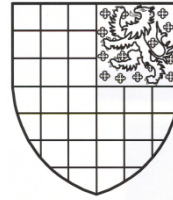


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**LEWES
TOWN
COUNCIL**

☎ 01273 471469 Fax: 01273 480919

✉ townclerk@lewes-tc.gov.uk
🌐 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 23rd August 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/85680357626>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: : 856 8035 7626**

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

S Brigden, Town Clerk 17th August 2021

AGENDA

1. ELECTION of CHAIR

To elect a Chairperson for the municipal year 2021/22

2. APOLOGIES FOR ABSENCE:

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

3. MEMBER'S DECLARATIONS OF INTEREST:

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

4. QUESTION TIME

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

5. MINUTES

To agree Minutes of the meeting held on 29th March 2021.

6. 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

7. BUSINESS OF THE MEETING

- a) Participatory budget – report of the sub-group meeting held on 18th April 2021
- b) Allotment representatives suggestion
- c) 'Connecting Lewes' initiative
- d) ESCC loneliness & Resilience project
- e) Public consultations
- f) Website review
- g) Video recording of Council meetings

(attached page 3)

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

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

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

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](#).

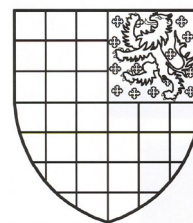
4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees 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



MINUTES

of the meeting of the **Open Council Working Party**, held on **Monday 29th March 2021**, online via Zoom Meetings at 3:00pm.

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

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

OCWP2020/15 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Wood, who had a work commitment. No message had been received from Cllrs Bird; Henman, or Herbert.

OCWP2020/16 **DECLARATIONS OF INTEREST:** There were none.

OCWP2020/17 **QUESTIONS:** There were no questions.

OCWP2020/18 **MINUTES:** Cllr Dr Maples contended that the draft minutes did not reflect the fact that estimated costs for items on the agreed list for funding by Community Infrastructure Levy were awaited. TC held that the phrase “*TC suggested that he might simplify the question by estimating the order of costs for listed items...*” at OCWP2020/13 s1 reflected the events accurately and he was not prepared to alter the text. Cllr Dr Maples maintained her dissatisfaction with this point.

It was resolved that:

OCWP2020/18.1 The Minutes of the meeting held on 7th December 2020 are received and agreed as an accurate record, with the caveat that the Chair had expressed dissatisfaction with the description of a particular event.

OCWP2020/19 **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.

OCWP2020/20 **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.

TC had attempted to estimate the likely costs for the items/projects listed and presented some preliminary evaluations but advised that it had soon become apparent that there were too many variable factors affecting the majority of the items to allow estimating in any meaningful way. Most were outside the direct control of the Town Council, and several were dependent upon, or involved integration with, much broader issues or projects. There followed a general discussion on these aspects. TC submitted that these complexities served to defeat the original intention to present to the public a simple list that could be prioritized.

Members contributed a number of suggestions to engage the public’s interest, including a pre-selected list; ‘top-ten’ or ‘top five’ ranking or similar. It was

recognized that any pre-selection could be seen as counter to the basic principle of public participation. For practicality, however, it was thought that the list would need to be reduced to show only those projects which might realistically be expected to begin if funding were available (eg physical features for traffic calming). A question arose as to how other councils conducted public participatory budgeting exercises, but these were relatively rare. Suggestions for engagement included 'World cafe' format events, and/or online surveys, and a particularly well-received idea for an event with a theme based upon the *Top Trumps Cards* concept. It had been recognized that the *PBNetwork* organization might offer some early advice free of charge, but their main services were chargeable and it was sensible to ensure ideas were 'crystallized' into succinct plans before engaging. Discussion ranged widely on various aspects and implications of the matter. It was agreed that a sub-group consisting of Cllrs Catlin, Vernon, and Dr Maples would meet to develop outline proposals along the lines of these discussions.

2 *Candidates for nomination as Mayor/Deputy:* The meeting considered a note prepared by Cllr Makepeace regarding the roles of Mayor and Deputy Mayor. This described a perspective on the process by which candidates were presented for the roles and extended into the nature of the roles themselves. A number of the underlying assumptions were examined, and some misunderstandings were corrected. There were certain fundamental aspects of the roles which are governed by statute, but the extended roles at a 'ceremonial' Council such as Lewes were, broadly, a product of custom and practice although much was based upon nationally-recognized conventions and protocols. It was acknowledged that Council could consider and control broader aspects of the roles. A concern was recognized as to the process by which candidates were presented and voted-for in a Council meeting, and further consideration could be given to that process. It was suggested that all candidates should be subject to a standard process with 'manifesto' aspects (eg proposed charities to be supported) declared in advance and open to questioning at the meeting. Further, nominations should be controlled eg to avoid individuals serving multiple times. As some Members had to leave the meeting and the subject was actually outside the remit of the Working party, it was agreed that this matter would be left at this point, and it was accepted that debate in this regard should, properly, be proposed to a meeting of Council.

3 *Other matters:* There followed a general discussion on subjects including *Freegle*; a proposed Communication officer; email contact with customers and allotment tenants; parish meeting; a Lewes News survey on the Connecting Lewes digital inclusion initiative. It was expected that the Town Hall weekly market would re-open on 13th April and Cllr Dr Maples and Cllr Sains would attend a Councillor's Surgery desk.

OCWP2020/21

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 5:00pm.*

Signed date

Open Council Top Trumps Sub-Group Report to Full Working Group – Cllr Maples, 18 April 2021

Jonathan, Stephen and Wendy met on Zoom, and Oli helpfully added to some aspects of the discussion by email.

PILOT SCHEME

To note: As a pilot scheme, we recognise that the breadth of communications and outreach should not be disproportionate to the amount of CIL money being distributed to PB (£45,000). Nevertheless, we wish to engage across the spectrum of online, face-to-face, focussed and more ‘casual’ communication. Using a range of communications and discussion activity will give us a better idea of what is scalable for future PB exercises (should the pilot be successful).

PROPOSED MEETINGS/COMMUNICATIONS

First set of resident participation.

The first set of resident participation will involve using the 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 is 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 after 21st June 2021 (for ease of Covid-compliance).
2. Zoom ‘world café’ event, within 24/48 hours of the F2F session.
3. Participants will be invited in the following ways: using Town Councillor networks, What’s On notices in e.g. Lewes News, Council Website, FB, a shared (F2F and online) small advertisement in the Sussex Express.
4. We will make use of Eventbrite to register participants. Communications will also provide the Town Hall phone number and email to enable less-digitally-connected residents to attend.

Second set of resident participation.

The second set of resident participation will focus on a short list of CIL items and will be more dependent on easy-to-grasp information in the form of Top Trump cards/A5s. During an approximate 21 day period immediately following the world café events, residents will 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 e.g. Survey Monkey
3. Residents will be encouraged to participate using similar channels to above.

USING TOP TRUMPS-STYLE CARDS

1. Content – we propose:
 - a. That each card includes: Name of project; Ballpark Cost of project; 'Considerations' (e.g. other organisations interested/constraining); 'Advocacy' statement, including short description; Ease of implementation (traffic lights); Relevant image (where possible)
 - b. Asking a small number of volunteers from the Neighbourhood Plan group to add short descriptive 'advocacy' content to the CIL list of possible projects
 - c. That the Town Clerk provides reasonable costings for each, in order to guide Open Council determination of Red/Amber/Green traffic lights
 - d. A sub-group of Open Council to work with Steve (and possibly Viv, Fran?) to manage production and completion within a time-scale that ensures **both physical and online versions of cards and other facilitations are ready for 21st June.**

2. Design:

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 from Open Council.

3. Production:

- a. To give an idea of likely cost, Jonathan found an online business able to produce 50 packs for £250.
- b. We all noted the need to follow our 'visioning' priorities and to use local, ethical producers where possible. Suggestions from the Open Council are welcome.

Top Trumps e.g.s:

