

Full Council

14 November 2018



Working in partnership with **Eastbourne Homes**

Quorum: 7

Published: Tuesday, 6 November 2018

To the Members of the Borough Council

You are summoned to attend an ordinary meeting of Eastbourne Borough Council to be held at the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 14 November 2018 at 6.00 pm to transact the following business.

(Please note: All councillors are invited to attend a short presentation prior to the Council meeting at 4:45pm in the Council Chamber, Town Hall, Eastbourne on our joint venture with Clear Sustainable Futures.)

Agenda

1 Minutes of the meeting held on 18 July 2018 (Pages 1 - 4)

2 Declarations of interests by members

3 Mayor's announcements

4 Notification of apologies for absence

5 Public right of address

The Mayor to report any requests received from a member of the public under council procedure rule 11 in respect of any referred item or motion listed below.

6 Order of business

The Council may vary the order of business if, in the opinion of the Mayor, a matter should be given precedence by reason of special urgency.

7 Matters referred from Cabinet or other council bodies

The following matters are submitted to the Council for decision (council procedure rule 12 refers):-

(a) Scrutiny annual programme 2018-2019 (Pages 5 - 8)

Report of Councillor di Cara on behalf of the Scrutiny Committee

8 Polling districts and polling places review (Pages 9 - 38)

Report of Electoral and Print Services Manager

9 Standards - Appointment of independent persons (Pages 39 - 42)

Report of Monitoring Officer

10 Draft calendar of meetings 2019/20 (Pages 43 - 44)

To agree the proposed draft calendar of meetings for 2019/20.

Please note: The calendar will be subject to final approval at the annual meeting of the Council on 22 May 2019.

11 Motions

The following motions have been submitted by members under council procedure rule 13:-

(a) Pavements

Motion submitted by Councillor Rodohan:-

“Given the deplorable state of pavements in Eastbourne which have continued to deteriorate over many years this Council calls on East Sussex County Council to allocate at least 50% of the surplus funds from Eastbourne Controlled Parking Scheme to a rolling Annual Programme of Improvements to pavements in Eastbourne commencing in 2019/20”.

(b) People's Vote

Motion submitted by Councillor Wallis:-

“This council respects the result of the 2016 referendum and acknowledges that there was a small majority in favour of leaving the European Union. However, this council also acknowledges that the terms of the United Kingdom leaving the European Union did not form part of the 2016 campaign. Therefore this council calls upon the government to hold a ‘People’s Vote’ on the final terms and agreement on the UK leaving the EU.

We urge this ‘People’s Vote’ for the following reasons:

(1) There is now a greater understanding of the consequences of the UK leaving the EU.

(2) There is clear, cross political party, cross community support for a ‘People’s Vote’ on the final terms of the UK’s departure from the EU in March 2019.”

12 Discussion on minutes of council bodies

Members of the Council who wish to raise items for discussion (council procedure rule 14) on any of the minutes of the meetings of formal council bodies listed below must submit their request to the Committee and Civic Services Manager no later than 10.00 am on the day of the meeting. A list of such items (if any) will be circulated prior to the start of the meeting.

The following are appended to this agenda:-

- (a) **Minutes of meeting of Planning Committee held on 24 July 2018**
(Pages 45 - 56)
- (b) **Minutes of meeting of Audit and Governance Committee held on 25 July 2018** (Pages 57 - 62)
- (c) **Minutes of meeting of Conservation Area Advisory Group held on 21 August 2018** (Pages 63 - 68)
- (d) **Minutes of meeting of Planning Committee held on 28 August 2018**
(Pages 69 - 80)
- (e) **Minutes of meeting of Scrutiny Committee held on 3 September 2018**
(Pages 81 - 88)
- (f) **Minutes of meeting of Cabinet held on 12 September 2018**
(Pages 89 - 94)
- (g) **Minutes of meeting of Audit and Governance Committee held on 19 September 2018** (Pages 95 - 96)
- (h) **Minutes of meeting of Planning Committee held on 25 September 2018** (Pages 97 - 108)
- (i) **Minutes of meeting of General Licensing Committee held on 1 October 2018** (Pages 109 - 112)
- (j) **Minutes of meeting of Conservation Area Advisory Group held on 2 October 2018** (Pages 113 - 116)
- (k) **Minutes of meeting of Planning Committee held on 23 October 2018**
(Pages 117 - 122)
- (l) **Minutes of meeting of Cabinet held on 24 October 2018**
(Pages 123 - 126)

Information for the public

Accessibility: Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

Filming/Recording: 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.

Public participation: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Information for councillors

Items for discussion: Members of the Council who wish to raise items for discussion on any of the minutes of council bodies attached to the meeting agenda, are required to notify Democratic Services by 10am on the day of the meeting.

Disclosure of interests: Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

Website: <http://www.lewes-eastbourne.gov.uk/>



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Full Council

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 18 July 2018 at 6.00 pm

Present:

Councillor Gill Mattock (Mayor)

Councillors Kathy Ballard (Deputy Mayor), Margaret Bannister, Colin Belsey, Sammy Choudhury, Janet Coles, Penny di Cara, Jonathan Dow, Tony Freebody, Pat Hearn, Stephen Holt, Gordon Jenkins, Paul Metcalfe, Colin Murdoch, Margaret Robinson, Pat Rodohan, Dean Sabri, Alan Shuttleworth, Robert Smart, Colin Swansborough, Barry Taylor, David Tutt, John Ungar and Steve Wallis

Officers in attendance:

Robert Cottrill (Chief Executive), Alan Osborne (Deputy Chief Executive), Peter Finnis (Assistant Director of Corporate Governance) and Simon Russell (Committee Services Lead)

21 Minute's silence

The Council observed a minute's silence in memory of former Mayor and Councillor, Honorary Alderman Ron Parsons, who sadly passed away on 25 June.

22 Minutes

An amendment to minute 20 of the ordinary meeting, held on 9 May 2018 was proposed by Councillor Taylor and seconded by Councillor Belsey. The amendment was lost by 14 votes to 8.

Subject to a technical addition to the resolution of minute 19 of the ordinary meeting, to include "with 7 abstentions", the minutes of the annual and ordinary meetings held on 9 May 2018 were approved by 13 votes to 8, and the Mayor was authorised to sign them as a correct record.

23 Declarations of members' interests

There were none.

24 Vote of thanks

As this would likely be their last full Council meeting, a vote of thanks was extended to Alan Osborne, Deputy Chief Executive. The Mayor and members

of the Council expressed their sincere thanks and wished him a long and happy retirement. The Deputy Chief Executive expressed thanks to all the members and staff during his time at the Council, who had contributed to its corporate success.

25 Mayor's announcements

Cllr Mattock dived straight into her Mayoral year the morning after Annual Council, when she was formally presented to HRH Princess Alexandra, who was in Eastbourne to mark 70 years of the Friends of Eastbourne Hospitals. Cllr Ballard took up the Deputy Mayoral reigns later in the afternoon, as she was also honoured to attend an event at which Her Royal Highness was present.

The Mayor has completed 58 engagements since then and is enjoying meeting the many dedicated volunteers who work behind the scenes to support Eastbourne's diverse community during which she was persuaded to cycle a marathon, play drums, play bowls and more worryingly get on a high speed motor bike. She is looking forward to more similar personal challenges.

She particularly wishes to mention Eastbourne Business Partnership, who nurtures young peoples' interests in science, technology and engineering with the Junior Engineers Challenge. She was delighted to meet some very young and very talented children at their recent event, and was impressed by their invention and enthusiasm.

Cllr Ballard has also deputised for the Mayor at a number of engagements, and has been similarly struck by the work of local groups. She was delighted to attend a Project Search event, where young people with learning difficulties celebrated their graduation from a supported work scheme. She also applauds a Band Of Brothers, another local group who mentor former offenders and help them rehabilitate into the community.

In June, the Mayor was delighted to welcome a group of visitors from Fort Mahon Plage, the home of the five brave young Frenchman who made a perilous channel crossing on canoes in 1941, fleeing Nazi occupation to join General de Gaulle in London. After landing at Beachy Head, the young men were cared for by the people of Eastbourne, and so began a long lasting entente cordiale between the two towns. A ceremony of remembrance was held at Beachy Head, followed by a reception at the Belgian Café, and a local history presentation at the Town Hall – where the Mayor was unexpectedly thrust into the role of translator, and quickly learned some useful new French vocabulary.

The Mayor's Charity Committee are putting together a programme of events to raise funds for her two charities, Memory Lane and Wayfinder Woman. They have already held two enjoyable and successful Inspirational Women Cream Teas, and have several intriguing guests lined up for future events,

notably Margaret Paren OBE on 3rd August, and Sian Williams on 1st September. She hopes to see you there.

Necessity being the mother of invention, and with the usual venues closed at present, the Committee are also working on a rebranded Mayor's Ball event, and details will be circulated soon. For information about these and any other Mayoral events, please contact the Mayor's Office.

26 Notification of apologies for absence

Apologies for absence were received from Councillors Miah, Murray and Tester.

27 Treasury management annual report 2017-18

This matter was reported and proposed by Councillor Holt on behalf of the Cabinet and seconded by Councillor Tutt.

Resolved: (By 21 votes to none)

(1) To agree the annual Treasury Management report for 2017/18.

(2) To approve the 2017/18 prudential and treasury indicators included in the report.

(3) To approve the re-profiling of the Authorised Limit and Operational Boundary.

28 Corporate plan refresh

This matter was proposed by Councillor Tutt on behalf of the Cabinet and seconded by Councillor Shuttleworth.

Resolved: (By 14 votes to none)

To agree the Council plan contents.

29 Minutes of council bodies and items for discussion.

The minutes of the following Council bodies were submitted to the meeting.

Committee	Date
Planning Committee	24 April 2018, 29 May 2018, 26 June 2018
Conservation Area Advisory Group	22 May 2018, 3 July 2018
Cabinet	23 May 2018, 11 July 2018
Scrutiny Committee	11 June 2018

In accordance with Council procedure rule 14, the following items were raised for discussion:

Conservation Area Advisory Group – 22 May 2018 and 3 July 2018 (Minute 1 – Minutes of the meeting held on 3 April 2018 and Minute 6 – Minutes of the meeting held on 22 May 2018) – raised by Councillor Smart.

Following the points raised, Councillor Tutt agreed that progress on the review of College Road conservation area be added as an agenda item to a future meeting of the Local Plan Steering Group. Councillor Rodohan, Chair of Conservation Area Advisory Group agreed to discuss with Councillor Murray, Chair of Planning Committee about bringing future appraisals to the Group, prior to being considered by Planning Committee.

Planning Committee – 26 June 2018 (Minute 16/17 – Lanark Court/Lanark Close 1/2, Hamsey Close. Application ID: 180439/180440) – raised by Councillor Taylor.

Cabinet – 11 July 2018 (Minute 16 – Construction of a new Sovereign Centre) – raised by Councillor di Cara.

Resolved (By 14 votes to none):

That the minutes of the above council bodies be accepted.

The meeting ended at 6.35 pm

Councillor Gill Mattock (Mayor)



Working in partnership with **Eastbourne Homes**

Meeting: Council

Date: Wednesday 14 November 2018

Subject: Scrutiny Annual Programme 2018/2019

Report of: Councillor Penny di Cara on behalf of the Scrutiny Committee

The Council is asked to consider the minute and resolution of the Scrutiny Committee held on **3 September 2018** as set out below.

Further copies of the report to Scrutiny Committee are available on request – please see end of this report. A copy may be seen on the Council's website by following the link below:

<http://democracy.eastbourne.gov.uk/ieListMeetings.aspx?Committeeld=128>

The Council is recommended to:-

Approve the Scrutiny Committee's annual work programme for 2018/19

Minute extract
Scrutiny – 3 September 2018

20 Scrutiny Annual Work Programme 2018/2019

The Committee noted the report of the Assistant Director of Legal and Democratic Services. The report detailed the draft Annual Work Programme for Scrutiny which enables the process for the committee to review proposed policies of the Cabinet, the outcome of such decisions and the call-in of alleged unlawful decisions in accordance with constitutional rules.

The Committee was pleased to note that an officer from the Strategic Economic Infrastructure team at East Sussex County Council would once again be attending a Scrutiny Committee meeting on 3 December 2018 to give an update on progress re the A27 improvements, and that all members of the Council would be invited to attend that session.

Members also noted the inclusion of the Cabinet's forward plan of key decisions as a standard item on the agenda; with permission from the Chair this was to be trialled to allow members to regularly scrutinise the Forward Plan, and indicate whether they would like to invite officers to future meetings for clarification regarding any items.

Members were reminded that if they wish to submit a Scrutiny Review Request the deadline would be 30 September 2018.

Resolved:

(1) That the Annual Work Programme be recommended to Council on 14 November 2018.

(2) That the proposed Scrutiny Review re Eastbourne's night time economy, as attached at Appendix B of the report, be declined on the grounds that the committee did not consider it to be of sufficient community impact to warrant a full scale review.

(3) That any further proposals for scrutiny reviews be submitted on completed scoping documents to the Scrutiny Officer by the end of September and that their addition to the programme be subject to liaison with the Chair and Deputy Chair.

Reason:

To discharge scrutiny procedure rule 7. 1 to prepare and submit an Annual Work Programme to the Full Council.

For a copy of the report please contact Democratic Services at 1 Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 410000.

E-mail: committees@lewes-eastbourne.gov.uk

Scrutiny Annual Work Programme 2018/2019

Meeting date	Item
3 September 2018	<p>Performance Monitoring 2018/2019 – Quarter 1 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Safeguarding Policy and Update <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Scrutiny Annual Work Programme 2018/2019 <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
8 October 2018	<p>Annual Finance Seminar <i>Contact: Homira Javadi, Chief Finance Officer, Homira.javadi@lewes-eastbourne.gov.uk</i></p>
3 December 2018	<p>A27 (an update from the Team Manager, Strategic Economic Infrastructure, East Sussex County Council) <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Performance Monitoring 2018/2019 – Quarter 2 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Community Safety Partnership Annual Report <i>Contact: Harry Williams, Policy and Engagement Coordinator, harry.williams@lewes-eastbourne.gov.uk</i></p> <p>Major Housing Grants <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>

Scrutiny Annual Work Programme 2018/2019

4 February 2019	<p>Performance Monitoring 2018/2019 – Quarter 3 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Council Budget proposals 2019/2020 <i>Contact: Homira Javadi, Chief Finance Officer, Homira.javadi@lewes-eastbourne.gov.uk</i></p> <p>Equality and Fairness Annual Report <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Sovereign Centre Scrutiny Task Group – Final Report <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
10 June 2019	<p>Forward Plan of Decisions <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Consult relevant bodies for suggestions for 2019/2020 Work Programme <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>

**Meetings take place at 6:00pm in the Town Hall, Grove Rd,
Eastbourne BN21 4UG**

To be scheduled:

- Monitoring of Recommendations/Updates on Reviews
- Call in

Report to:	Full Council
Date:	14th November 2018
Title:	Polling Districts and Polling Places Review
Report of:	Electoral and Print Services Manager
Ward(s):	All
Purpose of report:	To agree arrangements in respect of polling districts and polling places in the Borough of Eastbourne
Officer recommendation(s):	(1) That the Acting Returning Officer's proposals as set out in Appendix 1 be approved. (2) That the Electoral and Print Services Manager , on behalf of the Acting Returning Officer and Electoral Registration Officer, be authorised to implement the Council's decisions in respect of the review.
Reasons for recommendations:	To fulfil our statutory duty in respect of periodic review of polling districts and polling places.
Contact Officer(s):	Name: Tracey Pannett Post title: Electoral and Print Services Manager E-mail: Tracey.Pannett@lewes-eastbourne.gov.uk Telephone number: 01323415074

1 Introduction

- 1.1 The Council must regularly review the division of it's area into polling districts and the places where electors are asked to vote. A full review of the whole borough must be undertaken at intervals of not less than 4 years. A review must also be undertaken when a change in a particular polling place is proposed to be made.
- 1.2 The relevant legislation can be found in section 16 of the Electoral Administration Act 2006, the Representation of the People Act 1983 and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission.
- 1.3 This matter is brought before full Council as decisions on matters in respect of polling district boundaries and polling places cannot be dealt with by a council's executive (i.e. the Cabinet) by virtue of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

2 Review process

2.1 As part of the review process the Council must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

2.2 The consultation period for this full review ran for 6 weeks between 24 September and 2 November 2018. The timing of the review has been determined by a number of factors. First, to complete the review ahead of the Borough Elections in May 2019, secondly because we have been made aware of the potential loss of a polling venue ahead of the 2020 elections and thirdly, to ensure that the review is completed in advance of the publication of the new register on 1 December 2018. Public notice of the review was published and information about the review made available on the Council's website. Any elector in the whole of the Eastbourne constituency (whether they live in the borough or not) was entitled to make representations.

2.3 As well as being supplied on request, the consultation document was sent to the local Member of Parliament, Borough and County Councillors in the relevant wards and local political parties. It was also sent to the Eastbourne Disability Group (DIG) as required under the regulations, as persons having particular expertise in relation to access to premises or facilities for persons who have different forms of disability. The DIG is an umbrella group of local organisations that represents many of the disabled people living in Eastbourne. Membership of the DIG comprises Eastbourne Access Group, Eastbourne Blind Society, Sussex Oakleaf, The Chaseley Trust, East Sussex Disability Association (ESDA), ESDA Pain Group, British Limbless Ex Servicemen Association (BLESMA), Cranbrook Extra Care Living, SASBAH (Sussex Association for Spina Bifida and Hydrocephalus), MS Society, MS Family Support, South East Muscle Group, JPK Project (Learning Disabilities) and Eastbourne Shopmobility.

3 Definitions

3.1 **"Parliamentary constituency"**. This cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review. It should be noted that only that part of the Eastbourne constituency that is within the Borough of Eastbourne is being reviewed by the Council. The area of the constituency that lies outside the Borough (Willingdon, Jevington and Wannock) will be reviewed separately by Wealden District Council.

"Polling district". The area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined which is convenient to the electors.

"Polling place". The building or area in which polling stations will be selected

by the Acting Returning Officer.

“Polling station”. The actual area where the process of voting takes place. This must be located within the polling place and designated for the particular polling district. This function is the responsibility of the Acting Returning Officer.

4 The proposals and comments received

4.1 The consultation document sets out details of current polling districts and polling places together with details of the proposed changes. **Appendix 1 includes the full text of all comments received.**

4.2 The following summarises the proposals and comments received together with any necessary observations on the comments and final recommendations:

All Wards - To designate the whole of each of the 9 wards as the polling place. To enable us, if we lose a polling station at any time, to look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not to have to conduct a full public consultation.

Recommendation: That the Acting Returning Officer’s proposal be approved.

Hampden Park Ward To note that following the Local Boundary Review in 2016 a small Polling District known as HPD, was created comprising a few streets formally in Ratton ward and moved into Hampden Park, which had to be kept separate until the 2019 Borough Election. We will now be moving these streets into the HPC polling district and deleting HPD.

Old Town Ward - From **2020** we have been advised that Emmanuel Church, Greenfield Road (formerly known as Greenfield Church) will no longer be available. This serves as a polling station for OTA and OTD polling districts. The Acting Returning Officer’s proposal is to use, Upwyke House, Green Street as the new polling station for OTA from 2020.

Comments: Councillor Ungar commented “that JPK in Church Street would be suitable for a polling station. The building use to be used by this OTD area, before it was closed as a church. “

Response: Since the publication of the consultation document we have now visited the JPK Project, 39 – 41 Church Street, Eastbourne who have welcomed the opportunity to allow us to use their venue as a polling station for polling district OTD from 2020.

Recommendation: That the Acting Returning Officers proposal to use Upwyke House for polling district OTA and JPK Project for polling district OTD from 2020 be approved.

Sovereign Ward: To move the polling station in polling district SVC from Sovereign Harbour Yacht Club to the New Sovereign Community Centre, which as the new centre for the community is more accessible than the Yacht Club. To

cease using Conqueror Hall which is one of the more expensive polling stations and has a low voter turnout, as a polling station for the electorate in polling district SVD and instead use Sovereign Community Centre .

Comments: Councillor Wallis commented, “ if Sovereign reverts back to 3 polling stations, the average per station will be the highest in the borough. Should we not be aiming for 4 polling stations per ward (a nett gain of two polling stations), to ensure consistency across the borough?”

Response: It is fair to say that by losing a polling station in Sovereign the average per station would be the highest in the Borough. However, as mentioned in the consultation document, it is only a suggestion to lose Conqueror Hall mainly because of the low turnout and high cost of hiring the hall. It is for full Council to make the final decision.

Recommendation: That the Acting Returning Officer’s proposal to move SVC from Sovereign Harbour Yacht Club to the new Sovereign Community Centre and to merge SVD back into SVC be approved .

Upperton Ward: To note the change of Polling station for polling district UPA from Upperton United Reformed Church, Watts Lane due to closure and redevelopment in 2017.

Comments: A mini polling place review was conducted in January 2018 to find a new temporary station and concluded on 7th March when the Audit and Governance Committee agreed that we would use The Hub on the Hill in the grounds of St Michael and All Angels. We will continue to use this venue until such time as Upperton United reopens, at which time we will then move polling district UPA voters back to this venue.

5 Council consideration

- 5.1 Council is asked to consider and approve the amended proposals in light of the consultation responses received. The Council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places. Reasons have been given in Appendix 1 with additional reasoning noted in paragraph 4.2 above.

6 Implementation

- 6.1 The chosen venues will be used at all future elections. No re-drawing of polling district boundaries will be required.

- 6.2 In addition, the Council must publish:

- All correspondence sent to the Acting Returning Officer in connection with the review and all correspondence sent to any person who the Council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

- All representations made by any person in connection with the review;
- The minutes of any meetings held by the Council where details of the review have been considered.
- Details of the actual designations of polling districts and polling places agreed as a result of the review.
- Details of where the results of the review have been published.

7 Appeal to Electoral Commission

7.1 The grounds under which the review outcome can be challenged are that the Council has failed to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

7.2 The following may make representations to the Electoral Commission namely;

- not less than 30 registered electors in the constituency
- any person who made representations to the council when the review was being undertaken (except the Returning Officer)
- any person who is not an elector within the constituency who the Electoral Commission feel has sufficient interest in the accessibility of disabled persons;

Also the Returning Officer may make observations on any representations made to the Commission.

8 Financial appraisal

8.1 Election costs are borne by the body holding the election. For parliamentary elections and referendums the government pays and East Sussex County Council pays for county elections. For the 2019 Borough Elections, this will be an Eastbourne Borough Council cost. The foregoing proposals may increase the number of venues and polling stations overall by one from 2020 so there may be an increase of the hiring costs of one additional venue.

9 Legal implications

9.1 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must now be started and completed between 1 October 2018 and 31 January 2020 (inclusive).

This report is made pursuant to, and complies with, the legislation referred to in paragraph 1 above.

Lawyer consulted 26.10.18. Legal ref: 7798-EBC-OD

10 Risk management implications

- 10.1 We conduct this review to ensure that our polling places are suitable venues and where we are aware that a venue will no longer be available carry out visits to find new suitable venues to use as polling stations and where possible ensure that they are accessible venues. The risk of not accepting the recommendations, in particular, where we are aware that we will no longer be able to use a current venue, is that it will prevent electors from voting and therefore disenfranchise voters.

11 Equality analysis

- 11.1 A full Equality and Fairness Analysis has been conducted in respect of this review and is available as a background paper.

12 Appendices

- Appendix 1 – Review of Polling Districts and Polling Places in the Borough of Eastbourne.
- Appendix 2 - Review of Polling Districts and Polling Places in the Borough of Eastbourne Comments received to the consultation.

13 Background papers

The background papers used in compiling this report were as follows:

<https://www.lewes-eastbourne.gov.uk/consultations/review-of-eastbourne-polling-districts-and-polling-places/>

- Equality and Fairness Analysis

Appendix 1

**Review of Polling Districts and Polling
Places in the Borough of Eastbourne**

**Consultation document for a full review
2018**

**Consultation period runs from
24 September to 2 November 2018**

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Contact information:

Information on who can make representations and where to address representations is given on pages 5 of this consultation document.

If you want to talk to someone about this review or want further information please contact:

If you want information about any other electoral matter please contact:

Tracey Pannett, Electoral Services Lead,
Eastbourne Borough Council,
Town Hall, Grove Road,
Eastbourne,
BN21 4UG

Telephone (01323) 415074
E-mail: elections@lewes-eastbourne.gov.uk

If you would wish to receive this consultation document in an alternative format, such as large print, please let us know by contacting Electoral Services:

- E-mail: elections@lewes-eastbourne.gov.uk
- Telephone: (01323) 415074

1. Background to this review

The council must regularly review the division of its area into polling districts and the places where electors are asked to vote. A full review of the whole borough must be undertaken at intervals of not less than 4 years. A review must also be undertaken when a change in a particular polling place is proposed to be made.

The relevant legislation can be found in section 16 of the Electoral Administration Act 2006 (as amended), the Representation of the People Act 1983 and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission.

The council's last full review was carried out in 2014 and approved by the council in November of 2014.

Further information about the procedures for making representations is given later in this paper and the detailed proposals, including proposals for change, are set out in the appendix.

2. Definitions

"Parliamentary constituency". This cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review. It should be noted that only that part of the Eastbourne constituency that is within the Borough of Eastbourne that is being reviewed by the Council. The area of the constituency that lies outside the Borough (Willingdon, Jevington and Wannock) will be reviewed separately by Wealden District Council.

"Polling district". The area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined which is convenient to the electors.

"Polling place". The building or area in which polling stations will be selected by the Returning Officer.

"Polling station". The actual area where the process of voting takes place. This must be located within the polling place and designated for the particular polling district. This function is the responsibility of the Returning Officer.

3. The review process

As part of the review process the council must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

The council is required to publish notice of the holding of a review. Information about the review is made available on the council's website and can also be obtained in person from Electoral Services at the Town Hall, Eastbourne.

The consultation document will also be sent to the local Member of Parliament, Borough and County Councillors and local political parties. It will also be sent to persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last for 6 weeks. This is considered to be sufficient given that minimal change is proposed.

The timetable for this review is set out below:

Publication of notice	24 th September
Publication of consultation document including Returning Officer's proposals	24 th September
Closing date for representations.	2 nd November
Final proposals published (as part of the agenda papers for meeting of the council on 14 November 2018. These will be available on the Council's website.	6 th November
Council approves revised scheme.	14 th November

4. The role of the Returning Officer

The Council is required to consult the Returning Officer for every Parliamentary constituency that is wholly or partly within its area. This consultation document already includes proposals made by the Returning Officer for the Eastbourne parliamentary constituency.

5. Proposals

The appendix to this consultation document sets out details of current polling district and polling places for each of the 9 wards in the Borough of Eastbourne and details of any proposed changes.

6. Making representations

Any elector in the whole of the Eastbourne parliamentary constituency (whether they live in the borough or not) may make representations to the Council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places to those proposed where appropriate and to give reasons for the alternative.

Any representations must be received by **5pm Friday 2 November 2018**.

All Representations should be addressed to:

Polling Place Review
Electoral Services
Eastbourne Borough Council
Town Hall, Grove Road
Eastbourne
BN21 4UG

If you prefer you can email your representations (with the words "Polling Place Review" in the subject line) to elections@lewes-eastbourne.gov.uk

All representations received will be published on the Council's website as soon as possible after receipt, even if you have already commented on the proposals, you may make further submissions in response to views and comments you see on the website provided these are received no later than the consultation closing date on 2 November 2018. You can view this document, together with maps showing the ward and polling district boundaries at <http://lewes-eastbourne.gov.uk/consultations/>

7. Completion of the review

A report will be submitted to a meeting of the council on 14 November 2018. The Council will then be asked to consider the Returning Officer's proposals and any representations received and make a final decision. The council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places.

Revisions to any electoral register comprising a revised polling district will be made when the new register is published on 1 December 2018.

In addition, the council must publish:

- all correspondence sent to the Returning Officer in connection with the review and all correspondence sent to any person who the council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability;
- all representations made by any person in connection with the review;
- the minutes of any meetings held by the council where details of the review have been considered;
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

8. Challenging the outcome of the review

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations made that a council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

9. Who may make a representation to the Electoral Commission?

The following may make representations to the Electoral Commission namely;

- not less than 30 registered electors in the constituency
 - any person who made representations to the council when the review was being undertaken (except the Returning Officer)
 - any person who is not an elector within the constituency who the Electoral Commission feel has sufficient interest in the accessibility of disabled persons;
- Also the Returning Officer may make observations on any representations made to the commission.

10. Review by the Electoral Commission

The Electoral Commission is required to consider any such representations and observations, and after doing so, may direct the relevant council to make any alterations it sees necessary to the polling places designated by the review.

Should a council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

Appendix 1

Review of Polling Districts and Polling Places in the Borough of Eastbourne

Proposals Document

Electorate as at 3 September 2018

Devonshire Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
DVA	All Souls Parish Room, Wellesley Road, Eastbourne, BN21 3RJ	Devonshire	2101	309	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking is very limited. Have not received any complaints about this venue
DVB	Eastbourne Blind Society, 124-142 Longstone Road Eastbourne, BN22 8DA	Devonshire	1826	330	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking is very limited. Have not received any complaints about this venue
DVC	St Agnes Hall, Whitley Road, Eastbourne, BN22 8NJ	Devonshire	2167	369	Located just outside of the Polling District boundary. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking at the rear of the building. Have not received any complaints about this venue
DVD	Archery Youth Centre, Archery Recreation Ground, Seaside, BN22 7RR	Devonshire	1819	407	Located just outside of the Polling District boundary and is used as double polling station with St Anthony's (SAB). Large hall and small hall. Good disabled access. Suitable lighting inside and out. Parking at the rear of the building. Have not

					received any complaints about this venue. Have had problems in the past with confusion over which entrance to use for each station but have improved this over time with improved signage.
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Returning Officer's proposal: There are no proposals to change any of the stations, in past reviews each station has been designated as the Polling Place. We would like to change this and propose that the Devonshire Ward is designated as the polling place.

Reasons: If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

Hampden Park Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
HPA	Hampden Park Community Centre, Brodrick Road, Eastbourne, BN22 9NR	Hampden Park	1682	391	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Have not received any complaints about this venue
HPB	St Peter's Church Hall, The Hydneye, Eastbourne, BN22 9BY	Hampden Park	2820	533	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Have not received any complaints about this venue
HPC (HPD)	Willingdon Trees Community Centre, Holly Place, Maywood Avenue, Eastbourne, BN22 0UT	Hampden Park	2002	325	<p>Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking good. Have not received any complaints about this venue</p> <p>Note following the Local Boundary Review in 2016 we had to create a small Polling District known as HPD which were a few streets formally in Ratton ward and moved into Hampden Park which had to be kept separate under the 2019 Borough Election. We will now be moving these streets into the HPC polling district and deleting HPD.</p>

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Returning Officer's proposal: There are no proposals to change any of the stations, in past reviews each station has been designated at the Polling Place. We would like to change this and propose that the Hampden Park Ward is designated as the polling place

Reasons: If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

Langney Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
LGA	St Barnabas United Church, Kingfisher Drive Eastbourne, BN23 7RA	Langney	1213	313	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
LGB	Shinewater Community Centre, Milfoil Drive, Eastbourne, BN23 8ED	Langney	3698	627	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
LGC	Langney Sport Club, Priory Road, Eastbourne, BN23 7QH	Langney	1550	384	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue

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Returning Officer's proposal: There are no proposals to change any of the stations, in past reviews each station has been designated at the Polling Place. We would like to change this and propose that the Langney Ward is designated as the polling place.

Reasons If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

Meads Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
MDA	St Saviour's Church Hall, Spencer Road, Eastbourne, BN21 4UT	Meads	2242	530	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
MDB	All Saints' Church Hall, Grange Road, Eastbourne, BN21 4HE	Meads	1634	542	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
MDC	St John's Parish Hall, Meads Street, Eastbourne, BN21 7QL	Meads	2495	790	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking is very limited. Have not received any complaints about this venue

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Returning Officer's proposal: There are no proposals to change any of the stations, in past reviews each station has been designated at the Polling Place. We would like to change this and propose that the Meads Ward is designated as the polling place

Reasons: If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

Old Town Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
OTA	Emmanuel Church (formerly known as Greenfield Methodist Church Hall,) Greenfield Road, Eastbourne, BN21 1JJ	Old Town	2867	607	After the 2019 elections this venue will no longer be available as site is being sold and the church is merging with Upperton United. <i>We have found a new venue Upwyke House Green Street, Communal Lounge which has a separate entrance from the main residential entrance, Flat access, some parking at the rear of the building and on street parking.</i>
OTB	Old Town Community Centre, Central Avenue, Eastbourne, BN20 8PL	Old Town	1788	277	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Have not received any complaints about this venue
OTC	Victoria Baptist Church Hall, Eldon Road, Eastbourne, BN21 1UE	Old Town	1300	356	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good parking. Have not received any complaints about this venue
OTD	Emmanuel Church (formerly known as Greenfield Methodist Church Hall,) Greenfield Road, Eastbourne, BN21 1JJ	Old Town	677	264	After the 2019 elections this venue will no longer be available as site is being sold and the church is merging with Upperton United. <i>We are currently still looking for a new venue any suggestions please feed into this consultation</i>

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Returning Officer's proposal: To accept the Upwyke House, Green Street as the new polling station for OTA from 2020. We are currently still looking for a suitable venue to serve OTD electors.

In past reviews each station has been designated at the Polling Place. We would like to change this and propose that the Old Town Ward is designated as the polling place.

Reasons: Due to the loss of Emmanuel Church which served as a polling Station for both OTA and OTD we need to have new polling stations for both these polling districts.

If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

Ratton Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
RNA	Oakwood Primary School, Magnolia Drive, Eastbourne, BN22 0SS	Ratton	906	270	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good parking.
RNB	Broadway United Church, The Broadway, Eastbourne, BN22 0AS	Ratton	1293	455	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good parking. Have not received any complaints about this venue
RNC	Back Room, The Red Lion Pub, Wish Hill, Eastbourne, BN20 9HQ	Ratton	1776	559	Located within the polling district. Easily accommodates the required single polling station. Reasonable access. Suitable lighting inside and out. Some parking. Have not received any complaints about this venue
RND	St Clements Court, Framfield Way, Eastbourne, BN21 2QZ	Ratton	1569	569	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking is very limited. Have not received any complaints about this venue

Returning Officer's proposal: There are no proposals to change any of the stations, in past reviews each station has been designated at the Polling Place. We would like to change this and propose that the Ratton Ward is designated as the polling place.

Reasons: If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

St Anthony's Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
SAA	Suncoast Church, 3 Courtlands Road, Eastbourne, BN22 8TR	St Anthony's	1721	433	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
SAB	Archery Youth Centre, Archery Recreation Ground, Seaside, BN22 7RR	St Anthony's	1021	199	Located just outside of the Polling District boundary and is used as double polling station with Devonshire (DVD). Large hall and small hall. Good disabled access. Suitable lighting inside and out. Parking at the rear of the building. Have not received any complaints about this venue. Have had problems in the past with confusion over which entrance to use for each station but have improved this over time with improved signage.
SAC	St Andrew's Parish Hall, Seaside, Eastbourne, BN22 7RT	St Anthony's	1219	212	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue
SAD	Langney Village Hall, Etchingham Road, Eastbourne, BN23 7DR	St Anthony's	2757	717	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Limited Parking. Have not received any complaints about this venue

Returning Officer's proposal: There are no proposals to change any of the stations, in past reviews each station has been designated at the Polling Place. We would like to change this and propose that the St Anthony's Ward is designated as the polling place.

Reasons: If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

Sovereign Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
SVA	Christ the King Catholic Church Hall, Princes Road, Eastbourne, BN23 6HT	Sovereign	2704	796	Located within the polling district. Easily accommodates the required single polling station.
SVB	The Haven School, Atlantic Drive, Eastbourne, BN23 5SW	Sovereign	1723	396	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking is not great as the school will not allow voters to park within the school. Have not received any complaints about this venue
SVC	Sovereign Harbour Yacht Club, 3 Harbour Quay, Eastbourne, BN23 5QF	Sovereign	2172	635	Located within the polling district. Easily accommodates the required single polling station. The polling station is not on the ground floor and there are a number of stairs up to the room and whilst there is a lift available is not ideal. <i>The new Sovereign Harbour Community Centre is due to open and is located within this polling district and has disabled access, suitable lighting inside and out and parking and is better suited to our requirements</i>
SVD	Conqueror Hall, Horsa Close, Eastbourne, BN23 6TL	Sovereign	673	110	Located within the polling district. Easily accommodates the required single polling station. Suitable lighting inside and out. Good Parking. However this station is one of our most expensive costing around £650 in hire and has a very low turnout. Prior to 2015 SVD formed part of SVC and <i>would like to recommend that we revert back to this and use Sovereign Harbour Community centre, as recommended above at SVC</i>

Returning Officer's proposal: Proposal to move SVC from Sovereign Harbour Yacht Club to the new Sovereign Community Centre and to merge SVD back into SVC .

In past reviews each station has been designated at the Polling Place. We would like to change this and propose that the Sovereign Ward is designated as the polling place.

Reasons: Sovereign Centre Community Centre is a centre for the community is more accessible than the Yacht Club. SVD is a small polling district of approx. 600 voter has a low turnout and the hire of the hall is one of our more expensive by merging the two could offer savings.

If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

Upperton Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
UPA	The Hub on the Hill, in the grounds of St Michael and All Angels Church, Willingdon Road, Eastbourne BN21 1TN	Upperton	1451	352	UPA would normally use Upperton United Reformed Church, Watts Lane as the polling station but we were informed in 2017 that this was closing down and being redeveloped. <i>We had to conduct a mini polling place review to find a new temporary station. The review was conducted in January 2018 and concluded on 7th March when the Audit and Governance Committee agreed that we would use The Hub on the Hill in the grounds of St Michael and All Angels. We will continue to use this venue until such time as Upperton United reopens, at which time we will then move UPA voters back to this venue.</i>
UPB	St Thomas a Becket Junior School, Tutts Barn Lane, Eastbourne, BN22 8XT	Upperton	2059	615	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue
UPC	Town Hall, Grove Road, Eastbourne, BN21 4UG	Upperton	649	220	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue
UPD	Elim Family Centre, Hartfield Road, Eastbourne, BN21 2AD	Upperton	1777	416	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Have not received any complaints about this venue
UPE	The Old Parsonage Barn, St Mary The Virgin Parish Church, Ocklynge Road, Eastbourne, BN21 1PW	Upperton	449	126	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue

Returning Officer's proposal: There are no proposals to change any of the stations other than as soon as Upperton United Reformed Church re opens we will revert UPA voters back to using this venue. In past reviews each station has been designated at the Polling Place. We would like to change this and propose that the Upperton Ward is designated as the polling place.

Reasons: If we lose a polling station at any time, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.



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Appendix 2

Review of Polling Districts and Polling Places in the Borough of Eastbourne

**Comments received to the consultation
(consultation has now closed)**

Consultation document at

[http:// lewes-eastbourne.gov.uk/consultations/](http://lewes-eastbourne.gov.uk/consultations/)

**Consultation period ran from
24 September to 2 November 2018**

Devonshire Ward

From: Councillor Wallis

Comment: complaints from tellers at DVD as the officers insisted that they stand outside, even though there is a porch available, however at DVA tellers were permitted to sit inside (both these polling stations has a door separating the tellers from the ballot boxes). What is the EBC policy on accommodating tellers?

Hampden Park Ward

From: Councillor Swansborough

Comment: The Hampden Park part of this seems fine.

Langney Ward

No comments received specific to this ward

Meads Ward

No comments received specific to this ward

Old Town Ward

From: Councillor Ungar

Comment: I think that JPK in Church Street would be good for a polling station. The building use to be used by this OTD area, before it was closed as a church.

Ratton Ward

From: Councillor Belsey

Comment: On behalf of the Ratton Councillors, we have no comments as nothing has changed

St Anthony's Ward

No comments received specific to this ward

Sovereign Ward

From: Councillor Wallis

Comment: If Sovereign reverts back to 3 polling stations, the average per station will be the highest in the borough. Should we not be aiming for 4 polling stations per ward (a nett gain of two polling stations). To ensure consistency across the borough?

Upperton Ward

No comments received specific to this ward

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Report to:	Council
Date:	14 November 2018
Title:	Standards – Appointment of Independent Persons
Report of:	Monitoring Officer
Ward(s):	All
Purpose of report:	To consider interim appointments of Independent Persons for Eastbourne Borough and Lewes District Councils to support the statutory standards regime.
Officer recommendation(s):	<p>(1) That Mr Neal Robinson and Mr Vic Kempner be confirmed as interim Independent Standards Persons across both Eastbourne Borough and Lewes District Councils until July 2019.</p> <p>(2) That an updated recruitment be held in 2019 to confirm two appointments for the next 4 years with aligned job descriptions and remuneration packages across both Councils.</p> <p>(3) That the specific remuneration of the Independent Persons appointed by the Councils be delegated to the Monitoring Officers.</p>
Reasons for recommendations:	<p>(1) To provide each Council with sufficient Independent Person cover.</p> <p>(2) To align the terms, across both Councils, on which Independent Persons are engaged.</p>
Contact Officer(s):	<p>Name: Peter Finnis Post title: Monitoring Officer E-mail: peter.finnis@lewes-eastbourne.gov.uk Telephone number: 01323 415003</p>

1 Introduction

- 1.1** The Localism Act 2011 requires a district or borough council to appoint at least one Independent Person following advertisement of the position and the receipt of applications. Both Eastbourne Borough and Lewes District Councils currently appoint two such persons in order to have sufficient cover and resource in the event of complex investigations.

- 1.2 Until recently, Eastbourne's Independent Persons were Neal Robinson and Allen Gales while the Lewes independent persons were Vic Kempner and Allen Gales. Following the sad recent death of Allen Gales, both authorities have only one appointed Independent Person each. Thus it is necessary to address this matter to ensure there is sufficient resource across both Councils.

2 Process of Appointment and Proposal

- 2.1 Independent Persons are recruited by a selection panel following external advertisement involving nominated members led by the Monitoring Officer. However, both Neal Robinson and Vic Kempner have been the subject of such a formal recruitment for their current roles and have expressed an interest in serving across both Councils as the late Allen Gales did.
- 2.2 The key requirements for the appointment of Independent Persons are:
- Appointments must be approved by a majority of the full Council
 - Applicants cannot have been a member or co-opted member or officer of the authority within the last 5 years or a relative or close friend of a member or officer.
- 2.3 The proposal to the respective Councils is that Neal Robinson and Vic Kempner be appointed to serve as interim Independent Persons for both Eastbourne Borough and Lewes District Councils on their existing terms, until July 2019. At that point the intent would be to undertake a refreshed recruitment of two Independent Persons involving both external advertisement and selection panel process, to serve across both authorities on aligned terms for the following 4 years, the duration of office considered good practice.

3 Consultations

- 3.1 The proposals in this report have been subject to consultation with the Chairs of the Audit and Governance Committee in Eastbourne and the Audit and Standards Committee in Lewes, neither of whom raised an objection.

4 Financial Implications

- 4.1 There are costs associated with the remuneration of the Independent Persons and any appropriate training required to ensure the chosen candidates can fulfil the role and participate effectively in the work of standards. Currently, in Eastbourne, Independent Persons are paid a retainer of £1,000 per annum. Additional payments are then made at a specified daily rate (up to a maximum of 20 days) as and when duties are performed (currently set at £154 per day). In Lewes there is no retainer fee, simply a payment of £25 per hour plus expenses when conducting specific duties. As an interim position, it is proposed that the current arrangements are retained but then aligned as part of the refreshed recruitment in 2019.

5 Conclusion

- 5.1 The appointment of Independent Persons is required to comply with the Localism Act 2011 and the Council's Constitution. The Independent Persons have an important role in promoting and maintaining high standards of conduct by elected members and co-opted members of the Council.

6 Background papers

The background papers used in compiling this report were as follows:

- Localism Act 2011

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Calendar of Meetings

May 2019 - June 2020

EASTBOURNE
Borough Council



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MEETING:-	Time	2019								2020				
		May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Bank Holidays		6,27			26				25,26	1			10,13	4,25
Annual Council	6pm	22												6
Council	6pm	22		17				13			19			6
Cabinet	6pm		5	10		11	23		11		5	18		20
Scrutiny Committee	6pm		10			2	+7		2		3			
Planning Committee	6pm	28	25	23	27	24	22	19	10	21	25	24	21	26
Conservation Area Advisory Group	6pm		4	2	20		1	26		7	18	31		
Licensing Committees	6pm			8		30				6		9		
Audit and Governance Committee	6pm			24		18		27				4		
Joint Staff Committee	2.30pm			10		11		27			12			
Other		EBC election 2		3-5 LGA Ann Conf										

Notes:

Scrutiny Committee – +7 October 2019 - Annual Finance briefing.

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Planning Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 24 July 2018 at 6.00 pm

Present:

Councillor Jim Murray (Chair)

Councillors Janet Coles (Deputy-Chair), Sammy Choudhury, Paul Metcalfe, Md. Harun Miah, Margaret Robinson, Barry Taylor and Penny di Cara (Reserve) (as substitute for Colin Murdoch)

Officers in attendance:

Leigh Palmer, Senior Specialist Advisor for Planning
Anna Clare, Specialist Advisor for Planning
Joanne Stone, Lawyer

Also in attendance:

Katie Maxwell, Committee Officer

22 Minutes of the meeting held on 26 June 2018.

The minutes of the meeting held on 26 June 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

23 Apologies for absence.

An apology for absence was reported from Councillor Murdoch.

24 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

Councillor Taylor declared an interest in minute 25 land off Brede close and minute 28 Land adjacent to 38 Timberley Road, as he had raised concerns at a previous Council meeting regarding Council policy for loss of parking for residents as a result of the redevelopment of Council owned garages. He felt that this had predetermined his decision of future applications of this nature. Councillor Taylor withdrew from the room whilst the applications were considered and did not vote thereon.

25 Land off Brede Close. Application ID: 180438.

Demolition of existing garages, and construction of 6no new dwellings, 1no. 1 bed 2 persons, 5no. of 2 bed 4 person houses; including associated parking, access, & landscaping. Amended plans submitted to provide improved access to proposed garages by moving the proposed development 1.4m further into the site – **DEVONSHIRE**.

The Chair advised the committee that there had been some confusion regarding letters of notification to speak at committee for the residents of Brede Close. He proposed that this application be deferred to afford the residents the opportunity to address the committee on this application at a future meeting.

RESOLVED: (Unanimous) That the application be deferred to afford the residents the opportunity to address the committee on this application at a future meeting.

26 Hampden Retail Park, Marshall Road. Application ID: 180423.

Erection of three new retail units comprising; one attached Use Class A1 unit and two detached A1/A3 units (including a drive-thru); external refurbishment of the existing retail units; reconfiguration of the existing car park and access, and associated works – **HAMPDEN PARK**.

The committee was advised by way of an addendum report that a supplementary highway report had been provided looking at a number of issues including trip generation. In response to this additional documentation County Highways supported the proposal subject to conditions.

RESOLVED (A): (Unanimous) That subject to a S106. legal agreement covering:

- a. Local Employment Issues
- b. Highway Issues;
- c. The creation of the access, re-instating of the footway and dropped crossing points should be secured by condition and a s278 agreement.
- d. Provision of signage from the site to the Station and bus stops
- e. Provision of Real Time Passenger Information (RTPI) to provide better, more reliable information about bus services. To provide a RTPI sign would require a contribution of approximately £15,000.00.
- f. Highway improvement works;
- g. Widening the Marshall Road two-lane approach; and
- h. Widening the entry width of the Lottbridge Drove (North) arm.
- i. Travel Plan surveys and monitoring reports should be secured through an s106 agreement.

Then planning permission be granted subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of permission.

2. The development hereby permitted shall be carried out in accordance with the approved drawings;

- 4158-155 Tree Plan
- 4158-301 Rev P Proposed Site Plan
- 4158-306 proposed Elevations
- 4158-307 Unit 6 Proposed Elevations
- 4158-308 Shopfront Details
- G22765 0101 Rev P1 Proposed Drainage Layout

3. No development shall take place until samples of the materials (including colour of render, paintwork and colourwash) to be used in the construction of the external surfaces of that part of the development hereby permitted have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

4. The development hereby permitted shall only be carried out in accordance with the approved Flood Risk Assessment (FRA) (April 2018) and the following mitigation measures details within the FRA:

- a. All occupants will sign up to the Flood Warning Service, as stated in FRA sections 6.1 and 7.
- b. A flood preparation and evacuation plan is drawn up, as recommended in FRA Sections 6.2 and 7, for identification and provision of a safe route into and out of the site to an appropriate safe haven.
- c. Flood resilience and resistance measures are incorporated into the design, as advised in Section 6.3 of the FRA.

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing/phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the Local Planning Authority.

5. Prior to completion or first occupation of the development hereby approved, whichever is the sooner; details of treatment of all parts on the site not covered by buildings shall be submitted to and approved in writing by the Local Planning Authority. The site shall be landscaped strictly in accordance with the approved details in the first planting season after completion or first occupation of the development, whichever is the sooner. Details shall include:

- a. a scaled plan showing all existing vegetation and landscape features to be retained and trees and plants to be planted;
- b. location, type and materials to be used for hard landscaping including specifications, where applicable for:
 - i. permeable paving
 - ii. tree pit design
 - iii. underground modular systems
 - iv. Sustainable urban drainage integration
 - v. use within tree Root Protection Areas (RPAs);
- c. a schedule detailing sizes and numbers/densities of all proposed trees/plants;
- d. specifications for operations associated with plant establishment and maintenance that are compliant with best practice; and
- e. types and dimensions of all boundary treatments

6. All soft landscaping shall have a written five year maintenance programme following planting. Any new tree(s) that die(s), are/is removed or become(s)

severely damaged or diseased shall be replaced and any new planting (other than trees) which dies, is removed, becomes severely damaged or diseased within five years of planting shall be replaced. Unless further specific permission has been given by the Local Planning Authority, replacement planting shall be in accordance with the approved details.

7. The developer must advise the local authority (in consultation with Southern Water) of the measures which will be undertaken to divert the public sewers, prior to the commencement of the development.

8. No part of the development shall be occupied/brought into use until the car parking has been constructed and provided in accordance with the approved drawing 4158 301 Rev P. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicle.

9. No part of the development shall be occupied until cycle parking spaces have been provided in accordance with the approved drawing 4158 301 Rev P. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of cycles.

10. Development shall not commence until a Construction Traffic Management Plan has been submitted and agreed, and the approved Plan shall be implemented and adhered to in full throughout the entire construction period, the Construction Traffic Management Plan must include but not be limited to, tracking of construction vehicles for each phase of development (if phased), details of hoardings/welfare areas, and pedestrian re-routing required during construction.

11. The vehicle electric charging point shown on approved drawing 4158 301 Rev P shall be installed and made available for use prior to the first occupation of the new units and thereafter shall be retained in perpetuity.

12. No part of the new buildings shall be occupied until such time as the vehicular access serving the development has been constructed in accordance with the approved drawing (Ref: 4158-301-M).

13. No part of the new buildings shall be occupied until such time as the existing vehicular access onto Marshall Road has been physically closed in accordance with plans and details submitted to and approved in writing by the Local Planning Authority.

14. No part of the new buildings shall be occupied until provision has been made within the site in accordance with plans and details to be submitted to and approved by the Local Planning Authority, to prevent surface water draining onto the public highway.

15. The access shall have maximum gradients of 4% (1 in 25) from the channel line, or for the whole width of the footway/verge whichever is the greater and 11% (1 in 9) thereafter.

16. No part of the new buildings shall be first occupied until visibility splays of 2.4metres by 43 metres have been provided at the proposed site vehicular access onto Marshall Road in accordance with the approved plans. Once provided the splays shall thereafter be maintained and kept free of all obstructions over a height of 600mm.

17. No part of the new buildings shall be occupied until the car parking has been constructed and provided in accordance with the approved plans. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicles.

18. The external works to the existing buildings shall only be undertaken in one building operation.

Informative:

1. Due to changes in legislation that came in to force on 1st October 2011 regarding the future ownership of sewers it is possible that a sewer now deemed to be public could be crossing the above property.
2. Therefore, should any sewer be found during construction works, an investigation of the sewer will be required to ascertain its condition, the number of properties served, and potential means of access before any further works commence on site. The applicant is advised to discuss the matter further with Southern Water, Sparrowgrove House, Sparrowgrove, Otterbourne, Hampshire SO21 2SW (Tel: 0330 303 0119) or www.southernwater.co.uk.
3. A formal application for connection to the public sewerage system is required in order to service this development. To initiate a sewer capacity check to identify the appropriate connection point for the development, Please contact Southern Water, Sparrowgrove House, Sparrowgrove, Otterbourne, Hampshire SO21 2SW (Tel: 0330 303 0119) or www.southernwater.co.uk". Please read our New Connections Services Charging Arrangements documents which has now been published and is available to read on our website via the following link: <https://beta.southernwater.co.uk/infrastructure-charges>

RESOLVED (B) (Unanimous): That should there be a delay in processing of the S106 agreement (more than 8 weeks from the date of this resolution and without any commitment to extend the time) then the application be refused for the lack of infrastructure provision.

27 Hampden Retail Park Advertisement, Marshall Road. Application ID: 180480.

One internally illuminated totem sign – **HAMPDEN PARK.**

RESOLVED: (Unanimous) That permission be granted subject to a s.106 legal agreement covering Highways and Local Labour provisions and the following conditions:

1. No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
2. No advertisement shall be sited or displayed so as to:
 - a. Endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
 - b. Obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or;
 - c. Hinder the operation of any device used for the purpose of security or surveillance or for the measuring of speed of any vehicle.

3. Any advertisement displayed, and any site used for the display of advertisement, shall be maintained in a condition that does not impair the visual amenity of the site.
4. Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
5. Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.
6. The development hereby permitted shall be carried out in accordance with the approved drawings 4158-151E.

28 Land adjacent to 38 Timberley Road, Timberley Road. Application: 180441.

Demolition of existing garages, and construction of 4no 2 bed 4 person houses; including associated parking, access, & landscaping - **RATTON**.

The committee was advised by way of an addendum report that an additional objection had been received covering the following points:

- Access onto Timberley Road was difficult with cars parked on the road
- Restriction of views from properties boundaries onto Timberley Road
- Loss of privacy to back gardens
- Overlooking
- Access was required to back garden
- Damage from construction vehicles
- Damage to underground drainage

Mrs Browne addressed the committee in objection stating her concerns regarding highways safety, parking, refuse collection and loss of privacy.

Councillor Belsey, Ward Councillor, addressed the committee in objection stating that the proposal was an overdevelopment and that the scheme would exacerbate parking issues for the surrounding residents.

RESOLVED: (By 4 votes to 3) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of permission.
2. The development hereby permitted shall be carried out in accordance with the approved drawings;
17-076 0007 P04
17-076 0008 P03
3. The external finishes of the development hereby permitted shall be as stated on the approved drawings unless agreed otherwise in writing by the Local Planning Authority.

4. Prior to the commencement of development details of the finished floor level of the approved dwellings shall be submitted to and approved in writing by the Local Planning Authority.
5. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no extension, enlargement or other alteration of the dwelling houses, and no outbuildings shall be erected within the curtilage of the dwellings other than that expressly authorised by this permission shall be carried out without planning permission obtained from the Local Planning Authority.
6. Prior to the commencement of the development details of foul and surface water drainage scheme to be submitted to and approved in writing by the Local Planning Authority.
7. Of the 9 parking spaces hereby approved a maximum of one parking space per dwelling shall be allocated, the rest shall remain unallocated for additional vehicles/visitors.
8. That no demolition, site clearance or building operations shall take place except between the hours of 8:00 a.m. and 6:00 p.m. on Mondays to Fridays and 8:00 a.m. and 1:00 p.m. on Saturdays and that no works in connection with the development shall take place on Sundays or Bank Holidays unless previously been agreed in writing by the Local Planning Authority.
9. No development shall commence until the vehicular access serving the development has been constructed in accordance with the approved drawing 17-076 0007 P04 Proposed Site Plan
10. The access shall have maximum gradients of 4% (1 in 25) from the channel line, or for the whole width of the footway/verge whichever is the greater and 11% (1 in 9) thereafter.
11. No part of the development shall be occupied until the car parking has been constructed and provided in accordance with the approved plans. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicles.
12. No part of the development shall be occupied until cycle parking spaces have been provided in accordance with the approved details. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of cycles.
13. No development shall take place, including any ground works or works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to in full throughout the entire construction period. The Plan shall provide details as appropriate but not be restricted to the following matters,

- the anticipated number, frequency and types of vehicles used during construction,
- the method of access and egress and routeing of vehicles during construction,
- the parking of vehicles by site operatives and visitors,
- the loading and unloading of plant, materials and waste,

- the storage of plant and materials used in construction of the development,
- the erection and maintenance of security hoarding,
- the provision and utilisation of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
- details of public engagement both prior to and during construction works.
- details of site welfare structures

14. Notwithstanding the details shown on the plans hereby approved all dwellings shall be fitted with a 'sprinkler system' prior to the first occupation and this facility shall remain maintained and functional for the life of the development.

29 Meads Hollow, 15 Upper Carlisle Road. Application ID: 180362.

Proposed Erection of a detached 5 bedroom dwelling with a detached double garage – **MEADS**.

The committee felt that the tree screening would not be sufficient to protect the privacy of the neighbouring property from the windows serving the stairwell within the western elevation of the proposed dwelling and requested the inclusion of obscure glass by way of condition.

RESOLVED: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of permission.
2. The proposed development shall be carried out in strict accordance with the following plans:

2018-16-02 – Proposed Ground and First Floor Plans

2018-16-03a - Proposed Second Floor and Roof Plans

2018-16-04 – Proposed Elevations

2018-16-05 – Patio Plan & Site Section

2018-16-06a – Patio Rear Sectional Elevation & Side Elevation

2018-16-07 – Wheel Wash Area Plan

2018-16-08 - Hard Surface Finishes

2018-16-09 - Existing and Proposed Block Plans

2018-16-10 – Proposed Foul Drainage

2018-16-11 – Service Intake & Tree Protection Plan

2018-16-12 – Proposed Street Scene Elevation

2018-16-13a – Site Layout and Section

2018-16-14 – Landscaping Plan

2018-16-15 – Existing and Proposed Front Boundary

2018-16-31 – Proposed Garage Plan & Elevations

3. The external facing materials shall be as submitted within the approved Materials Schedule unless agreed otherwise in writing by the Local Planning Authority;

- Roof Tile: Forna Especial Spanish Natural Slate
- Windows and Doors: Aluminium Framed double glazed Grey (RAL 7016)
- External Walls: Smooth Render (Grey)
- Eaves and Rainwater: Upvc Graphite Coloured

4. No demolition, site clearance or building operations shall take place except between the hours of 8.00 a.m. and 6.00 p.m. on Mondays to Fridays and 8.00 a.m. and 1.00 p.m. on Saturdays and that no works in connection with the development shall take place on Sundays or Bank/Public Holidays.

5. No works shall commence on site until the two street trees in Upper Carlisle Road either side of the proposed access are protected with timber hoarding and chestnut pale fencing in accordance with approved drawing 2018-16-11. Such hoarding shall be inspected and approved by the Local Planning Authority before any works commence on site, and maintained during the course of the works on site. No unauthorised access or placement of soils, goods, fuels or chemicals or other material shall take place inside the fenced area.

6. All existing trees and shrubs (including the street trees) not scheduled for removal shall be fully safeguarded during the course of the site works and building operations in accordance with the local planning authorities Supplementary Planning Guidance and relevant British Standards (BS 5837: 2012). No work shall commence on site until all trees and shrubs to be protected are fenced with 2.4m minimum height heavy-duty hoardings securely mounted on scaffold poles, and the temporary chestnut paling is installed in accordance with approved drawing 2018-16-11. Such fencing shall be inspected and approved by the Local Planning Authority before any works commence on site, and maintained during the course of the works on site. No unauthorised access or placement of goods, fuels or chemicals, soils or other materials shall take place inside the fenced area.

7. No bonfires or burning of materials shall take place anywhere on the site.

8. The landscaping shown on approved drawing 2018-16-14 shall be implemented in accordance with the approved details and to a reasonable standard in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice. The works shall be carried out prior to the occupation of any part of the development or in accordance with the timetable agreed with the Local Planning Authority. Any trees or plants that, within a period of five years after planting, are removed, die or become, in the opinion of the Local Planning Authority, seriously damaged or defective, shall be replaced as soon as is reasonably practicable with others of species, size and number as originally approved, unless the Local Planning Authority gives its written consent to any variation.

9. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order, 1995 (or of any Order revoking and re-enacting or amending that Order with or without modification), no services shall be dug or laid into the ground other than in accordance with the approved drawing 2018-16-11.

10. The development shall not be occupied until the obscure glass screen to the rear patio has been implemented in accordance with drawing 2016-16-05. The screen shall be permanently retained thereafter.

11. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking or re-enacting that order with or without modification), no buildings, structures, hard surfaces, walls or fences of any kind shall be erected within the curtilage of the approved dwelling, between its flank wall and the boundary with 19 Upper Carlisle Road or within 9m of any of the preserved trees without the prior approval in writing of the Local Planning Authority.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no extension, enlargement or other alteration of the dwellinghouse other than that expressly authorised by this permission shall be carried out without planning permission obtained from the Local Planning Authority.

13. No part of the first flat roof at the rear of the dwelling hereby permitted shall be used as a balcony, nor shall the railings enclosing it be raised or any first floor windows altered to form doors.

14. No works or development shall commence until the new vehicular access has been provided in the position shown on the approved plan and the existing pedestrian access has been blocked up in matching brickwork.

15. No development shall take place until vehicle wheel washing equipment has been provided within the site in accordance with drawing 2018-16-07 Wheel Washing Area Plan. The equipment shall be retained for the duration of the construction in accordance with the approved details to prevent contamination and damage to the adjacent roads.

16. No above ground build shall take place until details of a surface water drainage scheme have been submitted to and agreed in writing by the local planning authority. The surface water drainage scheme should be supported by an assessment of the site's potential for disposing of surface water by means of a sustainable drainage system and be carried out or supervised by, an accredited person. An accredited person shall be someone who is an Incorporated (IEng) or Chartered (CEng) Civil Engineer with the Institute of Civil Engineers (ICE) or Chartered Institute of Water and Environmental Management (CIWEM). The implementation of the surface water drainage scheme shall thereafter be carried out in accordance with the approved details prior to the occupation of the dwelling hereby approved.

17. Following completion of the works a statement by an accredited person, someone who is an Incorporated (IEng) or Chartered (CEng) Civil Engineer with the Institute of Civil Engineers (ICE) or Chartered Institute of Water and Environmental Management (CIWEM), confirming that the suds scheme approved under condition 16 has been fully implemented shall be submitted to the Local Planning Authority.

18. No changes in soil levels shall occur within the root protection area of all trees indicated as retained.

19. Notwithstanding the approved drawings, prior to the occupation of the dwelling hereby approved details of obscure glazing to the windows within the side elevation (west) serving the stairs shall be submitted to and approved by

the local planning authority and thereafter the development shall be carried out in accordance with the approved details and retained as such thereafter.

30 Summary of local Employment Initiatives created with the development of Eastbourne College.

The committee considered the report of the Senior Specialist Advisor for Planning, which provided a summary of performance in relation to Eastbourne College Project 150 and the Unilateral undertaking local labour agreement.

- Due to award of contract, sub-contractor, Hannafinn employees who lived out of the area signed to a six month let on a house in Sovereign Harbour
- VINCI executive stayed at View Hotel, regularly and other non-local sub-contracting personnel stayed in local hotels
- VINCI company cars serviced at local garages
- Building materials purchased from Parkers Building Supplier and sundry items from Screwfix
- Eastbourne College used a local East Sussex company, Identity, to provide site hoarding and promotional literature
- Second Considerate Constructor report had an improved score (40/50)
- Site Manager awarded Performance Beyond Compliance Certificate.

Members noted that the apprentice and NVQ completion and work experience targets were not achieved. The fall in local unemployment, particularly those aged under 24 years and the introduction of the apprenticeship levy in April 2017 impacted on recruitment. Fewer apprenticeship starts therefore impacted the NVQ starts. Health and safety, insurance and Construction Skills Certification Scheme (CSCS) compliance made it difficult to offer work experience placements on construction sites.

In summary a good working relationship was established between VINCI Construction UK Limited and the Council. VINCI were keen to meet and where possible exceed their local labour obligations. There were constraints due to the nature of the construction industry and falls in local employment, however, opportunities to support local labour and the economy remained a priority during the build.

NOTED.

31 Appeal Decision - 29 Chaffinch Road.

The Inspector dismissed the appeal.

32 South Downs National Park Authority Planning Applications.

There were none.

The meeting ended at 7.02 pm

Councillor Jim Murray (Chair)

Audit and Governance Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 25 July 2018 at 6.00 pm

Present:

Councillor Dean Sabri (Chairman)

Councillors Sammy Choudhury, Penny di Cara, Paul Metcalfe, Margaret Robinson, Barry Taylor and Colin Swansborough (Reserve) (as substitute for Troy Tester)

Officers in attendance:

Alan Osbourne, Deputy Chief Executive
Pauline Adams, Head of Finance
Jackie Humphrey, Audit Manager
Janine Combrinck, BDO

Also in attendance:

Katie Maxwell, Committee Officer

1 Minutes of the meeting held on 7 March 2018.

The minutes of the meeting held on 7 March 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

2 Apologies for absence.

Apologies for absence were reported from Councillor Tester and Councillor Miah.

3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

4 Internal Audit Report to 31 March 2018.

The Committee considered the report of the Internal Audit Manager regarding a summary of the activities of Internal Audit for the year 1 April 2017 to 31 March 2018. A list of all final audit reports issued in final the level of

assurance attained were detailed in the report. None of the reports had been given an assurance level of inadequate.

Audit work carried out to date against the audit plan to the end of March 2018 was set out in appendix A. Main points from the appendix were summarised in the report and related to “IT Contract and Change Controls”.

Further information on reports issued in final during the year with an assurance level below “Performing Well” was set out in Appendix B, with any issues highlighted in the reviews which informed the assurance level given.

The Committee was reassured that this status was the assurance level given at the time the final report was issued and did not reflect recommendations that had been addressed.

Due to there being no outstanding actions relating to audits that were issued with an “inadequate assurance level” there was no appendix C.

The committee was advised that a new piece of software had been procured for audit which would allow for all audit work to be stored in one place and accessible to the teams across both sites.

Work undertaken by the Corporate Fraud team and East Sussex Counter Fraud Hub was also detailed in the report and at appendix D.

RESOLVED: (Unanimous) That the report be noted.

5 Risk Management.

The Committee considered the report of the Internal Audit Manager regarding an update of the Strategic Risk Register.

The Strategic Risk Register had been taken to Corporate Management Team (CMT) on 27 June 2018 for the regular quarterly review and the updated register was appended to the report.

Changes to risk SR-007 (Council materially impacted by the medium to long term effects of an event under the Civil Contingencies Act) and SR_009 Commercial Enterprises were detailed in the report.

RESOLVED:(Unanimous) That the amended Strategic Risk Register as appended to the report be agreed.

6 Annual Governance Statement.

The Committee considered the report of the Internal Audit Manager regarding the Annual Governance Statement, which detailed the key elements of the systems and processes of the Council’s governance arrangements.

The Annual Governance Statement was a report produced at the end of the year on the control environment of the Council and was a statutory document that accompanied the statutory Statement of Accounts once adopted. The Statement provided a structure in which to consider the Council's governance arrangements and their effectiveness. This ensured that major control issues were identified and action would be taken to address those issues.

Appendix 1 of the report detailed the framework for gathering the assurances and how that affected the relationship with partners, stakeholders and the community. Following the framework should ensure that the Council met the six principles of corporate governance.

A timetable for the gathering of assurances to produce the Annual Governance Statement was set out in Appendix 2 of the report.

Appendix 3 showed the Manager's Assurance Statement which included coverage of the Bribery Act, Safeguarding, Regulation of Investigatory Powers Act 2000 (RIPA) and frauds over £10K. The statement was intended to cover the operational, project and partnership responsibilities of the Heads of Service. It could also be used to highlight any concerns and subsequent actions required to improve governance throughout the Council.

These statements had been completed by the Directors and Assistant Directors and passed through to the Chief Executive and Deputy Chief Executive. The comments made on the statements were considered for inclusion in the Annual Governance Statement.

The sources used to compile the governance issues and subsequent action plan were detailed in the report. The Internal Audit Manager advised that completed Managers' Assurance Statements had been returned from Directors and Assistant Director. Further details were contained in the report.

After discussions with Corporate Management Team (CMT) they considered that the risks associated with the JTP were being prioritised and work was ongoing to mitigate the risks. It would therefore appear in the body of the Statement and was not a separate significant governance issue.

A section on Managing the Risk of Fraud and Corruption was detailed in the report.

Once approved by the Committee, the Statement would be given to the Chief Executive and Leader of the Council to sign before it was published alongside the Statement of Accounts.

RESOLVED: (Unanimous) That the Annual Governance Statement for 2017/18 as appended to the report be approved.

7 Statement of Accounts 17/18.

The committee considered the report of the Head of Finance seeking agreement on the audited accounts for 2017/18 under powers delegated by the Council.

The committee was advised that the statutory deadline for local authorities to publish draft accounts and make them available to the auditor had been brought forward this year by one month, from 30 June to 31 May. The deadline for completion of the publication of the audited accounts had also been brought forward by two months, from 30 September to 31 July. The draft accounts had been submitted to BDO for audit on 31 May and had been available on the Council's website from that date.

Members noted that that there had been no major accounting changes to the Statement of Accounts for 2017/18. BDO, the Council's external auditor had now issued the draft ISA260 Annual Governance Report which was included as a separate report later in the agenda.

BDO had indicated that subject to satisfactory completion of the outstanding work it was anticipated that an unmodified audit opinion on both this Council's accounting statements and the group accounting statements would be issued. The opinion was expected to be given before the statutory deadline of 31 July 2018.

A full list of all the major corrected audit differences was detailed within the report and at appendix I of BDO's Audit Completion (ISA260) Report.

There were no significant deficiencies in the Control Environment for 2017/18. However BDO had identified two other deficiencies and full details of the observations, implications, recommendations and management responses were given at appendix II of BDO's report.

The Committee expressed its thanks to Officers for the work undertaken for the audit.

RESOLVED: (Unanimous) That that the final accounts for 2017/18 be approved.

2. That the unadjusted audit differences identified by External Audit be noted and,

3. That delegated authority be given to the Chief Finance Officer to make amendments to the Statement of Accounts as necessary.

8 Audit completion report.

The Committee considered the report of the external auditors BDO regarding the Annual Governance Report which detailed the key elements of the systems and processes of the Council's governance arrangements.

Ms Combrinck, from BDO was in attendance to present the report and respond to Members' questions.

The Committee was given an overview of the key findings from the audit of the financial statements, outstanding matters, control environment, Whole of Government Accounts (WGA) and use of resources. Further details were contained in the report.

Subject to the resolution of outstanding matters set out in the report, BDO anticipated issuing an unmodified opinion on the financial statements for the year ended 31 March 2018.

The Committee expressed its thanks to Ms Combrinck and BDO for the work undertaken for the audit.

RESOLVED: (Unanimous) That the Annual Governance Report for 2017/18 be noted.

The meeting ended at 6.38 pm

Councillor Dean Sabri (Chairman)

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Conservation Area Advisory Group

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 21 August 2018 at 6.00 pm

Present:

Councillor Pat Rodohan (Chair)

Councillors Colin Swansborough (Deputy-Chair), Colin Belsey, Robert Smart

External Advisors:

Mr Crook, Royal Institute of British Architects

Mr Howell, Eastbourne Society

Officers in attendance:

Chris Connelley (Specialist Advisor, Conservation)ion

Jenny Martin, Specialist Advisor for Conservation

Also in attendance:

Katie Maxwell, Committee Officer

12 Minutes of the meeting held on 3 July 2018.

The minutes of the meeting held on 3 July 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

13 Apologies for absence.

There were none.

14 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

Councillor Swansborough declared a personal interest in minute 15, item 10, 11 The Goffs, Eastbourne, as he owns a property in close proximity to the application. He withdrew from the room whilst the application was considered and did not vote thereon.

Councillor Swansborough declared a pecuniary interest in minute 15, item 5, 7-8 Carlisle Buildings, Carlisle Road, Eastbourne, as the owner of the building was a client of his practice. He withdrew from the room whilst the application was considered and did not vote thereon.

15 Planning Applications for Consideration.**1) 180351, (PP), The Big Sleep, 1-3 Lansdowne Terrace, King Edwards Parade, Eastbourne**

Cons Area: Town Centre and Seafront.

Proposal: 1 x internally illuminated fascia sign. 2 x external pole mounted internally illuminated signs. Amended from original submission.

CAAG Comments: The Group agreed that the design was as yet not appropriate in such a prominent location and agreed that the scheme would detract from the character and appearance of the conservation area and objected.

2) 180752, (PP), Flats 1 and 2, 189 Terminus Road, Eastbourne

Cons Area: Town Centre and Seafront

Proposal: to replace windows by the insertion of uPVC insets into timber frames

CAAG Comments: The Group agreed that there was insufficient information to make an informed decision and wished to see further detail.

3) 180649, (LBC), Eastbourne Railway Station, Terminus Road, Eastbourne

Cons Area: Town Centre and Seafront, Grade 2 Listed

Proposal: Application for Listed Building Consent for internal alterations involving the removal of partition walls, windows and doors within the existing ticket office and staff office/mess room to allow conversion to 2 x retail units and removal of partition walls and reinstatement of openings within curved former booking hall extension the western elevation to allow the creation of a single retail unit. Provision of new signage to serve retail units within the station building.

CAAG Comments: The Group agreed that the scheme would have no adverse impact on the significance of the listed building and would enhance the character and appearance of the conservation area.

4) 180610, (PP), Kent House, 7 Staveley Road, Eastbourne

Cons Area: Meads

Proposal: To replace existing window sashes with wooden like-for-like slim double glazed replacements fitting within the original frame. Non-sash style windows to be replaced with wooden like-for-like replacements. 2.) Complete replacement of the windows with a quality uPVC double glazed unit.

CAAG Comments: This item was withdrawn by the applicant prior to the meeting.

5) 180632, (PP), 7-8 Carlisle Buildings, Carlisle Road, BN21 4DB (amended)

Cons Area: Town Centre and Seafront

Proposal: Proposed removal of existing windows, door and plinth and installation of new timber framed bi-fold shop front and windows.

CAAG Comments: The Group agreed that the scheme would enhance the character and appearance of the conservation area.

NB: Councillor Swansborough withdrew from the room whilst the item was considered.

6) 180723, (PP), 63 Seaside, Eastbourne, BN22 7NE

Cons Area: Town Centre and Seafront

Proposal: Change of use of the existing retail ground floor unit to a 1 bedroom residential unit and associated alterations to the front elevation.

CAAG Comments: The Group agreed that the scheme would enhance the conservation area.

NB: Mr Crook withdrew from the room whilst the item was considered due to a commercial interest in the application.

7) 180619, (PP), 40-48 Seaside Road, Eastbourne.

Cons Area: Town Centre and Seafront

Proposal: Proposed replacement of timber framed windows with heritage style uPVC replacements to the first second and third floors on the front elevation of 40-48 Seaside Road

CAAG Comments: The Group agreed that the scheme would detract from the character and appearance of the conservation area and objected to the scheme.

8) 180614, (PP) 36-38 Seaside, Eastbourne, BN22 7QJ

Cons Area: Town Centre and Seafront

Proposal: Proposed two storey extension (second and Third Floor) and rear extension (First and Second Floor) to create two additional flats.

CAAG Comments: The Group agreed that the scheme would enhance the character and appearance of the conservation area.

9) 180673, (PP), Congress Hotel, 31-41 Congress Road, Eastbourne BN21 4JS.

Cons Area: College.

Proposal: Proposed single-storey hotel outbuilding to provide exercise room.

CAAG Comments: The Group agreed that the scheme had a neutral impact on the character and appearance of the conservation area and did not wish to register an objection.

10) 180694, (LBC), 11 The Goffs, Eastbourne, BN21 1HA.

Cons Area: N/A, Grade 2 Listed

Proposal: Proposed single storey side extension with internal alterations (part retrospective - marked (R) on plans), together with amendments to front boundary. Listed Building consent under p/c 180695.

CAAG Comments: The Group agreed that the scheme would enhance the character and appearance of the conservation area.

NB: Councillor Swansborough withdrew from the room whilst the item was considered.

11) 180727 (PP), Alexandra Hotel, King Edwards Parade, Eastbourne, BN21 4DR

Cons Area: Town Centre and Seafront

Proposal: Removal of eastern top floor roof and extend approved top floor extension, extension of approved Bistro, provision of new windows and doors, provision of external open lift including remodelling of main entrance steps, remove planters box with new paving slabs to courtyards and new stone balustrade to eastern side including filling up of disused steps, external lighting.

CAAG Comments: The Group agreed that the scheme would enhance the character and appearance of the conservation area.

NB: Mr Crook withdrew from the room whilst the item was considered due to a commercial interest in the application

Members raised serious concerns with the lack of information provided with some applications presented to the Group. The Group agreed that the lack of detail provided made it difficult for them to make an informed decision.

To this end, the Group wished to make a formal statement to applicants, on behalf of and through the Officers processing applications, that the Group would be unable to offer a considered opinion of an application unless they had sufficient detail to allow for proper discussion and deliberation without the necessary information.

Resolved: That future applicants be advised that the Group would be unable to offer an informed decision on applications, should the information be considered to be lacking in appropriate detail. Further, the Group requested that in their pre-committee deliberations with applicants, Officers convey this advice at the earliest opportunity.

16 New Listings

There were none.

The meeting ended at 7.45 pm

Councillor Pat Rodohan (Chair)

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Planning Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 28 August 2018 at 6.00 pm

Present:

Councillor Jim Murray (Chair)

Councillors Janet Coles (Deputy-Chair), Sammy Choudhury, Md. Harun Miah, Colin Murdoch, Margaret Robinson and Barry Taylor

Officers in attendance:

Leigh Palmer, Senior Specialist Advisor for Planning

Anna Clare, Specialist Advisor for Planning

James Smith, Specialist Advisor for Planning

Suki Montague, Lawyer

Also in attendance:

Katie Maxwell, Committee Officer

33 Minutes of the meeting held on 24 July 2018.

The minutes of the meeting held on 24 July 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

34 Apologies for absence.

An apology for absence was reported from Councillor Metcalfe MBE.

35 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

Councillor Taylor declared an interest in minute 37, land off Brede close as he had raised concerns at a previous Council meeting regarding Council policy for loss of parking for residents as a result of the redevelopment of Council owned garages. He felt that this had predetermined his decision of future applications of this nature. Councillor Taylor withdrew from the room whilst the application was considered and did not vote thereon.

Councillor Taylor also declared an interest in minutes 39 and 40, Victoria Drive Bowling Club, The Drive, 153 Victoria Drive, as his daughter lived in the vicinity of the application site. He did not consider that this would predetermine his decision on the application.

Councillor Coles declared an interest in minutes 39 and 40, Victoria Drive Bowling Club, The Drive, 153 Victoria Drive, as a patient of the practice in Green Street. She did not consider that this would predetermine her decision on the application.

Councillor Murdoch declared an interest in minute 41, as he had been appointed as a member of the Wish Tower Project Board. He did not consider that this would predetermine his decision on the application.

36 254 Victoria Drive. Application ID: 180582.

Proposed loft conversion to include hip to gable roof extension, dormer to the rear, two roof lights to the front and one window to the side – **OLD TOWN.**

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.
2. The development hereby permitted shall be carried out in accordance with the approved drawings submitted on 05 June 2018:
 - Drawing No. DWG2 – Pro S/F Plan
 - Drawing No. DWG3 – Section A:A
 - Drawing No. DWG4 – Pro F/F Plan
 - Drawing No. DWG5 – Pro Rear Elev
 - Drawing No. DWG6 – Pro Front Elev
 - Drawing No. DWG7 – Pro Side Elev
 - Drawing No. DWG8 – Pro Side Elev
3. The external finishes of the development hereby permitted shall match in material, colour, style, bonding and texture those of the existing building.
4. Notwithstanding the plans hereby approved, all water run-off from the new roof shall be dealt with using rainwater goods installed at the host property and no surface water shall be discharged onto any adjoining property, not shall the rainwater goods or downpipes encroach on the neighbouring property and thereafter shall be retained as such.

37 Land off Brede Close, Brede Close. Application ID: 180438.

Demolition of existing garages, and construction of six new dwellings one 1 bedroomed and five 2 bedroomed houses; including associated parking, access, & landscaping. Amended plans submitted to provide improved access to proposed garages by moving the proposed development 1.4m further into the site – **DEVONSHIRE.**

Mr Stidder, on behalf of the residents of Brede Close, addressed the committee in objection stating that the development would result in a loss of daylight and privacy and would increase congestion and flooding.

Councillor Wallis, Ward Councillor, addressed the committee in objection stating that he was concerned about the loss of parking for local residents, the height of the proposed development, the potential risk of flooding, the loss of light and privacy and the narrow access road to the site.

The committee was advised, by way of addendum report, that two additional objections had been received as follows;

- Damage to wall around garage forecourt shows the access is narrow and results in difficulty with access. Concern that more buildings will generate more traffic, more parking issues and make the close more inaccessible
- Flooding will be aggravated by additional further development
- Loss of parking spaces for existing residents
- Impact of already high houses and flats on site adjacent, danger of Brede Close being surrounded by high rise and high density developments
- During winter when the sun is low the residents will not benefit from it
- Impact from events in Princes Park on traffic and parking
- Impacts on flooding
- Impact on wildlife
- Eastbourne Core Strategy pledges to increase access to open space and resist the loss of amenity space. This proposal rejects this.

The committee was further advised, by way of addendum report that Councillor Wallis had written in objection covering the following:

- The design is not in keeping with the neighbourhood
- The height of the proposed buildings would be intrusive and impact on existing residents privacy
- The area is already heavily developed
- The area suffers from excessive on street parking
- The cul-de-sac is narrow and access is already difficult for emergency or delivery vehicles.

NB: Councillor Taylor withdrew from the room whilst this item was considered.

Resolved: (By 4 votes to 2) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begin before the expiration of three years from the date of permission.
2. The development hereby permitted shall be carried out in accordance with the following approved drawings;
17-076 0007 P04
17-076 0008 P03
17-076 0009 P04
17-076 0010 P03
17-076 0011 P03
3. The external finishes of the development hereby permitted shall be as stated on the approved drawings, unless agreed otherwise by the Local Planning Authority.

4. Prior to the completion or first occupation of the development hereby approved, whichever is the sooner; details of treatment of all parts of the site not covered by buildings shall be submitted to and approved in writing by the Local Planning Authority. The site shall be landscaped strictly in accordance with the approved details in the first planting season after completion or first occupation of the development, whichever is the sooner. Details shall include:

- a scaled plan showing vegetation to be retained and trees and plants to be planted
- proposed hardstanding and boundary treatment
- a schedule detailing sizes and numbers of all proposed trees/plants
- sufficient specification to ensure successful establishment and survival of new planting
- Any new tree(s) that die(s) are/is removed, become(s) severely damaged or diseased shall be replaced and any new planting (other than trees) which die, is removed, becomes severely damaged or diseased within five years of planting shall be replaced. Replacement planting shall be in accordance with the approved details unless agreed otherwise with the Local Planning Authority.

5. The development permitted by this planning permission shall only be carried out in accordance with the approved Flood Risk Assessment (FRA) (April 2018) and the following mitigation measures detailed within the FRA: The measures as stated in paragraph 7.1.2 shall be implemented:

- Ground floor is to be used for garages, storage and access only, with living accommodation restricted to the first floor and above
- Ground floor levels are set as high as is practicable, and no lower than 3.5mAOD
- First floor levels are set no lower than 6.2mAOD
- All Flood Resistant and Resilient construction measures proposed within paragraph 7.1.4 of the FRA are implemented
- The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing / phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the local planning authority.

6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no enlargement or extension, window, dormer window, roof light or door other than those expressly authorised by this permission shall be constructed without planning permission obtained from the Local Planning Authority to the dwellings hereby approved.

7. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no outbuildings, raised platforms or hard surfacing shall be erected within the curtilage of dwelling houses hereby approved other than that expressly authorised by this permission shall be carried out without planning permission obtained from the Local Planning Authority.

8. Notwithstanding the approved drawing, prior to the first occupation of the development hereby approved details of the enclosure to the proposed bin storage shall be provided and approved in writing by the Local Planning Authority, the development shall thereafter be carried out in accordance with the approved drawings prior to the first occupation of the development.

9. That no demolition, site clearance or building operations shall take place except between the hours of 8:00 a.m. and 6:00 p.m. on Mondays to Fridays and 8:00 a.m. and 1:00 p.m. on Saturdays and that no works in connection with the development shall take place unless previously been agreed in writing by the Local Planning Authority.

10. No development shall commence until the vehicular access serving the development has been constructed in accordance with the approved drawing 17-076 0007 P04 Proposed Site Plan S03 Brede Close.

11. The access shall have maximum gradients of 4% (1 in 25) from the channel line, or for the whole width of the footway/verge whichever is the greater and 11% (1 in 9) thereafter.

12. No part of the development shall be occupied until the car parking has been constructed and provided in accordance with the approved plans. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicles.

13. No part of the development shall be occupied until cycle parking spaces have been provided in accordance with the approved details. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of cycles.

14. No development shall take place, including any ground works or works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to in full throughout the entire construction period. The Plan shall provide details as appropriate but not be restricted to the following matters,

- the anticipated number, frequency and types of vehicles used during construction
- the method of access and egress and routeing of vehicles during construction
- the parking of vehicles by site operatives and visitors
- the loading and unloading of plant, materials and waste
- the storage of plant and materials used in construction of the development,
- the erection and maintenance of security hoarding
- the provision and utilisation of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders)
- details of public engagement both prior to and during construction works.

15. No development shall commence until details of the relocation or removal of the telegraph pole(s) on the site, with the necessary agreement from the provider/owner has been submitted to and approved in writing by the Local Planning Authority, the telegraph pole(s) shall thereafter be removed or relocated prior to the commencement of development in accordance with the details approved.

Informative

Advice to applicant: As the development is within Flood Zone 3, we strongly advise that the occupants of the properties sign up to our Flood Warning Service. More details can be found here: <https://www.gov.uk/sign-up-for-flood-warnings>.

38 Greencoat House, 32 St Leonards Road. Application ID: 180556.

Provision of five new residential flats through construction of new fourth floor level to accommodate two flats and change of use of ground floor from clinic (use class D1) to residential (C3) to accommodate 3 flats – **UPPERTON**.

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begin before the expiration of three years from the date of permission.
2. The development hereby permitted shall be carried out in accordance with the following approved drawings:-
14019/TP/001;
14019/TP/010;
14019/TP/011;
14019/TP/012;
14019/TP/013;
14019/TP/014;
14019/TP/015;
14019/TP/016;
14019/TP/017;
3. Prior to commencement of development, details of all materials to be used on the external surfaces of the development hereby permitted (including balcony screening) shall be submitted to and approved by the Local Planning Authority.
4. The parking facilities shown on approved plans 14019/TP/010 and 14019/TP/011 shall be surfaced and marked out prior to the occupation of the development hereby approved. Thereafter, the parking facilities shall be maintained in place and be used for no other purpose for the lifetime of the development.
5. No ground excavations or changes in ground level shall take place within the outermost limit of the branches of the Acer sp. tree within the car parking area to the rear of the site and shown on plan 1419/TP/010. No materials or plant shall be stored, rubbish dumped, fires lit or buildings erected within this area.

39 Victoria Drive Bowling Club, The Drive, 153 Victoria Drive. Application ID: 180450.

Application for approval of reserved matters (Access, Appearance, Landscaping, Layout and Scale) and discharge of conditions 19 (Travel Plan) and 20 (Arboriculture Assessment) following outline approval (with Vehicular Access Agreed) development of a medical centre (Ref: 160788) – **OLD TOWN**.

Dr Gaffney addressed the committee in support stating that the existing practice needed to expand to cater for patient's needs. The proposal had now received full approval from NHS England. Dr Gaffney also stated that the expected demand for the site had been considered for the next 30 years.

Councillor Ungar, Ward Councillor, addressed the committee in support stating that the site had been well designed to include the retention of the tree screening. It was also anticipated that Albert Parade would benefit from increased footfall.

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be carried out in accordance with the approved drawings;
8494 P002 Rev A – Proposed Site Plan
8494 P003 Rev A – Ground Floor with Context
8494 P004 Rev A – First and Second Floor
8494 P005 Rev A – Proposed Elevations Sheet 1 of 2
8494 P006 Rev A – Proposed Elevations Sheet 2 of 2
8494 P007 Rev A – Elevation Detail
8494 P009 Rev A – Streetscene
8494 P011 – Site Section
2. Notwithstanding the approved drawings prior to their installation details of the Solar PV units to the roof of the building shall be submitted to and approved in writing by the Local Planning Authority, to include details of the manner of fixing to the building, thereafter the panels shall be installed in accordance with the approved details and retained as such unless agreed otherwise in writing by the Local Planning Authority.
3. Prior to the commencement of the above ground build details shall be submitted to and approved in writing by the Local Planning Authority of measures to obscure or otherwise mitigate overlooking from all windows at first and second floor level of the building in the western elevation including the waiting area windows facing south and west. The approved measures shall thereafter be installed prior to the first occupation of the building.
4. The Arboricultural Method Statement (section 8 of the Arboricultural Report 12.01.18) and associated tree protection plan (appendix 3 of the Arb Report) submitted in support of the application shall be adhered to in full, subject to the pre-arranged tree protection monitoring and site supervision by a suitably qualified tree specialist. This tree condition may only be fully discharged on completion of the development subject to satisfactory written evidence of contemporaneous monitoring and compliance by the pre-appointed tree specialist during demolition and subsequent construction operations.

5. No retained tree shall be cut down, uprooted, destroyed, pruned, cut or damaged in any manner during the development process and up until completion and full occupation of the buildings for their permitted use within 2 years from the date of the occupation of the building for its permitted use, other than in accordance with the approved plans and particulars, without the prior written approval of the local planning authority.
6. The approved tree pruning works shall be carried out in accordance with BS3998:2010. The development thereafter shall be implemented in strict accordance with the approved details.
7. Prior to installation gates or other means of restricting access to either the vehicular or pedestrian access to the site shall be submitted to and approved in writing by the Local Planning Authority, works shall thereafter be carried out in accordance with the approved details.
8. Prior to the occupation of the development hereby approved details of the location and installation of two electric vehicle charging points to parking spaces shall be submitted to and approved in writing by the Local Planning Authority, thereafter the charging points shall be install in accordance with the approved details prior to the occupation of the building and retained as such thereafter unless agreed otherwise by the Local Planning Authority.
9. That no demolition, site clearance or building operations shall take place except between the hours of 8:00 a.m. and 6:00 p.m. on Mondays to Fridays and 8:00 a.m. and 1:00 p.m. on Saturdays and that no works in connection with the development shall take place unless previously been agreed in writing by the Local Planning Authority.
10. The building hereby approved shall not be occupied until such time as the approved the car parking within the red line has been constructed and provided in accordance with the approved drawing 8494 P002 Rev A – Proposed Site Plan. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicles; car parking shall only be allocated as set out on the approved drawing unless agreed otherwise in writing by the Local Planning Authority.
11. The building hereby approved shall not be occupied until such time as the approved the car parking, motorcycle and cycle parking and associated landscaping shown within the blue line on approved drawing 8494 P002 Rev A – Proposed Site Plan is fully implemented and available for use; thereafter the car parking, motorcycle and cycle parking shall be retained for that use and shall not be used for any other purpose; car parking shall only be allocated as set out on the approved drawing unless agreed otherwise in writing by the Local Planning Authority.

Informative

In relation to condition 4 of the original outline planning permission details shall include the material of the hard standings, pedestrian walkways and parking areas, and full details at an appropriate scale of the pergola to the entrance way, and the steps including details of walls and railings between the site and Victoria Drive this should also be supported by a statement setting out how the level access from Victoria Gardens will be accessible for

all users, including gradients of paths and locations of curbs/buffers to walkways.

40 Victoria Drive Bowling Club, The Drive, 153 Victoria Drive (Parking). Application ID: 180454.

Demolition of existing outbuildings and creation of 10 parking spaces, one disabled parking space, motorcycle parking with ground anchors, cycle storage and associated hard and soft landscaping works in relation to Reserved Matters application for the development of a medical centre (Ref: 180450) – **UPPERTON**.

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begin before the expiration of three years from the date of permission.
3. The development hereby permitted shall be carried out in accordance with the approved drawings and completed prior to the first occupation of the main medical centre approved under reference; 180450
8494 P053 - Proposed Site Plan.
3. Once constructed the car, motorcycle and cycle parking facilities shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicles or bicycles.

41 Wish Tower Cafe, King Edwards Parade. Application ID: 180642.

Demolition of existing temporary cafe building and replacement with permanent single-storey building to be used as a restaurant – **MEADS**.

A motion to refuse the application, proposed by Councillor Taylor and seconded by Councillor Murdoch was lost by 4 votes to 2 with 1 abstention. Councillor Taylor requested a named vote as follows: (For: Murdoch and Taylor. Against: Coles, Choudhury, Miah and Murray. Abstained: Robinson).

The committee discussed the application and suggested that the wall to the rear of the development, which formed part of the ancient monument, would require some protection from delivery vehicles.

Resolved: (By 4 votes to 2 with 1 abstention. For: Coles, Choudhury, Miah and Murray. Against: Murdoch and Taylor. Abstained: Robinson).

That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begin before the expiration of three years from the date of permission.
2. The development hereby permitted shall be carried out in accordance with the following approved drawings:-
3321-D100 rev P4 Ground Plan

3321-D201 rev P4 Proposed South-West Elevation

3321-D202 rev P3 Proposed North-West Elevation

3321-D203 rev P4 Proposed North-East Elevation

3321-D204 rev P4 Proposed South-East Elevation

3321-D254 rev P2 Section AA

3. Prior to the completion of building works, a full schedule of external materials and finishes to be used for the walls, roof and decked area as well as for any balustrading, shall be submitted to and approved by the Local Planning Authority. The approved materials shall thereafter be maintained in place throughout the lifetime of the development.

4. Prior to the occupation of the development hereby approved, a Delivery & Service Management Plan, which includes details of types of vehicles used for deliveries and servicing, method and frequency of deliveries, turning facilities and timetabling of deliveries to minimise conflict with surrounding road and parking users shall be submitted to and approved by the Local Planning Authority. All deliveries and servicing of the development shall therefore be carried out in accordance with the approved plan.

5. Prior to the occupation of the building, details of all measures to enhance building accessibility including accessible toilet facilities and wayfinding signage, shall be submitted to and approved by the Local Planning Authority and such measures shall thereafter be provided and maintained in place throughout the lifetime of the development.

6. Prior to the occupation of the building, the bin storage facility shall be erected in the position shown on approved plan 3321-D100 rev P4 in accordance with details to be submitted to and approved by the Local Planning Authority. The bin store shall thereafter be maintained in place throughout the lifetime of the development.

7. Any digging, trenching, ground levelling or other excavation works carried out on land outside of the existing concrete plinth area shall be supervised by a qualified member of the Chartered Institute for Archaeologists.

8. Prior to the occupation of the development hereby approved, details of secure cycle parking facilities for staff and customers shall be submitted to and approved by the Local Planning Authority. The approved facilities shall be made available for use prior to the first occupation of the development and shall thereafter be retained for use at all times.

9. Prior to the occupation of the development hereby approved, a scheme for landscaping shall be submitted to and approved by the Local Planning Authority. The scheme shall include:-

a) details of all hard surfacing;

b) details of all boundary treatments;

c) details of all proposed planting, including quantity, species and size

All soft landscaping shall be carried out in the first planting season following the first occupation of the building. Any plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

10. Prior to the occupation of the development hereby approved, details of all external lighting shall have been submitted to and approved by the Local

Planning Authority. The external lighting shall be installed in accordance with the approved details and thereby retained as such.

11. All plant and machinery shall be housed within the roof top plant deck. This shall include odour control equipment which is to be installed prior to the occupation of the approved development and maintained in place thereafter.

12. No customers/patrons to be on site outside of the hours 08:00 – 00:00 on any day. No staff to be on site outside of the hours of 07:30 – 00:30 on any day.

13. Consumption of alcohol on the premises shall be for diners only and served direct to the table by waited service. There shall be no vertical drinking anywhere with the application site.

42 South Downs National Park Authority Planning Applications.

There were none.

The meeting ended at 7.45 pm

Councillor Jim Murray (Chair)

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Scrutiny Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 3 September 2018 at 6.00 pm

Present:

Councillor Penny di Cara (Chair)

Councillors Dean Sabri (Deputy-Chair), Colin Belsey, Md. Harun Miah, Jim Murray, Pat Rodohan, Robert Smart and Steve Wallis

Officers in attendance:

Pauline Adams (Head of Finance), Andy Chequers (Head of Homes First), Katie Dawkins (Housing Needs and Allocations Lead), Peter Finnis (Assistant Director of Corporate Governance), Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Lisa Rawlinson (Strategy and Partnership Lead for Growth and Prosperity) and Tim Whelan (Interim Director of Service Delivery)

11 Minutes of the meeting held on 11 June 2018

The minutes of the meeting held on 11 June 2018 were submitted and approved, and the Chair was authorised to sign them as a correct record.

Members noted the following updates, pursuant to the minutes of the Scrutiny committee meeting held on 11 June 2018:

Homelessness - The Head of Homes First and the Housing Needs and Standards Lead delivered a presentation which covered the following topics:

- The Homeless Reduction Act 2018 and the Council's Duty to assess, prevent, relieve and refer;
- Temporary Accommodation costs;
- IT systems;
- The number of households living in emergency (nightly paid) accommodation;
- The Homelessness Pressures Project and the recognition of homelessness as a council-wide priority; and
- A Landlord Reward Scheme.

Members commented on the impressive work of the team, especially when taking into account the national shortage of affordable social housing, and thanked the officers for attending the meeting and providing such an informative update.

Clear Futures – The Strategy & Partnership Lead (Growth & Prosperity) attended the meeting and clarified to members that Clear Futures was a Joint Venture set up between Eastbourne and Lewes Councils and Robertson and AECOM to deliver local energy and sustainability ambitions. Officers were assured that public transport was a key objective of the Joint Venture and carbon neutral alternatives such as cycling/walking routes were considered with all new projects.

Budget - Members noted that the request recorded in the minutes of the last meeting for further information in respect of recent capital asset acquisitions, revenue returns, and a breakdown of the corporate landlord cost centre, had not yet been circulated. This was acknowledged by officers as an oversight and the Head of Finance would circulate this information as a matter of urgency.

12 Apologies for absence

There were none.

13 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

There were none.

14 Questions by members of the public

There were none.

15 Urgent items of business

There were none.

16 Sickness

Pursuant to the minutes of the meeting held on 11 June 2018, the Assistant Director of Human Resources and Transformation attended the meeting to provide a verbal update regarding sickness absence reasons for 2017/18, analysis of the sickness reasons, breakdown of absence by department and further discussion regarding and the Council's proposed sickness target for 2018/19.

Absence Reasons for 2017/18 – Member noted that stress was not the leading absence reason reported during 2017/18, and that the new Attendance Management policy and procedure encouraged line managers to analyse patterns of short-term illnesses and detect whether stress could be an underlying factor.

A breakdown of absence by department – The Assistant Director of Human Resources and Transformation was requested to provide a breakdown of absence by department and she confirmed that she would circulate further information.

Sickness target 2018/19 – Following feedback from the Scrutiny Committee regarding the proposed sickness target for 2018/19, the Corporate Management Team had revised the sickness target from 9 days to 8 days, with the view to it being reduced to 7 days next year. Whilst officers understood that this target was still higher than the historical average of Eastbourne Borough Council's sickness statistics, the averages of both Eastbourne and Lewes Councils were taken into consideration. Officers also reminded members that a significant factor was Lewes District Council's in-house waste service due to the physical nature of the job and the subsequent musculoskeletal injuries. The current target was also in line with the public sector generally and, specifically, local government.

Members were informed that having a sickness target was seen as organisational best practice for the management of staff absence; the purpose of the target was not for it to act as an entitlement figure, but rather as a figure to beat and to reduce over time.

Members thanked the Assistant Director of Human Resources and Transformation for attending the meeting.

Resolved:

That members noted the update regarding sickness and that further breakdown information would be circulated in due course.

Reason:

To comply with the minutes of the Scrutiny Committee meeting on 11 June 2018; that Assistant Director of Human Resources and Transformation attend the Scrutiny Committee meeting on 3 September 2018 and provide more information regarding Sickness.

17 Corporate Performance Report - Quarter 1 (Part A)

The Scrutiny Committee considered the report of the Deputy Chief Executive regarding Quarter 1 2018/19 performance against the Corporate Plan priority actions, performance indicators and targets.

Key discussions and officer actions arising from the report were detailed below:

Wish Tower Restaurant – Members requested an update regarding the contracts in development and were informed that the final draft lease was with Bistrot Pierre for signing.

Household Waste – Members queried the missing data from East Sussex County Council, officers responded that this was due to personnel constraints, such as vacancies at East Sussex County Council which was causing a delay.

Disabled Facility Grants – Members were informed that not all officers had permission to approve grants, and therefore due to key officer absences in Quarter 1, the time taken from receipt of fully completed applications to grants being approved had been delayed.

Property re-let time – Members questioned if the failure to meet the re-let time key target was because of delays caused by previous tenants damaging the property. Officers responded that during June, 18 properties were re-let, 2 of which needed major works including extensive repairs and adaptation installations.

Contact Centre – The Director of Service Delivery informed members that in addition to there being a 32% average vacancy rate in the contact centre, there had been a 49% increase in calls, 14% increase in emails and 93% increase in web enquiries. Due to the high staff turnover within the contact centre, the Council had recently held an open day at which they handed out 60 job packs to interested parties with the intention of creating a Staff Bank to back-fill posts. Officers were however pleased to report the increased number of new sign-ups to the Council's social media channels, as this proved a positive step with regard to the Council's channel shift strategy.

Crime – Officers advised on the advantages of the current performance management system regarding crime, including the benefit of being able to continually compare the Council's crime statistics with other authorities with similar demographics and geographies. Members noted that at the Scrutiny Committee meeting on 3 December 2018 they would receive the Annual Community Safety Partnership Report.

Devolved budgets – Members were informed that there was no limit to how often an organisation could apply for funding from any of the wards, however the funding would only be allocated with regard to specific projects rather than ongoing general funding support.

Resolved:

That the Scrutiny Committee note the achievements and progress against Corporate Plan priorities for 2018/19, as set out in the report.

Reason:

To demonstrate the discharge of the Scrutiny Committee function to monitor all aspects of performance management activities, as required by Part 3 section 2.2 (7) of the Constitution of the Council.

18 Corporate Performance Report - Quarter 1 (Part B)

The Scrutiny Committee considered the report of the Deputy Chief Executive regarding the Council's Financial Performance for Quarter 1 2018/19.

The Head of finance reported that it was too early in the financial year to draw any conclusion from the quarter 1 monitoring figures and that spending is generally in line with expectation for the quarter. The outstanding business rate appeals are still the biggest risk to the collection fund.

The Head of Finance reported that the Council was being proactive and continually monitoring interest rates for opportunities which allowed them to offset long term borrowing costs with short term borrowing.

Members questioned whether there was enough staff to ensure that contracts were being paid correctly and on-time. Officers responded that the finance department acts on behalf of service departments, and therefore all capital expenditure was processed by the appropriate project team and signed off by the service department and budget manager. Levels of delegation were in place to ensure that large capital sums could only be authorised at the necessarily senior level.

Resolved:

1. That members note the General Fund, HRA and Collection Fund financial performance for the quarter ended June 2018, as set out in the report;
2. That the committee note the amended capital programme as set out at Appendix 3;
3. That the committee note the Treasury Management performance as set out in Section 6 of the report; and
4. That the committee note the Final outturn for 2017/18 as set out in Section 7.

Reason:

To demonstrate the discharge of the Scrutiny Committee function to monitor all aspects of performance management activities, as required by Part 3 section 2.2 (7) of the Constitution of the Council.

19 Safeguarding Policy and Update

The committee noted the report of the Director of Service Delivery regarding the proposed joint Safeguarding Children and Vulnerable Adults Policy.

Members noted that the amendments incorporated in the proposed policy were following the self-assessment of the Council's compliance with current legislation and guidance, as well as an internal audit.

Resolved:

That the Scrutiny Committee endorse the proposed Safeguarding Policy.

Reason:

To enable the previous policy to be updated and brought into line with the recommended practice and with current pan-Sussex policies and procedures.

20 Scrutiny Annual Work Programme 2018/2019

The Committee noted the report of the Assistant Director of Legal and Democratic Services. The report detailed the draft Annual Work Programme for Scrutiny which enables the process for the committee to review proposed policies of the Cabinet, the outcome of such decisions and the call-in of alleged unlawful decisions in accordance with constitutional rules.

The Committee was pleased to note that an officer from the Strategic Economic Infrastructure team at East Sussex County Council would once again be attending a Scrutiny Committee meeting on 3 December 2018 to give an update on progress re the A27 improvements, and that all members of the Council would be invited to attend that session.

Members also noted the inclusion of the Cabinet's forward plan of key decisions as a standard item on the agenda; with permission from the Chair this was to be trialled to allow members to regularly scrutinise the Forward Plan, and indicate whether they would like to invite officers to future meetings for clarification regarding any items.

Members were reminded that if they wish to submit a Scrutiny Review Request the deadline would be 30 September 2018.

Resolved:

1. That the Annual Work Programme be **recommended** to Council on 14 November 2018.
2. That the proposed Scrutiny Review re Eastbourne's night time economy, as attached at Appendix B of the report, be declined on the grounds that the committee did not consider it to be of sufficient community impact to warrant a full scale review.
3. That any further proposals for scrutiny reviews be submitted on completed scoping documents to the Scrutiny Officer by the end of September and that their addition to the programme be subject to liaison with the Chair and Deputy Chair.

Reason:

To discharge scrutiny procedure rule 7.1 to prepare and submit an Annual Work Programme to the Full Council.

21 Forward Plan of Decisions

The committee received the Forward Plan for the period from 1 September 2018 – 31 December 2018.

Resolved:

That the Forward Plan of the Council for the period from 1 September 2018 – 31 December 2018, be noted.

Reason:

To demonstrate the discharge of the Scrutiny Procedure Rule 13.2 that the Scrutiny Committee will have access to the Cabinet's Forward Plan.

The meeting ended at 8.15 pm

Councillor Penny di Cara (Chair)

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Cabinet

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 12 September 2018 at 6.00 pm

Present:

Councillor David Tutt (Chair)

Councillors Alan Shuttleworth (Deputy-Chair), Margaret Bannister, Jonathan Dow, Stephen Holt and Colin Swansborough

Officers in attendance:

Robert Cottrill (Chief Executive), Alan Osborne (Deputy Chief Executive), Philip Evans (Director of Tourism & Enterprise), Ian Fitzpatrick (Director of Regeneration and Planning), Becky Cooke (Assistant Director for Human Resources and Transformation), Peter Finnis (Assistant Director for Corporate Governance) and Simon Russell (Committee Services Lead)

25 Minutes of the meeting held on 11 July 2018.

The minutes of the meeting held on 11 July 2018 were submitted and approved and the chair was authorised to sign them as a correct record.

26 Apologies for absence

An apology for absence was reported from Councillor Ungar.

27 Alan Osborne

As this would be their last Cabinet meeting, a vote of thanks was extended to Alan Osborne, Deputy Chief Executive. The Cabinet expressed their sincere appreciation for all his work for Eastbourne and wished him a long and happy retirement. The Deputy Chief Executive expressed thanks to the Council for an amazing nine and a half years.

28 Declaration of members' interests

Councillor Holt declared a personal interest in minute 29 (Questions by members of the public) as a leaseholder. He remained in the room and did not take part in the response to Mr Hanlon.

29 Questions by members of the public

Mr Mike Hanlon asked the following questions to Councillor Tutt in relation to the Leasehold Panel:

Can the Cabinet ensure that the agenda and minutes of the proposed meetings, laid out in the letter dated the 20 August 2018 be published on the Lewes and Eastbourne website?

Could any proposals emanating from those meetings be put before the leaseholders for consideration and approval?

The Director of Regeneration and Planning responded that the letter, dated 20 August 2018, referred to a review conducted by the Housing Policy Network and this would be shared with Mr Hanlon and where appropriate published on the website.

In relation to the Leasehold Panel, a letter was scheduled to be dispatched next week asking leaseholders about the current panel and whether an independent alternative should be pursued.

Councillor Holt declared a personal interest as a leaseholder and remained in the room and did not take part in the response.

30 Corporate performance - quarter 1 2018/19

The Cabinet considered the report of the Director of Regeneration and Planning and Deputy Chief Executive, updating them on the Council's performance against Corporate Plan priority actions, performance indicators and targets for the first quarter of 2018/19.

Visiting member, Councillor Freebody, addressed the Cabinet on the performance indicators and praised the decision to reduce the staff absence days due to sickness target to 8 days. Councillor Freebody further commented on the performance indicator for calls answered within 60 seconds and abandoned calls that had fallen below its quarter one target.

The Cabinet shared the concerns raised by Councillor Freebody and attributed multiple factors to the performance for call response. This included the vacancy rate within the Customer First team, training of new staff and implementation of new ways of working, a large increase in calls due to the changes in central government policies around benefits and implementation of the council's new garden waste system. In comparison to quarter one of last year, there had been a 49% increase in the number of calls. Queue busting continued to assist with the answering times and a recruitment drive has been completed with 8 preferred candidates being offered roles. The Cabinet advised that call response would continue to be monitored on a regular basis.

Councillor Tutt referenced that Councillor Jenkins had enquired about why the Sovereign Harbour Community Centre had been flagged as green when work had not been completed. Although the construction of the building had been completed, the Centre was not yet open to the public. The Chief Executive responded that this was due to snagging and gas connection work being carried out and an administrative matter of the deed of variation being formally signed by relevant parties after agreement. Once a definitive date for delivery of gas connection works was provided by Southern Gas Network, this would be communicated to Sovereign Councillors to inform their constituents.

The Cabinet discussed the key performance indicators for those at risk of homelessness and households living in emergency accommodation. The Council had re-prioritised resources across the organisation to a new Homelessness Pressures Project to help address what was a national issue. Other multi-agency initiatives had been carried out including the launch of the Street Community Partnership Initiative and thanks were conveyed to council officers and the other agencies associated with the work taking place.

The Cabinet praised the notable achievements for the quarter, detailed in the report and confirmed that key priorities over the next quarter would include improving the call response time at the Customer Contact Centre, reducing the number of abandoned calls, housing issues and disabled facilities grants.

Part B of the report detailed the Council's financial performance for the first quarter of the year 2018/19. The Cabinet expressed their thanks to the Deputy Chief Executive and the finance team for continuing to ensure the Council had strong financial resilience, in comparison to other authorities across the country.

Resolved (key decision):

- (1) To note the achievements and progress against Corporate Plan priorities for 2018/19, as set out in part A of the report.
- (2) To agree the General Fund, HRA and Collection Fund financial performance for the quarter ended June 2018 as set out in part B of the report
- (3) To agree the amended capital programme as set out at appendix 4 to the report.
- (4) To agree the Treasury Management performance as set out in section 5 in part B of the report

Reason for decision:

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

31 Environmental initiatives

The Cabinet considered the report of the Director of Regeneration and Planning, seeking their approval for a series of environmental initiatives. This included the formulation of a sustainability policy, drinking water provision, single use plastics project and an electric vehicle charge point feasibility study, given the current issues and proposal to ban combustion vehicles from sale by 2040.

Visiting member, Councillor Freebody addressed the Cabinet and welcomed the initiatives outlined in the report and offered the support of his group to assist in any way.

In response to a question about the overall budget of the initiatives, the Cabinet advised that the figure of £3,000 signified an initial likely spend and the budget may increase over time. It was also advised that funding towards the installation of water fountains around parks could be provided by the council's devolved ward budget scheme.

Thanks were conveyed to Jane Goodall (Strategy and Partnership Lead, Quality Environment), Kate Tradewell (Strategy and Corporate Projects Officer, Quality Environment) and Devan Briggs (Policy and Engagement Co-ordinator) for their work on the initiatives outlined in the report.

Resolved (key decision):

(1) To authorise the Strategy & Partnership Lead, Quality Environment, to conduct a desk-based feasibility study for the potential of free drinking water provision within council-owned parks and in other public places within Eastbourne borough, working with partners and stakeholders.

(2) To agree to support the national 'Refill' campaign through social media and as appropriate.

(3) To delegate authority to the Director of Regeneration and Planning, in consultation with the Cabinet member for Place Services, to bid for funding, supported by an appropriate business case, to invest in electric vehicle (EV) charging technology and infrastructure, working with partners and other local authorities.

(4) To authorise the Strategy & Partnership Lead, Quality Environment, in consultation with the Cabinet member for Place Services to prepare a Sustainability Policy to provide a framework for council activities for consideration and approval at Cabinet later in the year.

(5) To note the launch and progress to date of the 'Single-Use Plastics' project.

Reasons for decisions:

- (1) Drinking water provision could be made available to the general public in areas of high foot traffic and where other access to water may be limited, for example parks. This would support various initiatives currently prominent in the political and public arena including the reduction of single use plastics and promoting healthy and active lifestyles
- (2) The 'Refill' campaign, described in paragraph 1.2, had arrived in the area through community activism.
- (3) A charging point feasibility study would provide an evaluation of the opportunities available to Eastbourne Borough Council (EBC) with regards to EV charging on its own estate in light of the national move towards the provision of this infrastructure.
- (4) The adoption of a set of guiding principles in the form of an overarching Sustainability Policy would bring EBC into line with many other councils nationally. The policy would support planning policy and guidance, guide procurement decisions, potentially reduce costs with regards to energy and waste (through staff education and project initiatives) and generally work to ensure the council had 'its own house in order' before guiding others.
- (5) The Single-Use Plastic (SUP) project started in May as a result of the Council's aim to become SUP free where it was reasonable to do so by 31 December 2018.

32 Exclusion of the public**Resolved:**

That the public be excluded from the remainder of the meeting as otherwise there was a likelihood of disclosure to them of exempt information as defined in schedule 12A of the Local Government Act 1972. The relevant paragraph of schedule 12A and a description of the exempt information was shown below. (The requisite notice having been given under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)

33 Brokerage services to other public sector organisations

The Cabinet considered the exempt report of the Chief Executive regarding the establishment of a joint venture for brokerage and development services.

Resolved (key decision):

- (1) To delegate authority to the Chief Executive Officer, in consultation with the Assistant Director of Legal and Democratic Services, the Chief Finance Officer and the Portfolio Holder for Finance to undertake further work and

detailed due diligence to establish a suitable vehicle to provide investment brokerage for public sector schemes.

(2) To approve General Fund budget allocation of up to £40k for external finance and legal costs associated with the detailed due diligence work.

Reason for decision:

To enable the Council, to generate commercial revenues by brokering funding alongside development services to public sector agencies in line with section 2 of the exempt report.

Notes: (1) The report remains exempt. (2) Exempt information reason 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting ended at 6.40 pm

Councillor David Tutt (Chair)



Working in partnership with **Eastbourne Homes**

Audit and Governance Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 19 September 2018 at 6.00 pm

Present:

Councillor Dean Sabri (Chairman)

Councillors Troy Tester (Deputy-Chair), Sammy Choudhury, Penny di Cara, Margaret Robinson, Barry Taylor and Tony Freebody (Reserve) (as substitute for Paul Metcalfe)

Officers in attendance:

Pauline Adams, Head of Finance
Jackie Humphrey, Audit Manager
Janine Combrinck, BDO

Also in attendance:

Katie Maxwell, Committee Officer

40 Minutes of the meeting held on 25 July 2018.

The minutes of the meeting held on 25 July 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

41 Apologies for absence.

Apologies for absence were reported from Councillor Metcalfe MBE and Councillor Miah.

42 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

43 Internal Audit report - Quarter 1 April 1 to 30 June 2018.

The Committee considered the report of the Internal Audit Manager regarding a summary of the activities of Internal Audit for the first quarter of the year. A list of all final audit reports issued from 1 April 2018 to 30 June 2018 and the level of assurance attained were detailed in the report.

Further information on reports issued in final during the year with an assurance level below “Performing Well” was set out in Appendix B, with any issues highlighted in the reviews which informed the assurance level given.

The committee was advised that one report had been issued with an assurance level of Inadequate. As this review covered the Safeguarding of Children an update on the current situation had been requested from the owners of the recommendations made. A full follow up would be carried out at the end of September, beginning of October.

Due to there being no outstanding actions relating to audits that were issued with an “inadequate assurance level” there was no appendix C.

Work undertaken by the Corporate Fraud team and East Sussex Counter Fraud Hub was also detailed in the report.

Resolved: (Unanimous) That the report be noted.

44 17/18 Annual Audit Letter.

The committee considered the report of BDO regarding the Annual Audit Letter, which set out the key findings of audit work for 2017/18. The report summarised the results of the audit work in respect of the Council’s financial statements, use of resources, exercise of statutory powers, grant claims and returns certification and any other matters.

Ms Janine Combrinck representing BDO was in attendance to present the report and respond to Members’ questions.

The Head of Finance advised the Members that with regard to BDO issuing their unmodified opinion on the financial statements on 4 August 2018, which was later than the expected date, as detailed in the letter, all documentation in relation to the Council’s accounts for 17/18 had been sent in good time to the auditors.

The delays in the issuing of the audit opinion were due to the new statutory deadline and the volume of Councils closing their accounts to the new, earlier timescale, and was not related to the Council being unable to provide the correct documentation within the required deadlines.

Resolved: (Unanimous) That the Annual Audit Letter for 2017/18 be noted.

The meeting ended at 6.17 pm

Councillor Dean Sabri (Chairman)



Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 25 September 2018 at 6.00 pm

Present:

Councillor Jim Murray (Chair)

Councillors Janet Coles (Deputy-Chair), Sammy Choudhury, Paul Metcalfe, Md. Harun Miah, Colin Murdoch, Margaret Robinson and Barry Taylor

Officers in attendance:

Leigh Palmer, Senior Specialist Advisor for Planning
James Smith, Specialist Advisor for Planning
Joanne Stone, Lawyer for Planning

Also in attendance:

Katie Maxwell, Committee Officer

43 Minutes of the meeting held on 28 August 2018.

The minutes of the meeting held on 28 August 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

44 Apologies for absence.

There were none.

45 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

Councillor Coles declared a personal and prejudicial interest in minute 48, 60 Northbourne Road, as an acquaintance of the applicant. She withdrew from the room whilst the item was considered and did not vote thereon.

46 25 Rodmill Drive. Application ID: 180696.

Proposed erection of one three bed detached dwelling to include two off road parking spaces on land within curtilage of 25 Rodmill Drive – **RATTON**.

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.
2. The development hereby permitted shall be carried out in accordance with the following approved drawings:-
2018-36-02b;
2018-36-03c;
2018-36-04c;
2018-36-05c;
2018-36-06;
2018-36-07b;
3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no extension, enlargement or other alteration of the dwelling house other than that expressly authorised by this permission shall be carried out without planning permission obtained from the Local Planning Authority.
4. The external finishes of the development hereby permitted shall match in material, colour, style, bonding and texture those of the existing dwelling at 25 Rodmill Drive.
5. The development hereby approved shall not be occupied until space has been laid out within the site in accordance with the approved plan site plan two cars to be parked on each site and to provide turning space to allow for vehicles to enter and leave the site in a forward gear. Thereafter, the parking and turning spaces shall be maintained in place throughout the lifetime of the development.
6. Before any work, including demolition commences on site a method statement shall be submitted to and approved in writing by the Local Planning Authority. This will detail:
 - (i) the estimated volume of spoil to be removed from the site;
 - (ii) a designated route or routes that vehicles may use when removing spoil from the site and all the routes of vehicles delivering construction materials
 - (iii) vehicle wheel cleaning provisions;
 - (iv) road cleaning provisions;
 - (v) Location, number and size of any temporary buildings/structures needed for the demolition/construction phases;
 - (vi) Details of site compound including means of enclosure;
 - (vii) Details of height of stored materials;
 - (viii) Details of site hoarding;
 - (ix) Confirmation that at all times materials, plant and machinery shall be stored within the confines of the site, and additionally shall be kept clear of all public highways and rights of way.The construction management plan must also include a pre-commencement condition survey of the existing grass verge, a post completion survey shall be carried out and any damage cause to the verge during construction shall be made good prior to the occupation of the dwelling to the satisfaction of the

Local Planning Authority. Upon approval the method statement shall be implemented to the satisfaction of the Local Planning Authority;

7. Prior to occupation of the approved dwelling, full details of both hard and soft landscape proposals have been submitted to and approved by the Local Planning Authority. These details shall include, as appropriate:

- (i) proposed finished levels or contours;
- (ii) site boundary treatment;
- (iii) car parking layouts;
- (iv) hard surfacing materials;
- (v) soft landscaping plans;
- (vi) written specifications (including cultivation and other operations associated with plant and grass establishment);
- (vii) schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate;
- (viii) implementation timetables.

All hard and soft landscape works shall be carried out in accordance with the approved details and to a reasonable standard in accordance with the relevant recommendations of appropriate British standards or other recognised codes of good practice. The works shall be carried out prior to the occupation of any part of the development or in accordance with the timetable agreed with the Local Planning Authority. Any trees or plants that, within a period of five years after planting, are removed, die or become, in the opinion of the Local Planning Authority, seriously damaged or defective, shall be replaced as soon as is reasonably practicable with others of species, size and number as originally approved, unless the Local Planning Authority gives its written consent to any variation.

8. The hard standing areas hereby approved shall be surfaced in porous materials and retained thereafter or provision shall be made and retained thereafter to direct run-off water from the hard standing to a permeable or porous area or suitable soakaway within the curtilage of the property.

Informative:

1. The applicant will be required to enter into a Section 184 Licence with East Sussex Highways for the provision of a new vehicular access. The applicant is requested to contact East Sussex Highways (0345 60 80 193) to commence this process. The applicant is advised that it is an offence to undertake any works within the highway prior to the licence being in place.

2. A formal application for connection to the public sewerage system is required in order to service this development. Please contact Southern Water, Sparrowgrove House, Sparrowgrove, Otterbourne, Hampshire, SO21 2SW (Tel: 0330 303 019) or www.southernwater.co.uk. Please read our New Connections Services Charging Arrangements document, which has now been published and is available to read at <https://beta.southernwater.co.uk/infrastructure-charges>

Outline application (relating to layout, scale and means of access) for new build three storey residential accommodation consisting of nine separate residential units (5 x 1 bed, 2 x 2 bed, 2 x 3 bed) with 11 allocated car parking spaces.

(Amended description following the reduction in the size of the proposed development) – **UPPERTON**.

Mrs Smith addressed the committee in objection stating that the development would block the daylight to the rear building and would be harmful to the vulnerable residents living in her block.

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission or two years from the approval of the last of the reserved matters as defined in condition 2 below, whichever is the later.
2. Details of the reserved matters set out below ("the reserved matters") shall be submitted to the Local Planning Authority for approval within three years from the date of this permission:
 - i) appearance (including full schedule of external materials);
 - ii) landscaping (including details of the green roof).The reserved matters shall comply with the parameters set out for access, scale and layout established by this outline permission and be carried out as approved. Approval of all reserved matters shall be obtained from the Local Planning Authority in writing before any development is commenced.
3. The development hereby permitted shall be carried out in accordance with the following approved drawings:-
 - A002 - Site Plan;
 - D001 Rev. A - Ground Floor Plan as proposed;
 - D002 Rev. A - First Floor Plan as proposed;
 - D003 Rev. A - Second Floor Plan as proposed;
 - D005 Rev. A - South Elevation as proposed;
 - D006 Rev. A - West Elevation as proposed;
 - D007 Rev. A - North Elevation as proposed;
 - D008 Rev. A - East Elevation as proposed.
4. The development hereby permitted shall not be occupied until the new site access crossover shown on approved plan D001 Rev. A has been constructed and surfaced. The crossover shall thereafter be maintained in place throughout the lifetime of the approved development.
5. The development hereby permitted shall not be occupied until the 11 car parking spaces shown on approved plan D001 Rev. A have been surfaced and marked out. The parking spaces shall thereafter be maintained throughout the lifetime of the development and the land on which they are positioned be used for no purpose other than for the parking of vehicles.
6. The allocation of parking spaces to specific flats shall only be allowed with the prior written approval of the Local Planning Authority. A proportion of parking spaces must be retained as unallocated at all times.

7. The development shall not be occupied until the cycle parking area has been provided in accordance with approved plan D001 Rev. A and the area shall thereafter be retained for that use and for no other purpose.

8. Prior to the commencement of development, a construction traffic management plan (CTMP) shall be submitted to and approved by the Local Planning Authority in consultation with the Highway Authority. This shall include the size of construction and delivery vehicles, wheel cleaning facilities, traffic management (to allow safe access for construction vehicles), contractor parking and a compound for plant/machinery and materials clear of the public highway. Associated traffic should avoid peak traffic flow times.

9. Prior to commencement of development, a surface water management scheme shall be submitted to and approved by the Local Planning Authority. This should include, but not be limited to, the following details:-

- If surface water is to be discharged into the public sewer, it should be limited to a rate agreed with the utility provider and be no more than the existing run-off rate for all rainfall events, including 1 in 100 years (plus climate change). Evidence must be provided in the form of hydraulic calculations which take connectivity of the drainage system as well. Evidence of a rate of discharge being agreed with the utility provider must also be included.
- The condition of the surface water sewer which will take surface water runoff from the development shall be investigated and any required improvements that would be required.
- If relevant, evidence that third party landowners agree to the passage of drainage assets across their land.
- A management and maintenance plan for the entire drainage system clearly stating who will be responsible for managing all aspects of the surface water drainage system, including piped drains, and evidence that the plan will remain in place throughout the lifetime of the development.

Informative:

The applicant will be required to enter into a Section 184 Licence with East Sussex Highways for the provision of a new vehicular access. The applicant is requested to contact East Sussex Highways (0345 60 80 193) to commence this process. The applicant is advised that it is an offence to undertake any works within the highway prior to the licence being in place.

48 60 Northbourne Road. Application ID: 180231.

Proposed new two bedroom dwelling – **ST ANTHONYS.**

Mrs Appleyard addressed the committee in objection stating at the plans were not an accurate representation of the scheme. She also stated that there would be a loss of light, result in overlooking and would exacerbate the existing parking issues.

Mr Halliwell addressed the committee in objection stating that the proposal would result in overlooking and exacerbate the existing parking issues.

Mr Achilleous, applicant, addressed the committee in response stating that the siting of the access was the most appropriate given the existing double yellow lines. He also stated that the windows would be situated above the stairwell so as to not allow overlooking.

The committee was advised, by way of an addendum report, that revised elevated drawings had been received as the previous drawings were inconsistent with the floor plans recommended for approval. Officers outlined the detail to members for clarity, and suggested the appropriate amendments to condition two as detailed and included below.

NB: Councillor Coles withdrew from the room whilst this item was considered.

Resolved: (By 6 votes with 1 abstention) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of permission.
2. The development hereby permitted shall be carried out in accordance with the following approved drawings:
SK 3 Revision D;
SK4 Revision E;
3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no extension, enlargement or other alteration of the existing or approved dwelling house (including any new window, dormer window, door, roof light or other openings) and no outbuildings shall be erected within the curtilage of the dwelling other than that expressly authorised by this permission shall be carried out without planning permission obtained from the Local Planning Authority.
4. Prior to the occupation of the proposed dwelling hereby approved, the fence located on the southern site boundary of the proposed property shall be positioned in the location shown on Drawing No. SK3 Revision B.
5. No part of the development shall be occupied / brought into use until visibility splays of 43 metres by 2.4 metres have been provided at the site vehicular access onto Finmere Road. Once provided the splays shall thereafter be maintained and kept free of all obstructions over a height of 600mm.
6. The development permitted by this planning permission shall only be carried out in accordance with the approved Flood Risk Assessment (FRA) (Ref 3887, June 2018) and the following mitigation measures detailed within the FRA:
 - a. All mitigation measures listed in Paragraph 7.8 are incorporated.
 - b. Sleeping accommodation is located on the first floor throughout the lifetime of the development, and finished first floor levels are to be set no lower than 5.92mAOD as stated, to ensure safe refuge, as explained within Paragraph 7.8.
 - c. Site owners/occupiers sign up to the EA Flood Warning Service

(Paragraph 78), and an evacuation plan is implemented, including identification and provision of safe route(s) into and out of the site to an appropriate safe haven, as stated within the 'Flood Evacuation Plan' section of the FRA. This will need to be approved by the lead local flood authority.

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing / phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the local planning authority.

7 (i). The development hereby permitted shall not be commenced until there has been submitted to and approved in writing by the Local Planning Authority:

- a. a desk top study documenting all the previous and existing land uses of the site and adjacent land in accordance with national guidance as set out in Contaminated Land Research Report Nos. 2 and 3 and BS10175:2001 - Investigation of Potentially Contaminated Sites - Code of Practice; and, unless otherwise agreed in writing by the Local Planning Authority,
- b. a site investigation report documenting the ground conditions of the site and incorporating chemical and gas analysis identified as appropriate by the desk top study in accordance with BS10175:2001; and, unless otherwise agreed in writing by the Local Planning Authority,
- c. a detailed scheme for remedial works and measures to be undertaken to avoid risk from contaminants and/or gases when the site is developed and proposals for future maintenance and monitoring. Such scheme shall include the nomination of a competent person to oversee the implementation of the works.

7 (ii). The development hereby permitted shall not be occupied or brought into use until there has been submitted to the Local Planning Authority verification by the competent person approved under the provisions of (i) (c) above that any remediation scheme required and approved under the provisions of (i) (c) above has been implemented fully in accordance with the approved details (unless varied with the written agreement of the Local Planning Authority in advance of implementation). Unless otherwise agreed in writing by the Local Planning Authority such verification shall comprise:

- a. as built drawings of the implemented scheme;
- b. photographs of the remediation works in progress; and
- c. certificates demonstrating that imported and/or material left in situ is free from contamination.

Thereafter the scheme shall be monitored and maintained in accordance with the scheme approved under (i) (c).

8. Notwithstanding the plans hereby approved, all water run-off from the new roof shall be dealt with using rainwater goods installed at the host property and no surface water shall be discharged onto any adjoining property, nor shall the rainwater goods or downpipes encroach on the neighbouring property and thereafter shall be retained as such.

9. The windows of the development shown on the approved plans as being obscure glazed shall remain obscure glazed and non-opening, unless the

parts of the window/s which can be opened are more than 1.7 metres above the floor of the room in which the window is installed, and thereafter permanently retained as such.

Informative:

1. The applicant will be required to enter into a Section 184 Licence with East Sussex Highways, for the provision of a new vehicular access. The applicant is requested to contact East Sussex Highways (0345 60 80 193) to commence this process. The applicant is advised that it is an offence to undertake any works within the highway prior to the licence being in place.
2. The applicant is advised that the proposed development is liable for CIL and as such the CIL process will commence once the decision notice has been issued.

49 74 Beach Road. Application ID: 180538.

Change of use extension and conversion of children's nursery, to form eight self-contained residential flats, consisting of five x 1 bed flats and three x 2 bed flats. (Amended description following reductions) – **DEVONSHIRE.**

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of permission.
2. The development hereby permitted shall be carried out in accordance with the following approved drawings:-
278100 No. 10 Rev A;
278100 Drawing No. 22 Revision A;
278100 Drawing No. 23 Revision A;
278100 Drawing No. 25 Revision A;
278100 Drawing No. 26 Revision A;
278100 Drawing No. 27 Revision A.
3. All external materials shall be in accordance with the schedule of materials provided on approved drawings 278100 Drawing No. 26 Revision A and 278100 Drawing No. 27 Revision A.
4. Prior to the occupation of the development, details of hard and soft landscaping, to include defensible space for ground floor amenity areas, details of a covered and secure bin store and details of all balcony screening, shall be submitted to and approved by the Local Planning Authority.
5. Prior to the commencement of development, details of the proposed means of foul sewerage and surface water disposal shall be submitted to, and approved in writing, by the Local Planning Authority, in consultation with Southern Water.
6. Prior to the occupation of the development, the following matters relating to sustainable urban drainage shall be addressed:-
 - a. Detailed design of the permeable pavement which is proposed by the FRA shall be provided and, thereafter, implemented. If connection

directly to the public sewer is proposed, surface water runoff should be limited to a rate agreed to by Southern Water for all rainfall events including those with a 1 in 100 (plus 40%) annual probability of occurrence. Hydraulic calculations should be submitted in support of the surface water drainage strategy together with evidence that Southern Water agrees to the proposed surface water discharge rate and connection.

b. If it is proposed to re-use existing connections, the condition of the existing surface water drain shall be investigated before discharge of surface water runoff from the development is made. Any required improvements to the condition of the surface water sewer shall be carried out prior to construction of the outfalls.

c. A maintenance and management plan for the entire drainage system shall be submitted to the planning. This plan shall clearly state who will be responsible for managing all aspects of the surface water drainage system, including piped drains, and the appropriate authority should be satisfied with the submitted details. Evidence that these responsibility arrangements will remain in place throughout the lifetime of the development shall be provided to the Local Planning Authority.

d. Evidence (including photographs) shall be submitted showing that the drainage system has been constructed as per the final agreed detailed drainage designs

7. The development permitted by this planning permission shall only be carried out in accordance with the approved Flood Risk Assessment (FRA) (v2, August 2018) and the following mitigation measures detailed within the FRA:

a. the cellar/basement level is to be filled in as part of the development, as stated in Paragraph 2.4, so it cannot be used for residential accommodation at any point in the future.

b. appropriate flood resistance and resilience measures are incorporated within the development, as detailed in Paragraph 8.1 and Appendix F, to help prevent flood water entering the property and limit the damage caused to the structure and fittings.

c. floor levels are to be raised at least 300mm above the existing ground level, set no lower than the 4.5mAOD suggested in Paragraphs 8.2 & 11.11 of the FRA to provide an additional margin of protection.

d. site owners/occupiers sign up to the Environment Agency's Flood Warning Service, as detailed in Paragraph 9.10 of the FRA, in order for them to have sufficient time to evacuate the site in advance should it be required.

e. a site-specific Flood Emergency Evacuation Plan is implemented as part of the development, as stated in Paragraph 9.12 and outlined in Appendix G. This is because ground floor occupants have no access to safe refuge on site (Paragraph 9.11), thus require identification and provision of safe route(s) into and out of the site to an appropriate safe haven.

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing / phasing arrangements embodied

within the scheme, or within any other period as may subsequently be agreed, in writing, by the local planning authority.

8. No part of the development shall be occupied until covered and secure cycle parking spaces have been provided in accordance with plans and details submitted to and approved in writing by the Local Planning Authority. The area[s] shall thereafter be retained for that use and shall not be used other than for the parking of cycles.

9. No development shall take place, including any ground works or works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to in full throughout the entire construction period. The Plan shall provide details as appropriate but not be restricted to the following matters,

- a. the anticipated number, frequency and types of vehicles used during construction,
- b. the method of access and egress and routeing of vehicles during construction,
- c. the parking of vehicles by site operatives and visitors,
- d. the loading and unloading of plant, materials and waste,
- e. the storage of plant and materials used in construction of the development,
- f. the erection and maintenance of security hoarding,
- g. the provision and utilisation of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
- h. details of public engagement both prior to and during construction works.

Informative:

A formal application for connection to the public sewerage system is required in order to service this development. Please contact Southern Water, Sparrowgrove House, Sparrowgrove, Otterbourne, Hampshire, SO21 2SW (Tel: 0330 303 019) or www.southernwater.co.uk . Please read our New Connections Services Charging Arrangements document, which has now been published and is available to read at <https://beta.southernwater.co.uk/infrastructure-charges>

50 Summary of Planning Performance - January 2018 - June 2018.

The committee considered the report of the Senior Specialist Advisor for Planning which provided a summary of planning performance January 2018 to June 2018.

The report detailed the following elements:

Special Measure Thresholds – Looking at new government targets
Planning Applications – Comparing volumes/delegated and approval rates

Pre Application Volumes – Comparison by type and volume over time

Refusals of Applications – Comparison of ward and decision level

Appeals – An assessment the Council's appeal record over time

Planning Enforcement – An assessment of volumes of enforcement related activity.

Resolved: That the report be noted.

51 South Downs National Park Authority Planning Applications.

There were none.

The meeting ended at 7.23 pm

Councillor Jim Murray (Chair)

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Working in partnership with **Eastbourne Homes**

General Licensing Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 1 October 2018 at 6.00 pm

Present:

Councillors Pat Rodohan (Deputy-Chair), Janet Coles, Tony Freebody, Colin Murdoch, Jim Murray, Margaret Robinson, Robert Smart, Pat Hearn and Steve Wallis

Officers in attendance:

Ed Hele, Functional Lead – Quality Environment
Michele Wilkinson, Lawyer, Housing and Regulatory

Also in attendance:

Katie Maxwell, Committee Officer

1 Minutes of the meeting held on 8 January 2018.

The minutes of the meeting held on 8 January 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

2 Apologies for absence.

Apologies for absence were reported from Councillors Belsey, Choudhury, and Tester.

3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

4 Advertising on Hackney Carriage vehicles.

The committee considered the report of the Interim Director of Service Delivery regarding the proposal to allow advertising on the offside and nearside of the rear of Hackney Carriages.

The committee was reminded that the Council set the conditions that were attached to vehicle licences. The current conditions were attached at appendix 1 of the report.

The Functional Lead – Quality Environment advised the committee that a letter, signed by nine Hackney Carriage proprietors, requesting a change in the condition to allow advertising on their vehicles had been received, to help provide much needed extra income, and give interested local firms the opportunity to advertise on their vehicles.

The committee supported the request and furthermore, welcomed the opportunity for local businesses to advertise on Hackney Carriage vehicles.

Resolved: (Unanimous). That the Senior Specialist Advisor for Licensing be given delegated authority to decide on whether or not to vary the vehicle licence conditions, following an application concerning advertising on hackney carriage vehicles, provided that the vehicles were not exempt from displaying the Council's livery and the guidance for advertising on a hackney carriage is followed.

5 Hackney Carriage Fares.

The committee considered the report of the Interim Director of Service Delivery regarding the request for a new fare structure as proposed by a Hackney Carriage proprietor.

Members were advised that the current fares had been in place for nine years. There were currently 113 licensed hackney carriages that were allowed to ply for hire in Eastbourne.

Following informal requests made by some hackney carriage proprietors and discussions at the Taxi Forum, all hackney carriage proprietors were contacted to on 1 February 2018 and were asked to contact the Licensing team to advise if they were in favour of a fare increase. It was made clear that should more than 50 % of the trade feel an increase was appropriate, then a report would be presented to General Licensing committee. The letter also requested proposals for a new fare structure. A copy of this letter was included at appendix 1 of the report.

The Licensing team received 86 positive responses from hackney carriage proprietors which equated to 76% of their total number. One proprietor proposed an alternative to the current fares and that proposal was included as appendix 2 of the report, which appeared to be the proposal of a sole proprietor, rather than being an agreed proposal made on behalf of the majority of the Taxi trade.

It was acknowledged that whilst the proposed increase would be of significant benefit to the hackney carriage trade, the public would be disadvantaged. Compared to other authorities in East Sussex, Eastbourne would rank joint third in the country as having the most expensive hackney carriage fares, if the proposal from the sole proprietor were to be agreed.

The committee agreed that whilst the fare structure needed reviewing they rejected the proposed new fares detailed in appendix 2 of the report. To this end, the committee agreed that the Senior Specialist Advisor for Licensing be given delegated authority to consult with the trade to develop a further proposal.

Resolved: (Unanimous) That the Senior Specialist Advisor for Licensing be given delegated authority to undertake a six week consultation exercise with the Taxi trade to draft a proposal on increasing hackney carriage fares for consideration at a future committee meeting.

6 Taxi Licensing Guidance.

The committee considered the report of the Interim Director of Service Delivery requesting the Members agreement to prepare a draft Hackney Carriage and Private Hire Licensing Guidance.

The Members were advised that currently Eastbourne Borough Council did not have comprehensive guidance relating to hackney carriage and private hire vehicles, although it did have licence conditions, byelaws and guidelines relating to the relevance of convictions etc. that had been in place for a number of years.

The Functional Lead – Quality Environment reported that the current landscape for hackney carriage and private hire licensing had changed significantly over recent years with smart phone apps changing the way vehicles could be booked, the change in the law allowing cross border sub-contracting of jobs and sexual exploitation incidents involving the taxi trade in other parts of the country.

Members noted that the Eastbourne Disability Involvement Group (DIG) had written to the General Licensing committee expressing their concern that at the current time they felt that the current taxi provision did not meet the needs of its disabled passengers. These concerns could be addressed in the proposed new guidance which will benefit both the trade and the Council. A copy of the DIG submission was attached at appendix 1 of the report.

The committee expressed their thanks to the DIG for their submission and for bringing this very important issue to their attention. In addition, Members agreed that this was an opportune time to provide guidance for the trade which incorporated all of the issues presented to the committee.

Resolved: (Unanimous)

1. That the Senior Specialist Advisor be given delegated authority to prepare draft guidance relating to hackney carriage and private hire vehicles, which would be considered by the committee prior to the start of an eight week consultation with the taxi trade and the public.

2. That the submission from the Eastbourne Disability Group be considered and, where appropriate, incorporated into the draft guidance for consideration at a future meeting.

The meeting ended at 6.23 pm

Councillor Rodohan (Deputy Chair in the Chair)



Working in partnership with **Eastbourne Homes**

Conservation Area Advisory Group

Minutes of meeting held in the Court Room at Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG on 2 October 2018 at 6.00 pm

Present:

Councillor Pat Rodohan (Chair)
Councillors Colin Swansborough (Deputy-Chair) and Robert Smart

External advisors:

Mr Crook, Royal Institute of British Architects
Mr Howell, Eastbourne Society

Officers in attendance:

Chris Connelley (Specialist Advisor, Conservation), Jenny Martin (Specialist Advisor, Conservation) and Jennifer Norman (Committee Officer)

17 Minutes of the meeting held on 21 August 2018

The minutes of the meeting held on 21 August 2018 were submitted and approved, and the Chair was authorised to sign them as a correct record.

18 Apologies for absence

An apology for absence had been received from Councillor Colin Belsey.

19 Declarations of Disclosable Pecuniary Interests (DPIs) by Members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

There were none.

20 Right to address the meeting/order of business

The Chair proposed and the Group agreed to a change in the order of the agenda, which brought forward planning application *180789, (LBC), Compton Estate Office, 1 Stable Courtyard, 27 Compton Court, Eastbourne*, for consideration prior to that of planning applications 1 to 6 listed on the agenda.

21 Planning applications for consideration**1) 180872, (LBC), Claremont Hotel, 5-10 Grand Parade, Eastbourne**

Cons Area: Town Centre and Seafront. Grade 2*.

Proposal: proposed internal alterations including the removal of a load-bearing wall to convert managers flat into enlarged hotel lounge.

CAAG comments: The Group agreed that the scheme was of neutral effect and would have no adverse impact on the character and appearance of the listed building.

2) 180726, (LBC), Devonshire Park Theatre, 8 Compton Street, Eastbourne, East Sussex, BN21 4BW

Cons Area: N/A. Grade 2.

Proposal: Refurbishment, alterations and decoration to the existing ladies toilets to foyer area.

CAAG comments: The Group agreed that the scheme would enhance the character and appearance of the listed building.

3) 180795, (PP) 1 The Avenue, Eastbourne, East Sussex, BN21 3YA

Cons Area: Upperton Gardens.

Proposal: Retrospective.

CAAG comments: The Group expressed concern at some details of the application but felt that the overall effect of the proposed works was neutral in terms of character and appearance of the conservation area.

4) 180748, (PP), The East Beach Hotel, 23-25 Royal Parade, Eastbourne, East Sussex, BN22 7AN

Cons Area: Town Centre and Seafront.

Proposal: Change from tilt and turn upvc windows to upvc sliding sash windows.

This application was withdrawn prior to the start of the meeting.

5) 180785, (PP), Land At Moira House School, Carlisle Road, Eastbourne, East Sussex

Cons Area: Meads.

Proposal: Construction of fencing of 3m to existing tennis complex and landscaping.

CAAG comments: The Group agreed that the scheme had a neutral impact on the character and appearance of the conservation area.

6) 180770, (PP), Wykeham House, 14 Chesterfield Road, Eastbourne, East Sussex, BN20 7NU

Cons Area: Meads.

Proposal: Replace three rotten window panels that are causing condensation. To be replaced with white double glaze PVC units.

CAAG comments: The Group agreed that the scheme had a neutral impact on the character and appearance of the conservation area.

7) 180789, (LBC), Compton Estate Office, 1 Stable Courtyard, 27 Compton Court, Eastbourne

Cons Area: N/A. Grade 1.

Proposal: change of use and conversion of former stables to office (B1) use. Listed Building Consent reference 180790.

CAAG comments: There were differing views amongst the Group on the application and it was not possible to derive a unanimous view. The majority agreed with the Historic England view that the stable block should be left undeveloped.

22 New listings

There were none.

The meeting ended at 7.08 pm.

Councillor Pat Rodohan (Chair)

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Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 23 October 2018 at 6.00 pm

Present:

Councillor Jim Murray (Chair)

Councillors Janet Coles (Deputy-Chair), Sammy Choudhury, Paul Metcalfe, Md. Harun Miah, Colin Murdoch and Gordon Jenkins (Reserve) (as substitute for Barry Taylor)

Officers in attendance:

Leigh Palmer, Senior Specialist Advisor for Planning
James Smith, Specialist Advisor for Planning
Joanne Stone, Lawyer for Planning

Also in attendance:

Katie Maxwell, Committee Officer

52 Minutes of the meeting held on 25 September 2018.

The minutes of the meeting held on 25 September 2018 were submitted and approved and the Chair was authorised to sign them as an accurate record.

53 Apologies for absence.

Apologies for absence were reported from Councillor Robinson and Taylor.

54 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

Councillor Metcalfe MBE, declared a prejudicial interest in minute 57 Site 8, Pacific Drive, Sovereign Harbour, as he lived directly opposite the application site. Councillor Metcalfe MBE, withdrew from the room whilst the application was considered and did not vote thereon.

55 15 Hatfield Road. Application ID: 180801.

Proposed change of use of land at the rear of 15 Hartfield Road from residential curtilage and parking to commercial parking for use by St Anne's

Veterinary Group, Eastbourne with part of a low level wall to be rebuilt, provision of new sliding entrance gate and a widened vehicle cross over –
UPPERTON.

Resolved: (Unanimous) That permission be granted subject to the following conditions:

1. The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.
2. The development hereby permitted shall be carried out in accordance with the following approved drawings:-
2017-94-03;
2017-94-04.
3. No development shall commence until full details of existing and proposed ground levels (referenced as Ordinance Datum) within the site and on land and buildings adjoining the site by means of spot heights and cross-sections, have been submitted to and approved by the Local Planning Authority. The development shall then be implemented in accordance with the approved level details.
4. Prior to the commencement of development, full details of all boundary screening including surfacing, fencing, landscaping walls (including any necessary repairs to the existing wall), shall be submitted to and approved by the Local Planning Authority and the approved details shall thereafter be provided and maintained in place throughout the lifetime of the development. Any trees or plants that, within a period of five years after planting, are removed, die or become, in the opinion of the Local Planning Authority, seriously damaged or defective, shall be replaced as soon as is reasonably practicable with others of species, size and number as originally approved, unless the Local Planning Authority gives its written consent to any variation.
5. Prior to the commencement of the development, the developer must advise the local authority (in consultation with Southern Water) of the measures which will be undertaken to protect the public sewers.
6. Prior to the commencement of the development, the developer must advise the local authority (in consultation with Southern Water) of the measures which will be undertaken to protect the public sewers.
7. Prior to the commencement of the development, details of surface water drainage, including measures to prevent discharge of surface water onto the highway and surrounding properties shall be submitted to and approved by the Local Planning Authority.
8. The new/extended crossover and access shall be constructed prior to the first occupation of the development hereby permitted.
9. Prior to the use of the car park, full details of the design and appearance of the gate as well as a method statement regarding the automatic operation of the vehicular access gate shall be submitted to and be approved in writing by the Local Planning Authority. The vehicular access gate shall thereafter be operated in strict accordance with the approved method statement at all times.

10. The vehicle parking area shown on the approved plans shall not be used otherwise than for the parking of private motor vehicles and motorcycles belonging to staff employed by St Anne's Veterinary Group.

56 2-4 Moy Avenue. Application ID: 180006.

Proposed refurbishment and extension to existing former telephone exchange building and the construction of two, part two, three and four storey buildings to the rear to provide a total of 85 residential units, 58, one and two bed flats and 27, two storey, one and two bed maisonettes. A total of 88 on site car parking spaces will be provided – **ST ANTHONYS**.

The committee was advised, by way of an addendum report, that since the publication of the agenda, 27 further responses had been received and were summarised as follows:

1. The application wrong for the site
2. Overlooking
3. There would be highway and parking problems
4. It would be overbearing to properties in the areas
5. There would be a loss of privacy
6. There would be an adverse impact on living conditions
7. The local infrastructure would be impacted (doctors schools etc)
8. The visibility splay will cause issues / blocking causing safety issues
9. Loss of light
10. Not suitable for disabled access to the flats, not compliant with Part M of the building regulations
11. Parking for disabled were few and poorly located and designed
12. Too many units
13. Located on a school route
14. Right to light
15. When assessed on nearby development site may have a communicative impact.

Ann Clarke addressed the committee in objection stating that the development was not in keeping with the surrounding area, Council policy states that there should be no more than 42 dwellings on the site. She stated that there would be a loss of light, overshadowing and loss of privacy. Ms Clarke was also concerned about the effect on the infrastructure, which would harm the surrounding neighbourhood.

Nicola Mason, addressed the committee on behalf of the Neighbourhood Panel, stating that there would be a loss of amenity space, loss of light and the proposed access and visibility splays would not be sufficient or safe for access and egress. Ms Mason also mentioned the lack of wheel chair access to the ground floor flats.

Councillor Tutt, Leader of the Council and Ward Councillor, addressed the committee in objection stating that the principle of development was

supported by residents however the number of dwellings had now trebled. He stated that the applicant had met with residents and himself to discuss amendments which had subsequently not been made. He stated that there would be a loss of light and privacy and agreed with Ms Mason regarding the access / egress to the site and with Ms Clarke regarding the effect on the infrastructure.

Simon Bareham, addressed the committee on behalf of the applicant and stated that the proposal was a well-designed scheme for open market and affordable housing. Both the applicant and Officers had met to resolve the Inspector's concerns. The number of dwellings had been reduced to mitigate the overlooking concerns. Both the height and appearance of the proposal had been acceptable to the Inspector.

The committee discussed the application and felt that the increase in the number of dwellings would have a serious and detrimental effect on the infrastructure and neighbouring residents. Members were also concerned that the Horsey sewer path through the site had not been established.

Resolved (Unanimous): That permission be refused on the grounds that:

By virtue of the scale of development, the number of units, the height, bulk and mass of the proposed buildings on the site (blocks 2 and 3) the proposal is considered an unneighbourly over development of the site with an overbearing and unneighbourly relationship, detrimental to the amenity of the occupiers of the surrounding residential properties by way of loss of outlook, privacy from overlooking to properties and their rear gardens contrary to saved policy HO20 of the Borough Plan 2007, Policy B2 of the Core Strategy Local Plan 2013 and Paragraph 17 of the National Planning Policy Framework 2012.

Should the applicant appeal the decision the appropriate course of action to be followed, taking into account the criteria set by the Planning Inspectorate, is considered to be written representations.

57 Site 8, Pacific Drive. Application ID: 180858.

Variation of conditions 2 (Approved Drawings) and 3 (Boundary Treatments) following grant of reserved matters dated 8 June 2015 for the development of Site 8, for up to eight dwellings to provide vehicle access gates to the driveway, additional side access to No.1 Port Moresby Place (previously plot 8) amendments to the layout of the car parking area, and alterations to the landscaping plan with retaining wall to area for future berth holder facilities (Ref: 141469) – **SOVEREIGN**.

The committee was advised, by way of an addendum report, that two letters of objection had been received and were summarised as follows:

1. The gates would prevent emergency and maintenance access. The land was for public use and it would be wrong to limit access;
2. The gates should only be at the access to the car park;
3. There had been unacceptable delays in providing access to the public open space.

The committee considered the application and requested that one of the plants proposed for landscaping be removed due to the size and speed with which it grows and that the managing company ensure the emergency services are provided with the relevant codes to access the secure gates.

NB: Councillor Metcalfe, MBE left the room whilst this item was considered.

Resolved (Unanimous): That the variation of condition application for the amendments set out in the application be granted.

58 Appeal Decision - 2 Upland Road.

The Inspector dismissed the appeal.

Resolved: That the appeal decision be noted.

59 South Downs National Park Authority Planning Applications.

There were none.

The meeting ended at 7.32 pm

Councillor Jim Murray (Chair)

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Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 24 October 2018 at 6.00 pm

Present:

Councillor David Tutt (Chair)

Councillors Alan Shuttleworth (Deputy-Chair), Margaret Bannister, Jonathan Dow, Stephen Holt, Colin Swansborough and John Ungar

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Philip Evans (Director of Tourism & Enterprise), Ian Fitzpatrick (Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Peter Finnis (Assistant Director for Corporate Governance) and Simon Russell (Committee and Civic Services Manager)

34 Chief Finance Officer

Homira Javadi, Chief Finance Officer was welcomed to her first meeting of the Cabinet.

35 Minutes of the meeting held on 12 September 2018.

The minutes of the meeting held on 12 September 2018 were submitted and approved and the chair was authorised to sign them as a correct record.

36 Apologies for absence

None were reported.

37 Declaration of members' interests

None were declared.

38 Review of safeguarding children and vulnerable adults policy

The Cabinet considered the report of the Director of Service Delivery seeking their agreement to the proposed joint safeguarding children and vulnerable adults policy.

The Cabinet stated the importance of the report and expressed their thanks to Pat Taylor, Strategy and Partnership Lead (Thriving Communities) and her team for their work on the policy.

As part of the policy, training sessions on safeguarding for officers and councillors must be completed within 3 months from the start of employment/term of office and would form part of the member induction programme following the 2019 elections.

Cabinet made reference to the 'Domestic Violence Disclosure Scheme' that gave members of the public a formal mechanism to make enquiries about an individual who they are in a relationship with, or who is in a relationship with someone they knew, where there is a concern that the individual may be violent towards their partner.

Resolved (key decision):

(1) To note the review of Eastbourne Borough Council and Lewes District Council's safeguarding children and vulnerable adult policies and procedures carried out in 2018.

(2) To approve the new safeguarding policy, appended to the report

(3) To delegate authority to the Director of Service Delivery in consultation with the Lead Member for Direct Assistance Services to make any minor amendments required following consultation.

Reason for decision:

To update the previous policy, bringing it into line with recommended practice and with current pan-Sussex policies and procedures.

39 Statement of Community Involvement

The Cabinet considered the report of the Director of Regeneration and Planning, highlighting changes to the Statement of Community Involvement as a result of the Neighbourhood Planning Act 2017. The report also sought members to authorise the publication of a revised Statement of Community Involvement for public consultation with the local community and other stakeholders for an 8 week period.

Resolved (key decision):

(1) To approve the revised Statement of Community Involvement (SCI) as set out at appendix 1, for publication for an 8 week consultation period to receive representations and comments.

Recommended to Council (budget and policy framework):

(2) To delegate authority to the Director of Regeneration and Planning in consultation with the Lead Cabinet Member to make minor or technical amendments arising from the consultation and to seek its adoption by Full Council.

Reason for decision:

The Council's previous SCI is considered to be out of date as a result in changes in legislation since it was adopted on 19 July 2017 and a new SCI is being prepared to guide public consultation in the preparation of the new Local Plan for the town.

To ensure the new SCI is progressed towards adoption in a timely manner thereby supporting the implementation and delivery of the new Local Plan.

40 Joint transformation programme update

The Cabinet considered the report of the Assistant Director for Human Resources and Transformation, updating them on the progress of the joint transformation programme and seeking their approval for the phase 3 business case.

Phase one and two of the programme had secured savings and efficiencies of £2.8 million, with £400,000 targeted in phase three. Phase three would conclude this programme of transformational activity and enable the council to face current and future challenges and opportunities from a position of strength and with increased resilience.

Support for staff during phase three was detailed at 2.17 of the business case. The Cabinet conveyed thanks to staff for the work undertaken during the programme and their positive response to the challenges faced.

Resolved (key decision):

(1) To note the progress of the joint transformation programme.

(2) To approve the business case for the joint transformation programme phase 3 which included recommendations to approve:

(a) The total savings/income target of £400,000 for phase 3.

(b) The approach for delivering the phase 3 transformation and savings/income.

(c) The phase 3 governance arrangements.

(d) The phase 3 costs and allocate an additional £1.4m to the programme (£700,000 from Eastbourne Borough Council).

(e) The revised costs and benefits realisation ratio of 50:50 between Eastbourne Borough and Lewes District Councils.

Reason for decisions:

To enable Cabinet members to consider the progress of the Joint Transformation Programme and to determine the next steps in the transformational journey.

The meeting ended at 6.14 pm

Councillor David Tutt (Chair)