



## Lewes District Council

### To all Members of the Cabinet

A meeting of the **Cabinet** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes Southover House, Southover Road, Lewes** on **Wednesday, 03 January 2018 at 14:30** which you are requested to attend.

Please note the venue for this meeting which is wheelchair accessible and has an induction loop to help people who are hearing impaired.

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

04/01/2018

Catherine Knight  
Assistant Director of Legal and Democratic Services

### Agenda

- 1 Minutes**  
To confirm and sign the minutes of the meeting of the Cabinet held on 13 November 2017 (previously circulated).
- 2 Apologies for Absence**
- 3 Declarations of Interest**  
Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Urgent Items**  
Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972. A Supplementary Report will be circulated at the meeting to update the main Reports with any late information.
- 5 Public Question Time**

To deal with any questions received from members of the public in accordance with Council Procedure Rule 11 (if any).

**6 Written Questions from Councillors**

To deal with written questions which councillors may wish to put to the Chair of the Cabinet in accordance with Council Procedure Rule 12 (if any).

**7 Matters Referred to the Cabinet**

Matters referred to the Cabinet (whether by the Scrutiny Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution.

None.

**8 Reporting Back on Meetings of Outside Bodies**

To receive feedback from the Council's representatives who serve on outside bodies in respect of meetings they have attended (if any).

**9 Reports from Officers**

**- Key Decisions**

**9.1 Waste and recycling: supplementary planning document (page 4)**

Report of Director of Regeneration and Planning

Lead Cabinet members: Councillors Franklin and Jones

**9.2 2018/19 Budget overview and tax base setting (page 21)**

Report of Deputy Chief Executive

Lead Cabinet member: Councillor Giles

**- Non-Key Decisions**

**9.3 Garage sites redevelopment phase 2 (page 34)**

Report of Director of Service Delivery

Lead Cabinet member: Councillor Maskell

**9.4 Joint transformation programme update (page 50)**

Report of Assistant Director for Human Resources and Transformation

Lead Cabinet member: Councillor Smith (Leader of the Council)

**9.5 Fees and charges (page 55)**

Report of Deputy Chief Executive

Lead Cabinet member: Councillor Giles

**9.6 Ward issues raised by councillors at Council (page 74)**  
Report of Assistant Director of Legal and Democratic Services

Lead Cabinet members: Councillors Smith (Leader of the Council) and Maskell

**9.7 Appointment to serve on an outside body**  
To confirm that Councillor Tony Nicholson be appointed as the council's representative on the Action in Rural Sussex outside body.

**Exclusion of the Public and Press**

To consider, under Section 100(A)(4) of the Local Government Act 1972 (as amended), excluding the public and press from the meeting during the discussion of item 9.8 on this agenda, as there are likely to be a disclosure of exempt information as defined in paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act (ie information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings). It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**- Key Decisions**

**9.8 Asset development - Seaford, Sutton Road (page 78)**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings;

For further information about items appearing on this Agenda, please contact Simon Russell at Southover House, Southover Road, Lewes, East Sussex BN7 1AB. Telephone 01323 415021

**Distribution:**

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

**Agenda Item No: 9.1**

**Report Title: Waste and Recycling: Supplementary Planning Document (SPD)**

**Report To: Cabinet Date: 3 January 2018**

**Cabinet Member: Councillor Paul Franklin, Cabinet Member for Waste and Councillor Tom Jones, Cabinet Member for Planning**

**Ward(s) Affected: All wards outside the National Park**

**Report By: Director of Regeneration and Planning**

**Contact Officer(s)-**

**Name(s): Jane Goodall**  
**Post Title(s): Strategy and Partnership Lead, Quality Environment**  
**E-mail(s): [jane.goodall@lewes-eastbourne.gov.uk](mailto:jane.goodall@lewes-eastbourne.gov.uk)**  
**Tel No(s): 01323 415383**

#### **Purpose of Report:**

For Members to authorise the publication of the draft Waste and Recycling Supplementary Planning Document (SPD) for public consultation for a six week period

#### **Officers Recommendation(s):**

- 1 To approve the draft Waste and Recycling SPD for publication for a 6 week consultation period to receive representations and comments from developers and other interested parties.
- 2 To delegate authority to the Director of Strategy, Regeneration & Planning and in consultation with the Lead Cabinet Member to make minor amendments before the commencement of the consultation period.

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#### **Reasons for Recommendations**

- 1 New developments without adequate space for vehicle access and storage facilities for waste and recycling receptacles add time, cost and inconvenience to operations and discourage residents from recycling good practice. This SPD will ensure adequate provision is made for waste and recycling receptacles and access for collection vehicles in new developments, both residential and commercial.
- 2 The SPD provides advice and guidance for developers on requirements for access and storage for waste and recycling.

## **Information**

### **1 Introduction**

- 1.1 A Supplementary Planning Document (SPD) is a planning policy document that builds upon and provides more detailed advice or guidance on the policies in a Local Plan. SPDs are material planning considerations in the determination of planning applications.
- 1.2 The Waste and Recycling SPD provides detailed explanation and contains advice relating to the standards required of the range of residential (and commercial) sites in order to deliver the waste and recycling service.
- 1.3 Before the new SPD can be adopted, it is required to be published for public consultation. It is proposed that public consultation on the draft SPD should take place for a 6 week period in Spring 2018, alongside the Local Plan Part 2, in line with the principles set out in the Statement of Community Involvement. The draft Waste and Recycling SPD is provided as Appendix A.

### **2. Consultation**

- 2.1 It is proposed that public consultation on the draft waste and recycling SPD should take place for a 6 week period in Spring 2018.
- 2.2 Consultation on the SPD will follow the principles set out in the Statement of Community Involvement.
- 2.3 Following the consultation period, a summary of representations will be prepared and any revisions to the Waste and Recycling SPD will be presented to Cabinet for endorsement and then Full Council for approval.

### **3 Conclusion**

- 3.1 Before the Waste and Recycling SPD can be adopted, it requires public consultation. This is proposed to take place in accordance with the consultation principles set out in the Statement of Community Involvement. Following consultation, comments will be considered and adoption is anticipated for Summer 2018.
- 3.2 Cabinet is requested to authorise consultation with the local community and other stakeholders on the draft SPD for a 6 week period as stated above in section 2.

## **Implications**

### **4 Financial Appraisal**

- 4.1 There are no financial implications to the Council as a direct result of this report. The cost of the consultation and publication of the SPD will be met from the planning budget.

### **5 Legal Implications**

5.1 The SPD has been prepared in order to comply with Regulation 13 of the Town & Country Planning (Local Planning) (England) Regulations 2012, and with regard to the requirements of the National Planning Policy Framework.

5.2 Regulation 12 requires that before the SPD is adopted, a statement setting out details of those consulted when preparing the SPD together with a summary of the main issues raised, must be prepared. Any relevant issues raised during the consultation will need to be addressed in the SPD. (Date of Legal Advice: 21 Nov 2017 - Legal Ref: 6912 –LDC-JCS).

## **6 Risk Management Implications**

6.1 The District Council's reputation and ability to facilitate development may be hindered if the SPD is seen by developers as overly stringent.

## **7 Equality Screening**

7.1 The Equalities and Fairness Impact Assessment prepared for the Local Plan Part 2 consultations in Spring 2018 applies to this proposed consultation as it is part of the same exercise.

## **8 Background Papers**

- Lewes District Local Plan Part 1 – Joint Core Strategy (2016)

## **9 Appendices**

Appendix A: Waste and Recycling: Supplementary Planning Document



## **Draft SPD Note for Property Developers**

### **Refuse & Recycling Storage at New Residential and Commercial Developments within Lewes District**

**November 2017**

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## **Purpose**

Under the Planning and Compulsory Purchase Act (2004) this design guide has been produced as a SPD to assist developers in complying with the council's development policies and to provide appropriate waste storage facilities.

## **Introduction**

Lewes District Council provides a 240ltr wheeled bin as standard for a co-mingled recycling collection system. This document focuses on provision required by developers based on the council's waste and recycling service.

The council offers the following waste and recycling collection services:

### For Residential Developments

- Weekly black bag/sack refuse and separated food waste collection using a 23litre caddy
- Fortnightly co-mingled recycling collection using a 240litre wheelie bin
- Communal recycling bins at flats for co-mingled recycling using either a range of 240litre wheelie bins or 1100litre wheelie bins
- Opt-in subscription based fortnightly garden waste collection

### For Commercial Developments

- Regular refuse collections
- Regular recycling collections for co-mingled recycling and a separate bin for glass recycling

The council's policy requires each household and producer of waste to take responsibility for their own refuse and recycling. Residents and businesses need to ensure they keep their waste suitably contained within their property or premises and only present their waste and recycling at the edge of curtilage on the day of collection.

Suitable storage areas need to be available for containing the waste that each household or business produces.

At properties where there is a shared residential and commercial use (for example, flats above shops), sufficient storage is required for household waste to be contained separately from commercial waste.

Communal properties such as blocks of flats and maisonettes may have a communal bin store or a refuse/recycling collection point (either internal or external to the building) where suitable bins will be stored.

Suitable access is required for the collection vehicles to service all types of domestic property.

Lewes District Council is the designated Waste Collection Authority (WCA) with the powers to determine what level of refuse storage a developer must provide in accordance with Document H



of The Building Act (1984) Review of Part H (drainage and solid waste). Further information can be found at [www.communities.gov.uk](http://www.communities.gov.uk)

This SPD has been compiled to assist developers, who need to demonstrate they have provided adequate refuse and recycling storage at any new or converted residential development.

### **Collection and storage of refuse and recycling**

This section, describes how refuse and recycling materials are collected and how the materials should be stored at each type of property to allow the residents to comply with the waste collection service arrangement provided by the council. See Annex 1 for examples.

### **Collection Point – general requirements**

The council provides an edge of curtilage refuse and recycling collection service. Residents are required to present their refuse and recycling at ground level by the edge of their property which is nearest to the adopted highway. The location where refuse sacks, caddies, wheeled bins and receptacles are presented for collection is known as the Collection Point.

It is the responsibility of the householder to place their refuse and recycling bin at the edge of their property curtilage for collection and return any empty receptacles to a location within their property boundary after collection. The Collection Point should be inside the boundary of the property but visible from the highway (or footpath). Black sacks, caddies, wheeled bins and other receptacles should not cause an obstruction to a public footpath or the highway.

The Collection Point at the edge of the property should be hard standing and within 10 metres of vehicular access. The Collection Point should be at the front of the property and to allow the bins to be wheeled, should be connected to the highway by a hard surface e.g. tarmac or concrete pathway rather than soft surface (e.g. gravel or grass). Guidance should be sought from the council's waste management team with regard to collections taking place from the rear of the property.

To allow residents to manoeuvre wheeled bins, caddies and other receptacles as necessary, steps and steep slopes (greater than 1:12) within the property curtilage should be avoided between the bin/box storage location and the Collection Point.

### **Houses**

A suitable Collection Point should be provided within the boundary of each property to allow the resident(s) to present no less than 2 refuse sacks, 1 caddy for food waste, 1 wheeled bin for recycling and 1 wheeled bin if joining the garden waste service.

### **Rural properties**

Collection vehicles will not enter private driveways. In rural areas dwellings may be some distance from the public highway so provision should be made for a Collection Point at the roadside.

Resident(s) will present their bins for collection at this point. Consideration should be given to a road-end / curtilage Collection Point which could also be designed as permanent storage for bins



and bags. Consideration must be given to safe vehicle and collection access. Residents have the opportunity to deposit their waste materials as they travel to and from the property.

**Flats, maisonettes and multiple occupancy properties**

The need for refuse and recycling to be collected is a primary design consideration so the Collection Point will usually inform the location for any communal storage of refuse and recycling.

This can be achieved by use of a bin cupboard or enclosed area close to the property and the nearest adopted highway.

Consideration must be given to the likelihood and impact of any excess material deposited by residents which could increase the risk of fire or block access to other dwellings.

**Storage for wheeled bins and sacks**

**For houses (including rural properties)**

Each residential property is assumed a refuse capacity of 140 litres (2 x standard refuse sack, potentially moving to a 140 – 240litre wheeled bin service) and allocated a recycling capacity of 263 litres.

Receptacle	Materials	Litres
2 x standard sack (potentially moving to a 140 – 240litre wheeled bin service)	Refuse	140 (or 240)
	<b>Refuse Sub Total</b>	<b>140 (or 240)</b>
1 x wheeled bin	Co-mingled dry recycling	240
1 x Caddy style bin	Food waste	23
	<b>Recycling Sub Total</b>	<b>263</b>
<b>Total for refuse and recycling in litres per property</b>		<b>403</b>

Residents can also opt-in to receive a 240 litre green coloured garden waste bin.

Residents store their waste in these bins and caddies prior to collection. Sufficient space is therefore required within the boundary of the property to accommodate: a minimum of 2 refuse sacks, caddy, 1 wheeled bin for recycling and 1 wheeled bin if joining the garden waste service in a position convenient for the resident to use and manoeuvre to their Collection Point.

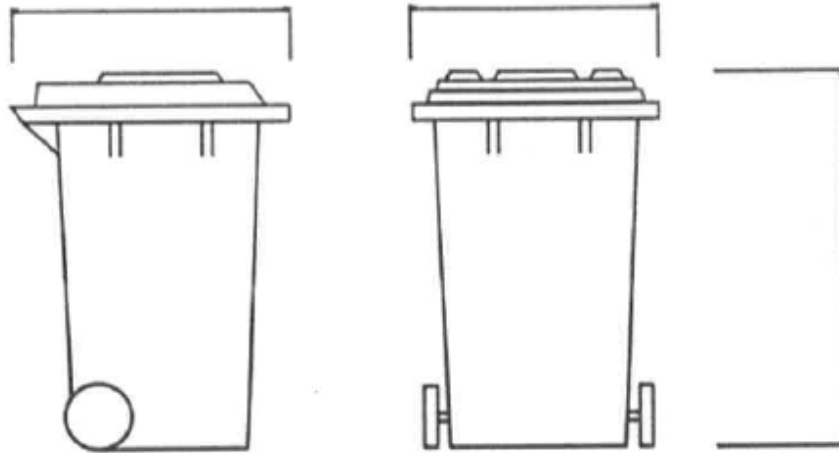
The route from the bin storage location to the Collection Point should be at ground level with no steps or other obstructions. Where this is not possible a sloped walkway from the bin store to ground level must be incorporated.

To assist developers and ensure sufficient consideration is given to the need for rubbish and recycling to be stored separately, the area is required to accommodate:

- 2 x refuse sacks or 1 x 140 - 240litre wheeled bin equivalent

- 1 x food waste caddy measuring 32cms wide by 41cms high (lid closed, handle down) or 62cms high (lid closed handle up) and 38cms deep.
- 1 x 240 litre wheeled bin for recycling service measuring 58cms wide by 110cms high (lid closed) and 74cms deep per bin.
- 1 x 240 litre wheeled bin if joining the garden waste service measuring 58cms wide by 110cms high (lid closed) and 74cms deep per bin.

Dig: 240litre wheeled bin



### **For flats, maisonettes and multiple occupancy properties**

To ensure suitable provision is made for the storage of rubbish and recycling at communal properties, houses in multiple occupation (HMOs) and properties where a shared bin storage area or purpose built bin store is included as part of the design, developers should discuss the arrangements with the waste management team at the local council.

Various solutions can be considered to meet the need for residents to store their refuse and communal recycling prior to collection. Typical solutions include use of several 140 litre and 240 litre bins and use of large 770 litre or 1100 litre bins.

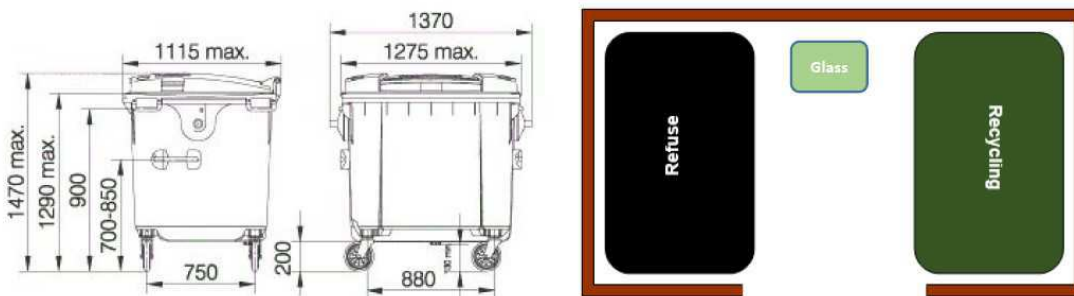
The council's policy regarding the provision and funding of large capacity bins at communal properties is, in some case the council will provide suitable bins and in others the management company is responsible for funding and providing large bins for their residents to use.

Collection Points are necessarily at ground floor level for vehicle access. Where bin storage areas are located above ground level, residents are responsible for moving their refuse and or recycling down to the Collection Point on the scheduled collection day.

At high density developments where separate bin storage locations for each dwelling are not possible, a communal bin store or compound should be provided. Ideally large 1100 litre bins will be provided for rubbish although depending on the number of dwellings, smaller size bins may be acceptable. For food waste a number of food waste caddies will be provided if practical and for co-mingled recycling separate 240litre (or larger) wheeled bins will be provided.

The council does not take responsibility for the use of mechanical lifts. Although scissor lifts or other mechanical lifts may be used to provide access, we will not accept responsibility for manoeuvring bins to and from the store using a mechanical lift. Therefore it would be the responsibility of the managing agent (or residents) to procure a separate service where the bins are moved to the Collection Point prior to collection and returned to the bin store after collection.

The extent of communal storage for rubbish and recycling largely depends on the size and type of dwellings being developed. To assist developers and ensure sufficient consideration is given to the need for rubbish and recycling to be stored separately, the area required to accommodate 2 large 1100 litre bins (suitable for approximately 12 x 2 bedroom dwellings) measures 3.5m wide by 1.5m high (lid closed) by 1.4m deep.



The Council provides weekly collection of rubbish and food waste and alternate week (fortnightly) recycling so bin storage areas need to be large enough to accommodate the size and number of bins required by residents. Provision of sufficient storage is essential to avoid waste overflowing and provision of sufficient separation for rubbish from recycling is essential to allow residents to meet UK legislative requirements.

Adequate external space should be allocated for waste storage and sized to accommodate containers suitable for the council's collection service. The minimum volume recommended by the British Standard 5906 (British Standard Institute, 2005) based on a maximum collection frequency of once a week is, 100 litres for a single bedroom dwelling with a further 70 litres for each additional bedroom (Code for Sustainable Homes Technical Guide November 2010).

Example calculation for communal refuse bins provision for 4 x 2 bedroom flats

- $(4 \times 100L = 400L) + (4 \times 70L = 280L) = 680L$
- Rounded up to bin size equivalent = 1 x 1100L bin or 1 x 770L bin or 3 x 240L bin

Example calculation for refuse bin provision for 12 x 2 bedroom flats

- $(12 \times 100L = 1200L) + (12 \times 70L = 840L) = 2,040L$
- Rounded up to bin size equivalent = 2 x 1100L bin or 3 x 770L bin or 9 x 240L bin

The same calculation for communal recycling bins will apply bearing in mind 240L, 770L or 1110L bins can be supplied for co-mingled recycling.

### **For commercial properties and businesses**

Various solutions can be considered to meet the need for businesses to store their refuse and recycling prior to collection. Typical solutions include use of several 140 litre and 240 litre bins and use of large 770 litre or 1100 litre bins.

Businesses can select their own commercial waste collection provider or join the council's own Trade Waste Collection Service. The provision of a collection point, access and vehicle access will be the same as required for residential areas.

### **Bin storage areas: design considerations**

#### **Location and resident use of the bin storage area**

To encourage residents to responsibly handle their rubbish and recycling, an external bin store should be conveniently located within 30 metres of an entrance to the property.

Bin stores should be located within 10 metres of the Collection Point where the collection vehicle will stop. This is an essential requirement in situations where 1100 litre bins are to be used.

Internal bin stores should be located at ground level, near to walkways or access points. An external access should be available for collection crews to service the bin store.

The ceiling height needs to be sufficient for the lid on the bins to be fully opened. An 1100 litre bin requires a ceiling height no lower than 2.3 metres.

The doors to an internal bin store should be louvered to allow ventilation into the bin store. Doors or gates to bin stores are not permitted to open over a public highway and should open outwards to ensure collection crews can always gain access to the area (to avoid the potential for any bins inside to inadvertently block access to the storage area).

Where bin stores are located within parking areas, ensure parking spaces are not placed directly in front of the bin store doors. Consideration must be given to allow the egress and ingress of bins without a risk of damage to the structure of the bin store or parked vehicles.

Chute systems, where residents use a chute which is directly connected to the bin store, should be avoided as they require residents or the management agent to rotate bins in order to avoid overflowing waste.

Particular design consideration is needed for residential properties which are combined with commercial units, for example flats above shops or commercial units on the lower floors of residential blocks. Suitable rubbish and recycling storage areas are needed to ensure segregation of household waste from commercial waste.

### **Signage, safety and security**

Signage should be used to identify the separate locations of bins for refuse and recycling. The council can provide designs for suitable signage on request.

It is also advisable to provide notices indicating reasonable hours of use for residents.

Bin stores require adequate ventilation and must be fitted with either sensor lights or switched lights.

Lighting should be positioned to allow residents to see into the bin with the bin lid lifted.

Developers should consider use of open rail gates or window sections in solid doors to allow residents to see into the bin storage area before entering.

Fly tipping is waste which is not contained within the agreed bins. Fly tipping is a common problem associated with bin stores and the residents or their managing agents are liable for the costs incurred by the council to dispose of fly tipped waste. Consideration of this liability when designing bin storage areas can help to minimise the likelihood that residents will inappropriately dispose of their waste (including furniture, carpets, etc).

Provision of CCTV and external lighting can help residents and their managing agents to deter fly tipping.

Vermin boxes may be used to reduce the presence of vermin in the bin store.

External bin stores should be located away from windows and ventilators and preferably in the shade or under shelter to reduce the likelihood of waste decomposing in the bins. A regular cleaning schedule is required to clear spilt waste, wash bins and generally maintain the bin storage area.

### **Internal and external features**

Level flooring capable of withstanding heavy loads and drainage provision are essential considerations.

Bin storage areas should be designed with separate areas for refuse and recycling to assist residents to segregate their waste.

A block placed on the floor or a rubber buffer affixed to the surrounding wall reduces unnecessary damage to bins. These features also reduce noise created by bins crashing against the walls/side fence.



The ceiling (or roof fitted to an external bin store), should be high enough to allow lids to be fully open without coming in to contact with the ceiling, any lights and other electrical fittings.

Provision of a water connection nearby will assist residents or their managing agent when cleaning the area.

To ensure the visual aspect of the street scene is not compromised by bin storage areas strategic screening using planting, soil bunds and similar should be provided.

### **Vehicle road access for collections**

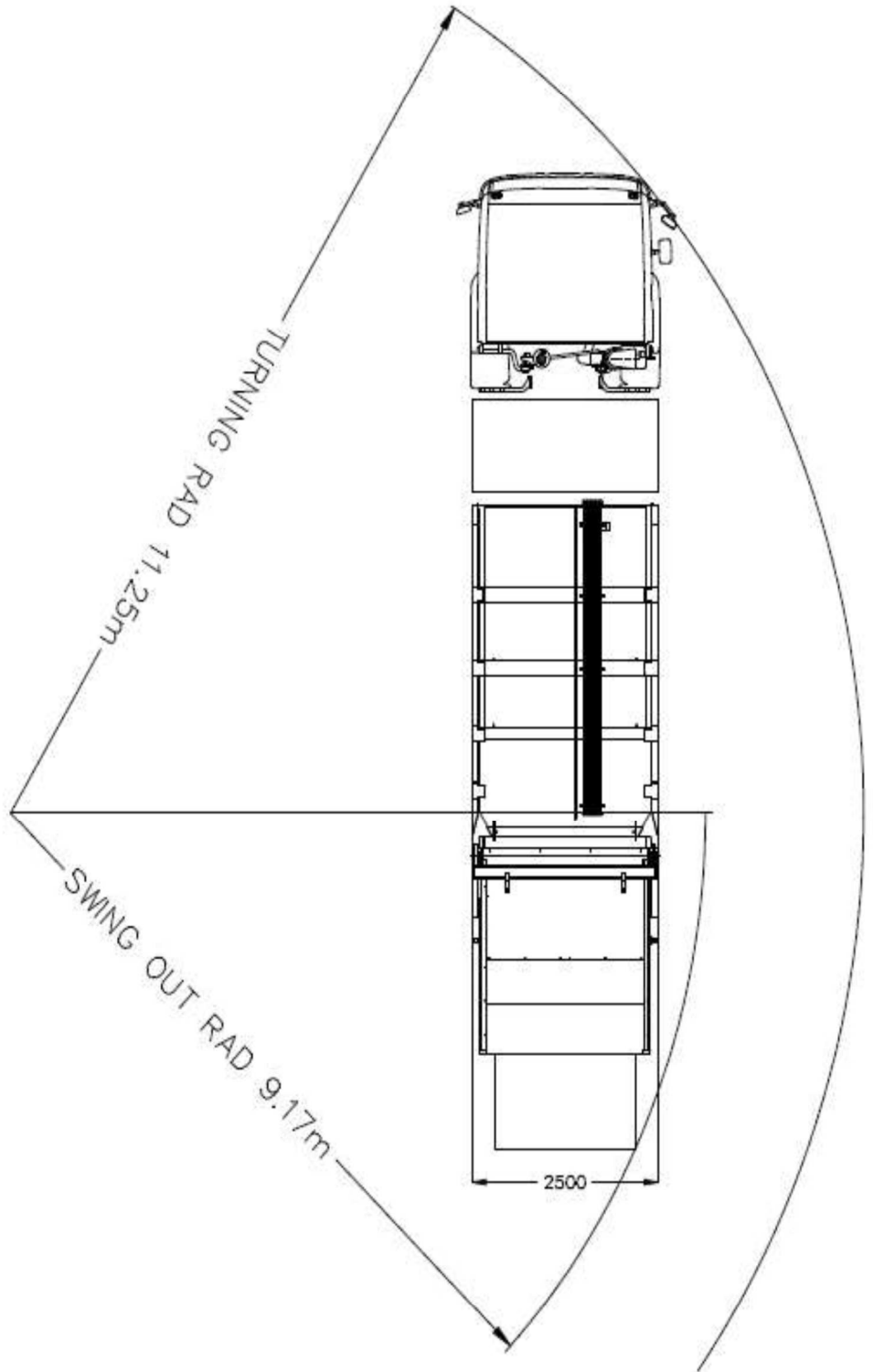
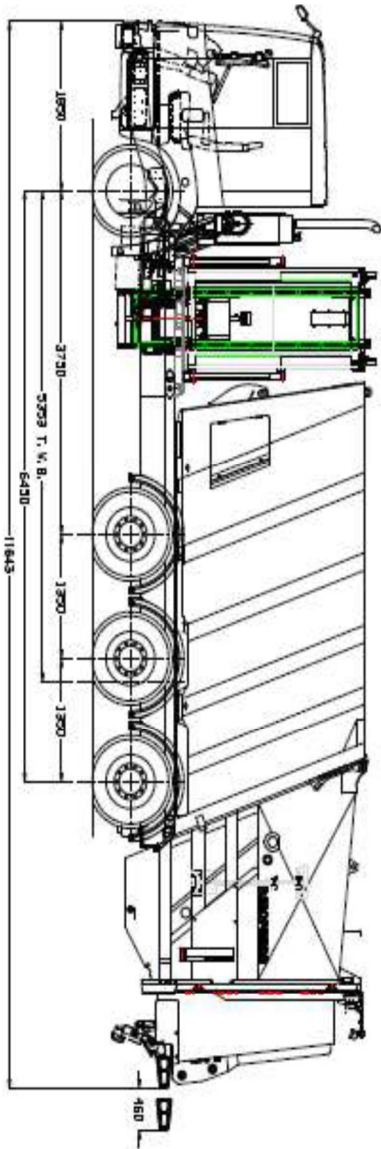
The access road(s) within a new development must be capable of accommodating a vehicle with dimensions of approximately 12 metres length x 3.5 metres high x 3 metres wide and weighing 26 tonnes (when fully loaded).

Within the access road, all manhole and similar service covers should be heavy duty 'Grade A' type capable of withstanding the weight of a fully loaded collection vehicle.

The layout of the access road should not require the collection vehicle to reverse, an in and out access option should be considered. Where there are multiple roads within a development, suitable on-site turning circles or hammerhead turning areas must be provided free from parked vehicles.

See Diagram on Page 11





### **Manual handling by collection crews**

Collection crews will manoeuvre bins from the Collection Point to the collection vehicle and return them to the Collection Point.

Collection crews will manoeuvre large bins from the bin store to the collection vehicle unless a different Collection Point has been agreed. The access route from the bin store to the collection vehicle should not involve bins being wheeled through residential areas, across gravel or grassed areas. The route also needs to be free from obstacles and across flat made ground.

Where level ground is not possible, suitable slopes (not exceeding 1:12) and dropped kerbs need to be installed, this will also reduce damage to the bins.

External doors can be secured with either an electronic or mechanical push button combination lock or key operated lock. Codes and/or keys need to be provided and registered with the council before the development is completed.

Access doors on both external and internal bins store need to be fitted with a mechanism which will allow the doors to be held open while collection crews are servicing the bins.

Where bin stores are located near to designated parking, suitable access should be left clear to allow bins to be moved to the waiting collection vehicle. Parking spaces should not be created in front of a bin store or access route.

### **Checklist for submission of planning application**

To assist compiling the documentation prior to the formal submission of a planning application, please ensure your submission includes the following points:

- ✓ Has suitable space within the development been allocated for rubbish bins, food waste caddies and recycling bins?
- ✓ Have I provided enough capacity for refuse and recycling at the development?
- ✓ Have I provided details of the location and size of any proposed communal bin store(s)?
- ✓ Have I ensured access to communal bin storage area(s) is suitable for both residents and the collection operatives?
- ✓ Have I ensured all access routes are free from obstacles and included suitable slopes (must not exceed 1:12) and drop down kerbs where level changes occur?

Cont.

- ✓ (Where applicable) Have I ensured that commercial waste is kept separate from household waste?
- ✓ Please include drawings, detailing all proposed external and internal bin storage areas. List of drawings should include:
  - Location and site plan (clearly showing location of proposed bin store).
  - Floor plans including elevations.
  - Bin store design (including number and layout of bins to be accommodated).

### **Contact us**

The council welcomes discussion to ensure the design and intended use of waste facilities adequately meets the needs of residents. Please contact the council at:

Southover House  
Southover Road  
Lewes  
East Sussex  
BN7 1AB0  
Tel: 1273 471600  
[www.lewes.gov.uk](http://www.lewes.gov.uk)

## **Annex 1**

### **Collection and storage of refuse and recycling**

Entrances to bin store should be flat to enable safe movement of bins and to avoid damage. Steps or raised door surrounds should be avoided.

Example of a bin store with a flat entrance and accessible door height and width



Example of a bin store located at the front of the development, next to the road and point of collection.



Example of a bin store off from the point of collection with flat access



**Agenda Item No:** 9.2  
**Report Title:** 2018/19 Budget overview and Tax Base setting.  
**Report To:** Cabinet **Date:** 3 January 2018  
**Cabinet Member:** Councillor Bill Giles  
**Ward(s) Affected:** All  
**Report By:** Alan Osborne, Deputy Chief Executive  
**Contact Officer(s)-**  
**Name(s):** Steve Jump  
**Post Title(s):** Deputy Head of Finance  
**E-mail(s):** [steve.jump@lewes-eastbourne.gov.uk](mailto:steve.jump@lewes-eastbourne.gov.uk)  
**Tel No(s):** 01273 085257

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**Purpose of Report:**

To explain the emerging General Fund and Housing Revenue Account budgets for 2018/19. The report also recommends the level at which the council tax base for 2018/19 should be set and the approach to be taken to determining the projected amount of non-domestic rating income for that year.

**Officers Recommendation(s):**

**That Cabinet:**

- 1 Notes the emerging 2018/19 budget context and proposals.
  - 2 Approves the calculation of the Council Tax Base for 2018/19.
  - 3 Approves that, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the 2018/19 Council Tax Base for the whole of the area shall be 37,034.0 and that the Council Tax Base for each of the Town and Parish areas of the District shall be as set out in Appendix 2 of this report.
  - 4 Delegates the setting of the projected amount of non-domestic rating income for 2018/19 and the demand on the business rates Collection Fund to the Deputy Chief Executive.
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## Reasons for Recommendations

- 1 The Council's budget setting process is well underway for 2018/19 and the report sets out some of the national and local context as well as some of the main assumptions that are being made. It will act as part of the consultation process with stakeholders including the Scrutiny Committee.
- 2 Cabinet is required to approve the Tax Base which will be used for the purposes of calculating the 2018/19 Council Tax in respect of Town and Parish Councils and Special Expenses.
- 3 The Council is required to forecast the amount of its non-domestic rating income for the forthcoming financial year and to notify the Government and major precepting authorities by 31 January 2018.

## Information

### 4 Council Tax Base 2018/19

- 4.1 The Council is required by law to set the Council Tax Base before 31 January each year. This will enable East Sussex County Council, Sussex Police and Crime Commissioner and East Sussex Fire and Rescue Service to apportion their precepts between the billing authorities in the county on the basis of their tax bases.
- 4.2 The Tax Base will be used in the 2018/19 calculation of:
  - Lewes District Council's own council tax demand.
  - The amount of Special Expenses which will be charged to taxpayers in each area of the District.
  - The council tax of each Town and Parish Council.
- 4.3 Cabinet has the authority to approve the Council Tax Base. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 set out the basis of calculating the Council Tax Base.
- 4.4 The Council Tax Base must be expressed in terms of equivalent "Band D" properties. The Government's Valuation Office Agency assesses the relative value of every property within the district and places it in one of eight bands A to H. A conversion factor is then applied to each of the Bands A to H in order to obtain the equivalent number of "Band D" properties as set out below.

<u>Valuation (at 1 April 1991)</u>	<u>Band</u>	<u>Conversion Factor</u>
Less than £40,000	A	6/9 of Band D
Less than £52,000	B	7/9 of Band D
Less than £68,000	C	8/9 of Band D
Less than £88,000	D	9/9 of Band D
Less than £120,000	E	11/9 of Band D
Less than £160,000	F	13/9 of Band D
Less than £320,000	G	15/9 of Band D
Greater than £320,000	H	18/9 of Band D

- 4.5** Occupiers qualifying for disabled relief who are in properties above Band A move down a band for Council Tax purposes. Occupiers qualifying for disabled relief in Band A properties receive relief equivalent to 1/9th of a Band D tax.
- 4.6** Deductions are made from the aggregate number of properties in each band in respect of exempt properties and single person discounts. As agreed by the Council, no discount is given for second homes and long-term empty properties attract a 50% premium. An adjustment is also made to reflect the potential impact of the Council Tax Reduction Scheme.
- 4.7** In setting the Tax Base, an assessment is made of the anticipated in-year collection rate of the Council Tax. It is considered appropriate to set the anticipated collection rate at 98.2%, unchanged from 2017/18. This reflects current collection performance, which is closely monitored throughout the year.
- 4.8** **Appendix 1** sets out details of the Tax Base for the whole District. The total number of dwellings in the District (line 2) on 30 November 2017 (the prescribed date of this calculation) was 44,809, an increase of 229 on the previous year.
- 4.9** The Tax Base calculation includes an estimate for the number of new properties which will be subject to the council tax for the first time in 2018/19 (line 34). A number of data sources including records of Planning application approvals have been used to project the number of dwellings which are considered likely to be constructed or converted in the year. This approach to projecting the increase in the taxbase has proved to be robust in previous years.
- 4.10** The total Tax Base, net of the collection rate adjustment, increases by 688.4 from 36,345.6 to 37,034.0 Band D Equivalents. The increase in chargeable properties exceeds the prudent projection of 0.5% recurring annual growth used over the duration of the Council's Medium Term Finance Strategy (MTFS), which equated to 182 additional Band D equivalent dwellings in 2018/19.
- 4.11** Cabinet is recommended to approve the constituent parts of the total tax base relating to Towns and Parishes shown at **Appendix 2**. These will be used to calculate the Special Expenses council tax amounts for 2018/19, as well as the council tax requirement of each Town and Parish Council to meet their own budget (precept) requirements. The Towns and Parishes have been provisionally advised of these individual tax bases in order that each can assess the impact of the precept in its area.
- 4.12** In 2013/14 the Council introduced a system of grant payments to the local Town and Parish Councils to offset increases in their council tax amounts which would otherwise arise as a result of reductions in their tax bases following the introduction of the Council Tax Reduction Scheme. The Government had made funding available to district councils for such grant schemes through the Revenue Support Grant and Business Rates Retention mechanism. In response to reductions in Government funding, the Council has reduced the grants that it pays to the Town and Parish Councils each year and the same value of reductions, £30,000 in total will be applied in 2018/19, resulting in aggregate payments of £141,000.

## **5 Retained Business Rates Income**

- 5.1** Following a national revaluation exercise, a new 'Rating List' came into effect from 1 April 2017. As a result, the amounts paid by individual business ratepayers have varied compared with 2016/17, subject to a national transitional relief scheme designed to mitigate significant increases or decreases. In order to support those businesses which faced the steepest increases in their business rates bills as a result of the revaluation, the Government has made available a discretionary fund of £300 million nationally. Local authorities have been allocated a share of the fund, to be administered and awarded to local businesses through their discretionary relief powers. This Council approved its Business Rate Revaluation Support Policy in November 2017.
- 5.2** A large number of appeals against the 2017 Rating List can be expected. The appeals process changed with effect from April 2017 with the Government introducing a new three-stage 'Check, Challenge, Appeal' approach. The Valuation Office Agency advise that cases may take fifteen months to reach the 'challenge' stage. The 'Appeal' stage falls within the remit of the Valuation Tribunal and local authorities have yet to receive information on the process and format of data that will be made available to them in respect of appeals received. In this context,
- 5.3** On 1 April 2017, an Enterprise Zone (EZ) was established for a defined area of Newhaven. Non-domestic properties within the EZ are eligible for business rates discounts, the cost of which will be reimbursed to the Council by government grant. The Council will also be able to retain the benefit of growth in the business rates base arising from businesses expanding within or relocating to the EZ.
- 5.4** The estimate of business rate income for 2018/19, taking into account the changes and associated risks noted above, is currently being finalised. The income estimates will be notified to the Government in January 2018. The report seeks delegation to the Deputy Chief Executive as the Council's statutory Chief Finance Officer to determine the final demand on the business rates collection fund for 2018/19.
- 5.5** In September 2014, Cabinet agreed that the Council should enter into an East Sussex Business Rates Pool with effect from 1 April 2015 comprising the other District and Borough Councils, East Sussex County Council and East Sussex Fire Authority. Under this arrangement, 50% of any growth in business rate income which would otherwise be paid as a levy to the Government can be retained by the Pool to be redistributed to its participating authorities in accordance with an agreed memorandum of understanding. All the members of the Pool decided not to operate the Pool for 2017/18 due to the uncertainty around the impact that the new Rating List would have on business rate income. Now that this uncertainty has significantly diminished, it is the intention for the Pool to recommence in 2018/19 and the Government has been notified accordingly.



## **6 National and Local Context to the 2018/19 General Fund Budget**

### National

- 6.1** The Chancellor delivered his Autumn budget speech on 22 November 2017. This had little direct impact on the Council's own revenue budgets with the effects principally limited to a change in the inflation index used for the annual increase in business rates payable and the freezing of fuel duty.
- 6.2** While the Council has chosen to be part of the multi-year finance settlement for the years up to and including 2019/20, at the time of writing this report the Department for Communities and Local Government (DCLG) has yet to confirm the position in respect of:
- Business Rates Reset (last carried out in 2013)
  - New Homes Bonus grant (general reward allocation based on the year on year increase in local housing stock above a specified threshold)
  - Housing Benefit Administration Grant
  - Homelessness Support Grant
  - Transition Grant (DCLG had initially intended that this would be distributed for two years only, 2016/17 and 2017/18)
  - Council tax referendum principles specifying an acceptable level of increase
  - Changes to DCLG guidance in respect of the calculation by councils of amounts that they should provide for the repayment of debt
- 6.3** The National Employers, who negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland, have offered a two-year pay increase which, if accepted, would give a 2% uplift in salaries on 1 April 2018 and a further 2% on 1 April 2019. The finance settlement assumes an increase of 1%.

### Local

- 6.4** In addition to the effects of the above, there are various effects on the LDC General Fund budget from existing policies that need to be factored into the budget setting process for 2018/19.
- 6.5** The Council has a good track record of delivering against budget and has a healthy level of reserves which are used for investment as well as contingency. The Council has adopted the approach of paying New Homes Bonus grant directly into reserves and using it to fund non-recurring expenditure. By doing so, reductions in New Homes Bonus grant do not require a compensating saving in the underlying General Fund budget.
- 6.6** 2018/19 will be the third year of the Council's medium term savings and income programme which the MTFs identified to reduce the annual net General Fund budget by £2.8m by 2019/20 compared with the 2015/16 base year. As previously explained to Cabinet progress on the savings measures has been positive. There continue to be three primary sources for the remaining two year period :
- Leisure savings via [Page 25 of 77](#) (£0.2m)

- New income generation (£0.2m)
  - Joint Transformation Programme (£0.6m plus any unmet target deferred from 2017/18 as a result of timing of delivery of Phase 2 of the programme).
- 6.7** The Council applies inflation to its fees and charges within the remit of an established set of Guiding Principles. A detailed report can be found elsewhere on this agenda. The MTFS assumed that £72,000 would be generated by increases in fees and charges, but the actual increase in income budgets is £232,000. Of this amount £150,000 is in respect of the Council's green waste collection service, which is largely offset by additional costs of collection.
- 6.8** In keeping with the approach taken by most councils, inflation on goods and services is only budgeted for where there is a contractual liability to apply. The grounds maintenance budget and the Council's own business rates liabilities are examples. Overall this requires estimated growth of £46,000 per annum.
- 6.9** Pay awards, contractual increments and increases in employers' pension contributions will add approximately £190,000 per annum to the cost of staff engaged on General Fund activity in 2018/19. This represents the baseline figure, ahead of reductions to be achieved through Phases 2 and 3 of the Joint Transformation Programme (JTP). As noted above, the pay offer for 2018/19 exceeds that provided for within the finance settlement, and there is a potential funding shortfall of approximately £80,000. This would be offset if Government continues to allocate Transition Grant at its current level, £84,000.
- 6.10** As a result of the transfer of staff to Eastbourne Borough Council as sole employer from February 2017, employers' pension contributions to the East Sussex Pension Fund are now being made at a lower rate than required previously. This enables a £95,000 reduction in the budget.
- 6.11** A net additional cost of £490,000 is included within the draft budget in respect of the recycling service. Co-mingled collection from households is being introduced in stages across the District, with the roll-out expected to be completed by July 2018. Recyclate collected under the new arrangements will be received, sorted and marketed by Viridor under a contract which runs until mid-2019. Previously, material collected from households was sold direct to the market by the Council, exposing the budget to the risk of falling prices for recyclates.
- 6.12** The draft budget assumes a rise in the General Expenses (ie excluding Special Expenses) element of the council tax of 1.9% consistent with the MTFS. If the Government's council tax referendum principles remain unchanged for 2018/19, this is within the acceptable level of increase, specified as an increase in the total council tax (including Special Expenses) of up to 2% or £5, whichever is the higher.
- 6.13** A summary of the estimated main movements in the emerging budget between 2017/18 and 2018/19 is shown at **Appendix 3**. At this point in the budget setting cycle, total expected increases in costs and reductions in funding are matched by increases in income and cost reductions. This means that the

Council should, as in previous years, be able to produce a budget for 2018/19 with no draw on reserves for recurring expenditure.

- 6.14** As in 2017/18, the draft budget for 2018/19 continues to hold a resource for service priorities (£109,000). At its meeting in November 2017 Cabinet considered a report regarding updating the Council's Strategic Tourism Vision and Action Plan and noted that specific amounts to fund the activities set out in the plan may be included as part of the budget setting process. £100,000 of the service priorities budget could be utilised for this purpose.
- 6.15** The overall budget has the ability to finance one off service investments directly from reserves, although it should be noted that the opportunity to use reserves is available at any time as the budget requirement and level of council tax is not affected.

## **7 The Housing Revenue Account (HRA) 2018/19**

### National Factors

- 7.1** The Council keeps a separate HRA which statutorily contains all transactions that appertain to its landlord role with tenants as well as leaseholders in properties previously owned by the Council and which have been sold under the Right to Buy scheme.
- 7.2** 2018/19 will be the third year in which rents reduce by 1% as required by Government regulation. The estimated effect of this change is a reduction in rents of £150,000 per annum from the existing budget level. The Government has confirmed plans to revert to the previous policy of limiting rent increases to CPI + 1% from 2020/21.
- 7.3** The Government has yet to clarify its intentions on two proposed measures:
- levy on local housing authorities based on the sale potential of 'high value asset' (HVA) properties. Although power to introduce a HVA Levy to fund the extension of a Right to Buy to housing association tenants was introduced in the Housing and Planning Act 2016 the necessary Regulations have not yet been laid before Parliament. The previous Housing Minister Gavin Barwell announced in November 2016 that councils would not be expected to pay the HVA Levy until after April 2018 and it appears this will continue to be the case until at least April 2019. At the Autumn Budget the Chancellor announced that the Government would fund an extended pilot of the Right to Buy for housing association tenants in the West Midlands area, however it would appear the Government are not prepared to abandon the idea of a HVA Levy at some stage in the future.
  - lifting of HRA borrowing caps. As part of the Autumn budget, the Government announced a selected lifting of borrowing caps for councils in areas of high affordability pressure to enable them to build more homes. Councils will be invited to bid for increases in their caps from 2019/20. It is unlikely that this Council will qualify for an increase in its borrowing cap.

## Local Factors

- 7.4** The HRA has been setting aside funds to repay debt each year, leading to a reduction in debt costs. However, with rent income continuing to reduce both because of the national rent policy and as a consequence of sales under the Right to Buy scheme, it may no longer be possible to sustain these repayments.
- 7.5** New HRA borrowing to fund new homes constructed on former garage sites, at Ashington Gardens and the redevelopment of Saxon House will increase annual interest costs to the HRA by £33,000. These costs will be serviced by the additional rent income generated from the new homes.
- 7.6** A newly procured contract for responsive repairs is expected to reduce costs by approximately 8%.
- 7.7** As part of the JTP, the shared 'Homes First' team will be in place from January 2018. A new housing management and repairs system is currently being implemented and is expected to go live later in 2018. A proportion of savings resulting from these changes will pass through to the HRA to recognise the balance of delivery of HRA/General Fund services.
- 7.8** A 30 year business plan has been in place since 2012 when the Government introduced "self-financing" arrangements for local authority housing. This business plan is currently being refreshed to take account of updated housing stock condition information, recent and planned additions to stock, Right to Buy sales and the budget pressures explained above. Financial projections from the business plan will be presented to Cabinet as part of the HRA budget report in February 2018.

## **8 Legal Implications**

As noted above, the Tax Base must be calculated as required by the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.

## **9 Risks**

- 9.1** The Council maintains an overview of its policy programme, its Medium Term Financial Strategy and the external factors that affect them. Without this constant analysis and review there is a risk that the underlying recurring revenue budgets will grow at a faster rate than the resources available to fund them. This risk is mitigated through regular reports to Cabinet on the Council's overall revenue and capital position and Cabinet's correcting actions taken in accordance with the objectives and principles it set for management of the Council's finances.
- 9.2** This Council, East Sussex County Council, the Sussex Police and Crime Commissioner, and East Sussex Fire and Rescue Service will all use the Council Tax Base to calculate their individual council tax requirements for 2018/19. If the tax base is overestimated, a shortfall in actual tax collected would arise, which would need to be recovered by an increase in the council tax in future years. Conversely, if the tax base is underestimated, council tax amounts will be higher than necessary in 2018/19. The Council has a track

record in producing a small surplus each year as a product of the approach to setting the tax base.

- 9.3** Delivery of savings through the JTP is key to both the General Fund Medium Term Financial Strategy and the HRA Business Plan. Regular reports will be made to Cabinet on the progress of the JTP.

## **10 Equality Screening**

This is a routine report for which detailed Equality Analysis has not been undertaken. It gives an overview of the national and local context to the budget setting process for 2018/19 which will be concluded at the meetings of Cabinet and Council in February 2018. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

## **11 Background Papers**

Budget 2017/18 and Medium Term Finance Strategy

### **Appendices**

Appendix 1 – Council Tax Base Calculation 2018/19 - Summary

Appendix 2 – Council Tax Base Calculation 2018/19 by Parish/Town Council area

Appendix 3 – Summary of the General Fund emerging budget proposals 2018/19

## Appendix 1

Council Tax Base Calculation 2018/2019 – Summary										
The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012										
	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
<b>1 Chargeable Dwellings</b>										
2 Valuation List Totals		4,326	6,030	13,394	9,676	5,817	3,013	2,322	231	44,809.00
3 Less: Exempt Dwellings Class A - W		107	107	163	119	95	33	23	7	654.00
4 Less: Demolished Properties		1	0	0	2	0	0	1	1	5.00
5 Disabled Banding Reductions -)		5	21	77	77	56	32	28	13	309.00
6 Disabled Banding Reductions +	5	21	77	77	56	32	28	13	0	309.00
<b>7 ITEM H Chargeable Dwellings</b>	<b>5</b>	<b>4,234</b>	<b>5,979</b>	<b>13,231</b>	<b>9,534</b>	<b>5,698</b>	<b>2,976</b>	<b>2,283</b>	<b>210</b>	<b>44,150.00</b>
<b>8 Discounts</b>										
9 <u>Dwellings entitled to Single Person Discount</u>	4	2,761	2,773	4,524	2,796	1,427	553	327	15	15,180.00
10 Discount Percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	
11 <b>D1</b> Adjustment for Single Person Discount	1.00	690.25	693.25	1,131.00	699.00	356.75	138.25	81.75	3.75	3,795.00
12 <u>Dwellings entitled to a '2 x 25%' Discount</u>	0	2	7	10	7	6	13	17	3	65.00
13 Discount Percentage	50%	50%	50%	50%	50%	50%	50%	50%	50%	
14 <b>D2</b> Adj for Dwellings entitled to a '2 x 25%' Discount	0.00	1.00	3.50	5.00	3.50	3.00	6.50	8.50	1.50	32.50
15 <u>Second Homes</u>	0	29	38	72	70	50	17	21	5	302.00
16 Discount Percentage	0%	0%	0%	0%	0%	0%	0%	0%	0%	
17 <b>D3</b> Adj for Second Homes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 <u>Prescribed Class A Empty Discounts</u>	0	31	32	46	25	12	14	8	1	169.00
19 Discount Percentage 50% UP TO ONE YEAR	50%	50%	50%	50%	50%	50%	50%	50%	50%	
20 <b>D4</b> Adj for Class A Exempt Dwellings	0.00	15.50	16.00	23.00	12.50	6.00	7.00	4.00	0.50	84.50
21 <u>Prescribed Class C Empty Dwellings</u>	0	28	24	23	17	8	5	0	0	105.00
22 Discount Percentage 100% for 1 month	100%	100%	100%	100%	100%	100%	100%	100%	100%	
23 <b>D5</b> Adj for Class C Empty Dwellings	0.00	28.00	24.00	23.00	17.00	8.00	5.00	0.00	0.00	105.00
24 <u>Annexe Discount</u>	0.00	12.39	0.50	1.00	1.00	0.00	0.00	0.50	0.00	15.39
25 Discount Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	
26 <b>D6</b> Adj for Annexes	0.00	12.39	0.50	1.00	1.00	0.00	0.00	0.50	0.00	15.39
<b>27 ITEM Q Discounts (D1+D2+D3+D4+D5+D6)</b>	<b>1.00</b>	<b>747.14</b>	<b>737.25</b>	<b>1,183.00</b>	<b>733.00</b>	<b>373.75</b>	<b>156.75</b>	<b>94.75</b>	<b>5.75</b>	<b>4,032.39</b>

	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
<b>28 Premiums</b>										
<b>29 Dwellings (Long Term Empty)</b>	0	18	21	17	17	5	3	5	0	86.00
<b>30 Premium Percentage (50% = 150% charge)</b>	50%	50%	50%	50%	50%	50%	50%	50%	50%	
<b>31 D6 Adj for Dwellings (Long Term Empty)</b>	0.00	9.00	10.50	8.50	8.50	2.50	1.50	2.50	0.00	43.00
<b>32 ITEM E Premiums</b>	<b>0.00</b>	<b>9.00</b>	<b>10.50</b>	<b>8.50</b>	<b>8.50</b>	<b>2.50</b>	<b>1.50</b>	<b>2.50</b>	<b>0.00</b>	<b>43.00</b>
<b>33 Dwellings - Estimated changes in year</b>										
<b>34 Estimate of new dwellings</b>	0	0	0	0	317	0	0	0	0	317.00
<b>35 Less: Exempt dwellings at 0% of total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>36 Estimate of net new dwellings</b>	0	0	0	0	317	0	0	0	0	317.00
<b>37 Discounts - Estimated changes in year</b>										
<b>38 Estimate of new discounts</b>	0	0	0	0	0	0	0	0	0	0.00
<b>39 Discount Percentage</b>	25%	25%	25%	25%	25%	25%	25%	25%	25%	
<b>40 Estimated value of discount changes</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>41 ITEM J Adjustment for dwelling and discount changes</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>317.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>317.00</b>
<b>42 ITEM Z Local Council Tax Reduction Scheme</b>	<b>0.00</b>	<b>1,092.34</b>	<b>1,162.34</b>	<b>1,190.41</b>	<b>368.41</b>	<b>84.30</b>	<b>19.04</b>	<b>4.26</b>	<b>0.00</b>	<b>3,921.10</b>
<b>43 (ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z</b>	<b>4.00</b>	<b>2,403.52</b>	<b>4,089.91</b>	<b>10,866.09</b>	<b>8,758.09</b>	<b>5,242.45</b>	<b>2,801.71</b>	<b>2,186.49</b>	<b>204.25</b>	<b>36,556.51</b>
<b>44 Ratio Item F</b>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>11</u>	<u>13</u>	<u>15</u>	<u>18</u>	
<b>45 Ratio Item G</b>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	
<b>46 (ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z) x( F/G) *</b>	<b>2.2</b>	<b>1,602.4</b>	<b>3,181.2</b>	<b>9,658.8</b>	<b>8,758.3</b>	<b>6,408.0</b>	<b>4,047.8</b>	<b>3,645.1</b>	<b>409.0</b>	<b>37,712.8</b>
<b>47 ITEM A Band D Equivalentents</b>										<b>37,712.8</b>

**Calculation of the Tax Base**

ITEM A Total Relevant Amounts (Band D)	37,712.8
ITEM B Collection Rate	98.2%
<b>COUNCIL TAX BASE (ITEM A x ITEM B)</b>	<b>37,034.0</b>

\*This is the aggregate of the individual Town and Parish tax bases in accordance with legislation. It is not the product of line 43 \*(line 44/line 45)

## Appendix 2

	<b>Council Tax Base Calculation 2018/2019 - Band D Equivalents</b>										
<b>Town/Parish Area</b>	<b>DISA</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>	<b>Total</b>	<b>98.2%</b>
Barcombe	-	11.2	30.8	99.7	95.7	107.6	136.9	164.2	16.0	662.1	650.2
Chailey	0.6	34.3	34.1	158.5	154.0	201.7	295.0	405.8	46.0	1,330.0	1,306.1
Ditchling	-	7.3	22.4	65.0	75.8	335.6	171.2	422.2	70.6	1,170.1	1,149.0
East Chiltington	-	0.9	4.5	49.7	40.9	9.8	18.1	52.5	18.0	194.4	190.9
Falmer	-	1.0	6.5	15.5	17.6	17.4	3.6	10.0	2.0	73.6	72.3
Firle	-	3.3	12.8	15.6	26.5	27.7	9.1	25.0	7.6	127.6	125.3
Glynde & Beddingham	-	3.5	7.5	66.4	16.2	24.8	23.1	31.7	19.0	192.2	188.7
Hamsey	-	11.2	13.6	52.7	35.6	41.9	35.1	50.8	14.0	254.9	250.3
Iford	-	0.7	2.3	3.1	12.4	36.9	15.2	15.8	6.0	92.4	90.7
Kingston	-	9.5	4.7	4.3	13.5	57.8	185.0	150.5	15.0	440.3	432.4
Lewes	0.4	190.1	606.2	1,842.2	1,315.2	905.2	660.3	715.0	35.0	6,269.6	6,156.7
Newhaven	0.8	283.9	857.3	1,238.6	821.2	367.3	32.4	30.8	2.0	3,634.3	3,568.9
Newick	-	9.2	19.1	135.5	240.8	241.8	234.7	258.0	12.0	1,151.1	1,130.4
Peacehaven	0.4	344.8	431.7	2,052.6	1,432.9	482.7	145.5	27.2	2.0	4,919.8	4,831.2
Piddinghoe	-	1.3	3.1	23.6	8.7	24.2	44.1	30.5	-	135.5	133.1
Plumpton	-	8.0	12.1	93.8	149.8	113.9	98.7	182.3	21.6	680.2	668.0
Ringmer	-	15.5	61.5	317.4	625.7	420.8	298.3	178.7	25.6	1,943.5	1,908.5
Rodmell	-	4.0	10.7	24.5	12.0	23.2	37.6	84.3	21.6	217.9	214.0
St Ann Without	-	2.0	1.6	5.2	6.5	4.6	11.3	10.0	-	41.2	40.5
St John Without	-	1.3	-	6.4	3.5	2.2	2.6	12.5	4.0	32.5	31.9
Seaford	-	526.2	752.6	2,201.2	2,350.5	2,310.6	1,302.2	437.2	4.0	9,884.5	9,706.6
Southease	-	0.5	0.8	1.8	1.8	4.6	4.3	8.0	2.0	23.8	23.4
South Heighton	-	30.7	19.4	172.0	21.0	16.3	6.5	11.3	2.0	279.2	274.2
Streat	-	1.2	0.8	7.7	15.3	7.1	9.8	39.7	6.0	87.6	86.0
Tarring Neville	-	2.0	2.2	2.5	0.8	1.2	-	1.7	-	10.4	10.2
Telscombe	-	85.7	238.1	862.1	989.1	363.9	62.4	31.7	5.0	2,638.0	2,590.5
Westmeston	-	5.4	3.0	7.1	16.5	27.1	27.9	52.2	23.0	162.2	159.3
Wivelsfield	-	7.7	21.8	134.1	258.8	230.1	176.9	205.5	29.0	1,063.9	1,044.7
<b>TOTAL</b>	2.2	1,602.4	3,181.2	9,658.8	8,758.3	6,408.0	4,047.8	3,645.1	409.0	37,712.8	37,034.0



## Summary of emerging budget proposals

Item	Basis	£'000
Reduction in grants	Based on 4 year settlement	460
Pay award	Chancellor's announcement 1%	80
Waste Pay Harmonisation	Agreed by cabinet`	80
HRA recharges	Share of Joint Transformation Programme savings	100
HB Grant reduction	Estimated 5% reduction	30
Increments	Calculated on pay budget	60
Inflation on contracts and other unavoidable costs	Based on current inflation	170
SDNP Planning Service fee reduction	Agreed change	60
Recycling Service	Contract sum and operational cost change	490
Pension costs	Known increase per actuary	50
<b>Total net cost increases</b>		<b>1,580</b>
New income streams	Target	(200)
Increased Fees and Charges	Cabinet report	(200)
Wave Leisure agreement	Agreed	(100)
Miscellaneous savings eg telephony, post	Delivered	(150)
Reduced Town/Parish grants	Agreed programme	(30)
Joint Transformation Programme (Phase 2)	Delivered	(400)
Joint Transformation Programme (Phase 3)	Target	(100)
Pension savings	Harmonisation with Eastbourne BC	(100)
Council Tax increase	Assumed 1.9%	(140)
Council Tax Base growth	Known	(160)
<b>Total net cost reductions</b>		<b>(1,580)</b>

**Agenda Item No:** 9.3  
**Report Title:** Garage Sites Redevelopment Phase 2  
**Report To:** Cabinet **Date:** 3 January 2018  
**Cabinet Member:** Cllr. Ron Maskell, Cabinet Member for Housing  
**Ward(s) Affected:** All  
**Report By:** Ian Fitzpatrick, Director of Service Delivery  
**Contact Officer(s)-**

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**Tel No(s):** 01323 415367

### **Purpose of Report:**

To seek approval for the Council's second phase new housing developments on garage sites and other Housing Revenue Account (HRA) sites.

### **Officers Recommendation(s):**

- 1 To give the Director of Service Delivery authority [in consultation with the Cabinet Portfolio Member for Housing] to progress the development programme including the production of the final appraisal, costing, planning and local consultation with a view to bringing a further report to Cabinet for approval to proceed with the finalised development programme
- 2 To approve the principle of the sale of a garage site at market value to the Lewes Community Land Trust for the development of new affordable housing, the final approval being delegated to the Director of Service Delivery in consultation with the Cabinet Member for Housing

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### **Reasons for Recommendations**

- 1 Delivering sustainable new housing and infrastructure is a key priority within the Council Plan. The Local Growth Fund (LGF) project was completed in 2017, delivering 22 new affordable homes on Garage and HRA sites and there is further scope to continue this approach to delivery.
- 2 Initial feasibility studies have been carried out on each of the sites proposed within the programme, but the final construction budget cannot be confirmed until planning permission has been obtained on the sites.

- 3 Central Government have given grants to the Council to assist the development of Community Led Housing groups in building affordable housing. The Lewes Community Land Trust has been selected as a Community Led Housing Group to develop a site under this programme.

### Information

1. In June 2017 LDC Cabinet approved initial feasibility work to establish a programme of HRA owned land that could be developed for new housing. The feasibility has progressed to a stage to which a programme of sites can be proposed with expected numbers of homes and estimated costs
2. The first phase of housing developments on HRA garage sites, known as the LGF Project, included sites in Seaford, Newhaven, Peacehaven and Telscombe Cliffs. The second phase of sites is mainly focused in Lewes Town and Ringmer.
3. A further garage site in Ditchling is adjacent to a privately owned field that is being promoted through the Beacon Villages Neighbourhood Plan and that offers scope for the two sites to be developed together for a larger number of homes.
4. The sites within the proposed programme have been selected, based upon legal, planning and local community considerations. The residents residing close to each scheme have been consulted on the principle of development, as have local politicians and other identified stakeholders.
5. The proposed list of development sites:

Site	Location	Current Use
The Lynchets	Lewes	Garages
Malling Close	Lewes	Amenity
Prince Charles Road	Lewes	Amenity
Queens Road	Lewes	Garages
Shelly Close	Lewes	Garages
Broyle Close	Ringmer	Garages
Kiln Road	Ringmer	Amenity
Mill Close	Ringmer	Garages
Long Park Corner	Ditchling	Garages
Waldshut Road	Lewes	Garages

6. Many of the sites require specific consultations to be undertaken and or additional land to be acquired to maximise the potential of the developments. Following this process (and in some cases concurrently) the Council would be in a position to apply for planning permission. Consultation is underway with the South Downs Planning Authority with regards to those sites which they may wish to decide upon themselves.
7. The programme is being appraised as an affordable housing scheme, with scope for rented and shared ownership homes. There is also scope for a small number of market units to be included in the programmes if it facilitates the delivery of additional affordable units that could not be funded otherwise.

8. The sites approved for development will be assessed by the Council's Joint Venture development partnership to ensure that the construction of new housing can be delivered through the most cost effective route.

### **Community Led Housing**

9. In November 2016 central government announced an annual budget of £60m to support community-led housing developments, for a period of 5 years. LDC was granted £90k in the first year and will be able to bid for more money in future years of the programme. Full details of the Government grant allocation and the arrangements that LDC have put in place to utilise the money were covered in a Cabinet Report in September 2017.
10. The success of future grant applications to this programme are dependent upon proving that there are community housing groups with a robust structure and at least one deliverable site that affordable housing can be delivered upon. The Lewes Community Land Trust (LCLT) was formed in 2007 and has shown their expertise through the viability work they have carried out on a number of sites, however, none of these sites have yet been made available for a housing development. By selling the LCLT as a small site and working with them to ensure they can deliver high quality affordable housing, LDC can bring further Central Government investment into the District to deliver housing.

### **Delivery Vehicles**

11. Due to limited funds available within the HRA it is anticipated that circa 45 units could be delivered as affordable rented housing units in Lewes Town area. To ensure we maximise affordable homes it is proposed the remaining sites will be developed in the joint Lewes & Eastbourne Councils LLP Aspiration Homes which has the ability to utilise RTB receipts which otherwise would have been returned to central Government.

### **Legal Implications**

#### **Sale of a garage site to the Lewes Community Land Trust**

Section 32 Housing Act 1985 requires Secretary of State consent for the disposal of garages held for the purposes of that Act. The General Housing Act Consents 2013 apply to the disposal of land under Section 32. In particular Consent A 3.2 is applicable to the sale of garage sites and enables the council to dispose of them at any price determined by it.

In disposing of any land or interest in land the council must ensure that it does so in accordance with State aid rules. The European Commission's Communication on the Sale of Land sets out an automatic assumption that no State aid is present in a sale of land and buildings, provided its terms are followed. It requires the sale of land for "market value" through (i) an open and unconditional bidding process or (ii) an expert valuation.

#### **Sale of Sites and Development by Aspiration Homes LLP**

The development of affordable and the small number of market units can take place within the Housing and Revenue Account. In relation to the proposal that sites will be developed in Aspiration Homes LLP, this will involve a transfer to

Aspiration Homes of the land before it is developed. Consent A3.2 of the General Consent referred to above enables the council to dispose of vacant land at any price determined by it. The council will also utilise the General Consents under section 25 of the Local Government Act 1988 (Local Authority assistance for privately let housing) 2010 and 2014 as appropriate to facilitate the transaction.

Further advice will be obtained in relation to the proposed transfer to Aspiration Homes LLP regarding the terms of any loan agreement from the council, any SDLT payable by the LLP and any other necessary issues. Details will be provided in the further report that will be brought to Cabinet.

In disposing of any land or interest in land and in the provision of any financial assistance to Aspiration Homes LLP the council must ensure that it does so in accordance with State aid rules. The council will ensure compliance either through the European Commission's Communication on the Sale of Land (as above) or under the Commission Decision 20 December 2011 in relation to Services of General Economic Interest.

006863-LDC-KS-CJEC 16 November 2017

## **Financial Appraisal**

12. A further report will be made to Cabinet for approval to proceed with the finalised development programme for the sites identified above. That report will include a detailed financial appraisal.
13. At the time of writing this report, the Council has retained receipts with a total value of £3.4m from the sale of council houses which must be used for the construction or acquisition of new affordable homes for rent, either directly by the Council or through a partner organisation. The receipts can be used to finance a maximum of 30% of the cost of the new affordable homes and must be spent within 3 years of the original Right to Buy sale. Any unused receipts must be returned to the Government, with interest. The current position is that the £3.4m receipts retained to date require cumulative spending of £10.7m by the end of 2019/20. Actual expenditure on new affordable homes to date, along with projected spend on the Ashington Gardens development which Cabinet has approved previously, will be £7.1m, leaving an additional spending requirement of £3.6m. Based on an estimated £9.2m programme cost, a maximum of £2.7m could be used to finance the programme costs of developing the sites identified in this report.
14. In the case of new homes directly-owned by the Council within its HRA, the 70% minimum balance of funding required can be met by new borrowing up to the level of the HRA borrowing cap specified by the Government. The 'headroom' for additional borrowing between its current level and the HRA borrowing cap will be £8m at 31 March 2018. Although the Council is able to borrow up to £8m, the HRA must be able to afford the cost of any new borrowing (at current rates the annual cost of interest on a fixed rate long-term loan from the Government would be £0.2m). The HRA's capacity to meet additional borrowing costs will be assessed in the context of its overall Business Plan which is to be updated as part of the 2018/19 budget process.

15. The sale of a garage site to the Lewes Community Land Trust would generate a capital receipt, available to finance capital expenditure on housing schemes or any other major project.

### **Risk Management Implications**

16. A risk assessment has been completed.

The following risks will arise if the recommendations are implemented, but this risks could be mitigated in the following ways:

- The costs associated with site surveys and preparing a planning application could be wasted if the site does not get planning permission or if the Council decide not to proceed with site due to local resident objections.
- The risk of abortive costs due to planning reasons will be mitigated by full pre-application advice being sought from the planning teams at Lewes DC and South Downs National Park, so that spending on sites can be halted at an early stage if necessary.
- Two rounds of local resident consultation are planned, one being a opportunity come and see and discuss the plans ahead of the planning application being submitted. The outcomes of which will be assessed and discussed with relevant District and Town/Parish Councillors.

The risk of not doing anything is that many of the garages will continue to run with a high percentage of voids and continue to be a target for break-ins and anti-social behaviour.

### **Equality Screening**

17 The assessment identified: The disposal of garages had the potential to negatively impact on older people who may park their car in a garage and would struggle to walk further to an alternative space. However this potential impact will be mitigated by an assessment of current uses of the garages and additional parking can be designed in the scheme.

### **Appendices**

Appendix A: Site Plans

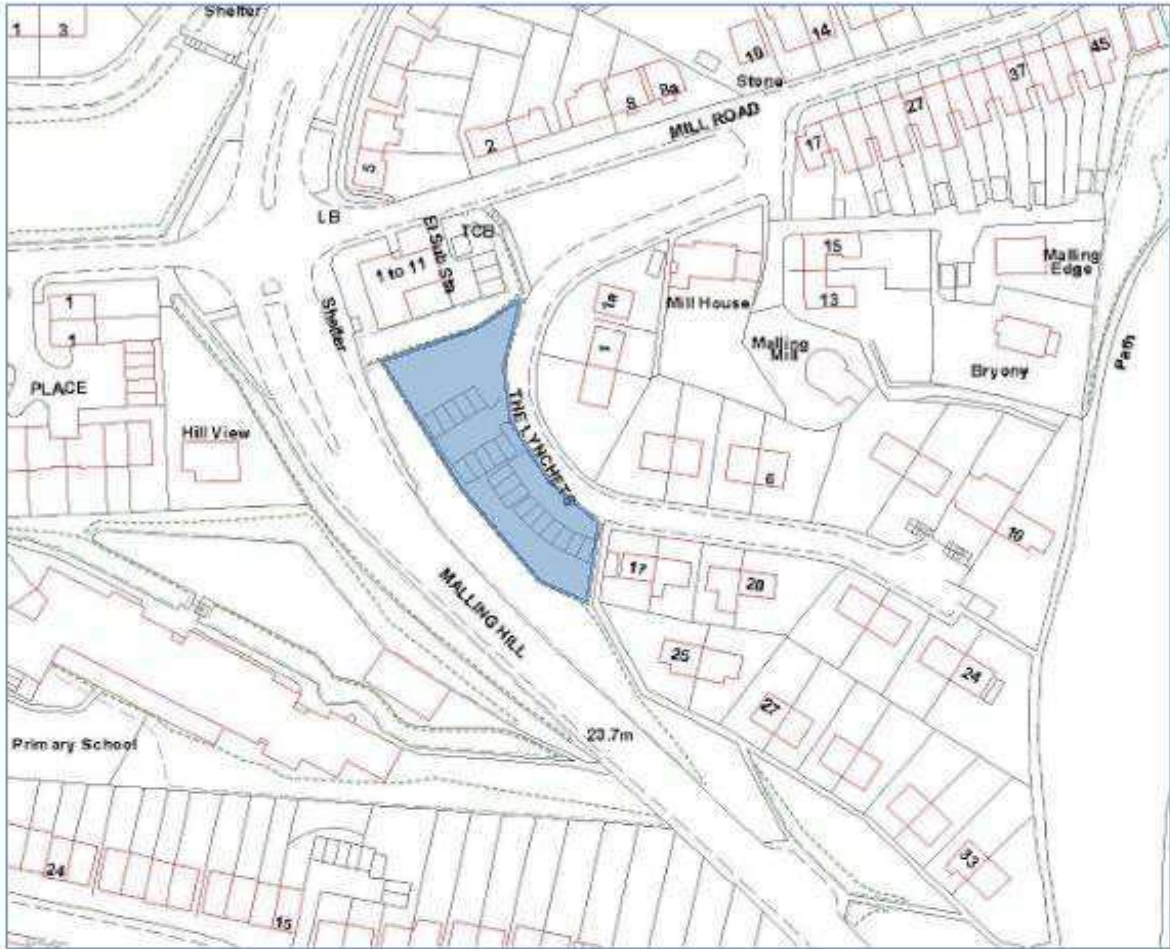
### **Background Papers**

Equalities Impact Report

## **Appendix A – Site Plans**

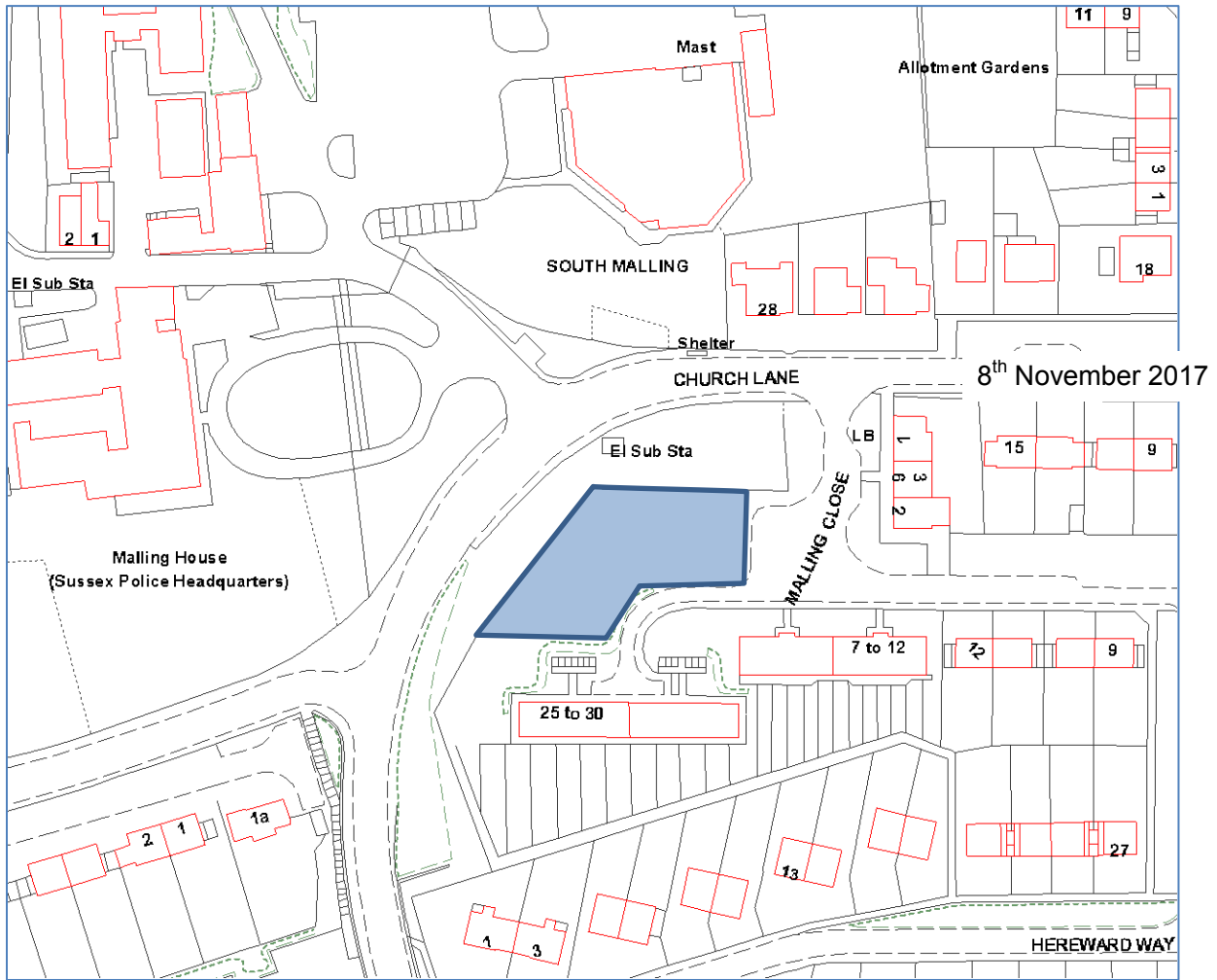
Site	Location
The Lynchets	Lewes
Malling Close	Lewes
Prince Charles Road	Lewes
Queens Road	Lewes
Shelley Close	Lewes
Waldshut Road	Lewes
Broyle Close	Ringmer
Kiln Road	Ringmer
Mill Close	Ringmer
Long Park Corner	Ditchling

The Lynchets, Lewes

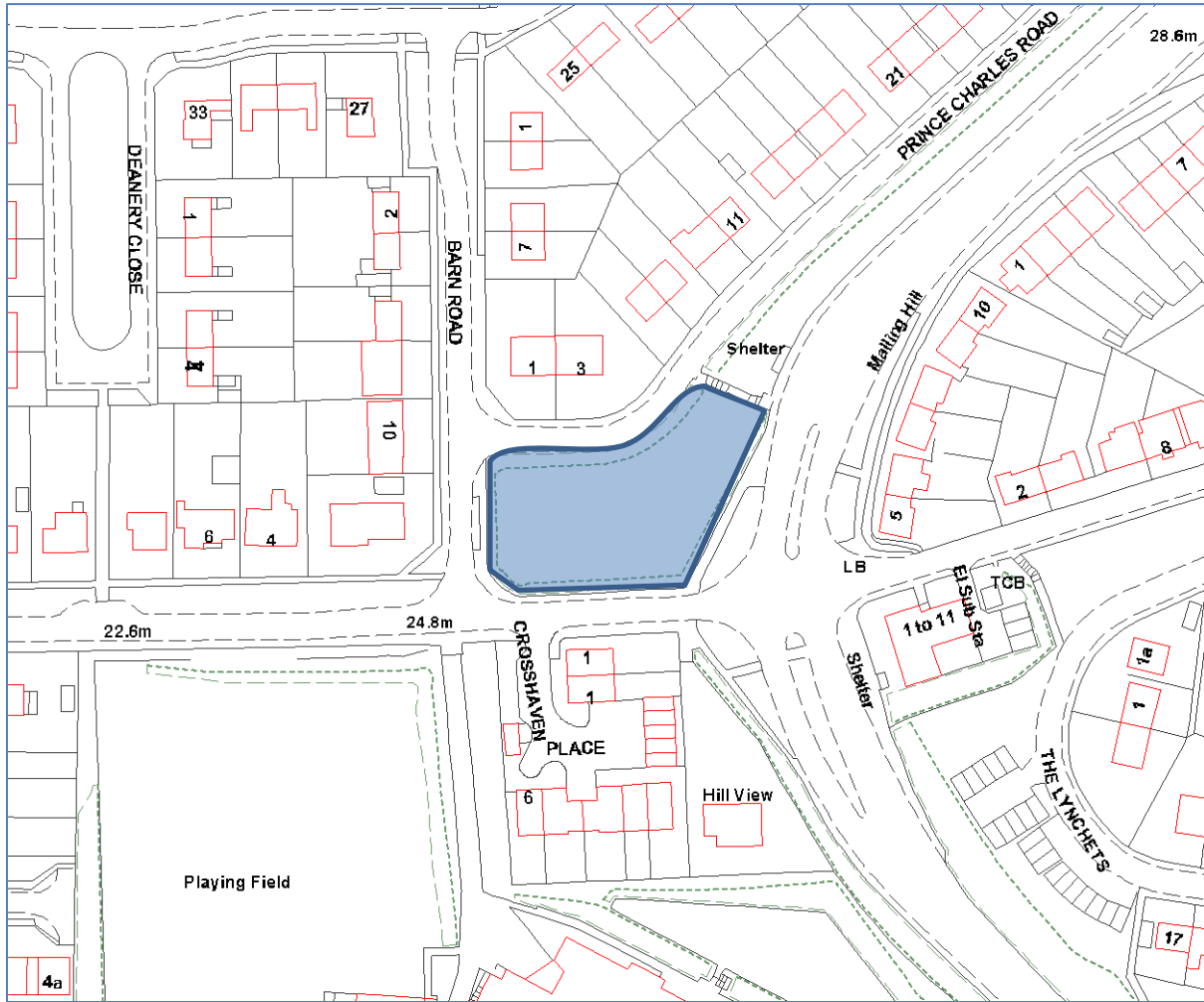




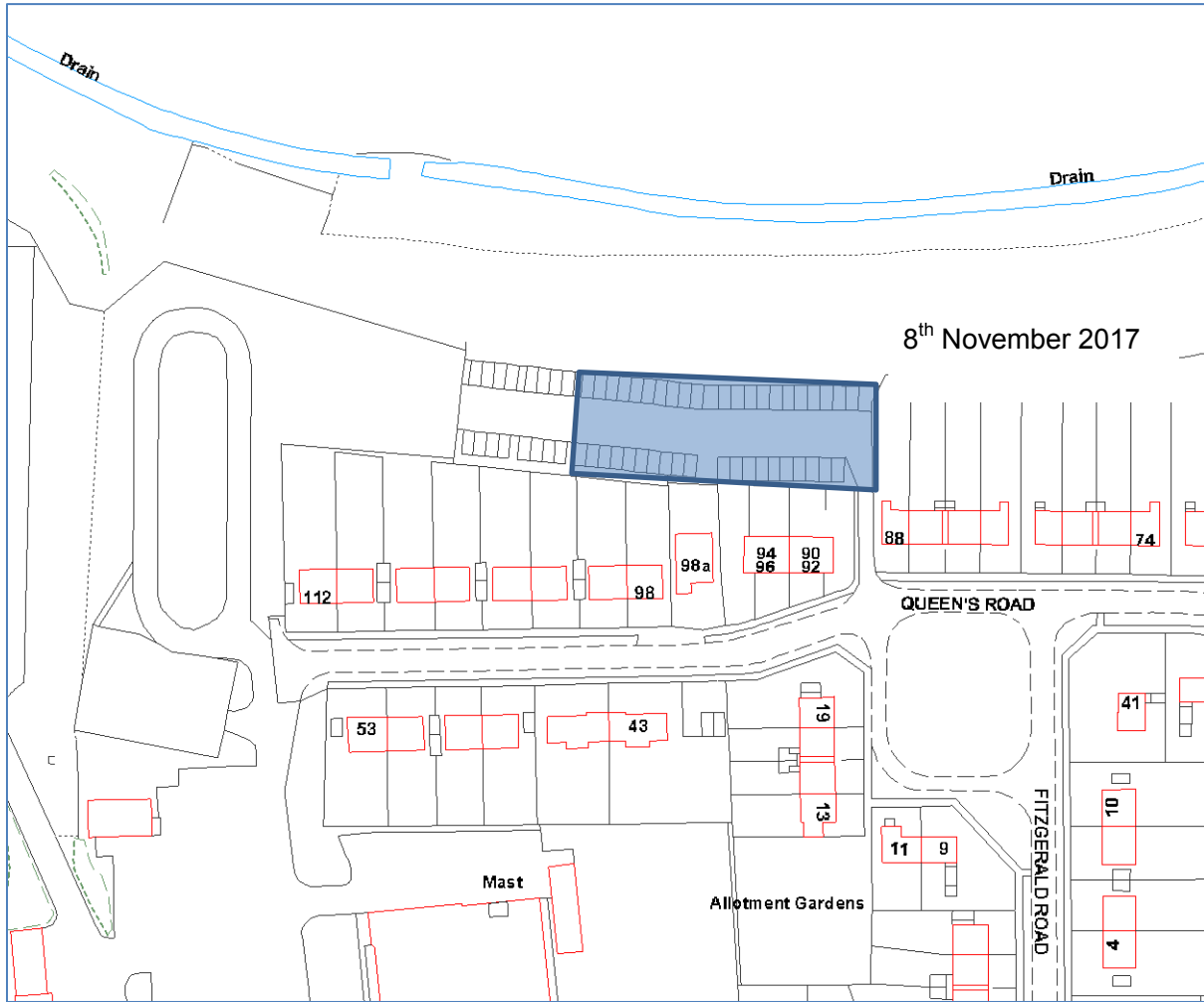
# Malling Close, Lewes



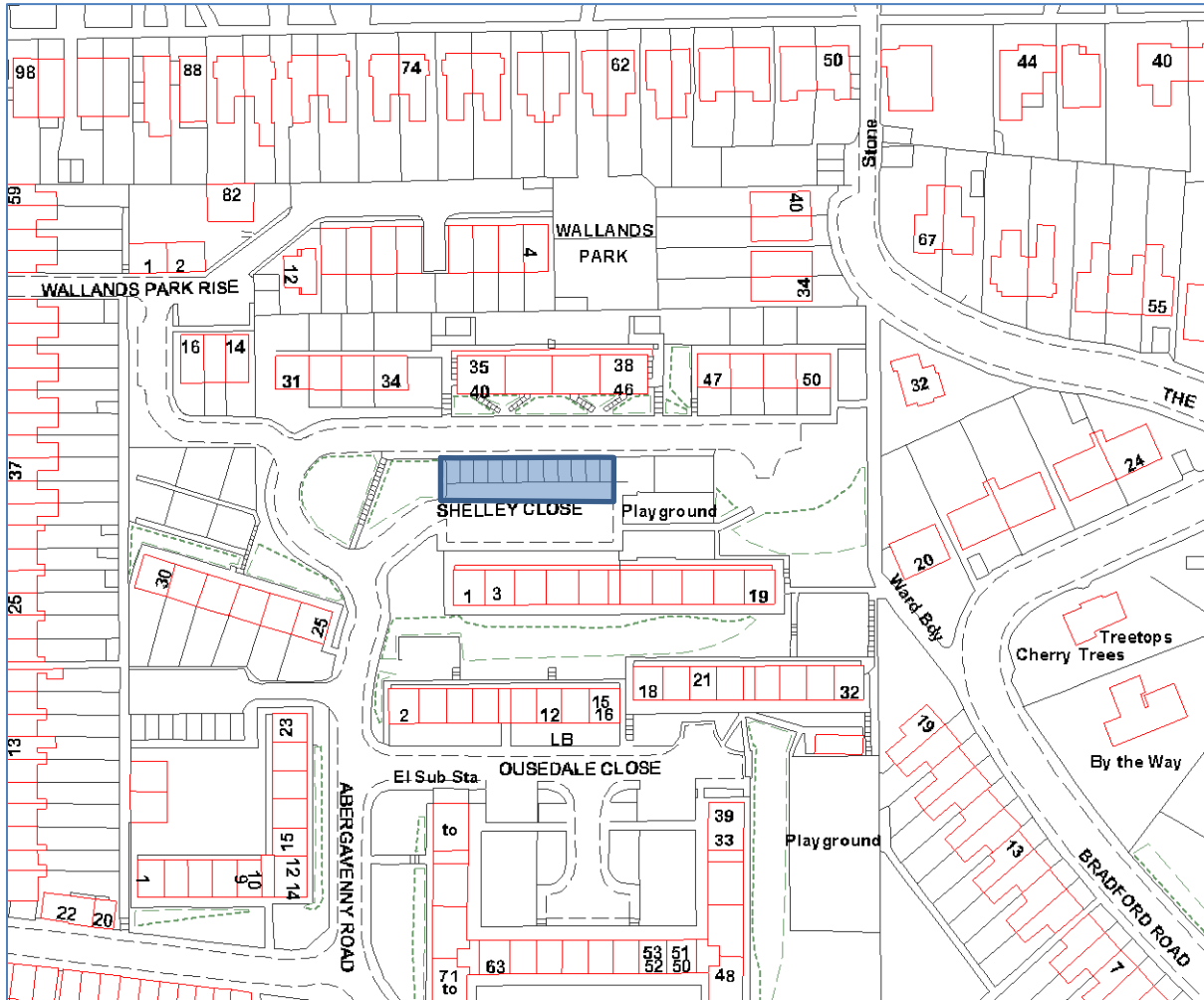
Prince Charles Road, Lewes



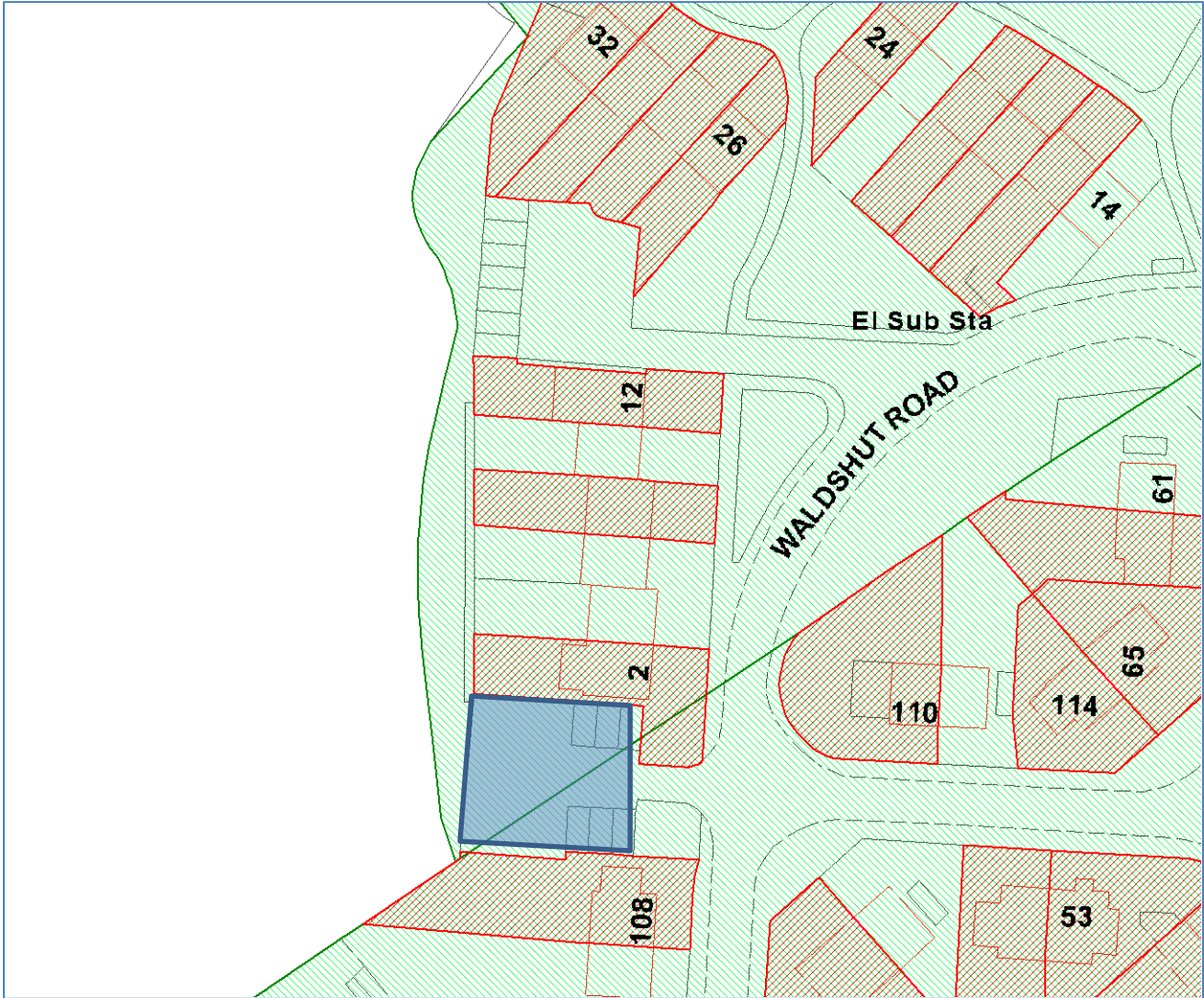
Queens Road, Lewes



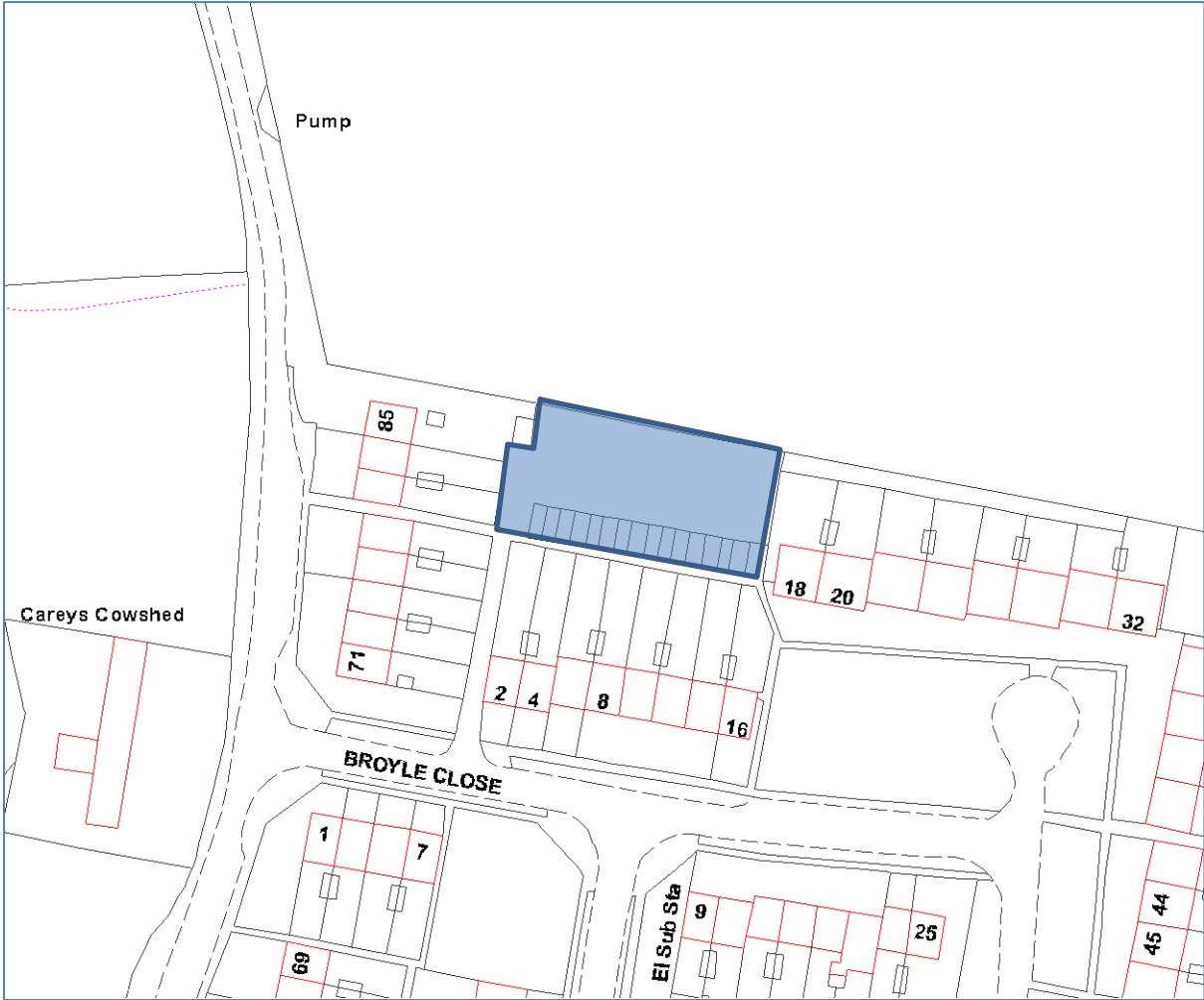
Shelley Close, Lewes



Waldshut Road, Lewes



Broyle Close, Ringmer



Kiln Road, Ringmer

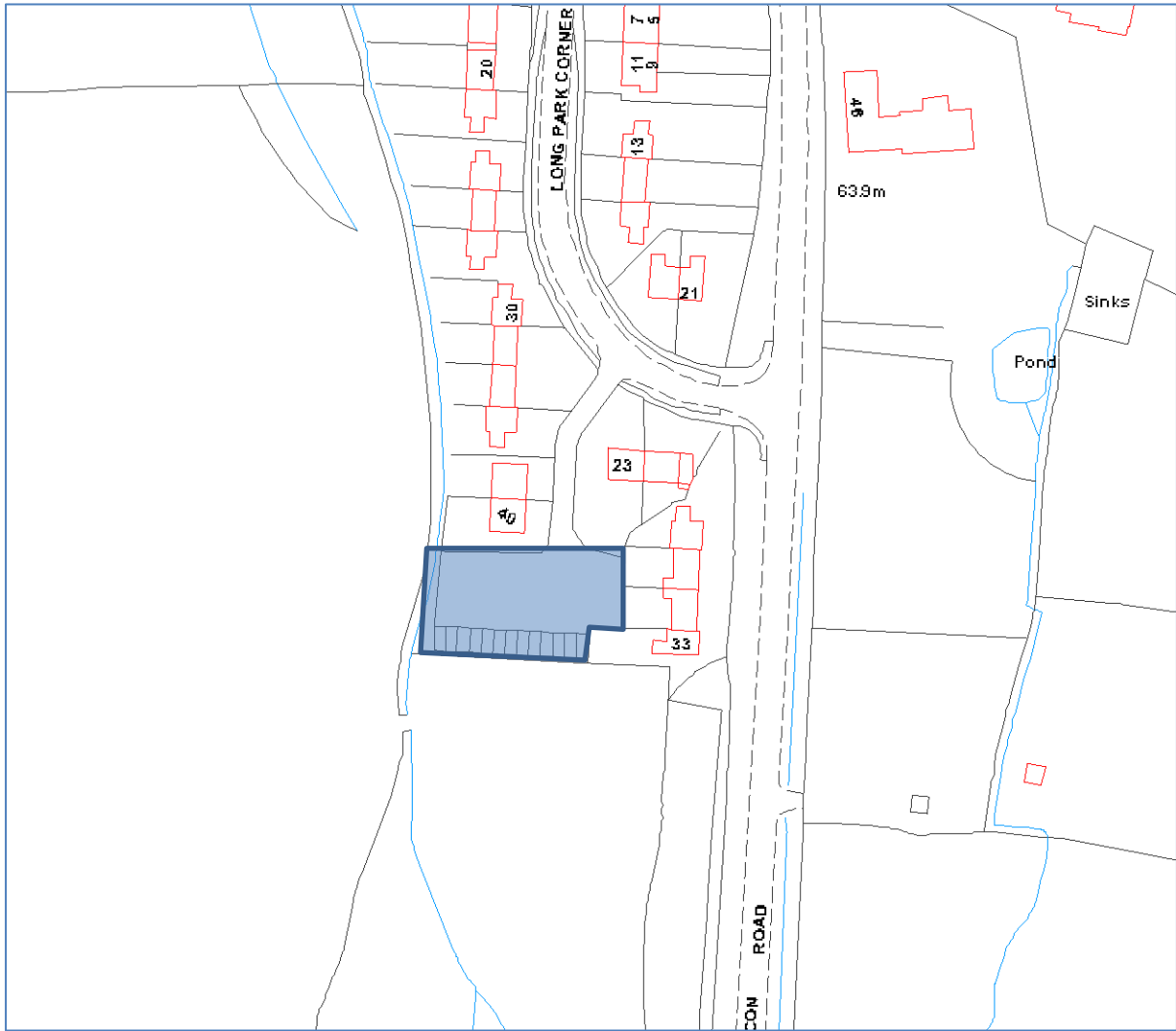


Mill Road, Ringmer





# Long Park Corner, Ditchling



**Agenda Item No:** 9.4

**Report Title:** "Stronger Together" Joint Transformation Programme Update

**Report To:** Cabinet **Date:** 3 January 2018

**Cabinet Member:** Councillor Andy Smith

**Ward(s) Affected:** All

**Report By:** Becky Cooke, Assistant Director for Human Resources and Transformation

**Contact Officer(s)-**

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#### **Purpose of Report:**

To update Cabinet on the progress of the Joint Transformation Programme and key decisions taken by the Programme Board

#### **Officers Recommendation(s):**

- 1 It is recommended that Cabinet notes the progress made in developing the Phase Two proposals as well as the wider programme and notes the decisions made by the Programme Board

#### **Reasons for Recommendations**

- 1 To note the progress of Phase Two of the Joint Transformation Programme and the decisions made by the Programme Board

#### **Information**

##### **1.0 Executive Summary**

- 1.1 In May 2016 the Cabinets of Eastbourne and Lewes councils approved the Joint Transformation Programme ('the Programme') to deliver the majority of council services via shared teams adopting new ways of working.

This is a major change programme for both councils and a significant contributor to our medium term financial strategy savings targets. Through the programme, the councils are projecting to deliver the £2.8m of savings and the cultural shift as set out in the business case.

- 1.2 In October Cabinet approved the three phase delivery of the programme, with

Phase One lasting from September 2016 to March 2017 and Phase Two from April 2017 to March 2018. This update outlines the progress made from September to November 2017, looks ahead to the work happening in the next three months and outlines key decisions made by the Programme Board.

- 1.3 The Programme has a clear governance structure led by the Programme Board. The Programme Board meets bi-monthly and consists of the leaders and deputy leaders, the leaders of the main opposition groups, the Chief Executive, three other Corporate Management Team (CMT) members and the newly appointed Joint Transformation Programme Manager.

## **2.0 Programme Activity September 2017 – November 2017**

### 2.1 Phase One

Phase One involved the design of joint strategy, planning, regeneration and democracy teams, and the transition process for these new teams is complete.

### 2.2 Phase Two

Phase Two involves the design of joint teams to deliver the majority of public-facing services, such as planning, environmental health, housing, licensing, council tax, business rates, benefits and parks and open spaces. Some services are out of scope and subject to separate reviews or programmes:

- Waste services
- Tourism and leisure services
- Building control services
- Property services (Homes First)

The new model moves away from organising the council around service specialisms to a more customer-focussed, multi-skilled approach where it is easy to contact the council, as much gets resolved for the customer as early as possible, and specialist staff only get involved in genuinely specialist or complex work.

Consultation with 320 affected staff has concluded and at the point that this report is considered at Cabinet, recruitment to new roles will be complete. The proposals see a phased reduction to around 237 FTE roles.

The councils have a statutory duty to take measures to minimise compulsory redundancies and an opportunity was therefore provided for affected staff to request voluntary redundancy. In making these decisions the corporate management team considered the following principals previously agreed by the Programme Board:

- The need to maintain efficient and effective practices
- The need to retain a balance of key experience and skills across the workforce to meet future needs
- The financial implications of the release

69 applications for voluntary redundancy were received of which 36 were

agreed. Existing posts will not be deleted until 31 December 2017 and some leaving dates continue into 2018 to ensure effective knowledge transfer.

At the time of writing this report the number of compulsory redundancies is four, two staff from Lewes and two from Eastbourne. The cost of the redundancy payment to the two Lewes staff (if they are not redeployed into another role) is approximately £33k.

### 2.3 New Technology

In order to achieve the efficiencies and service improvements, the programme needs to deliver a huge amount of technology change to move the councils from separate to joint systems.

In the last three months we have:

- Made significant inroads with the migration of staff to the new network (420 staff migrated so far; remaining staff to be migrated by mid-December; councillors planned for early January 2018)
- Launched our new joint website following testing with customers, with drop in sessions arranged for members to provide feedback and get advice on navigating the new site. A survey is available on the home page for customers to ask questions or provide feedback.
- Continued planning for and implementation of the key technologies joint teams will need (new standard laptops, mobile technology, digital mail room etc).
- Gone live with the new LDC payments system to replace Capita
- Continued with the work to implement joint housing, finance and customer relationship management systems.

### 2.4 Joint Transformation Programme Manager

The Assistant Director for Business Transformation and the Joint Transformation Programme lead, left the councils on 30 September 2017. Whilst the Assistant Director role has not been appointed to, a programme lead is essential to ensuring the ongoing management and governance of this complex change programme.

The new Programme Manager commenced on 13 November 2017.

### 2.5 Key Decisions by the Programme Board

In the last Programme Board meeting, the Board received an update on the key programme workstreams, and also some detail on the staff consultation feedback. Members were asked to work with their groups to build awareness and understanding of programme activity to Christmas, notably the website launch and inevitable disruption due to widespread recruitment to new teams. The Board also asked for some further investigation into the capability of the Inform360 customer contact solution.

## 3.0 **Looking Ahead**

The next update to Cabinet will be after appointments to roles in the new

Phase Two structure have commenced. Between now and then we will:

- Confirm outcomes of the Phase Two staff recruitment process.
- Support individuals who are confirmed as formally at risk of redundancy.
- Launch external recruitment for any vacant roles.
- Continue to plan and then launch the transition period for the Phase Two teams, which will run from January to April 2018.
- Continue the work to implement key joint systems, including a piece of work to reprofile mobilisation and transition timelines. At the time of writing this report, talks are being held with Civica to ensure that the necessary technical elements can be rolled out in line with the proposed plan, taking into account associated organisational risks and impact on staffing.
- Complete the migration of all staff to the new network.
- Roll out new technology to councillors to support them to carry out their council work efficiently using their council email addresses.

#### **4.0 Consultation**

As summarised at paragraph 2.3, we have formally consulted with staff and staff representative groups on the Phase Two proposals. This has been done both face to face and via email and Intranets.

The Joint Transformation Programme Staff Consultative Forum continues to meet on a bimonthly basis, involving a range of staff representatives including UNISON representatives.

#### **5.0 Conclusion**

The Programme remains on budget with key Phase Two milestones on track. Pressures also remain around some technology deliverables and there continues to be a need to strictly prioritise delivery of the most important technologies and business processes that will enable the new teams to go live in early 2018. We will then work to further improve and develop them through 2018 and 2019 to fully deliver the planned improvements and efficiencies.

### **Financial Appraisal**

The programme is operating within the budget approved by Cabinet in May 2016. There are no significant variances to report.

### **Legal Implications**

There are no legal implications arising directly out of this report.

### **Risk Management Implications**

Risk management is a standard part of managing a programme of this scale. Risks are assessed regularly and significant issues reported to the Programme Board.

### **Equality Screening**

The JTP Equality and Fairness Forum will continue to meet to review any new equality and fairness analyses for projects that are yet to commence. All previous analyses have been approved.

**Background Papers**

None

**Appendices**

None

**Agenda Item No:** 9.5

**Report Title:** Fees and Charges

**Report To:** Cabinet **Date:** 3 January 2018

**Cabinet Member:** Councillor Bill Giles

**Ward(s) Affected:** All

**Report By:** Alan Osborne, Deputy Chief Executive

**Contact Officer(s):**

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#### **Purpose of Report:**

To propose a revised schedule of fees and charges to apply from 1 April 2018.

#### **Officers Recommendation:**

- 1 To approve the revised scale of fees and charges proposed within the Appendix to apply from 1 April 2018
  - 2 To delegate authority to the Director of Service Delivery in consultation with the Lead Cabinet Member to vary commercial trade waste charges upwards or downwards by up to 10% in order to respond to developing market conditions.
  - 3 To implement changes in the statutory fees and charges for services shown within the Appendix as and when notified by Government
- 

#### **Reasons for Recommendation**

- 1 The Council's Constitution requires that all fees and charges, including nil charges, be reviewed at least annually and agreed by Cabinet.

#### **Information**

##### **2 Background to this report**

- 2.1** Following a systematic review in light of an Audit Commission report entitled "Positively Charged", Cabinet has approved:

- Guiding Principles for setting fees and charges for inclusion within the Council's Constitution under Part 4 Financial Procedure Rules
- A series of recommended actions as agreed by previous Lead Councillors for their respective Portfolio at that time

**2.2** The Guiding Principles and the recommended actions arising from the systematic review of services have been applied in reviewing and proposing a revised scale of fees and charges to apply from 1 April 2018.

### **3 Fees and Charges Proposals to apply from 1 April 2018**

**3.1** Fees and Charges are reviewed by Cabinet at least once each year, principally during the winter prior to the next financial year. This enables Cabinet's decision to be incorporated in the coming estimate cycle. Cabinet is not restricted to an annual review; it can conduct further reviews at any time in the year with implementation of decisions from any point in the year.

As in previous years all of the fees and charges are covered, so far as is practicable, within a single report. In this way Cabinet is able to consider all of the fees and charges which apply to the Council's services as an overall package. There is only one exception to this and that is licensing fees which are excluded from this report because they are set by the Licensing Committee.

Cabinet will be aware that fees and charges applicable at the Council-owned indoor leisure facilities and at Newhaven Fort are set by Wave Leisure under the terms of the management agreement it has with the Council.

**3.2** Within the Appendix to this report there are some significant services, with significant income estimates, where the Council has discretion to set the level of fees and charges. These are summarised below between those services where changes are proposed, those services where no changes are proposed, and those services where the fees are statutory and any changes are made by Government.

**3.3** Services where changes to fees and charges are proposed are set out below:

<b>Service</b>	<b>Car Parks</b>
Appendix ref	Lines 1 to 33
Financial impact	The income budget for 2018/19 can be increased by £100,000 up to £1,002,500. £20,000 of this increase comes from recognising extra usage achieved over the past 18 months and £80,000 comes from proposed changes to the pricing tariff from April 2018.
Reason for change	Cabinet agreed the current pricing tariff in November 2012. Since then annual increases in inflation – the principle established by Cabinet on which future increases would be based - have not been sufficient to vary charges but the



	<p>cumulative effect (12.5%) over the past 5 years now warrants change.</p> <p>The proposed pricing tariff set out within the Appendix remains consistent with the current simplified charging structure, remains practical for users and for the efficient operation of the service, and remains consistent overall with the principle that charges increase in line with inflation.</p>
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<b>Service</b>	<b>Arts Development</b>
Appendix ref	Lines 38 to 44
Financial impact	The income budget for 2018/19 will remain at £13,000.
Reason for change	The £5 additional fee for each additional artist has not proved practicable so is recommended for removal. All other charges remain as current.

<b>Service</b>	<b>Tourism</b>
Appendix ref	Lines 46 to 52
Financial impact	<p>The income budget for 2018/19 can be increased from £700 up to £9,000 largely because of the additional offer being introduced for advertisers.</p> <p>Cabinet should be aware that the additional income will be matched by additional expenditure as the new printed visitor guide is intended to be self-financing.</p>
Reason for change	<p>Developing the Stay Lewes Coast and Country visitor information website has raised the profile of the district and seen visitor numbers increase; advertising rates are proposed to change to reflect this.</p> <p>For 2018/19 a printed visitor guide will be produced which will be funded by new charges to advertisers.</p>

<b>Service</b>	<b>Rodent and Pest Control</b>
Appendix ref	lines 53 to 84
Financial impact	<p>The income budget for 2018/19 will remain at £9,500.</p> <p>This is a reasonable estimate because the additional income generated from general fee increases may be offset by income lost on reducing the fees for wasp treatments, unless that reduction leads to additional business.</p>
Reason for change	<p>The general increases proposed are designed to recover a larger share of the costs of operation without adversely affecting demand for the service.</p> <p>A review of charges against the market has shown our current prices for the treatment of wasps to be out of step and therefore not competitive. Reductions are proposed to restore parity with the market and to stimulate demand.</p>

<b>Service</b>	<b>Animal Wardens</b>
Appendix ref	Lines 86 to 91
Financial impact	No income budget for 2018/19 is proposed because of the very low levels of income generated from this service. This will represent a year on year budget reduction of £1,000.
Reason for increase	Charges are proposed for increase to maintain recovery of a fair share of the costs of providing the service.

<b>Service</b>	<b>Public Health</b>
Appendix ref	lines 106 and 107
Financial impact	No income budget for 2018/19 is proposed because of the very low levels of income generated from this service. This will represent a year on year budget reduction of £4,000.
Reason for increase	Charges are proposed for increase to maintain recovery of a fair share of the costs of providing the service.

<b>Service</b>	<b>Building Control</b>
Appendix ref	lines 137 to 160
Financial impact	The income budget for 2018/19 will remain at £325,000. Actual income has fallen short of budget in the recent past and is forecast to do so once again in 2017/18. As a consequence the starting budget for 2018/19 has been reset at a more realistic figure of £292,500. A review of the market and of the level of fees required to ensure that the service generates sufficient income so that its trading account does not fall into deficit, leads to the recommendation for increases. Cabinet is reminded that the fees for this service were last increased on 1 April 2015.
Reason for increase	To ensure parity with other providers and to ensure that the trading account does not fall into deficit.

<b>Service</b>	<b>Section 106 Recycling Developers' Contributions</b>
Appendix ref	Lines 187 to 188
Financial impact	No income budget for is set for this service because of the uncertainty around volumes and timing as well as the relatively low levels of income generated.
Reason for increase	The charge is proposed for increase solely to maintain recovery of a fair share of the costs of providing the service.

<b>Service</b>	<b>Allotments</b>
Appendix ref	lines 247 to 248
Financial impact	No change to the income budget of £1,000.
Reason for increase	An increase of £3 per plot is proposed in order to maintain value.

<b>Service</b>	<b>Cemeteries</b>
Appendix ref	lines 250 to 271
Financial impact	Income levels continue to reduce year by year as usage declines in favour of nearby crematoria. As a consequence a further adjustment to the income budget is required. The 2017/18 budget of £142,000 will become £130,000 for 2018/19 – a reduction of £17,000 to take account of the decline in usage and an increase of £5,000 to reflect the impact of the proposed increases in fees and charges.
Reason for increase	The Council's policy is to maintain its charges within the upper quartile of local authority burial charges. The proposed increases are intended to maintain the Council's position.

<b>Service</b>	<b>Parks and Open Spaces</b>
Appendix ref	lines 273 to 327
Financial impact	The income budget requires adjustment in line with actual levels of usage over the recent past. The 2017/18 budget of £56,000 will become £50,000 for 2018/19 – a reduction of £8,000 to take account of usage changes and an increase of £2,000 to reflect the impact of the proposed increases in fees and charges.
Reason for increase	To maintain recovery of a fair share of the costs of providing services.

<b>Service</b>	<b>Waste Collection (excluding Commercial Trade Waste)</b>
Appendix ref	lines 329 to 351
Financial impact	The income budget for 2018/19 is substantially increased because of the growth in the green waste service. This alone accounts for £150,000 of the increase, although there will be additional expenditure associated with delivering the increased level of business. Other waste collection services contribute additional income of £4,500 so that the total income budget for 2018/19 increases up to £310,500.
Reason for increase	To maintain recovery of a fair share of the costs of providing services.

<b>Service</b>	<b>Legal Services</b>
Appendix ref	lines 359 to 371
Financial impact	Supports the viability of the shared legal service.
Reason for increase	Maintains recovery of costs and positioning with other local authorities.

**3.4 Services where no changes to fees and charges are proposed.**

<b>Service</b>	<b>Electric Vehicle Chargers</b>
Appendix ref	lines 35 to 37
Reason for no change	Following a review of performance from the first year of operation, and by learning from the experiences of other councils offering the same service, the charging structure was revised and can be left in place for 2018/19. The income budget is small but current usage suggests that it can be increased from £800 up to £2,000.

<b>Service</b>	<b>Planning Services</b>
Appendix ref	lines 190 to 233
Reason for no change	Officers judge that the current fees remain at the appropriate levels for the services on offer. However an adjustment to the income budget is required because actual levels of income have fallen short of budget over the past two years and this trend looks set to continue. Consequently the income budget will reduce from £45,000 for 2017/18 down to £40,000 for 2018/19, a budget reduction of £5,000.

<b>Service</b>	<b>Street Naming and Numbering</b>
Appendix ref	Lines 235 to 245
Reason for no change	A comparative review against our near-neighbour authorities suggests that current fees remain at the appropriate levels for the services on offer. The 2017/18 budget of £5,000 can become £7,500 for 2018/19 because of an increase in usage.

<b>Service</b>	<b>Council Tax and Business Rates</b>
Appendix ref	lines 353 to 357
Reason for no change	Because both this Council and Wealden Council use the same court the policy has been to keep our fees in line. Therefore no changes are proposed at this time. The income budget for 2017/18, £186,500, includes £6,500 charged to customers making payments to the Council by credit card to help offset the transaction fees incurred. As a result of The Payments Services Regulations 2017 which come into force on 13 January 2018 and affects all businesses, these charges can no longer be made. Therefore year on year the income budget will reduce by £6,500.

<b>Service</b>	<b>Land Charges</b>
Appendix ref	Lines 373 to 379
Reason for no change	A review of the current levels of fees and the current volume of activity suggests that charges remain appropriate to recover costs as permitted by Government regulation.

### 3.5 Services where statutory fees and charges apply.

Service	Port Health
Appendix ref	lines 93 to 103

Service	Public Health
Appendix ref	lines 105 to 132 excluding lines 106 and 107

Service	Development Control
Appendix ref	lines 162 to 179

Service	Register of Electors
Appendix ref	lines 381 to 387

The current level of fees and charges will continue to apply until such time as the Council is notified by Government of changes. Such changes will be implemented in accordance with the relevant statutory notices.

Service	Community Infrastructure Levy (CIL)
Appendix ref	lines 181 to 185
	The Charging Schedule implemented on 1 December 2015 under The Community Infrastructure Levy Regulations 2010 remains appropriate and provides the baseline for the levy. CIL regulations require that fees are uplifted annually in line with the change in a national price index. This change will be applied when the index data become available.

### 3.6 Charges for the provision of professional services and advice

The Appendix sets out some specific charges for services offered by planning officers for the pre-application service, and by the shared legal service for professional services. These represent the majority of professional services for which a charge is made.

However, requests are also received from customers for professional advice on other matters where, for example, this sits outside the scope of advice that is a normal part of the delivery of services or where it is for information that is not provided free of charge. Rather than seeking to list each and every eventuality where this may be the case, in principle charges are set to recover the full cost of officer time, related overheads and any disbursements.

## 4 Commercial Trade Waste

- 4.1 The current fees for the collection and disposal of commercial trade waste were approved by Cabinet on 6 January 2014. Due to commercial confidentiality these were considered and approved by Cabinet in an exempt report. They are not reproduced in this report.

- 4.2** This year's review shows that the current charges remain competitive. They need to be so if the Council is to retain its market share. As a consequence no change in the current charges is proposed. However, given the very competitive nature of this business, and the officers' desire to grow the business, it is recommended that the Director of Service Delivery be given delegated authority, in consultation with the Lead Cabinet Member for Waste and Recycling, to vary charges upwards or downwards by up to 10% in order to respond to developing market conditions.

## 5. Financial Appraisal

- 5.1** The effect of the proposed increases in fees and charges, along with the impact on the budget of variations in demand, is set out at service level below:

	2017/18 income estimate £	<u>Financial impact of:</u> change in usage      change in fees £                              £		2018/19 income forecast £
Car Parking	902,500	16,000	84,000	1,002,500
Electric Vehicle Chargers	800	1,200	0	2,000
Arts Development	13,000	0	0	13,000
Tourism	700	8,300	0	9,000
Rodent and Pest Control	9,500	0	0	9,500
Public Health	4,000	-4,000	0	0
Building Control	325,000	-32,500	32,500	325,000
Planning Services	45,000	-5,000	0	40,000
Street Naming and Numbering	5,000	2,500	0	7,500
Allotments	1,000	0	0	1,000
Cemeteries	142,000	-17,000	5,000	130,000
Parks and Open Spaces	56,000	-8,000	2,000	50,000
Waste Collection	156,000	151,500	3,000	310,500
Council Tax and Business Rates	186,500	-6,500	0	180,000
Land Charges	140,000	0	0	140,000
<b>Discretionary fees – set by LDC</b>	<b>1,987,000</b>	<b>106,500</b>	<b>126,500</b>	<b>2,220,000</b>
Animal Wardens	1,000	-1,000	0	0
Development Control	400,000	0	0	400,000
Register of Electors	1,000	0	0	1,000
<b>Statutory fees – set by Government</b>	<b>402,000</b>	<b>-1,000</b>	<b>0</b>	<b>401,000</b>
<b>Total income estimates</b>	<b>2,389,000</b>	<b>105,500</b>	<b>126,500</b>	<b>2,621,000</b>

- 5.2** If Cabinet chooses to amend the proposed charges the impact will be reflected in the final budget report to be presented to Cabinet on 5 February 2018.

- 5.3** For the discretionary fees set by the Council the overall increase in income of £233,000 will come from two sources - £154,500 from waste collection driven mainly from the roll out of the green waste service and £100,000 from car

parking - which are offset by a net reduction of £21,500 in income from other services. For the statutory fees set by Government there will be a minor reduction in income from a change in usage.

**5.4** The overall net effect from these proposals will be a year on year increase in income estimates of £232,000. The forecast in the medium term budget strategy was that income would grow by 3% and that this would contribute an extra £72,000 towards the Council's savings target for 2018/19. As a consequence of this year's review that contribution will be exceeded by £160,000 although the net 'gain' will be less than this because of additional expenditure associated with the roll out of the green waste service.

- 6. Legal Implications** – No legal implications have been identified for this report.
- 7. Risk Management Implications** - I have completed the Risk Management questionnaire and this report does not require a risk assessment because the issues covered by the recommendations are not significant in terms of risk.
- 8. Equality Screening** – An Equalities and Fairness Impact Assessment has been undertaken and made available to the equality checking group. The assessment indicates that the proposed changes to fees and charges set out in this report are unlikely to have any significant impact on equalities and fairness. All changes are in line with the Guiding Principles for setting fees and charges previously agreed by Cabinet. No new charges are proposed and increases are not considered to have a significant impact on access to services. Cabinet will have the opportunity in January 2019 to review the impact of the new charges on service use, when considering proposals for 2019/20.
- 9. Background Papers** – Lewes District Council Guiding principles for setting fees and charges
- 10. Appendix 1** - Lewes District Council Fees and Charges Proposals 2018/19

Lewes District Council Fees and Charges Proposals 2018/2019

Appendix

By Service and Activity			2017/2018 Current charge £pence	2018/2019 Proposed charge £pence	VAT	Increase £pence
1	<b>CAR PARKING (OFF STREET)</b>					
2						
3	<b>Central Lewes - short stay</b>	up to 30 mins	0.50	0.60	i	0.10
4		up to 1 hour	0.70	0.80	i	0.10
5		up to 2 hours	1.60	1.80	i	0.20
6						
7	<b>Central Lewes - medium stay</b>	up to 1 hour	0.70	0.80	i	0.10
8		up to 2 hours	1.50	1.70	i	0.20
9		up to 3 hours	2.30	2.60	i	0.30
10		up to 4 hours	3.10	3.50	i	0.40
11						
12	<b>Outer Lewes - long stay</b>	up to 1 hour	0.60	0.70	i	0.10
13		up to 2 hours	1.30	1.40	i	0.10
14		up to 3 hours	2.00	2.20	i	0.20
15		up to 4 hours	2.60	2.90	i	0.30
16		over 4 hours	3.70	4.10	i	0.40
17						
18	<b>Brook Street, Lewes</b>	all day	1.90	1.90	i	0.00
19						
20	<b>Newhaven and Seaford (including multi-storey)</b>	up to 30 mins	0.50	0.60	i	0.10
21		up to 1 hour	0.70	0.80	i	0.10
22		up to 2 hours	1.00	1.10	i	0.10
23		up to 3 hours	1.20	1.30	i	0.10
24		up to 4 hours	1.60	1.80	i	0.20
25		over 4 hours	2.00	2.20	i	0.20
26						
27	<b>All Sites</b>					
28	Commercial vendors	per day (sliding scale)	£0 - £500	£0 - £501	e	0.00
29						
30	<b>All Sites</b>					
31	Infringement of Parking Order	Penalty Charge Notices	60.00	60.00	e	0.00
32		- if paid in 7 days	30.00	30.00	e	0.00
33	<b>Total Estimated Annual Income (Car Parking)</b>		<b>902,500</b>	<b>1,002,500</b>		<b>100,000</b>
34						
35	<b>ELECTRIC VEHICLE CHARGERS</b>	fixed fee	2.50	2.50		0.00
36		plus per kilowatt hour	0.20	0.20		0.00
37			<b>800.00</b>	<b>2,000.00</b>		<b>1,200</b>
38	<b>ARTS DEVELOPMENT</b>					
39	Artwave	single advert for one exhibiting artist	80.00	80.00	e	0.00
40		double advert for one exhibiting artist	160.00	160.00	e	0.00
41		additional fee for each additional artist	5.00	-	e	(5.00)



Lewes District Council Fees and Charges Proposals 2018/2019

By Service and Activity			2017/2018	2018/2019		Increase
			Current charge	Proposed charge		£pence
			£pence	£pence	VAT	
42		single advert for businesses	100.00	100.00	e	0.00
43		double advert for businesses	200.00	200.00	e	0.00
44	<b>Total Estimated Annual Income (Arts Development and Support)</b>		<b>13,000</b>	<b>13,000</b>		<b>0</b>
45						
46	<b>TOURISM</b>					
47	Stay Lewes Coast and Country visitor information website	Single web listing	25.00	60.00	s	35.00
48		Double web listing	60.00	100.00	s	40.00
49	Stay Lewes Coast and Country visitor guide	Website & printed guide (100 word listing)	-	150.00	s	150.00
50		Website & printed guide (150 word listing)	-	250.00	s	250.00
51		Printed guide (30 word listing)	-	100.00	s	100.00
52			<b>700.00</b>	<b>9,000</b>		<b>8,300</b>
53	<b>RODENT AND PEST CONTROL</b>					
54	<i>Domestic Premises</i>					
55	Rats		free	free	i	n/a
56	Mice	per treatment	77.00	85.00	i	8.00
57		extra 2 visits	41.00	50.00	i	9.00
58	Wasp Nests		62.00	55.00	i	(7.00)
59		Extra Wasp Nest	31.00	25.00	i	(6.00)
60		Removal of Wasp Nest (if possible)	31.00	35.00	i	4.00
61	Bees	Plus unit charge if over 1 hour	62.00	65.00	i	3.00
62	Fleas	Up to and including a 3 bedroom property	82.00	95.00	i	13.00
63		Extra room	21.00	25.00	i	4.00
64		ULV fogging (as extra room)	16.00	25.00	i	9.00
65	Cockroaches	3 visits and up to 5 bait stations	103.00	150.00	i	47.00
66		Extra bait station	5.00	5.00	i	0.00
67		Extra 2 visits	72.00	75.00	i	3.00
68	Textile pests	Up to 3 bed property	103.00	110.00	i	7.00
69		Extra room	31.00	35.00	i	4.00
70	Red/black ants	2 visits - indoors only	62.00	65.00	i	3.00
71		Extra visit	21.00	30.00	i	9.00
72	Squirrels	5 visits over a week	154.00	190.00	i	36.00
73	Moles	6 visits over a week	154.00	180.00	i	26.00
74	Call out Advice		30.00	40.00	i	10.00
75	Home treatment kit		26.00	26.00	i	0.00
76	Rodent proof air brick grill		13.00	15.00	i	2.00
77	Drain survey	as part of rat treatment	52.00	65.00	i	13.00
78		exclusive of rat treatment	82.00	95.00	i	13.00
79	<i>Commercial Premises</i>					
80	Rats	Minimum charge - bait extra	110.00	115.00	i	5.00
81	Mice	Minimum charge - bait extra	110.00	115.00	i	5.00
82	Fleas	Plus unit charge if over 1 hour	80.00	85.00	i	5.00
83	Call out Advice		30.00	40.00	i	10.00

Lewes District Council Fees and Charges Proposals 2018/2019

Appendix

By Service and Activity		2017/2018 Current charge £pence	2018/2019 Proposed charge £pence	VAT	Increase £pence
84	<b>Total Estimated Annual Income (Rodent and Pest Control)</b>	<b>9,500</b>	<b>9,500</b>		<b>0</b>
85					
86	<b>ANIMAL WARDENS</b>				
87	Statutory Charge per stray dog	25.00	30.00	e	5.00
88	Seizure Charge per stray dog	25.00	30.00	i	5.00
89	Return of Dog	40.00	45.00	i	5.00
90	Kennelling	20.00	25.00	i	5.00
	Per day				
91	<b>Total Estimated Annual Income (Animal Wardens)</b>	<b>1,000</b>	<b>0</b>		<b>-1,000</b>
92					
93	<b>PORT HEALTH</b>				
94	Ship Sanitation Certificates (Statutory Fee)				
	Ships up to 1000 gross tonnage	85.00	85.00	e	0.00
	Ships 1001 to 3000 gross tonnage	120.00	120.00	e	0.00
	Ships 3001 to 10000 gross tonnage	180.00	180.00	e	0.00
	Ships 10001 to 20000 gross tonnage	235.00	235.00	e	0.00
	Ships 20001 to 30000 gross tonnage	305.00	305.00	e	0.00
	Ships > 30001 gross tonnage	360.00	360.00	e	0.00
	Vessels with more than 1000 persons	360.00	360.00	e	0.00
	Vessels with 50 - 1000 persons	615.00	615.00	e	0.00
	Extensions	55.00	55.00	e	0.00
103	<b>Total Estimated Annual Income (Port Health)</b>	<b>0</b>	<b>0</b>		<b>0</b>
104					
105	<b>PUBLIC HEALTH</b>				
106	Food Hygiene Courses	70.00	75.00	s	5.00
107	Private Water Supplies	Cost		s	
108	Environmental Protection Act- Schedule B Processes.				
	Statutory Fee				
109	Initial Application	1,579.00	1,650.00	e	71.00
110	Additional fee for operating without a permit	1,137.00	1,188.00	e	51.00
111	For a combined Part B and waste application add an extra £104 (Low), £156 (Med), £207 (High).				
112	Where subject to reporting under PRTR add extra £104 to amount.				
113	Annual Charge: Standard Process LOW	739.00	772.00	e	33.00
	Statutory Fee				
114	Standard Process MEDIUM	1,111.00	1,161.00	e	50.00
	Statutory Fee				
115	Standard Process HIGH	1,672.00	1,747.00	e	75.00
	Statutory Fee				
116	PVRI, and Dry Cleaners LOW	76.00	79.00	e	3.00
	Statutory Fee				
117	PVRI and Dry Cleaners MEDIUM	151.00	158.00	e	7.00
	Statutory Fee				
118	PVRI and Dry Cleaners HIGH	227.00	237.00	e	10.00
	Statutory Fee				
119	PVR I & II combined LOW	108.00	113.00	e	5.00
	Statutory Fee				
120	PVR I & II combined MEDIUM	216.00	226.00	e	10.00
	Statutory Fee				
121	PVR I & II combined HIGH	326.00	341.00	e	15.00
	Statutory Fee				
122	VRs and other Reduced Fees LOW	218.00	228.00	e	10.00
	Statutory Fee				
123	VRs and other Reduced Fees MEDIUM	349.00	365.00	e	16.00
	Statutory Fee				
124	VRs and other Reduced Fees HIGH	524.00	548.00	e	24.00
	Statutory Fee				
125	Mobile plant, for first and second permits LOW	618.00	626.00	e	8.00
	Statutory Fee				

Lewes District Council Fees and Charges Proposals 2018/2019

By Service and Activity			2017/2018	2018/2019		Increase
			Current charge	Proposed charge		£pence
			£pence	£pence	VAT	
126	Mobile plant, for first and second permits MEDIUM	Statutory Fee	989.00	1,034.00	e	45.00
127	Mobile plant, for first and second permits HIGH	Statutory Fee	1,484.00	1,551.00	e	67.00
128	A2 Processes Application	Statutory Fee	3,281.00	3,363.00	e	82.00
129	A2 Processes Annual subsistence fee LOW	Statutory Fee	1,384.00	1,446.00	e	62.00
130	A2 Processes Annual subsistence fee MEDIUM	Statutory Fee	1,541.00	1,610.00	e	69.00
131	A2 Processes Annual subsistence fee HIGH	Statutory Fee	2,233.00	2,333.00	e	100.00
132	<b>Total Estimated Annual Income (Public Health)</b>		<b>4,000</b>	<b>0</b>		<b>-4,000</b>
133						
134	<b>PRIVATE SECTOR HOUSING</b>					
135	<b>Service of Housing Act Notices and Discretionary Inspections - Officer Time hourly rate</b>					
136						
137	<b>BUILDING CONTROL (Building Regulations)</b>					
138	An illustrative set of charges is listed below.	The full list of fees and charges is available from the Council web site at <a href="http://www.lewes.gov.uk">www.lewes.gov.uk</a>				
139						
140	Dwelling-houses and Flats not exceeding 250m2 or more than 3 storeys:					
141	1 dwelling-house	Plan charge	210.00	250.00	i	40.00
142		Inspection charge	490.00	490.00	s	0.00
143		Building Notice charge	790.00	810.00	s	20.00
144						
145	2 dwelling-houses	Plan charge	270.00	340.00	s	70.00
146		Inspection charge	650.00	650.00	s	0.00
147		Building Notice charge	1,100.00	1,150.00	s	50.00
148						
149	3 dwelling-houses	Plan charge	310.00	420.00	s	110.00
150		Inspection charge	860.00	860.00	s	0.00
151		Building Notice charge	1,270.00	1,350.00	s	80.00
152						
153	2 flats	Plan charge	250.00	340.00	s	90.00
154		Inspection charge	510.00	580.00	s	70.00
155		Building Notice charge	850.00	950.00	s	100.00
156						
157	3 flats	Plan charge	270.00	420.00	s	150.00
158		Inspection charge	590.00	650.00	s	60.00
159		Building Notice charge	950.00	1,150.00	s	200.00
160	<b>Total Estimated Annual Income (Building Control)</b>		<b>325,000</b>	<b>325,000</b>		<b>0</b>
161						
162	<b>DEVELOPMENT CONTROL (Planning applications)</b>	Statutory fees				
163	An illustrative set of charges is listed below.	The full list of fees and charges is available from the Council web site at <a href="http://www.lewes.gov.uk">www.lewes.gov.uk</a>				
164						
165	New dwellings	Outline application (per 0.1ha)	385.00	385.00	e	0.00

Lewes District Council Fees and Charges Proposals 2018/2019

By Service and Activity		2017/2018	2018/2019		Increase
		Current charge	Proposed charge		
		£pence	£pence	VAT	£pence
166	Outline application (max.for 2.5ha)	9,527.00	9,527.00	e	0.00
167	Outline application (per 0.1ha over 2.5)	115.00	115.00	e	0.00
168	Outline application (maximum fee)	125,000.00	125,000.00	e	0.00
169					
170	Full application (per dwelling unit)	385.00	385.00	e	0.00
171	Full application (max. for 50 dwellings)	19,049.00	19,049.00	e	0.00
172	Full application (per dwelling over 50)	115.00	115.00	e	0.00
173	Full application (maximum fee)	250,000.00	250,000.00	e	0.00
174					
175	Reserved matters (per dwelling unit)	385.00	385.00	e	0.00
176	Reserved matters (max.for 50 dwellings)	19,049.00	19,049.00	e	0.00
177	Reserved matters (per dwelling <50)	115.00	115.00	e	0.00
178	Reserved matters (maximum fee)	250,000.00	250,000.00	e	0.00
179	<b>Total Estimated Annual Income (Development Control)</b>	<b>400,000</b>	<b>400,000</b>		<b>0</b>
180					
181	<b>COMMUNITY INFRASTRUCTURE LEVY (CIL)</b>				
182	Residential Development				
	Low Zone (South of the South Downs National Park) per m <sup>2</sup>	99.00	99.00	e	0.00
183	High Zone (North of the South Downs National Park) per m <sup>2</sup>	165.00	165.00	e	0.00
184					
185	Retail Development per m <sup>2</sup>	110.00	110.00	e	0.00
186					
187	<b>SECTION 106 DEVELOPER CONTRIBUTIONS</b>				
188	Recycling				
	Kerbside per dwelling	19.00	20.00		1.00
189					
190	<b>PLANNING SERVICES</b>				
191	Planning research for third parties				
	per hour	50.00	50.00	s	0.00
192	Compliance checks for planning applications				
	Householder application - per hour	27.00	27.00	e	0.00
193					
	Non-householder application - per hour	92.00	92.00	e	0.00
194	Pre-application service (in the Lewes district except the SDNP area)				
195	- large scale major applications				
	up to 6 meetings	3,600.00	3,600.00	s	0.00
196					
	per additional meeting	500.00	500.00	s	0.00
197	- medium scale major applications				
	up to 4 meetings	1,800.00	1,800.00	s	0.00
198					
	per additional meeting	360.00	360.00	s	0.00
199	- small scale major applications				
	up to 2 meetings	900.00	900.00	s	0.00
200					
	per additional meeting	200.00	200.00	s	0.00
201	- minor applications				
	up to 2 meetings	450.00	450.00	s	0.00
202					
	per additional meeting	120.00	120.00	s	0.00
203	- small minor applications				
	initial meeting	250.00	250.00	s	0.00
204					
	per additional meeting	60.00	60.00	s	0.00

Lewes District Council Fees and Charges Proposals 2018/2019

By Service and Activity			2017/2018	2018/2019		Increase
			Current	Proposed		
			charge	charge		
			£pence	£pence	VAT	£pence
205	- residential schemes for 1-2 dwellings	initial meeting	150.00	150.00	s	0.00
206		per additonal meeting	60.00	60.00	s	0.00
207	- telecommunications, change of use, renewable energy	initial meeting	75.00	75.00	s	0.00
208		per additonal meeting	60.00	60.00	s	0.00
209	- householder schemes	written advice and site visits	12.50	12.50	s	0.00
210	- listed building schemes	written advice and site visits	12.50	12.50	s	0.00
211	Publications	e.g. Local Plan	50.00	50.00	e	0.00
212		e.g. Local Plan on Cdrom	15.00	15.00	e	0.00
213		Emerging Core Strategy	12.00	12.00	e	0.00
214	Document search and retrieval	per document	0.60	0.60	s	0.00
215	Electronic copy of document	Building Control document	55.00	55.00	s	0.00
216		Planning legal document	12.50	12.50	s	0.00
217	Standard copying charges	Minimum charge for 3 pages	1.20	1.20	s	0.00
218		A4 size per page	0.10	0.10	s	0.00
219		A3 size per page	0.20	0.20	s	0.00
220		A2 size per page	1.80	1.80	s	0.00
221		A1 size per page	2.40	2.40	s	0.00
222		A0 size per page	3.00	3.00	s	0.00
223	Colour copying charges	A4 size per page	1.25	1.25	s	0.00
224		A3 size per page	2.50	2.50	s	0.00
225		A2 size per page	6.00	6.00	s	0.00
226		A1 size per page	12.00	12.00	s	0.00
227		A0 size per page	18.00	18.00	s	0.00
228	Services for Solicitors:	priority service	12.50	12.50	s	0.00
229		Compliance checks for Enforcement (per site)	50.00	50.00	e	0.00
230		Building Control file retrieval fee	50.00	50.00	s	0.00
231		Compliance checks for Building Control (per site)	75.00	75.00	s	0.00
232		Building Control database info - where reference quoted	5.00	5.00	s	0.00
233	<b>Total Estimated Annual Income (Planning)</b>		<b>45,000</b>	<b>40,000</b>		<b>-5,000</b>
234						
235	<b>STREET NAMING AND NUMBERING</b>					
236	New individual property	per application	35.00	35.00	e	0.00
237	New Development or Re-development	per plt/unit	25.00	25.00	e	0.00
238	Change of House Name or Commercial Property Name	per application	25.00	25.00	e	0.00
239	Change of Building Name (eg block of flats)	per application	100.00	100.00	e	0.00
240	Street Renaming	per application	200.00	200.00	e	0.00
241		plus per property	25.00	25.00	e	0.00
242	Street Numbering	per application	200.00	200.00	e	0.00
243		plus per property	25.00	25.00	e	0.00
244	Confirmation of postal address to solicitors or conveyancers		25.00	25.00	e	0.00
245	<b>Total Estimated Annual Income (Street Naming and Numbering)</b>		<b>5,000</b>	<b>7,500</b>		<b>2,500</b>

Lewes District Council Fees and Charges Proposals 2018/2019

Appendix

By Service and Activity		2017/2018 Current charge £pence	2018/2019 Proposed charge £pence	VAT	Increase £pence
246					
247	<b>ALLOTMENTS</b>				
	per year per plot (253 square metres)	62.00	65.00	e	3.00
248	<b>Total Estimated Annual Income (Allotments)</b>	<b>1,000</b>	<b>1,000</b>		<b>0</b>
249					
250	<b>CEMETERIES</b>				
251	Internment				
	1.83m (equivalent to 6 feet)	810.00	840.00	e	30.00
252	2.29m (equivalent to 7 feet 6 inches)	1,070.00	1,110.00	e	40.00
253	2.74m (equivalent to 9 feet)	1,430.00	1,480.00	e	50.00
254	cremated remains	240.00	250.00	e	10.00
255	stillborn child (under 1 month)	free	free		n/a
256	child (under 12 years)	free	free		n/a
257	in existing vault	actual cost	actual cost	e	n/a
258	Interred ashes in Garden of Rest	240.00	250.00	e	10.00
259	Purchase of Burial Rights				
	ordinary 50 years	1,030.00	1,060.00	e	30.00
260	special 50 years	1,060.00	1,095.00	e	35.00
261	Designated child space	360.00	370.00	e	10.00
262	Garden of Rest	270.00	280.00	e	10.00
263	Right to erect/place on grave or vault				
	Headstone	192.00	200.00	e	8.00
264	Kerbstone or Border	246.00	255.00	e	9.00
265	Flatstone or Wall Tablet	192.00	200.00	e	8.00
266	Additional Inscription	88.00	91.00	e	3.00
267	Chapel	80.00	83.00	i	3.00
268	Searches	25.00	26.00	i	1.00
269	Transfer of Grant Ownership	60.00	62.00	e	2.00
270	Exhumation	actual cost	actual cost	e	n/a
271	<b>Total Estimated Annual Income (Cemeteries)</b>	<b>142,000</b>	<b>130,000</b>		<b>-12,000</b>
272					
273	<b>PARKS AND OPEN SPACES</b>				
274	Hire of Sports Pitches				
	per game or session				
275	- Football and Rugby				
	adult rate	61.00	63.00	s	2.00
276	adult training rate	30.00	31.00	s	1.00
277	juniors rate	30.00	31.00	s	1.00
278	juniors training rate	15.00	15.00	s	0.00
279					
280	Malling and The Crouch				
	adult rate	43.00	45.00	s	2.00
282	adult training rate	19.00	20.00	s	1.00
283	juniors rate	19.00	20.00	s	1.00
284	juniors training rate	10.00	10.00	s	0.00
285					
286	Telscombe minis	8.00	8.00	s	0.00
287					

Lewes District Council Fees and Charges Proposals 2018/2019

Appendix

By Service and Activity			2017/2018	2018/2019		Increase
			Current	Proposed		
			charge	charge	VAT	£pence
			£pence	£pence		
288		Changing rooms only	32.00	33.00	s	1.00
289						
290	- Cricket	grass day rate	64.00	66.00	s	2.00
291		grass evening rate	28.00	29.00	s	1.00
292		grass juniors rate	32.00	33.00	s	1.00
293						
294		artificial day rate	48.00	50.00	s	2.00
295		artificial evening rate	21.00	22.00	s	1.00
296		artificial juniors rate	24.00	25.00	s	1.00
297						
298	- Stoolball	day rate	44.00	45.00	s	1.00
299		evening rate	22.00	23.00	s	1.00
300						
301	- Tennis	adult rate	4.00	4.20	s	0.20
302		juniors and concessions rate	2.00	2.00	s	0.00
303		changing rooms only	35.00	36.00	s	1.00
304						
305	- Bowling	season ticket				
306		- adult	108.00	112.00	s	4.00
307		- junior	54.00	56.00	s	2.00
308		- concessions	72.00	75.00	s	3.00
309		- large locker	11.00	11.00	s	0.00
310		- small locker	8.00	8.00	s	0.00
311						
312		per hour per person				
313		- adult	2.00	2.00	s	0.00
314		- juniors and concessions	1.60	1.60	s	0.00
315						
316		visiting teams per rink	12.00	13.00	s	1.00
317						
318	- Croquet	croquet field	15.00	16.00	s	1.00
319						
320	Hire of Open Spaces					
321	- Commercial Organisations	small event - per day	620.00	650.00	e	30.00
322		medium event - per day	1,150.00	1,200.00	e	50.00
323		large event - per day	negotiable	negotiable	e	n/a
324	- Not For Profit Organisations (per day)	Within District - up to 100% discount	free	free	-	0.00
325		Outside District - discount 50% - 0%	from £3,000	from £3,000	e	14.00
326						
327	<b>Total Estimated Annual Income (Parks &amp; Open Spaces)</b>		<b>56,000</b>	<b>50,000</b>		<b>-6,000</b>
328						
329	<b>WASTE COLLECTION</b>					

Lewes District Council Fees and Charges Proposals 2018/2019

Appendix

By Service and Activity			2017/2018 Current charge £pence	2018/2019 Proposed charge £pence	VAT	Increase £pence
330	<b>Domestic</b>					
331	Bulky waste	5 items or 10 bags	52.00	55.00	e	3.00
332		10 items or 20 bags	80.00	85.00	e	5.00
333		Pianos	95.00	95.00	e	0.00
334						
335	Fridges and freezers		36.00	40.00	e	4.00
336						
337	All other domestic charges by application					
338						
339	<b>Prescribed household</b>					
340	Clinical waste	in multiples of 10 bags and labels	33.00	35.00	s	2.00
341						
342	<b>Other</b>					
343	Dog bin emptying	per bin	6.00	6.00	s	0.00
344						
345	<b>Green waste</b>	10 bags	31.00	35.00	e	4.00
346		20 bags	52.00	55.00	e	3.00
347		30 bags	78.00	80.00	e	2.00
348						
349		Annual Green Waste Collection Service	70.00	70.00	e	0.00
350		- cancellation fee if within 14 days of bin delivery	-	10.00	e	10.00
351	<b>Total Estimated Annual Income (Waste Collection excluding Commercial Trade Waste))</b>		<b>156,000</b>	<b>310,500</b>		<b>154,500</b>
352						
353	<b>Council Tax and Business Rates</b>					
354	Recovery action	Summons cost	55.00	55.00	e	0.00
355		Liability order	30.00	30.00	e	0.00
356	Transaction fee for taxation payments made by credit card	per transaction	1.50%	no charge	e	n/a
357	<b>Total Estimated Annual Income (Council Tax and Business Rates)</b>		<b>186,500</b>	<b>180,000</b>		<b>-6,500</b>
358						
359	<b>Legal Services</b>					
360	An illustrative set of charges is listed below.					
361	Other charges by application and more complex transactions by negotiation					
362						
363	Section 106 agreement	time spent x hourly rate	£450 - £1,500	£540-£1,800	z	50.00
364	Lease	time spent x hourly rate	£375 - £2,250	£750-£2,500	s	115.00
365	Consent, Deed of Variation, Easement, Sale of Freehold	time spent x hourly rate	£375 - £1,200	£500-£1,800	s	115.00
366	Licence	time spent x hourly rate	£300 - £1,050	£900-£1,800	s	100.00
367	Right to Buy	engrossment fee	60.00	60.00	s	0.00
368	Copying large/complicated agreements and plans	including retrieval fee	75.00	75.00	s	0.00
369	Other copying (in addition to retrieval fee)	per side copied	0.50	0.50	s	0.00
370	Other copying (where retrieval not required)	minimum charge	7.50	7.50	s	0.00
371		plus per side copied	0.50	0.50	s	0.00



Lewes District Council Fees and Charges Proposals 2018/2019

Appendix

By Service and Activity

2017/2018 Current charge £pence	2018/2019 Proposed charge £pence	VAT	Increase £pence			
372						
373						
374	An illustrative set of the main charges is listed below. The full list of fees and charges is available from the Council web site at <a href="http://www.lewes.gov.uk">www.lewes.gov.uk</a>					
375						
376	Official Search of the Local Land Charges Register (LLC1)	search of the whole register	16.00	16.00	e	n/a
377						
378	CON29 Part 1 – required enquiries		81.00	81.00	s	n/a
379	<b>Total estimated Annual Income (Land Charges)</b>		<b>140,000</b>	<b>140,000</b>		<b>0</b>
380						
381	<b>Register of Electors</b>	Statutory fees				
382	Paper copy	Set up fee	10.00	10.00	s	0.00
383		plus per 1,000 names	5.00	5.00	s	0.00
384						
385	Electronic copy	Set up fee	20.00	20.00	s	0.00
386		plus per 1,000 names	1.50	free	s	(1.50)
387	<b>Total estimated Annual Income (Register of Electors)</b>		<b>1,000</b>	<b>1,000</b>		<b>0</b>
388						
389						
390	<b>TOTAL ESTIMATED ANNUAL INCOME FOR ALL SERVICES</b>		<b>2,389,000</b>	<b>2,621,000</b>	<b>0</b>	<b>232,000</b>

**Agenda Item No:** 9.6

**Report Title:** Ward Issues Raised by Councillors at Council

**Report To:** Cabinet **Date:** 3 January 2018

**Cabinet Members:** Councillor Smith, Leader of the Council and Councillor Maskell, Cabinet Member for Housing.

**Ward(s) Affected:** Ouse Valley and Ringmer; Lewes Bridge.

**Report By:** Catherine Knight, Assistant Director of Legal and Democratic Services

**Contact Officer(s)-**

**Name(s):** Ben Bix  
**Post Title(s):** Committee Services Lead  
**E-mail(s):** [ben.bix@lewes-eastbourne.gov.uk](mailto:ben.bix@lewes-eastbourne.gov.uk)  
**Tel No(s):** 01323 415702

**Purpose of Report:**

To respond to ward issues raised by councillors at meetings of the Council.

**Officers Recommendation(s):**

To note and agree the officer action detailed in the report.

**Reasons for Recommendations**

To ensure that appropriate follow up action is taken.

**Information**

- 1 The following Ward issues were raised at the Council meeting on 6 December 2017:

Councillor/Ward	Ward Issue Concerning	
<b>Councillor Turner - Ouse Valley and Ringmer</b>	<p>I have 3 elderly residents of Beddingham Gardens Glynde, that are council tenants. They live at the top of a steep bank and are in desperate need of a handrail in order to leave their homes safely.</p> <p><u>Suggested action to be taken by the Council:</u></p> <p>Can the council supply and fit a handrail in the very near future before one or all of these residents falls and seriously injures themselves.</p>	DSD

<b><u>Comment by Chief Officer (Director of Service Delivery):</u></b>	
We have instructed one of our surveyors to have this issue inspected and consider installing an appropriate remedy.	

<b>Councillor Elliott - Lewes Bridge</b>	<p>Malling Tenants and Residents Association run the Malling Food Bank. This is run by a small group of hard working and dedicated volunteers. Numbers using the food bank in the last year have risen from around 6 a week 12 months ago, reaching more than 40 families now being referred weekly from GPs, health visitors, social workers, teachers and so on.</p> <p>The Food Bank has outgrown the facilities at Malling Community Centre, having had to use a local church, before now using the Phoenix Centre. The food bank is funded by local donations of both food and money from residents and businesses alike.</p> <p>Enough storage space is needed to be able to continue to accept donations, and feed people in their times of hardship. I have enquired with Officers already about the use of a lock-up garage on the Malling estate.</p> <p>There are, I believe, several that could be made available. The obstacles are two-fold – one that the garages should only be used for parking. Only a fraction are being used for this purpose, so I am hopeful that this can be overcome. The second is concerns around food being stored in them for hygiene reasons. I can assure the council that the food bank has funds available to buy pest proof, water proof storage and that only non-perishable items would be stored here.</p> <p>In the longer term we look to provide permanent facilities on completion of the long awaited refurbishment of Malling Community Centre by Lewes Town Council, expected to be next year.</p> <p><u>Suggested action to be taken by the Council:</u></p> <p>That the Council allow the food bank use one of the garages on the Malling estate.</p>	DSD
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<p><b><u>Comment by Chief Officer (Director of Service Delivery):</u></b></p> <p>Fairshare is the UK's largest charity fighting hunger and food waste. If they are advising that a garage is unsuitable for food storage, we would want to continue working with Malling Food Bank to explore other options.</p>	
<p><b>Councillor Carter – Lewes Bridge</b></p>	<p>Following a petition of more than 1500 signatures presented last year, Full Council and subsequently Scrutiny and Cabinet agreed that we should look at the social value as well as the financial value of bids to use the historic Turkish baths in Friars Walk Lewes. Following this decision, two community arts organisations made a bid for use of the building in August, however, four months later, these organisations are still awaiting a decision, and this is actually putting them in a tricky position as they have deadlines approaching for funding applications. Bridge Ward residents have written to me, they are very concerned about the future of this building so I hope that for the residents and for the arts organisations, that a decision, and the decision making process can be revealed promptly.</p> <p><u>Suggested action to be taken by the Council:</u></p> <p>That the decision be taken and notified to the bidders</p>
<p><b><u>Comment by Chief Officer (Director of Regeneration and Planning):</u></b></p> <p>At their June meeting, Cabinet agreed a methodology for the selection of a tenant for Turkish Baths around five key elements – site use, community benefit, commencement, deliverability and indicative financial offer. There was no weighting to be applied and a maximum of 20 points available within each element.</p> <p>The property was marketed for a six week period over the summer and expressions of interest (EoI) invited. Each proposer completed the same EoI form which was developed to enable a fair assessment of strengths and weaknesses in each bid. An assessment panel made up of officers with particular specialisms in each of the areas reviewed the EoIs and undertook some initial scoring. Officers approached each proposer again with some clarifying questions on sections of their EoI that were least strong and offered meetings before scores were moderated and finalised.</p> <p>Strategic Property Board considered the matter at their meeting on 13 November and were informed by officers that there was a late planning issue with regards to disabled access to the property. As a result of this, officers contacted all proposers again to ensure that they were still interested in the building before providing Strategic Property Board with final recommendations</p>	<p>DRP</p>

<p>on the tenant that had scored the most through the assessment process.</p> <p>The Council has been keen to ensure all proposers had ample chance to express an interest in the property through the marketing period and were given the opportunity to provide the strongest submissions they could given that the applicants came from a variety of backgrounds and had differing capacity in writing proposals. Officers ensured that proposers were regularly emailed with updates throughout the process and all proposers have now been informed of the success or otherwise of their bid.</p> <p>As well as Turkish Baths, the Council has also been marketing Thebes Annexe and all proposers unsuccessful for Turkish Baths have been reminded that this property is still available should they be interested.</p> <p>The Council will announce who the winning tenant is once lease negotiations are complete.</p>	
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**Financial Appraisal**

2 None arising from this Report.

**Legal Implications**

3 None arising from this Report.

**Risk Management Implications**

4 I have not completed the Risk Management Checklist as there is no need to undertake a risk assessment.

**Equality Screening**

5 I have not completed the Equality Analysis checklist as this report is free from the requirement to do so.

**Background Papers**

6 None

**Appendices**

7 None