



Lewes District Council

Cabinet

Minutes of a Meeting of the **Cabinet** held in the **Ditchling Room**,
Southover House, Southover Road, Lewes on **Wednesday, 27 September 2017**
at 2.30pm

Present:

Councillor A Smith (Chair)

Councillors P Franklin, B Giles, T Jones, I Linington, R Maskell, E Merry and
T Nicholson

In Attendance:

Councillor M Chartier (Chair of the Audit and Standards Committee)

Councillor P Gardiner (Chair of the Scrutiny Committee)

Councillor S Osborne (Leader of the Liberal Democrat Group)

Mr J Langley (Tenants' Representative)

Apology Received:

Ms D Twitchen (Tenants' Representative)

Minutes

19 Minutes

The Minutes of the meeting held on 26 June 2017 were approved as a correct record and signed by the Chair.

20 Public Question Time

Written questions had been submitted to the Leader of the Council, Councillor Smith, by Sheila O'Sullivan, on the following subjects, copies of which were

Action

circulated to Councillors at the meeting and made available to the public attending the meeting (a copy of which is contained in the Minute Book). At the invitation of the Chair, verbal replies to the questions were given at the meeting by the Senior Lawyer.

Questioner

Sheila O'Sullivan

Question Concerning

The impact on the proposals to develop the North Street Quarter, Lewes, site, in the event that Mas Real Estate Investment Inc, which was currently owners of part of the site, disposed of its interest in the development in 2018; and why MAS Rei wished to appoint its own property developer rather than an independent third party in respect of the development.

21 Variation in the Order of the Agenda

Resolved:

- 21.1** That Agenda Item No 9.6 entitled "North Street Quarter – Delivery Route" be taken immediately following Agenda Item No 5 entitled "Public Question Time" as Agenda Item No 9.6 related to the questions that had been submitted in respect of Agenda Item No 5.

Reason for the Decision:

To ensure coordination of the questions that had been submitted by Sheila O'Sullivan and the written questions that had been received from Councillor Ient, with the corresponding Report to Cabinet.

22 North Street Quarter – Delivery Route

The Cabinet considered Report No 128/17 which provided an update on the Joint Venture (Land Collaboration Agreement) that the Council and North Street Quarter Ltd had been negotiating in order to move forwards and appoint a Development Partner to deliver the North Street Quarter (NSQ) scheme which was a £180m mixed use brownfield site that would deliver several regeneration benefits to the area, details of which were set out in paragraph 4 of the Report. The Report also updated Cabinet on progress with other work relating to the scheme.

At its meeting on 7 January 2016, Cabinet had approved Heads of Terms of the Land Collaboration Agreement (LCA), a copy of which was set out at Appendix 1 to the Report, and authorised officers to negotiate and execute the Agreement.

The agreed Heads of Terms provided adequate scope to enable Artisan to be appointed as Phase 1 Development Partner, subject to due diligence and agreement by the Council. The Officers had therefore moved forwards to undertake the following work:

- negotiating the LCA with joint landowner - North Street Quarter (NSQ) Ltd.; and
- to enable the Council to be satisfied that Artisan could be appointed as Phase 1 Development Partner, detailing the information required from NSQ Ltd. and to carry out the detailed due diligence required at that stage.

At its meeting on 26 June 2017, Cabinet had approved work on a revised delivery route for Phase 1 of the scheme which involved:

- carrying out due diligence on 'Artisan' as potential Development Partner for Phase 1; and
- negotiating revisions to the agreed Heads of Terms to enable that option to be progressed, pending satisfactory outcomes of the due diligence.

The joint landowner namely, Santon North Street, now known as 'North Street Quarter Ltd.', was owned by MAS Real Estate Investors.

The LCA would be an agreement between the two landowners namely, Lewes District Council and NSQ Ltd. It would set out the framework within which the two partners would work together to deliver all three phases of the NSQ development. The Agreement was currently being negotiated and would refer to a number of matters which needed to be agreed by the landowners before a Development Partner was appointed.

The Development Agreement would be an agreement between NSQ Ltd. and a Development Partner, on terms that were approved by Lewes District Council.

It was proposed that the LCA include an 'option' for NSQ Ltd to appoint Artisan as the Phase 1 Development Partner on terms approved by the Council. Appendix 2 to the Report identified the information that it was thought NSQ Ltd. must provide by 31 December 2017 in order for the Council to consider the appointment of Artisan. In addition to the information required from NSQ Ltd, the Council continued to carry out due diligence covering several matters, details of which were set out in paragraph 5.7 of the Report.

Resolved:

- 22.1** That progress in respect of the Land Collaboration Agreement (LCA) between the two landowners - Lewes District Council and North Street Quarter (NSQ) Ltd, as set out in Report No 128/17, be noted;
- 22.2** That the Scrutiny Committee be invited to review the due diligence undertaken by the Council to date, and that the Scrutiny Committee report back to the North Street Quarter Members'

DRP
(Scrut
Officer

Oversight Board; and

- 22.3** That authority be delegated to the Director of Regeneration and Planning, in consultation with the Assistant Director - Legal and Democratic Services, the Deputy Chief Executive (S151 Officer) and North Street Quarter Members' Oversight Board, to appoint Artisan as Phase 1 Development Partner, having regard to Scrutiny Committee's feedback on the due diligence work undertaken.

– to
note)

DRP/
ADLDS
/DCE

Reasons for the Decisions:

To progress delivery of the strategically significant North Street Quarter (NSQ) development in Lewes. The NSQ is a £180m mixed use brownfield site that will deliver the following regeneration benefits to the area:

- 416 new homes, of which 40% will be affordable,
- 140,000 sq. ft. of new commercial space, including subsidised creative workspace,
- 475 full time jobs,
- 100 full time construction jobs,
- a new modern health centre serving in excess of 26,000 patients,
- strategically important flood defences, completing the defence of Lewes,
- a new riverside promenade, new footbridge, extensive new cycle paths and footpaths, and
- a public square hosting contemporary eateries and riverside dining.

To ensure that the Council maximises return on its investment into the NSQ scheme, while at the same time minimising any risks involved in its delivery.

23 Written Questions from Councillors

Councillor Gardiner, on behalf of Councillor Ient, asked questions of the Leader of the Council, Councillor Smith, relating to the proposed development, following the granting of planning permission on 25 May 2016, of the North Street Quarter, Lewes, as follows:

Could demolition be considered 'starting the project' from a planning point of view and what, at least at high-level, would be the ongoing programme leading to the first phase being ready for occupation?

copies of which were circulated to Councillors at the meeting and made available to the public attending the meeting (copies of which are contained in the Minute Book).

At the invitation of the Chair, verbal replies to the questions were given at the meeting by the Director of Regeneration and Planning.

24 Reporting Back on Meetings of Outside Bodies

The Chair of the Scrutiny Committee, Councillor Gardiner, reported that the Committee had agreed:

- To establish a Panel in order to consider matters relating to affordable work space in the District;
- To establish a Transport Panel in order to consider issues relating to the A259 road;
- To consider the Ombudsman's response to the Council's decision relating to a Planning Application in respect of which the Ombudsman had found 'against' the Council;
- That it was not satisfied with the response that had been given at a recent Meeting of the Council in respect of matters associated with proposals for sprinkler systems in all new Council buildings; and
- That it would consider matters relating to air quality.

Resolved:

- 24.1** That the verbal Report by Councillor Gardiner, Chair of the Scrutiny Committee, in respect of matters which that Committee had agreed, be received and noted.

Reason for the Decision:

To receive Reports from Councillors in respect of meetings that they had attended.

25 Finance Update – Performance Quarter 1 - 2017/2018

The Cabinet considered Report No 123/17 which provided an update on the Council's financial performance in Quarter 1 2017/2018 and explained the impact on the current financial position.

Paragraph 3 of the Report set out details relating to the General Fund Revenue budgets which, at paragraph 3.2, included some items that were of particular note. The amount held in the General Fund Uncommitted Reserve, which acted as a buffer against negative movements in the budget, was projected to be £2.1m at 31 March 2018 before any adjustment was needed in respect of the items in paragraph 3.2. The table in paragraph 3.3 showed the projected movements in each Reserve in 2017/2018 and the balance at the end of the year.

Paragraph 4 of the Report provided information relating to the Housing Revenue Account budgets in respect of which spending and income was generally in line with service budgets. Spending on responsive and void repairs was demand led and could be expected to fluctuate during the course of the

year.

Paragraph 5 related to Business Rates and Council Tax collections for which the forecast for net collectable Business Rates in 2017/2018 was £0.6m lower at the end of Quarter 1 compared with the projection that was made when the budget was set. However, the Council's share of retained business rates income (taking into account Government grants in respect of small business rates relief, growth within the Enterprise Zone, etc) was consistent with the budget of £2.96m. The forecast for net collectable Council Tax in 2017/2018 was consistent with the projection that was made when the budget was set.

Paragraph 6 set out details relating to the Capital Programme and Appendix 2 to the Report provided details of the programme spending in Quarter 1 which was in line with current expectations. Payments of £0.9m had been made in Quarter 1.

The Council's Financial Procedure Rules authorised the Deputy Chief Executive to write-off a debt which was below £10,000 or where the amount involved was claimable in bankruptcy or liquidation proceedings. Cabinet or Council approval was required to write off a single debt in excess of £10,000 or £50,000 respectively. There was nothing to prevent the Council from reinstating a debt, following its write-off, if new information came to light about the debtor's circumstances. The amounts set out in paragraph 8.2 of the Report had been written off in total in Quarter 1 when action to recover individual debts had proved to be unsuccessful or uneconomic to pursue. No individual case was in excess of £10,000.

As part of the Council's management of risk and key controls, the Head of Audit and Counter Fraud made an independent appraisal of the overall position each year and then reported to Cabinet. His opinion covering the last financial year was set out in paragraph 9 of the Report.

Resolved:

- | | | |
|-------------|---|-----|
| 25.1 | That the General Fund, Housing Revenue Account, Collection Fund and Treasury Management financial performance for the quarter ended 30 June 2017, as detailed in Report No 123/17, be agreed; | DCE |
| 25.2 | That the updated 2017/2018 Capital Programme shown in Appendix 2 to the Report, be approved; | DCE |
| 25.3 | That the write-off of irrecoverable debts noted in paragraph 8 of the Report, be agreed; and | DCE |
| 25.4 | That the opinion of the Head of Audit and Counter Fraud on the internal control environment at the Council for the year ended 31 March 2017 noted in paragraph 9 of the Report, be endorsed. | DCE |

Reasons for the Decisions:

A Report on financial performance following the end of each quarter is made to Cabinet to ensure that the financial health of the General Fund, Housing Revenue Account, Council Tax and Business Rates Collection Funds and the

Capital Programme are kept under continual review. It is essential to ensure that the Council has a sound financial base from which to respond to changing activity levels and demand for statutory services and to ensure that, when appropriate, its finances are adjusted in response to reducing income levels and inflationary pressures on expenditure.

The Council's Treasury Management function deals with very large value transactions on a daily basis. It is essential that the Council is satisfied that appropriate controls are in place and in accordance with the Code of Practice on Treasury Management in the Public Services prepared by the Chartered Institute of Public Finance and Accountancy and adopted by the Council.

26 Portfolio Progress and Performance Report 2017/18 - Quarter 1 (April - June 2017)

The Cabinet considered Report No 124/17 which set out details relating to the Council's progress and performance in respect of key projects and targets for the first quarter of the year namely, April to June 2017, further details of which were shown in Appendix 1 thereto.

The Council had an annual cycle for the preparation, implementation and monitoring of its business plans and budgets which enabled the regular review of the Council's work, and the targets it set for performance, to ensure that they continued to reflect customer needs and Council aspirations.

It was important to monitor and assess progress and performance on a regular basis to ensure that the Council continued to deliver priority outcomes and excellent services to its customers and communities. Those priorities were set out in the Council Plan that was adopted by the Council in February 2016 which was supported by associated projects and service performance targets which had been approved by Cabinet in July 2016.

The Scrutiny Committee had a key role in terms of oversight of the Council's progress and performance and challenging areas of under-performance. Report No 124/17 set out the Council's performance against its targets and projects for the first quarter of 2017/18.

Paragraphs 8 to 10 of the Report provided a reflection of the work of the Scrutiny Committee during 2016/17.

Appendix 1 to the Report provided a high level summary of progress and performance arranged by Cabinet portfolio. It showed where performance and projects were 'on track/on target' and where there were areas of risk, concern or under-performance. Where performance or projects were 'off track/below target', an explanation of the management action being taken to address the issue was also provided.

An overview of the Council's performance for the year as at the end of the first quarter was set out in paragraphs 13 to 30 of the Report.

It was reported that the Scrutiny Committee had considered the Council's portfolio progress and performance for the first quarter of the year but had not

made any formal recommendations to the Cabinet in respect thereof.

Resolved:

- 26.1** That the Council's progress and performance for Quarter 1 namely, April to June 2017, as set out in Report No 124/17, be received and noted; and
- 26.2** That the Officers be thanked for their work in achieving the results that were set out in the Report.

DRP/
CMT

Reason for the Decisions:

To enable the Scrutiny Committee and Cabinet to consider specific aspects of the Council's progress and performance.

27 Housing Allocations Policy

The Cabinet considered Report No 125/17 which proposed the adoption of a revised Housing Allocation Policy. The Report also explained why the Council needed to review and update the existing scheme and considered the implications of adopting the proposed Policy.

The Housing Act 1996 required all local authorities in England to have an allocation scheme which determined the priorities and the procedure to be followed in allocating housing accommodation. Local authorities were required to devise housing allocation schemes which gave 'reasonable preference' to certain categories of applicant, otherwise they had a good deal of discretion over how they allocated their housing stock.

As part of the initiative to bring the Council, Eastbourne Borough Council and Eastbourne Homes together, the policies had been looked at in order to bring them up-to-date and make them more consistent. Such initiative would enable the staff to work more effectively and provide a better service across both areas. As part of the process, the Officers had looked at the Policy of Lewes District Council and Eastbourne Borough Council and current best practice.

The draft Lewes District Council Housing Allocations Policy had been published for consultation for 5 weeks between Friday, 7 July 2017 and Monday, 14 August 2017. Once adopted, the Policy could be used to allocate housing to those most in need in the District.

Paragraphs 4.7 to 4.21 of the Report set out details relating to proposed changes to the current Policy and paragraph 4.22 outlined the responses to the consultation process. Details relating to the main implications on current Housing Register applicants were set out in paragraphs 4.23 to 4.25 of the Report.

Resolved:

- 27.1** That, with regard to the text set out in the final sentence of paragraph 4.7 of Report No 125/17 relating to the Housing Allocations Policy, in the event that such text was included within

HHF

- the draft Policy, it be amended to read “This change will also help us to reduce the costs of managing these applications.”;
- 27.2** That, with regard to the text set out in the second bullet point in paragraph 4.9 of the Report, in the event that such text was included within the draft Policy, it be amended to read “Own accommodation or have a legal interest in home ownership (unless it is unreasonable to occupy), or”;
- 27.3** That the Housing Allocations Policy as set out in Appendix A to Report No 125/17, be approved subject to the amendments referred to in 27.1 and 27.2 above;
- 27.4** That the previous Housing Allocations Policy which had been adopted in 2014, be revoked; and
- 27.5** That authority be delegated to the Director of Service Delivery in consultation with the Cabinet portfolio holder, to make any minor or technical adjustments found necessary in the Housing Allocations Policy.

Reasons for the Decisions:

There is an ongoing need for the provision of Housing Allocations Policy in the Lewes District. Lewes District Council, Eastbourne Borough Council and Eastbourne Homes are coming together to provide an enhanced single housing service for both areas under the banner of Homes First.

As part of this initiative the three organisations are looking at their policies in order to bring them up-to-date and make them more consistent. This will enable staff to work more effectively and provide a better service across both areas.

28 Report to Manage Upper Ouse Flood Protection and Water Retention Works

The Cabinet considered Report No 126/17 which provided an update on the progress made on the programme to improve flood protection and water retention work in the Upper Ouse and the contract between the Council; the Ouse and Adur River Trust (OART) and Sussex Wildlife Trust (SWT).

Much of the Lewes district was prone to flooding from a combination of tidal, ground water surface and river flooding. The River Ouse last flooded in October 2001 with many hundreds of properties being affected along its length. Since that time many schemes had been designed and delivered to reduce the risk of flooding in Lewes and, more recently, in Newhaven.

Following the extreme winter of 2015/16, at the Meeting of the Council on 25 February 2016 it was agreed that the budget to fund the Environment Agency Special Levy in respect of the River Ouse Internal Drainage District (IDD) be transferred to the General Fund Capital Programme given that the IDD was to be abolished. The money could then be used to fund measures to

reduce the flow of water down the Ouse catchment, spread the peak flow of water in the Ouse and its tributaries and so reduce the risk of flooding.

The proposal set out a programme of projects to be delivered over 3 years. To ensure earlier delivery and the protection of people's homes and businesses, £112,750 was paid to OART and SWT in 2016/17 as grants. Since December 2016, Officers from the Council had met with OART and Sussex Flow Initiative (SFI) on several occasions to progress the programme and had delivered the works that were set out in paragraph 4 of the Report. Paragraph 5 outlined the proposed programme of works for the current year.

In light of the need to carry out the works quickly, the Council's agreement with OART needed to be formalised for the remaining programme of works which would be carried out in 2017/18 and 2018/19. Therefore, a waiver to the Contract Procedure Rules was sought under CPR 2.4.1 (a) which enabled Cabinet to waive Contract Procedure Rules for a specific project.

The Minutes of the Council Meeting of 25 February 2016 proposed that a working group be formed. Such Group was established which had met in March 2016, but had not met since. It was proposed that the Group be reinstated and that it comprise Councillors Linington and Gardiner (as Councillor Linington had taken portfolio responsibility for such work from Councillor Nicholson), together with relevant officers and representatives of OART and SFI.

Resolved:

- | | | |
|-------------|--|-----|
| 28.1 | That the progress made by Ouse and Adur River Trust and Sussex Flow Initiative, a partnership working under the auspices of Sussex Wildlife Trust, as detailed in Report No 126/17, be noted; | |
| 28.2 | That the Working Group with representatives from Lewes District Council and Ouse and Adur River Trust and Sussex Flow Initiative be reinstated, more particularly as set out in paragraph 7 of the Report; | DSD |
| 28.3 | That a waiver to the Contract Procedure Rules, sought under CPR 2.4.1 (a) to enable the Council to sign a contract with Ouse and Adur River Trust and Sussex Flow Initiative for the 2017-18 programme of works described in paragraph 5.1 of the Report, be approved; | DSD |
| 28.4 | That returned Environment Agency Levy be set aside in a Reserve to finance future flood protection and drainage projects; and | DSD |
| 28.5 | That the Working Group bring a further Report to Cabinet recommending the programme of works for beyond 2018 for the remainder of the 3 year programme period. | DSD |

Reasons for the Decisions:

At the Council Meeting on 25 February 2016 it was agreed to undertake a programme of flood protection and water retention works in the Upper Ouse valley. The programme being over 3 years at a value of £296,750.

Lewes District Council entered into the Programme with Ouse and Adur River Trust and Sussex Flow Initiative as a matter of urgency following the extreme weather events that were experienced in the Southern England during the winters of 2012/13 and 2013/14 and in North West England during the winter of 2015/16.

29 Repair to the Sea Wall at Groyne 19, Friars Bay, Peacehaven

The Cabinet considered Report No 127/17 which requested capital funds to undertake repairs to the sea wall at Groyne 19, Friars Bay, Peacehaven.

Over many years the Council had been awarded central government monies to build coastal defences at the toe of cliffs in Peacehaven and separately in East Saltdean. The defences protected the cliffs from erosion by the sea and protected many hundreds of homes and critical assets. They were one of the more valuable assets in the Council's portfolio.

The Peacehaven sea defences comprised a sea wall with an access road on top. There were 19 concrete groynes, each of which was approximately 70 metres long that were designed to reduce the loss of beach material; flints, pebbles and sand from being carried away from the foot of the sea wall by longshore drift.

The most easterly groyne was Groyne 19 which was designed to act as a terminal groyne. Due to its orientation it was exposed to large waves and, as a consequence, had deteriorated more rapidly than others. The beach material it once held probably served to accelerate damage to the sea defences at that location which was evidenced by much patching of the sea wall over the years.

The sea wall was a critical civil engineering structure which needed to be repaired at an estimated cost of up to £80,000 which would be used to deliver a design and build contract. The repairs should extend the defences for up to 20 years and resolve health and safety issues that arose from a deteriorating defence.

Resolved:

- | | | |
|-------------|---|-----|
| 29.1 | That repairs be undertaken to the sea wall Groyne 19, Friars Bay, Peacehaven, before winter 2017; weather and tidal conditions permitting, as detailed in Report No 127/17; and | DSD |
| 29.2 | That £80,000 be allocated for the repairs in the General Fund Capital Programme, to be financed from capital receipts. | DSD |

Reasons for the Decisions:

Lewes District Council has discretionary powers under the Coast Protection Act 1949 to construct sea defences and to repair and maintain the same.

30 Business Support Package for Lewes District

The Cabinet considered Report No 129/17 which reviewed the achievements of the Local Enterprise & Apprenticeship Platform (LEAP) business start-up programme and set out options for the Council's continuing contribution to the business support landscape, details of which were set out in paragraph 1 of the Report.

Supporting and growing smart and sustainable enterprises was widely recognised as a critical driver of economic prosperity. Local interventions that improved business performance, encouraged innovation and retained key businesses, supported sub-regional, regional and national strategic economic priorities.

The main sources of business support for enterprises and residents in the Lewes District were set out in paragraph 4.3 of the Report which included LEAP which had been launched by the Council in February 2013 to raise awareness of apprenticeships and provide free training and support for business start-ups. The resourcing of the apprenticeships element of the programme was transferred to Sussex Downs College at the end of 2014.

The LEAP business start-up programme was usually run once per year. Applications were open for up to 30 local residents with a business idea who attended a 1-day introductory workshop following which up to 15 shortlisted candidates attended a series of additional training workshops and 1:1 mentoring, further details of which were set out in paragraph 4.5 of the Report.

The programme was originally delivered by Lets do Business Group on behalf of the Council, but following a competitive tender process in 2016, the delivery partner changed to become Eastbourne & District Enterprise Agency Ltd (Edeal).

There was sufficient funding to continue the LEAP business start-up programme as a standalone entity for one more year. There was, however, an opportunity to maximise the Council's investment and the level of business support in the area by working with the University of Chichester on its European Regional Development Fund (ERDF) bid. By agreeing future budgets at the current time, the Council could demonstrate its commitment and improve the chances of securing European funding, further details of which were set out in paragraph 9 of the Report.

The Council might also make an annual contribution for commercial property in the Lewes District to be listed on the online Greater Brighton Commercial Property Search database. It provided a platform to direct enquirers to consider the Lewes District as an affordable business location compared to Brighton. Newhaven in particular played an important role in the Greater Brighton economy and had the largest amount of commercial space on offer in

that area, linked to delivery of the Enterprise Zone. An increase in new businesses in the District would positively impact the Council's business rates income. The annual contribution to appear on the Greater Brighton Commercial Property Search database was £1,200.

Resolved:

- | | | |
|-------------|--|-----|
| 30.1 | That the continuation of the business start-up programme under the Local Enterprise & Apprenticeship Platform (LEAP) brand, as detailed in Report No 129/17, be supported; | DRP |
| 30.2 | That the expansion of the Council's business support service to enable residents and businesses to access local and tailored business support and advice all year round, be supported; | DRP |
| 30.3 | That the promotion of commercial property in the Lewes District on the Greater Brighton Commercial Property Search database, be continued; | DRP |
| 30.4 | That the Director of Regeneration and Planning be authorised to appoint Edeal to continue the delivery of the LEAP business start-up programme for up to three years; and, in order to achieve this, Contract Procedure Rule 6 be waived in respect of this contract for the reason set out in paragraph 3(1) of the Report; | DRP |
| 30.5 | That a total of £103,642 be allocated from the New Homes Bonus grant from the Government over a three year period as funding for the continuation and expansion of local business support and inclusion on the commercial property database; and | DRP |
| 30.6 | That the Officers be authorised to explore the option of working with the University of Chichester on their European Regional Development Fund (ERDF) bid to match fund and deliver business support in the Lewes District. | DRP |

Reasons for the Decisions:

As noted in paragraph 4.6 of the Report, a full procurement process was followed in 2015, which resulted in the appointment of Edeal to deliver the Local Enterprise & Apprenticeship Platform (LEAP) business start-up programme. Since this appointment, levels of positive feedback have increased and there has also been an increased level of demand for the LEAP programme.

There is sufficient funding to continue the LEAP business start-up programme as a standalone entity for one more year. There is, however, an opportunity to maximise the Council's investment and the level of business support in the area by working with the University of Chichester on their European Regional Development Fund (ERDF) bid. By agreeing future budgets now we can demonstrate our commitment and improve the chances of securing European funding.

The LEAP business start-up programme has obtained a good level of brand awareness around business support, which helps to demonstrate the added

value that LEAP offers within the local employment and skills landscape. Withdrawing LEAP's support for local activities would lose that awareness and reverse the positive work the Council has done on enterprise.

Local and tailored business support services for residents and business in the Lewes District are limited compared to other geographical areas restricting economic growth.

The Greater Brighton Commercial Property Database is recognised as a key mechanism to generate inward investment.

31 Community Housing Fund

The Cabinet considered Report No 130/17 which advised of a Community Housing Fund allocation of £180,179 by central Government to the Council; and sought Cabinet approval for specified expenditure in respect thereof.

In its autumn statement of 2016, central government had announced a budget of £60m to support community-led housing developments in areas where the impact of second homes was particularly acute. The programme was to run over five years.

In December 2016 the Council had received notice of the allocation from the Department for Communities and Local Government (DCLG) of £180,179. Eastbourne Borough Council had received an allocation of £365,894.

In order to receive the funding, the Council was required to submit a proposal as to its intended allocation in respect of which the Council had proposed that funding be used:

- to contribute to the development of a Sussex Community Housing Hub; and
- to employ an officer to work across both the Council and Eastbourne Borough Council to support local groups to deliver community led housing.

The bid to DCLG was successful and on 21 April 2017 the Corporate Management Team had given in principle approval for how the grant should be spent which required formal approval by Cabinet.

In light of the funding being ring-fenced, there was a need to commit any future spend against activity which met various detailed criteria and enabled community-led housing developments to be delivered across the Lewes district. It was proposed that the Council adopt the activities set out in paragraph 2.1 of the Report against the funding provision.

Resolved:

- 31.1** That the Community Housing Fund allocated by Government be used to—
- a. provide a grant of £20,000 to Action in Rural Sussex

DSD

(AiRS) to set up a Sussex Wide Community Housing Hub;

- b. provide funding of £25,000 for Lewes District Council's share of a post jointly funded with Eastbourne Borough Council to facilitate the Community Housing Fund (CHF); and
- c. subsequently, following expenditure of items a and b above, it be noted that Lewes District Council have £135,179 available to deliver further community led housing initiatives; and

- 31.2** That authority be delegated to the Director of Service Delivery in consultation with the portfolio holder to take all steps necessary for and incidental to the implementation of 31.1a and 31.1b above; and to allocate the uncommitted sum of £135,179 on such community led housing initiatives as they consider appropriate.

DSD

Reasons for the Decisions:

Delivering sustainable new housing and infrastructure is a Council Plan priority, and working with local communities is a key part of this.

The programme will potentially identify a number of development opportunities in the Lewes District for affordable housing.

32 Wave Leisure Trust Annual Review 2016/2017

The Cabinet considered Report No 131/17 which sought approval of the objectives stated within the 2018-19 Annual Service Statement between the Council and Wave Leisure Trust (WLT).

The Trust had completed eleven successful years of operation. Its partnership with the Council had matured over that period and the arrangements in place were considered to be successful in bringing about positive outcomes for the local community.

Since WLT took over management of the Leisure Service for the Council, it had reduced the annual Service Fee by £549,000 since 2010-2011; maintained visitor numbers at just under 1 million per year; and increased turnover to £4.9 million per year.

The Trust had achieved an operating surplus of £30,000 in 2016/2017, compared with a budgeted deficit of £97,000. It held net reserves of £512,000 at the year end, with resources set aside to fund development projects as well as major building repairs and the replacement of equipment.

A summary of the Trusts' Chief Executive's Annual report was set out at Appendix A to Report No 131/17.

The contractual arrangements between the Council and WLT required the Council to prepare and approve an Annual Service Statement each year and to indicate the level of Service Fee to be paid for the provision of services. In

return, WLT was required to produce an Annual Service Delivery Plan (ASDP) for submission to the Council for approval in January of each year.

The ASDP sets out how WLT intended to meet the Council's objectives based on the requirements of the Annual Statement which related to services that were intended to be delivered in the next financial year.

The ASDP for the financial year 2018-19 would align with objectives of the Council as set out in the Council Plan, the specific objectives for which were set out at Appendix B to Report No 131/17. Appendix B thereto set out the objectives for Newhaven Fort.

Paragraphs 2.8 to 2.10 of the Report set out details relating to WLT's performance against the ASDP 2016/2017.

The Chair introduced to the meeting Duncan Kerr, Chief Executive Officer, WLT, who referred to the Report and outlined the work of the Trust. The Chair, on behalf of Cabinet, thanked Mr Kerr and his team of staff who had recently opened Peacehaven Leisure Centre as a rest centre for displaced residents who had been required to leave their homes whilst an potentially dangerous object was found and investigated in Peacehaven.

It was reported that WLT had recently received a Business of the Year award and that Peacehaven Leisure Centre had recently retained the Best Managed Leisure Centre Facility award.

Resolved:

- 32.1** That the objectives identified in the 2018/2019 Annual Service Statement, as detailed in Report No 131/17, be approved; and
- 32.2** That Wave Leisure Trust's performance against the Annual Service Delivery Plan for 2016/2017, be noted.

DTE

Reasons for the Decisions:

The agreement between the Council and Wave Leisure Trust requires Cabinet to approve a Service Statement on an annual basis and to receive a report on the performance of the Trust. Additionally, Cabinet is required to approve the joint objectives proposed for the forthcoming financial year.

33 Ward Issues Raised by Councillors at Council

The Cabinet considered report No 132/17 which set out responses to Ward issues that had been raised by councillors at the Meeting of the Council held on 17 July 2017.

Resolved:

- 33.1** That the Officer action in respect of Ward issues that had been raised by Councillors at the Meeting of the Council held on 17 July 2017, as detailed in Report No 132/17, be noted and

DSD/
DRP

agreed.

Reason for the Decision:

To ensure that appropriate follow up action is taken in respect of Ward issues that were raised by councillors at Meetings of the Council.

34 "Stronger Together" Joint Transformation Programme Update

The Cabinet received Report No 133/17 which provided an update on the progress of the Joint Transformation Programme and key decisions taken by the Programme Board.

The Chair, on behalf of Cabinet, paid tribute to the Assistant Director of Business Transformation who had prepared the Report and who was shortly to leave his employment with the Council. The Chair thanked him for the valuable work that he had undertaken and wished him well for the future.

Resolved:

- 34.1** That the progress made in developing the Phase Two proposals as well as the wider programme in respect of the Joint Transformation Programme; and the decisions made by the Programme Board, as detailed in Report No 133/17, be noted.

Reasons for the Decision:

To note the progress of the Joint Transformation Programme and key decisions taken by the Programme Board.

35 Appointment to Serve on an Outside Body

Resolved:

- 35.1** That Councillor Stephen Gauntlett's appointment as the Outside Body member representative to serve on the 3VA Board (Voluntary Action Lewes) in place of Councillor Sarah Osborne, be confirmed.

Reason for the Decision:

To confirm the appointment of an Outside Body member representative to serve on the 3VA Board (Voluntary Action Lewes).

ADLDS
(HDS)

The meeting ended at 3.51pm.

A Smith
Chair