mr G R Eysenck, Mr E P O Mercer and Mrs J M Redman, be appointed to serve on the Standards Committee for the municipal year 2011/12.

The appointment of Mr Eysenck, Mr Mercer and Mrs Redman was required, by Regulations, to be approved by a majority of Members of the Council.

The motion was put to the meeting, Declared Carried, and it was

Resolved: (By a majority of Members of the Council)

- 8.1** That the three Town/Parish Councillors to be nominated by the Sussex Association of Local Councils, their names to be reported to a future meeting of the Council, together with the three Independent Members namely, Mr G R Eysenck, Mr E P O Mercer and

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Mrs J Redman, be appointed to serve on the Standards Committee for the municipal year 2011/12.

9 Notice of Appointment of Leaders and Deputy Leaders

The Chair of the Council invited the Corporate Head of Legal and Democratic Services to inform the Council of the appointment of the Deputy Leader of the Majority Group and Leader and Deputy Leader of the Minority Group.

The Corporate Head of Legal and Democratic Services reported that she had been notified of the following appointments:

Deputy Leader of the Majority Group	Councillor A T Jones
Leader of the Minority Group	Councillor J N MacCleary
Deputy Leader of the Minority Group	Councillor S Saunders

Resolved:

- 9.1** That the Notices of Appointment of the Deputy Leader of the Majority Group and Leader and Deputy Leader of the Minority Group be received and noted.

CMT (to note)

10 Substitute Members

The Leader of the Council moved, and Councillor Harrison-Hicks seconded, the motion that:

“In accordance with Council Procedure Rule 4, all members of the Council be appointed to the “approved list” of members appointed to act as substitute members.”

The motion was put to the meeting, Declared Carried, and it was

Resolved:

- 10.1** Accordingly.

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11 Ward Issues

Ward issues were raised by Councillors on the following subjects which would be reported to the next meeting of Cabinet:

Councillor/Ward	Ward Issue Concerning	
Councillor O'Keeffe– Lewes Priory Ward.	<p>Lewes Registry Office was located on the first floor of Southover Grange, access to which did not comply with current legislation in respect of the Disability Discrimination Act. One of Councillor O'Keeffe's constituents had complained to her that, whilst attending a recent wedding ceremony at Southover Grange, they had experienced difficulties with accessing the Registry Office.</p> <p>There were some unused rooms located on the ground floor of Southover Grange, one of which might be suitable for use as the Registry Office and to which the Registry Service might wish to relocate.</p> <p><u>Suggested action to be taken by the Council:</u> Discussions were currently being undertaken between the Council and East Sussex County Council in order to ascertain whether or not East Sussex County Council would wish to relocate its Lewes Registry Office to a room on the ground floor of Southover Grange in order to improve access to its Registry Service. However, Councillor O'Keeffe requested that those discussions be progressed as a matter of urgency in order that the issue could be resolved at an early stage and that, if appropriate, a suitable lease agreement be prepared in respect thereof.</p>	DF
Councillor Gray – Lewes Castle Ward.	<p>There was a large hole located in the middle of a public footpath opposite 30 Newton Road, Landport Estate, Lewes, which had first been reported to East Sussex County Council on 5 March 2011. However, two months later, that Council had reported that it was not its responsibility but, instead, was that of Lewes District Council - (the Gullickson Agreement might be relevant to such issue).</p> <p><u>Suggested action to be taken by the Council:</u> That communication be undertaken between Senior Officers from the Council and East Sussex County Council in order to resolve the issue of the hole before a pedestrian became seriously injured.</p>	CHHS

12 The Council Plan 2011/2012

The Chair of the Council reported that Report No 85/11 of the Corporate Management Team entitled 'The Council Plan 2011/2012', had been superseded by Report No 85/11(A) entitled 'Council Plan 2010/11 (Performance and Outcomes Report) and the Draft Council Plan for 2011/12', which had been circulated with Council Document C.

The Leader of the Council moved, and Councillor Jones seconded, the motion that the recommendations contained in Report No 85/11(A) on page 3 of Council Document C, which had been circulated to all Members of the Council on 20 May 2011, relating to the Council Plan 2010/11 (Performance and Outcomes Report) and the Draft Council Plan for 2011/12, be received and adopted.

The motion was put to the meeting, Declared Carried, and it was

Resolved:

12.1 Accordingly.

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The meeting ended at 3.14pm

E E J Russell
Chair