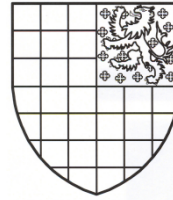


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**LEWES  
TOWN  
COUNCIL**

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✉ [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)  
🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

**To: Cllrs Bird; Catlin; Henman; Herbert; Makepeace; Dr Maples; O'Keeffe; Sains; Vernon; Waring and Wood**

A Meeting of the **Open Council Working Party** will be held on **Monday 20<sup>th</sup> September 2021**, via Zoom video-link (*please see below*) at **7:00pm** which you are summoned to attend.

**\*VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (*eg* laptop; tablet or smartphone) or, by audio only, using a telephone.

**To join this meeting** either follow this link: <https://us06web.zoom.us/j/83128199576>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 831 2819 9576**

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

S Brigden, Town Clerk 14<sup>th</sup> September 2021

## AGENDA

### 1. APOLOGIES FOR ABSENCE:

To receive apologies from members of the committee who are unable to attend.

### 2. MEMBER'S DECLARATIONS OF INTEREST:

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

### 3. QUESTION TIME

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

### 4. MINUTES

To agree Minutes of the meeting held on 23<sup>rd</sup> August 2021.

### 5. REMIT of the WORKING PARTY

To note the remit of the Working Party, which is set up to identify methods for improved public engagement and greater provision of information to residents of Lewes, to include:-

- › A review of information sharing and the methods used to share key events and policy developments
- › Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues
- › Identifying ways to provide more joined-up support for community engagement in and around Council-owned buildings

### 6. BUSINESS OF THE MEETING

- a) Participatory budget pilot – to draft recommendations for Council
- b) Develop proposals for representation of allotment tenants
- c) Proposal for establishment as a standing committee.

(attached page 3)

*For further information about items on this agenda please contact the Town Clerk BY E-MAIL at the above address*

### PUBLIC ATTENDANCE :

Members of the public have the right, and are welcome, to attend\* this meeting – questions regarding items on the agenda may be heard at the start of the meeting with the Chair's consent.

Questions or requests to address the Working Party must be submitted by email to the Town Clerk at least 3 days in advance.

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

**\*Members of the public wishing to join this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)**

For guidance on joining online meetings please see the notes overleaf

This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

## Guidance on attending ‘virtual meetings’



### Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*examples only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: [zoom.us/j/nnnnnnnnnnnn](https://zoom.us/j/nnnnnnnnnnnn)

**Meeting ID**: 123 4567 8910 (*example only*)

**Password**: 123456 (*example only*)

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as **PUBLIC** attendees are asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand or using the ‘hand up’ icon or sending a Chat message and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately and publicly during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

### PLEASE NOTE:

**Before connecting**, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

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

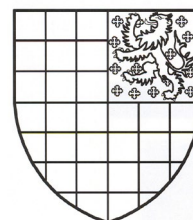
To learn more, a number of helpful FAQ’s and video tutorials are available at [www.zoom.us](https://www.zoom.us)

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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Open Council Working Party**, held on **Monday 23<sup>rd</sup> August 2021**, online via Zoom Meetings at 7:00pm.

**PRESENT** Cllrs Catlin; Herbert; Makepeace; Dr Maples (*Chair*); Sains; Vernon; Waring; Wood and (*not appointed to the Working Party*) Cllr Lamb.

**In attendance:** S Brigden (*Town Clerk [TC]*) Mrs F Garth (*Assistant Town Clerk & Civic Officer*).

**OCWP2021/01** **ELECTION of CHAIR:** Cllr Dr Maples was elected as Chair of the Working Party for the 2021/22 year.

**OCWP2021/02** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Bird (no reason offered) and Cllr O'Keeffe, who was working. No message had been received from Cllr Henman.

**OCWP2021/03** **DECLARATIONS OF INTEREST:** There were none.

**OCWP2021/04** **QUESTIONS:** There were no questions.

**OCWP2021/05** **MINUTES:**

**It was resolved that:**

**OCWP2021/05.1** The Minutes of the meeting held on 29<sup>th</sup> March 2021 are received and agreed as an accurate record.

**OCWP2021/06** **REMIT of the WORKING PARTY**

Members noted the remit of the Working Party, which is:

To identify methods for improved public engagement and greater provision of information to residents of Lewes, to include:-

- > A review of information sharing and the methods used to share key events and policy developments.
- > Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues
- > Identifying ways to provide more joined-up support for community engagement in and around Council-owned buildings.

A discussion arose regarding the remit and the nature of the Working Party, and it was suggested that it should have a continuing remit beyond the tasks set by Council originally. Some Members wished to promote the recommendation to Council that the Working Party should become a standing Committee

TC advised that it was open to Members to take that forward and present a case to Council, but that as that proposal had not been made for inclusion on the Agenda for this meeting, all Working Party members had not had an opportunity to prepare for discussion on the topic and this would need to be raised at a future meeting. The Chair undertook to propose this at the next meeting.

**OCWP2021/07** **BUSINESS of the MEETING**

1 Public Participatory Budget pilot: Council had asked the Working party to consider ways to engage the public with the agreed Public Participatory Budget (PPB) pilot scheme, asking the community to help prioritize the list of projects (37 in total) contained in section 11 of the Lewes Neighbourhood Plan; all being eligible for funding from accrued Community Infrastructure Levy (CIL) receipts.

A sub-group consisting of Cllrs Catlin, Vernon, and Dr Maples had met to develop outline proposals along the lines of these discussions, and notes of their meeting were presented:

As a pilot scheme, it was recognized that the breadth of communications and outreach should not be disproportionate to the amount of CIL money available. Nevertheless, it was desirable to engage across the spectrum of online, face-to-face, focussed and more 'casual' communication. Using a range of communications and discussion activity would give a better idea of what is scalable for future exercises (should the pilot be successful). Meetings/communications were proposed as:

*First set of resident participation:*

The first set of resident participation would involve using "Top Trump" cards/A5s (*see below*), as discussion facilitation, as well as additional information provided by interested members of the community before and during the event. The aim of these sessions would be to explore as many of the 37 potential projects/activities as possible and to come up with a resident-determined short-list of around 10 items.

1. Face to face 'World Café' event, at the Town Hall, with anticipated participation by 30 - 50 people, as soon as possible.
2. A Zoom 'World Café' event, within 24/48 hours of the face-to-face session.
3. Participants would be invited in the following ways: using Town Councillor networks, What's On notices in *eg* Lewes News, Council Website, FaceBook, a shared (f-2-f and online) small advertisement in the Sussex Express.
4. Eventbrite could be used to register participants. Communications would also provide the Town Hall phone number and reception email address to enable less-digitally-connected residents to attend.

*Second set of resident participation:*

The second set of resident participation would focus on a short list of CIL items and be more dependent on easy-to-grasp information in the form of Top Trump cards/A5s. During an approximately 21 day period immediately following the World Café events, residents would be able to 'vote' in the following ways:

1. Using drop-boxes (like the supermarket buttons for good causes) at the Town Hall Reception, Town Hall Tuesday Market and Stall at Farmers' Market.
2. Using online voting using *eg* Survey Monkey
3. Residents will be encouraged to participate using similar channels to above.

*Using 'Top Trumps' -style cards:*

1. *Content* proposed is:
  - a. That each card includes: Name of project; Estimated cost of project; 'Considerations' (*eg* other organisations interested/constraining); 'Advocacy' statement, including short description; Ease of implementation ('traffic lights' format); Relevant image (where possible)
  - b. Asking a small number of volunteers from the Neighbourhood Plan Steering group to add short descriptive 'advocacy' content to the CIL list of possible projects.
  - c. That reasonable costings are estimated for each, in order to guide determination of Red/Amber/Green traffic lights
  - d. A sub-group of Open Council to work with TC to manage production and completion within a time-scale that ensures both physical and online versions of cards and other facilitations are ready in good time.

2. *Design* suggestions are:

Ideally, we would ask the local college D&T students to design a simple, branded template; however, we think the timescale for this would be challenging. We welcome other suggestions.

3. *Production* proposals:

- a. It was possible to obtain 50 packs for £250.
- b. Members noted the need to follow Council's 'visioning' priorities and to use local, ethical producers where possible. Suggestions are welcome.

These ideas were warmly received and it was agreed that Cllrs Vernon and Waring would prepare initial designs for "Top Trump" cards accordingly, which would be assessed at a further meeting in time to allow a firm proposal with detailed costs to

be submitted to the scheduled October meeting of Council. It was agreed that this would be during week commencing 20<sup>th</sup> September. TC would provide details of the CIL projects, although he reminded Members that costing was not possible in many cases – suggesting an ‘order/scale-of-costs’ would be the most practical classification. He advised that the CIL fund currently stood at £74,000. Councillors and staff, with their partners, would be asked to act a ‘guinea-pigs’ to test the scheme at an appropriate point.

2 Allotment representatives: The meeting considered suggestions put forward by an allotment tenant for having more Tenant engagement across and between sites, through a system of representation at Council Allotment Group meetings – and a request for regular Allotment meetings. It was suggested that volunteers be representatives for each of the Council sites, initially by invitation and subsequently following an election process. These would have regular meetings established between the Representatives and the staff responsible for the allotments service and if there were an Allotments Working Party established at any time – that group. Meetings could take place at appropriately seasonal times, to address *eg*:

- > Allotment Show, *eg* making it more accessible/interesting to new growers, encouraging Tenant participation.
- > Supporting new Tenants.
- > Sharing good practice.
- > Revising Policy in line with good practice.

*(Cllrs Wood, Makepeace and Maples declared that they are allotment tenants)* The Working Party considered such questions as the democratic dilemma posed by individuals as representatives, and the ideal model of an Allotments Society (either pan-Lewes or site-for-site), which could have a number of inherent advantages for the Council and for tenants. Past attempts to promote formation of a Society had, unfortunately, proved unsuccessful. The Council’s tenants tended to be independent, and the proposals for individual representatives being suggested may be unpopular. Regular engagement with a range of tenants was desirable, but the method needed further consideration. A Symposium might be held – possibly ‘off-season’ when tenants were less active on their allotments.

Members were asked to crystallize their ideas on these issues for firm proposals to be drafted at the next meeting, which would be held during the week commencing 20<sup>th</sup> September.

3 “Connecting Lewes” digital inclusion initiative: The Council had expressed support for this initiative and Cllr Lamb presented an update on its progress. A steering committee meeting in July had addressed three themes: Age; Gender; and Health. Their recommendations in these areas were aimed at improving confidence in non-users of technology; de-mystifying and highlighting practicality, helping formation of peer groups; trusted helpers; training in a social setting (*eg* “cakes & computers” events); improving understanding of what is available by such as health-service providers *etc*

Cllr Lamb was thanked for his presentation and invited to return if/when the Working Party might assist.

4 East Sussex Loneliness and Resilience initiative: This was an initiative by East Sussex County Council, and it was suggested that Town Councillors might engage with a research group when approached. TC should expect an approach from ESCC officers shortly.

5 Public consultations: It was suggested that LTC might assist the public with the many consultations arising these days. A recent example was the East Sussex Bus Service Improvement Plan, and Cllr Makepeace suggested that rather than reply to the questionnaire people should instead send individual emails detailing their local concerns; she also asked how the Town Council might ensure that it reflects the views of constituents. It was accepted that elected Councillors should engage with

their constituents in their own preferred manner, and attempt to represent them in a balanced way. Each consultation would be unique and address its particular audience in a deliberately-selected way. If there were criticisms of a particular format at any time, they could be passed to the body responsible. Libraries were often a focal point for engagement in such areas. The Council was often consulted for a ‘corporate’ response when it always sought to collate the views of representative Members. The soon-to-be-recruited Communications Officer (CO) could be asked to highlight important consultations on social media platforms *etc.* Members asked that the CO attend the Working Party meetings, but TC explained that the deployment of a part-time officer’s efforts was an operational management matter and this would not be guaranteed.

6 Town Council website: The Council’s website had been operational since mid-2019 and a review was proposed. TC advised that this would be a matter for the new Communications Officer and was embodied in the agreed job description. The meeting then became rather distracted by a debate over a particular photograph which was unpopular with some Members. Some complaints had been raised in the past two years over the photograph heading the ‘Committees’ page on the site, commenting that it did not suitably reflect the diversity of the Council’s membership. TC explained that a suitable replacement photograph had been attempted on several occasions since the original item was produced, but none had retained the desired attributes once formatted for the website. Members were free to attempt their own photography in this regard but TC stated that he would not give the matter any attention in his last few weeks before retirement, having many other priorities. Some Members became insistent, and suggested photographs such as the traditional civic group picture taken following elections could be modified, although it was subsequently acknowledged that it was significantly out-of-date and showed an incomplete group. The Civic Officer would be asked to invite all Members to a photocall to update that.

7 Video recording of Town Council meetings: It was suggested that video recordings of Town Council meetings could be made and streamed, and TC was asked if this was possible. TC explained that equipment and training would be needed and although he had no sense of likely cost it was relatively straightforward to arrange. He reminded members that if they wished to propose such an initiative, they must put a case to Council. Council could be asked for ‘in-principle’ agreement and to approve research of costs and practicalities, arising from the Minutes of this meeting.

OCWP2021/08

**CONCLUSIONS:** The next meeting of the Working Party will take place during week commencing 20<sup>th</sup> September to allow proposals to be agreed for the Public Participatory Budget pilot scheme, and allotment tenant engagement. The Chair will include an item to agree recommendations that the Working Party should be established as a standing Committee.

The Civic Officer will be asked to convene a photocall for an updated Council group picture for use on the website ‘Committees’ page.

Council will be asked for ‘in-principle’ agreement and to approve research of costs and practicalities of video recording/online streaming of Council meetings.

OCWP2021/09

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 9:00pm.*

Signed ..... date .....