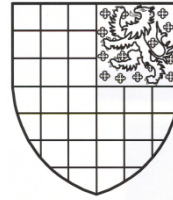


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**LEWES  
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✉ [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)  
🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

**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 29<sup>th</sup> March 2021**, via Zoom video-link (*please see below*) at **3:00pm** 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://zoom.us/j/96657343109>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 966 5734 3109**

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

S Brigden, Town Clerk 23<sup>rd</sup> March 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 7<sup>th</sup> December 2020.

(attached page 3)

### 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 – public priorities for projects eligible for Community Infrastructure Levy funding
- b) Selection of candidates for Mayoralty/Deputy Mayoralty
- c) *Freegle* – possible engagement – please see details here: <https://www.ilovefreegle.org/councils>
- d) Other matters within the remit of the Working Party

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

### **PUBLIC ATTENDANCE – Covid-19 emergency arrangements:**

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.

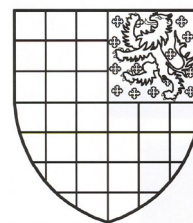
To learn more, a number of helpful FAQ’s and video tutorials are available at [www.zoom.us](https://www.zoom.us)

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## **MINUTES**

of the meeting of the **Open Council Working Party**, held on **Monday 7<sup>th</sup> December 2020**, online via Zoom Meetings at 6:30pm.

**PRESENT** Cllrs Bird; Catlin; Henman; Herbert; Makepeace; Dr Maples (*Chair*); O’Keeffe; Sains and Vernon

**In attendance:** S Brigden (*Town Clerk [TC]*)

**OCWP2020/08** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Wood, who had a work commitment. No message had been received from Cllr Waring.

**OCWP2020/09** **DECLARATIONS OF INTEREST:** There were none.

**OCWP2020/10** **QUESTIONS:** A question was raised as to any follow-on after the Mayor’s symposium “Reinventing Lewes Streets & Shops” in July. Other than forwarding the record of the meeting to the District and County Councils there had been no formal activity – TC would check the record as to what was intended.

**OCWP2020/11** **MINUTES: it was resolved that**

**OCWP2020/11.1** The Minutes of the meeting held on 14<sup>th</sup> July 2020 are received and agreed as an accurate record.

**OCWP2020/12** **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

**OCWP2020/13** **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 participatory budget pilot scheme, asking the community to help prioritize the list of projects contained in s11 of the Neighbourhood Plan, all being eligible for funding from accrued Community Infrastructure Levy receipts.

Cllr Henman had contacts in the *PBNetwork* organization who had indicated they could offer ½ day advice without charge. There followed a discussion on practical aspects, as the list contained 37 projects. These were under the headings:

- > Improvements for Pedestrians
- > Improvements for Cyclists
- > Road Infrastructure
- > Public Transport Infrastructure
- > Social Infrastructure
- > Improvements to the Built Environment
- > Flood & Drainage Infrastructure

The neighbourhood plan section explained that it was intended to act as a “hook” or starting point for these projects to be developed further. The projects may require further feasibility work, perhaps outside the Town Council’s remit, to

establish how they can be funded and delivered. Councillors were doubtful that they could expect the public to prioritize effectively all 37 in a survey exercise and thought it practical to seek *eg* a “top ten” indication, or rankings within a pre-selected shortlist rather than the full list.

TC suggested that he might simplify the question by estimating the order of costs for listed items; many of which would be unaffordable if Council’s CIL fund was the sole contributor. Members agreed to wait until a clearer picture was available, and meanwhile would consider methods of surveying opinion. It was suggested that local informal networks should be established before the PBNetwork was asked for advice, to allow their time to be efficiently focussed. Members agreed to submit their ideas to TC via the Chair by the following Wednesday. TC and Cllr Henman would liaise regarding an approach to the PBNetwork.

2. *Use of Facebook:* There was some discussion on the use of Facebook (FB), and suggestions for more attractive photographs for the profile page. It was held that FB should primarily be used as an interactive medium, and messages should be promptly answered. TC reminded Members that Council had previously rejected proposals for the creation of a Communications Officer post, and time was allocated when available by three members of staff who had attended social media training. He had recently advised Council that the 19hrs per week Reception/Admin Officer role that would be vacant following transfers in the New Year might be replaced with a part-time Communications & Projects Officer and would pursue this with Council in due course. Meanwhile he would establish an interim protocol that aimed to avoid delay when responding to incoming FBmessages.

3. *Noticeboards:* There was a brief discussion on the use of noticeboards, although acknowledged that the majority of those in the town were not in the Council’s ownership. Cllr Herbert was to liaise with TC on this subject.

4. *Outreach:* On the matter of community surveys and soundings, one member emphatically reminded colleagues that their role as elected representatives placed this responsibility primarily with them as individuals. It was noted that the Mayor had recently established a relationship with Lewes News that should be explored further.

5. *Increasing use of email:* A question arose regarding the use of email for correspondence with Town Council clients *eg* allotment tenants. TC advised that for many years anyone having business with the Council had been encouraged to provide an email address and accept this as the default mode of communication. All opportunities to obtain addresses were pursued, although information was not held as a single database of contacts; details were held according to context and purpose. It was suggested that this might be explored further by the prospective Communications officer discussed earlier.

**OCWP2020/14**

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:10pm.*

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

Actions to help implement the policies and meet the aims and objectives of the Neighbourhood Plan using Community Infrastructure Levy (CIL) funding

- 11.1** Lewes will inevitably experience change over the next decade or more. This change will only be successful if the right level of investment is made to improve the community and social infrastructure at the right time. Delivery of infrastructure need not all be “upfront” but current and forecasted infrastructure shortfalls must be independently evaluated and a full mitigation plan must be supplied by the developer before housing applications can be approved.
- 11.2** This list is linked to a set of specific projects identified through the neighbourhood plan process. This will act as “hook” or starting point for these projects to be developed further. The projects may require further feasibility work, perhaps outside the scope of the neighbourhood plan, to establish how they can be funded and delivered.
- 11.3** Proposals for new and improved community and social infrastructure in the plan area, including the projects listed below, will be supported subject to those proposals meeting the objectives of this plan and being compatible with other planning policies in the plan.
- 11.4** Supporting Text
- Funds from the Community Infrastructure Levy (CIL) are raised from developments within each parish within the South Downs National Park and a portion is redistributed to the appropriate parish. In the case of Lewes, Lewes Town Council will be responsible for administering the funds in line with the policies of the neighbourhood plan, as and when the funds are made available
- 11.5** The list that follows comprises specific projects that have been identified through the neighbourhood plan process. Please note the projects are in no particular order and are not prioritised at this time.
- 11.6** **Improvements for Pedestrians**
- 1 Provide a riverside path on the East side of the Ouse between Timberyard Lane and Cliffe Bridge and on the West side between Cliffe Bridge and Willeys Bridge.
  - 2 Restoring the brick pavements and cobbles in Keere Street to their former glory.
  - 3 Reworking of all the pavements near the Crown Court on the High Street, either with a much heavier duty substrate to avoid vehicle damage to the pavements, or with a scheme to keep the vehicles off the pavement, e.g. bollards, done with ESCC.
  - 4 Minor works along the route from the bus stop of Brighton Road to the Victoria Hospital to make the route safe for disabled people (e.g. dropped crossings, removal of pavement problems etc.). None of the problems are severe enough to bring it into ESCC remit but added up they make the route very challenging for people with mobility difficulties.
  - 5 Contribution towards or funding pedestrian crossing near the Piggy Steps on Offham Road at a point which serves all the families taking children to and from Landport to Wallands School.
  - 6 Contribution towards or funding pedestrian crossing near the Clevedown sheltered housing on Brighton Road.
  - 7 ~~Provide an all-weather surface for Footpath number 51 between Spences Lane and South Down Road.~~ **COMPLETED 2018**
  - 8 Reworking the pavement along the terraced side of Grange Road which is very challenging for those with mobility difficulties but which does not at any point quite make the ESCC danger standards trigger to work.
  - 9 Provide a proper disabled access to the Winterbourne Rec, from Bell Lane where the slope is at present very challenging for those with mobility difficulties; part funding with Lewes District Council if they will or simply funding if they cannot.
  - 10 Funding a school crossing person on Prince Edwards Road for children walking to and from Wallands and St Pancras Schools.
  - 11 Contribution towards or funding a pedestrian crossing on West Street.
  - 12 Contribution towards or funding a pedestrian crossing on Mountfield Road close to the Priory School.
  - 13 Contribution towards or funding “Tingles Way” — a self-guided pedestrian tour through Lewes, highlighting features of biodiversity, ecosystem services and natural capital in the community, based on the work of Dr Colin Tingle, to whom this Neighbourhood Plan is dedicated.
- 11.7** **Improvements for Cyclists**
- 14 Working with ESCC and possibly the SDNPA to fund a Cycle Route 90 through the town including three links needed:
    - a from the Brighton Road down into Winterbourne;
    - b through Winterbourne having agreed the route through Bell Lane Rec with Lewes District Council;
    - c through Southover into the Cliffe having negotiated a route.
- 11.8** **Road Infrastructure**
- 15 Contributing towards improvements to the Earwig Corner road junction.
  - 16 Provide traffic calming measures, either a speed camera or a vehicle activated warning sign, on Malling Hill and Malling Street.
- 11.9** **Public Transport Infrastructure**
- 17 Creating a suitable bus interchange point to replace the bus station.
  - 18 Providing a designated park for visiting coaches with facilities for their drivers.
  - 19 Completing the real time passenger transport information at bus stops and improvement at Lewes Prison (Eastbound) and upper High Street (Westbound).
  - 20 Contributing to studies / other measures that aim to reopen the railway to Uckfield.
- 11.10** **Social Infrastructure**
- 21 Look to expand the local economy and support and encourage the introduction of local food shops, health services, creative services and concert venues.
  - 22 Encourage development to ensure that not everything is located in the town centre, preventing unnecessary travel and ensuring that all areas retain a vibrant atmosphere where people can get to know their neighbours and feel at home in their own distinct locality within the town.
  - 23 Look for opportunities to design and create lively and diverse mixed-use community areas for old and young, with workspace where appropriate.
  - 24 Providing public toilets close to the Priory remains.
  - 25 Providing public toilet in Western Road.
  - 26 Modernisation of the public toilets in Southover Grange Gardens.
  - 27 Taking over the town’s public toilets from LDC and running them as clean and pleasant premises.
  - 28 Purchase of the St Mary’s Social Centre from the District Council to preserve it for community use, the trustees of the centre to continue to run it.
  - 29 Contribution towards the works at the Malling Community Centre.
  - 30 Provision of further children’s play areas along with appropriate equipment.
- 11.11** **Improvements to the Built Environment**
- 31 Ensuring that enhanced street furniture is provided in the Conservation Areas whilst reducing street clutter, and having more comprehensive sign-posting of footpath and cycle routes in the town and on to the adjoining countryside.
  - 32 Planting trees or shrubs at suitable places around the town.
  - 33 Undergoing or removing overhead wires to buildings in the Conservation Area.
  - 34 ~~Contributing to the proposal to create a Peace Garden (Magic Circle).~~ **COMPLETED 2019**
  - 35 Provision of Christmas decorations for businesses to create a whole town theme feel.
- 11.12** **Flood & Drainage Infrastructure**
- 36 Contributing to the completion of flood defences along the riverbank where they are not presently planned to be provided.
  - 37 Working with ESCC and/or Southern Water to sort out the drainage in several town locations where it is a perennial problem:
    - a Near the bottom of The Avenue
    - b On Nevill Road near to Nevill Green
    - c On Bell Lane near to the pedestrian crossing
    - d Boughey Place