

Full Council

20 July 2020



Quorum: 11

Published: Friday, 10 July 2020



To the Members of the Council

You are summoned to attend the Annual Meeting of the Council to be held as a remote meeting on Microsoft Teams on 20 July 2020 at 6.00 pm to transact the following business.

Note: At the commencement of the meeting the Chair will ask for a period of silence to enable Councillors to focus their thoughts on the meeting or to pray silently and to remember those who have lost loved ones during the Coronavirus pandemic.

PLEASE NOTE: This will be a 'virtual meeting', held on Microsoft Teams in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations.

Members of the press and public can view the meeting by clicking on the link provided on the agenda page on the Council's website or calling the number provided.

Instructions on how to join the meeting have been circulated separately for members of the Council and Officers participating.

Agenda

- 1 Welcome and Introductions**
- 2 Apologies for absence**
- 3 Declarations of interest**

Councillors are asked to declare any personal interests related to matters on the agenda, the nature of any interest and whether the interest is prejudicial under the terms of the Members' Code of Conduct.

4 Election of the Chair of the Council

Two nominations have been received for the office of Chair of the Council as follows:

Councillor Adrian Ross
Councillor Ian White

These nominations will be voted upon. Following the election of the Chair of the Council, the person elected shall make a Declaration of Acceptance of Office.

5 Appointment of the Vice-Chair of the Council

Two nominations have been received for the office of Vice-Chair of the Council as follows:

Councillor Christine Brett
Councillor Sam Adeniji

These nominations will be voted upon. Following the appointment of Vice-Chair of the Council, the person appointed shall make a Declaration of Acceptance of Office.

6 Minutes of the meeting held on 24 February 2020 (Pages 5 - 22)

To confirm and sign the minutes of the meeting of the Council dated 24 February 2020.

7 Announcements (Pages 23 - 24)

To receive any announcements from the Chair of the Council, Members of the Cabinet or the Chief Executive. A list of the Chair of the Council's engagements since the previous meeting is enclosed.

8 Urgent items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972.

9 Election of the Leader of the Council, in accordance with Council Procedure Rules

The election of Leader of the Council has been triggered as Councillor Nicholson has formally notified the Chief Executive that she will resign as Leader of the Council with effect from 4 pm on 20 July 2020.

To receive nominations and vote thereon.

10 Political Balance and Appointments (Pages 25 - 34)

To receive the report of the Assistant Director of Legal and Democratic Services.

11 Recommendations from Cabinet / Cabinet Members

(a) Adoption of the Revised Statement of Community Involvement (Pages 35 - 96)

To consider the report of the Deputy Chief Executive and Director of Regeneration and Planning. This was referred from Cabinet via a delegated decision of the Leader of the Council on 2 April 2020.

(b) Revised Local Development Scheme (Pages 97 - 98)

To receive the recommendation from the meeting of the Cabinet held on 9 July 2020.

12 Calendar of Meetings - July 2020 to May 2021 (Pages 99 - 100)

The calendar of meetings for July 2020 to May 2021 is attached for ratification.

13 Date of Next meeting

The next meeting of Full Council is scheduled to take place on 17 September 2020.



Robert Cottrill
Chief Executive

Information for the public

Accessibility: 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.

Information for Councillors

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.

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Full Council

Minutes of meeting held in Council Chamber at County Hall, St Anne's Crescent, Lewes on 24 February 2020 at 6.00 pm

Present:

Councillor Stephen Gauntlett (Chair)

Councillors Adrian Ross (Vice-Chair), Sam Adeniji, Graham Amy, Robert Banks, Nancy Bikson, Matthew Bird, Liz Boorman, Phil Boorman, Roy Burman, Julie Carr, Roy Clay, Chris Collier, Sharon Davy, Johnny Denis, Lynda Duhigg, Isabelle Linington, Ron Maskell, Ruth O'Keeffe, Christoph von Kurthy, Jim Lord, Sylvia Lord, James MacCleary, Sean MacLeod, Imogen Makepeace, Milly Manley, William Meyer, Joe Miller, Zoe Nicholson, Emily O'Brien, Laurence O'Connor, Nicola Papanicolaou, Julian Peterson, Keira Rigden, Christine Robinson and Ian White

Officers in attendance:

Robert Cottrill (Chief Executive), Peter Finnis (Assistant Director for Corporate Governance), Homira Javadi (Chief Finance Officer), Catherine Knight (Assistant Director of Legal and Democratic Services), Tim Whelan (Director of Service Delivery) and Sarah Lawrence (Senior Committee Officer)

48 Minutes of the meeting held on 25 September 2019

The minutes of the meeting of the Council held on 25 September 2019 were approved as a correct record and signed by the Chair of the Council.

49 Apologies for absence

Apologies for absence were reported from Councillors Brett, Davis, Jones, Rutland and Saunders.

50 Declarations of interest

Councillor Maskell declared an personal interest in respect of Agenda Item 9(b) in the Local Council Tax Reduction Scheme 2020/21 and Council Tax Class C Discount, as a landlord..

51 Announcements

The Council received a list of the Chair of the Council's engagements carried out between 26 September 2019 and 24 February 2020.

52 Urgent items

There were no urgent items.

53 Questions from members of the public

The Chairman read out a question from two local residents, Lin Heyworth and Rita Ellis directed at the Leader of the Council, a copy of which was tabled at the meeting.

The question expressed concern that the St Anne's site in Lewes adjacent to County Hall continued to lie unused and had been the subject of a recent arson attack. It was asked if it was feasible for East Sussex County Council to come to an arrangement, financial or otherwise, in order to pass the site over to Lewes District Council for the development of much-needed social housing.

Councillor O'Brien (Cabinet member for planning and infrastructure) responded on behalf of the Leader. She advised that she shared the frustration that the site had been vacant so long. The land was in the ownership of East Sussex County Council and it was ultimately the County Council's decision as to how any scheme progresses. However, the District Council was happy to provide any support required from its planning, housing or development teams, in order to assist with the development of the site for housing or community benefit.

54 Petitions

No petitions were considered for consideration.

55 Council Budget and Setting of the Council Tax for 2020/21

The Council received the Council Budget and Setting of the Council Tax report for 2020/21, including the Section 25 Statement of the Section 151 Officer (Chief Finance Officer), a General Fund Summary and the recommendations from the meeting of Cabinet held on 5 February 2020, in respect of the:

- General Fund Budget 2020/21 and Capital Programme
- Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2020/21 and HRA Capital Programme 2019-23; and
- Treasury Management and Prudential Indicators 2020/21, Capital Strategy and Investment Strategy

The recommendations 1 to 9 set out in the Chief Finance Officers' report were moved by Councillor Nicholson and seconded by Councillor Carr.

Councillor Linington moved and Councillor Burman seconded an amendment to recommendation 1 set out on the agenda papers:

“Amendment 1 - CLIFF (Coastal Loss Innovative Funding and Finance) Rapid Scoping Review £10,000 – to join this project undertaken by Coastal Partnership East and Marsh to complete the work on considering potential

finance or funding mechanisms to incentivise residents to relocate from high risk areas or provide financial protection to those that lose their homes. The first phase identified five potential financial options. The second phase will explore these in more detail and screen them for political sensitivity, financial viability, and social acceptability at different locations around the coast in England and Wales.”

Councillor Linington moved and Councillor Liz Boorman seconded a further amendment which had been circulated to Councillors:

“Amendment 2 - Wave Leisure Trust Ltd

£25,000 – to provide funding for one year towards two programmes that would otherwise be scaled back when Lewes District Funding ceases in April. The first programme is the health and well-being rural outreach programme. The second is the youth activities in Newhaven including the activities that combat anti-social behaviour. The funding will be reviewed after six months.”

The Leader of the Council (Councillor Nicholson) presented her budget speech, and agreed to incorporate amendment 1 relating to the CLIFF Rapid Scoping Review in her budget recommendation. As part of this speech she thanked the Chief Finance Officer and her team for the preparation of the budget.

Councillor Boorman spoke to Amendment 2 to recommendation 1 in relation to Wave Leisure Trust Ltd.

The budget was debated by members from across the Council.

Councillor Nicholson in summing up advised that she would not be supporting the amendment in relation to Wave Leisure Trust Ltd, as she had spoken to the Chief Executive of Wave Leisure Ltd that morning and understood the additional funding was not required.

Amendment 2 (in relation to Wave Leisure Ltd) was put to a recorded vote (in accordance with statutory requirements) and declared lost by 16 votes to 20. The recorded vote was as follows:

For the Motion: Councillors S Adeniji, N Bikson, L Boorman, P Boorman, R Burman, S Davy, L Duhigg, I Linington, J Lord, S Lord, R Maskell, J Miller, N Papanicolaou, J Peterson, K Rigden and I White. (16)

Against the Motion: Councillors G Amy, R Banks, M Bird, J Carr, R Clay, C Collier, J Denis, S Gauntlett, J MacCleary, S MacLeod, I Makepeace, M Manley, W Meyer, Z Nicholson, E O’Brien, L O’Connor, R O’Keeffe, C Robinson and A Ross. (20)

The substantive Council motion, incorporating amendment 1 was then put to a recorded vote (in accordance with statutory requirements) and declared carried by 20 votes to 16. The recorded vote was as follows:

For the Motion: Councillors G Amy, R Banks, M Bird, J Carr, R Clay, C Collier, J Denis, S Gauntlett, J MacCleary, S MacLeod, I Makepeace,

M Manley, W Meyer, Z Nicholson, E O'Brien, L O'Connor, R O'Keeffe, C Robinson and A Ross. (20)

Against the Motion: Councillors S Adeniji, N Bikson, L Boorman, P Boorman, R Burman, S Davy, L Duhigg, I Linington, J Lord, S Lord, R Maskell, J Miller, N Papanicolaou, J Peterson, K Rigden and I White. (16)

RESOLVED that –

1. The recommendations as detailed in the reports from the Chief Finance Officer and the Director of Service Delivery to Cabinet on 10 February 2020 as summarised below:

General Fund Budget and Capital Programme

- a. To approve the General Fund budget for 2019/20 (Revised) and 2020/21 (Original) set out in Appendix 1 to the Cabinet Report, including growth and savings proposals for 2020/21 as set out at Appendix 3 to the Cabinet report, subject to the following amendment (to be funded from reserves):

“£10,000 – to join the CLIFF (Coastal Loss Innovative Funding and Finance) Rapid Scoping Review project undertaken by Coastal Partnership East and Marsh to complete the work on considering potential finance or funding mechanisms to incentivise residents to relocate from high risk areas or provide financial protection to those that lose their homes. The first phase identified five potential financial options. The second phase will explore these in more detail and screen them for political sensitivity, financial viability, and social acceptability at different locations around the coast in England and Wales.”

- b. To approve an increase in the Council Tax for Lewes District Council of £5 resulting in a Band D charge for general expenses of £192.08 for 2020/21;
- c. To approve the revised General Fund capital programme 2020/21, as set out at Appendix 5 to the Cabinet report;
- d. To note the Section 25 Statement of the Section 151 Officer Sign-Off attached at Appendix 1 and set out in the Cabinet report;

Treasury Management, Prudential Indicators and Capital Strategy

- e. To approve the Treasury Management Strategy and Annual Investment Strategy for 2020/21, as set out at Appendix A to the Cabinet report;
- f. To approve the Minimum Revenue Provision Policy Statement for 2020/21 as set out at paragraph 8 of the Cabinet report;
- g. To approve the Prudential and Treasury Indicators for 2020/21 to 2022/23, as set out at paragraph 6 of the Cabinet report;
- h. To approve the Capital Strategy set out at Appendix E to the Cabinet report;

Housing Revenue Account

- i. To approve the Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2019/20

- and the budget for 2020/21, rents and service charges and the HRA Capital Programme including:
- a. To agree HRA budget for 2020/21 and revised 2019/20 budget as set out at Appendix 1 to the Cabinet report.
 - b. To agree that social and affordable rents (including Shared Ownership) are increased by 2.7% in line with Government policy.
 - c. To agree that private sector leased property rents are increased by 3.4% (RPI+1%).
 - d. To agree that the revised service charges are implemented.
 - e. To agree that garage rents are increased by 3.4% (RPI+1%).
 - f. To agree that the HRA Capital Programme as set out at Appendix 2 to the Cabinet report.
2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement remains unchanged;
 3. That it be noted, that since the Cabinet meeting on 10 February the Business Rates return to the Government (NNDR1) has been finalised and the budget has been updated accordingly as shown in Appendix 2. As a result of the latest Business Rates position, it has been possible to add £450K to the Contingency Provision and transfer £202K into the Business Rates Equalisation Reserve. In addition, previously budgeted transfers from reserves of £700K, to cover additional capital financing costs and the impact of the economic downturn, are no longer required. Finally, it should also be noted that the forecast surplus of £300K together with a further £100K has been transferred into the General Fund Balance.
 4. That the expenses incurred by the Council set out below be approved as Special Expenses chargeable to the residents of each of the Town/Parish areas indicated and that any other expenses (excluding local precepts) incurred by the Council be approved as general expenditure for the purposes of Section 35 of the Local Government Finance Act 1992.

Town/Parish Area	Special Expense 2020/21 £
Lewes	344,430
Newhaven	134,940
Telscombe	57,720
Seaford	58,590
Peacehaven	41,100
Chailey	1,120
Ringmer	4,410
Total	642,310

5. That consequent upon a General Fund budget of £14,254,000 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £209.53 calculated as follows:

	General Expenses only	Total including special items
	£000's	£000's
Gross Expenditure:		
General Fund	50,743	
HRA	16,212	
Business Rates payable to Government	7,805	
Contributions to Reserves	689	
	75,449	75,449
Special expenses		642
Parish and Town Council Precepts		4,198
Less Income:		
Service Income	(54,259)	
Other Government Grants	(3,449)	
Business Rates income	(10,587)	
Collection Fund Surplus (Council Tax)	(83)	
	(68,378)	(68,378)
COUNCIL TAX REQUIREMENT	7,071	11,911
Band D Council Tax	£192.08	£323.57

The statutory resolutions relating to this matter are given at paragraphs 5 and 6 below.

6. That it be noted that at its meeting on 10 February 2020 Cabinet approved the following calculations for the year 2020/21, being made in accordance with regulations made under Sections 31(B)(4) and 34(4) of the Local Government Act 1992, as amended:-
- a. 36,811.50 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of the Council Tax Base) Regulations 1992, as amended, as its Council Tax Base for the year) Item T in the formula in Section 31B of the Local Government Finance Act 1992).
 - b.

<u>Council's Area</u>	<u>Part of the Tax Base</u>
Parish of Barcombe	637.60
Parish of Beddingham and Glynde	184.00
Parish of Chailey	1,299.60
Parish of Ditchling	1,122.00
Parish of East Chiltington	192.90

Parish of Falmer	65.80
Parish of Firle	124.80
Parish of Hamsey	271.50
Parish of Iford	90.70
Parish of Kingston	428.10
Town of Lewes	6,137.90
Town of Newhaven	3,693.80
Parish of Newick	1,106.30
Town of Peacehaven	4,800.90
Parish of Piddinghoe	123.60
Parish of Plumpton	665.40
Parish of Ringmer	1,876.30
Parish of Rodmell	208.20
Parish of St Ann Without	39.60
Parish of St John Without	23.60
Town of Seaford	9,495.70
Parish of Southease	22.80
Parish of South Heighton	277.60
Parish of Streat	81.20
Parish of Tarring Neville	8.60
Town of Telscombe	2,533.60
Parish of Westmeston	153.20
Parish of Wivelsfield	1,146.20

7. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

(a)	£80,289,345	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	£68,378,100	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£11,911,245	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£323.57	being the amount at 6(c) above (Item R), all divided by Item T (5 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including local precepts).
(e)	£4,840,441	being the aggregate amount of all special items referred to in Section 34(1) of the Act.

(f)	£192.08	being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by the amount at 4(a) above (Item T), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates,	
(g)	Parts of the Council's area		
	Barcombe	242.23	Piddinghoe 272.74
	Beddingham and Glynde	253.40	Plumpton 283.68
	Chailey	244.28	Ringmer 262.99
	Ditchling	280.23	Rodmell 263.17
	East Chiltington	226.36	St Ann Without 192.08
	Falmer	199.68	St John Without 192.08
	Firle	272.58	Seaford 290.08
	Hamsey	260.24	Southeast 192.08
	Iford	203.11	South Heighton 236.67
	Kingston	308.88	Streat 236.41
	Lewes	445.95	Tarring Neville 192.08
	Newhaven	374.67	Telscombe 309.57
	Newick	251.74	Westmeston 276.94
	Peacehaven	334.82	Wivelsfield 265.18
	Being the amounts given by adding the amount at 5(f) above, the amounts of the special items or items relating to dwelling in those parts of the Council's area mentioned above divided in each case by the amount at 5(B) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.		
(h)	Parts of the Council's area		

Council Tax Valuation Bands								
	A 6/9 £	B 7/9 £	C 8/9 £	D 9/9 £	E 11/9 £	F 13/9 £	G 15/9 £	H 18/9 £
Barcombe	161.49	188.40	215.32	242.23	296.06	349.89	403.72	484.46
Beddingham and Glynde	168.93	197.09	225.24	253.40	309.71	366.02	422.33	506.80
Chailey	162.85	190.00	217.14	244.28	298.56	352.85	407.13	488.56
Ditchling	186.82	217.96	249.09	280.23	342.50	404.78	467.05	560.46
East Chiltington	150.91	176.06	201.21	226.36	276.66	326.96	377.27	452.72
Falmer	133.12	155.31	177.49	199.68	244.05	288.43	332.80	399.36
Firle	181.72	212.01	242.29	272.58	333.15	393.73	454.30	545.16
Hamsey	173.49	202.41	231.32	260.24	318.07	375.90	433.73	520.48
lford	135.41	157.97	180.54	203.11	248.25	293.38	338.52	406.22
Kingston	205.92	240.24	274.56	308.88	377.52	446.16	514.80	617.76
Lewes	297.30	346.85	396.40	445.95	545.05	644.15	743.25	891.90
Newhaven	249.78	291.41	333.04	374.67	457.93	541.19	624.45	749.34
Newick	167.83	195.80	223.77	251.74	307.68	363.62	419.57	503.48
Peacehaven	223.21	260.42	297.62	334.82	409.22	483.63	558.03	669.64
Piddinghoe	181.83	212.13	242.44	272.74	333.35	393.96	454.57	545.48
Plumpton	189.12	220.64	252.16	283.68	346.72	409.76	472.80	567.36
Ringmer	175.33	204.55	233.77	262.99	321.43	379.87	438.32	525.98
Rodmell	175.45	204.69	233.93	263.17	321.65	380.13	438.62	526.34
St Ann Without	128.05	149.40	170.74	192.08	234.76	277.45	320.13	384.16
St John Without	128.05	149.40	170.74	192.08	234.76	277.45	320.13	384.16
Seaford	193.39	225.62	257.85	290.08	354.54	419.00	483.47	580.16
Southease	128.05	149.40	170.74	192.08	234.76	277.45	320.13	384.16
South Heighton	157.78	184.08	210.37	236.67	289.26	341.86	394.45	473.34
Streat	157.61	183.87	210.14	236.41	288.95	341.48	394.02	472.82
Tarring Neville	128.05	149.40	170.74	192.08	234.76	277.45	320.13	384.16
Telscombe	206.38	240.78	275.17	309.57	378.36	447.16	515.95	619.14
Westmeston	184.63	215.40	246.17	276.94	338.48	400.02	461.57	553.88
Wivelsfield	176.79	206.25	235.72	265.18	324.11	383.04	441.97	530.36

Being the amounts given by multiplying the amounts at 6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

8. To note that East Sussex County Council, East Sussex Fire and Rescue Authority and Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below.

Council Tax Valuation Bands								
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Precepting Authorities								
East Sussex County Council	994.68	1,160.46	1,326.24	1,492.02	1,823.58	2,155.14	2,486.70	2,984.04
Sussex Police Authority	133.27	155.49	177.70	199.91	244.33	288.76	333.18	399.82
East Sussex Fire Authority	63.69	74.30	84.92	95.53	116.76	137.99	159.22	191.06
Aggregate of Council Tax Requirements	1,191.64	1,390.25	1,588.85	1,787.46	2,184.67	2,581.88	2,979.11	3,574.92

9. That having calculated the aggregate in each case of the amounts at 7(h) and 8 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2020/21 for each of the categories of dwellings shown below:

Council Tax Valuation Bands								
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Barcombe	1,353.13	1,578.65	1,804.17	2,029.69	2,480.73	2,931.76	3,382.83	4,059.38
Beddingham and Glynde	1,360.57	1,587.34	1,814.10	2,040.86	2,494.38	2,947.90	3,401.44	4,081.72
Chailey	1,354.49	1,580.24	1,805.99	2,031.74	2,483.24	2,934.73	3,386.24	4,063.48
Ditchling	1,378.46	1,608.20	1,837.95	2,067.69	2,527.18	2,986.65	3,446.16	4,135.38
East Chiltington	1,342.55	1,566.30	1,790.06	2,013.82	2,461.34	2,908.84	3,356.38	4,027.64
Falmer	1,324.76	1,545.55	1,766.35	1,987.14	2,428.73	2,870.30	3,311.91	3,974.28
Firle	1,373.36	1,602.25	1,831.15	2,060.04	2,517.83	2,975.60	3,433.41	4,120.08
Hamsey	1,365.13	1,592.66	1,820.18	2,047.70	2,502.74	2,957.78	3,412.84	4,095.40
Iford	1,327.05	1,548.22	1,769.40	1,990.57	2,432.92	2,875.26	3,317.63	3,981.14
Kingston	1,397.56	1,630.49	1,863.41	2,096.34	2,562.19	3,028.04	3,493.91	4,192.68
Lewes	1,488.94	1,737.10	1,985.25	2,233.41	2,729.72	3,226.03	3,722.36	4,466.82
Newhaven	1,441.42	1,681.66	1,921.89	2,162.13	2,642.60	3,123.07	3,603.56	4,324.26
Newick	1,359.47	1,586.04	1,812.62	2,039.20	2,492.36	2,945.50	3,398.68	4,078.40
Peacehaven	1,414.85	1,650.66	1,886.47	2,122.28	2,593.90	3,065.51	3,537.14	4,244.56
Piddinghoe	1,373.47	1,602.38	1,831.29	2,060.20	2,518.02	2,975.83	3,433.68	4,120.40
Plumpton	1,380.76	1,610.89	1,841.01	2,071.14	2,531.39	2,991.64	3,451.91	4,142.28
Ringmer	1,366.97	1,594.79	1,822.62	2,050.45	2,506.11	2,961.75	3,417.43	4,100.90
Rodmell	1,367.09	1,594.93	1,822.78	2,050.63	2,506.33	2,962.01	3,417.73	4,101.26
St Ann Without	1,319.69	1,539.64	1,759.59	1,979.54	2,419.44	2,859.33	3,299.24	3,959.08
St John Without	1,319.69	1,539.64	1,759.59	1,979.54	2,419.44	2,859.33	3,299.24	3,959.08
Seaford	1,385.03	1,615.86	1,846.70	2,077.54	2,539.22	3,000.88	3,462.58	4,155.08
Southease	1,319.69	1,539.64	1,759.59	1,979.54	2,419.44	2,859.33	3,299.24	3,959.08
South Heighton	1,349.42	1,574.32	1,799.23	2,024.13	2,473.94	2,923.73	3,373.56	4,048.26
Streat	1,349.25	1,574.12	1,799.00	2,023.87	2,473.62	2,923.36	3,373.13	4,047.74
Tarring Neville	1,319.69	1,539.64	1,759.59	1,979.54	2,419.44	2,859.33	3,299.24	3,959.08
Telscombe	1,398.02	1,631.02	1,864.03	2,097.03	2,563.04	3,029.03	3,495.06	4,194.06
Westmeston	1,376.27	1,605.64	1,835.02	2,064.40	2,523.16	2,981.90	3,440.68	4,128.80
Wivelsfield	1,368.43	1,596.50	1,824.57	2,052.64	2,508.78	2,964.91	3,421.08	4,105.28

10. Determine that the Council's basic amount of Council Tax for 2020/21 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020/21 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.

56 **Other matters referred from Cabinet or other Council Bodies.**

(a) Corporate Plan 2020-24

The Council received the report of the Director of Regeneration and Planning and referral from the meeting of Cabinet held on 5 February 2020, in respect of the adoption of the Corporate Plan 2020-24.

Councillor Nicholson (Leader of the Council) moved and Councillor Clay seconded the recommendation to adopt the Corporate Plan, and thanked the public and all organisations who had contributed to the document. Members from across the Council spoke to the contents of the plan, which set out the administration's priorities.

Among the points made in the discussion it was suggested that the reference to 'loos' in the document was replaced by 'toilets' and that 'customers' should instead be called 'residents'. Councillor Nicholson indicated that she was content to incorporate the change in relation to use of the word 'toilets' in her recommendation, and to have a wider conversation on the best terminology for future documents in terms of customers, residents and service users, all of which are widely used.

The recommendations were put to the vote and declared carried.

RESOLVED: To adopt the new Corporate Plan 2020-24 attached at Appendix 2 to the Council Report, subject to the amendment to use the word 'toilets' as agreed above.

(b) Making the Seaford Neighbourhood Plan

The Council considered the referral from the meeting of Cabinet held on 5 February 2020, in respect of the adoption of the Seaford Neighbourhood Plan.

Councillor O'Brien moved and Councillor Adeniji seconded the recommendation to adopt the Neighbourhood Plan, which had been three and a half years in the making.

The recommendation was put to the vote and declared carried.

RESOLVED: To formally adopt the Seaford Neighbourhood Plan as part of the Statutory Development Plan for the District.

(c) Adoption of the Lewes District Local Plan Part 2: Site Allocations and Development Management Policies

The Council considered the referral report from the meeting of Cabinet held on 5 February 2020. Councillor O'Brien moved and Councillor Robinson seconded the recommendations for the Adoption of the Lewes District Local Plan Part 2: Site Allocations and Development Management Policies. The delegation under recommendation 4) to make minor amendments included changes to reflect the adoption of the Seaford Neighbourhood Plan above.

One Councillor indicated that he could not vote for the plan due to the inclusion of one of the sites. It was recognised that at this stage of the plan development, it could either be adopted or rejected not amended. Overall, it was agreed that it was essential that the Council had a local plan in place, even if imperfect.

The Cabinet Member for Planning and Infrastructure encouraged Councillors to contribute instead to the development of the next plan, a process which was just beginning.

The recommendations were put to the vote and declared carried.

RESOLVED:

- 1) To amend the Lewes District Local Plan Part 2, to incorporate the main modifications set out in the Examination Inspector's report, and adopt it as part of the statutory development plan for the district in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004 and Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012;
- 2) To publish the Lewes District Local Plan Part 2, together with the relevant adoption statements, Policies Map, and Sustainability Appraisal in accordance with Regulations 26 and 35 of the Town and Country Planning (Local Planning)(England) Regulations 2012; and
- 3) To authorise the Director of Regeneration and Planning to agree any minor editorial corrections identified prior to publication of the adopted Lewes District Local Plan Part 2.

57 Local Council Tax Reduction Scheme 2020/21 and Council Tax Class C Discount

The Council received the report of the Director of Service Delivery and referral from the meeting of Cabinet held on 23 October 2019. The recommendations set out in the report were moved by Councillor Nicholson and seconded by Councillor Collier, and in addition it was moved that the recommendations be considered and voted upon in one block.

Members discussed the report. Councillor Linington advised that the opposition could support the first recommendation for the adoption of the scheme itself, but could not support the changes to end the discount for empty or unfurnished properties or to provide relief as part of a pilot for those who are self-employed on low incomes.

The recommendations were put to the vote and declared carried.

RESOLVED:

- 1) That 2019/20 Local Council Tax Reduction Scheme is adopted as the 2020/21 scheme;
- 2) That the Council Tax Class C Discount for empty and unfurnished properties is ended from 1 April 2020;
- 3) To establish a pilot scheme during 2020/21 to provide additional relief to the self employed on very low income;
- 4) To delegate to the Director of Service Delivery authority to end the Council Tax Class C Discount from 1 April 2020; and
- 5) To delegate to the Director of Service Delivery to establish a pilot scheme in 2020/21 to provide additional relief to the self-employed on a very low income.

58 Appointment of Returning Officer and Electoral Registration Officer

The Council received the report of the Assistant Director – Legal and Democratic Services on the appointment of a Returning Officer and Electoral Registration Officer for Lewes District Council.

The recommendation set out in the report was moved by Councillor MacCleary and seconded by Councillor Denis.

The recommendations were put to the vote and declared carried.

RESOLVED - That Ian Fitzpatrick, Deputy Chief Executive, be appointed as the Returning Officer for District, Town and Parish elections, and for polls and referendums within the Lewes District, The Acting Returning Officer for UK Parliamentary Elections and Referendums and the Electoral Registration Officer for the Lewes District.

59 Governance Review Report

The Council received the report of the Monitoring Officer and Assistant Director – Corporate Governance, setting out proposals arising from a cross-party governance working party for a change to the governance structure and changes to debating rules in respect of motions.

The recommendations set out in the report were moved by Councillor Banks and seconded by Councillor O’Keeffe. Councillors from across the Council spoke to the report, and thanks were extended to officers and members who had contributed to the review. It was recognised that the changes would be subject to a further review after 12 months of implementation.

The recommendations were put to the vote and declared carried.

RESOLVED –

- 1) That Council approves the deletion of the Scrutiny Committee and the creation of a new Policy and Performance Advisory Committee as summarised in paragraphs 4.2 to 4.4 of the Council Report and in accordance with the articles, procedure rules and membership set out in Appendices 4, 5 and 6 to the Council Report;
- 2) That Council approves the definitions for scrutiny call-in of Cabinet decisions as set out in paragraph 16.4 of the proposed Policy and Performance Advisory Committee procedure rules in Appendix 5 to the Council Report;
- 3) That Council approves the adoption of revised debating rules in respect of motions as summarised in paragraph 5.6 and set out in Appendix 7 to the Council Report;
- 4) That the Monitoring Officer be authorised to make the necessary substantive changes along with any other technical changes to the Constitution in order to give effect to the above decisions; and
- 5) That the democratic governance changes agreed above all come into force from the start of the 2020/21 municipal year (May 2020) and be reviewed after a full municipal year in operation.

60 Calendar of Meetings 2020-21

Councillor Miller moved and Councillor J Lord seconded approval of the calendar of meetings for 2020/21. It was noted that in accordance with legislation, the final approval would take place at the annual meeting of Council.

RESOLVED - That the Council agrees the proposed Calendar of Meetings for 2020/21.

61 Urgent decisions taken by the Cabinet, Cabinet members or Officers**(a) IT Provisions Decision Notice - Urgent decision taken by the Leader (18 December 2019)**

The Council noted the urgent decision made since the last meeting by the Leader on 18 December 2019 in respect of IT Provisions.

(b) Newhaven Neighbourhood Plan Decision Notice - Urgent decision taken by the Deputy Chief Executive (27 November)

The Council noted the urgent decision made since the last meeting by the Deputy Chief Executive on 27 November to adopt the Newhaven Neighbourhood Plan.

62 Notices of motion.

The Chair of the Council reported that one notice of motion had been submitted under Council Procedure Rule 14, by Councillor Davy for 'A Local Town Connection Policy'.

Councillor Davy introduced the motion, and Councillor Davy moved and Councillor Burman seconded that:

"I call upon Full Council to incorporate in the forthcoming Housing Allocation Policy Review a Local Connection criteria for towns, so far as is lawfully possible".

Councillor Meyer, Cabinet member for housing, advised that officers had indicated that they were comfortable to consider what further amendments could be lawfully made to local connection criteria as part of a wider review of the Allocations Policy, which was due to take place shortly and would be reported to Cabinet.

The motion was put to the vote and declared carried **(RESOLVED)**.

63 Written questions from Councillors

Councillor Banks had submitted a written question to Councillor Carr (Cabinet member for recycling, waste and open space) under Council Procedure Rule 12 as follows:

"West Sussex County Council's recent restriction on West Sussex residents only being able to use the Burgess Hill Household Waste and Recycling Site has led to East Sussex residents living near to the county border having to make longer car journeys to use East Sussex waste and recycling sites - both bad news for the environment and inconveniencing residents. What steps can the District Council take to persuade East Sussex County Council to negotiate a similar arrangement to that made by West Sussex and Surrey County Councils regarding the East Grinstead site?"

Councillor Carr thanked Councillor Banks for the question. She advised that officers had raised the matter with colleagues in the waste management at East Sussex Council and received the following response:

'Officers from East Sussex County Council are due to meet their West Sussex counterparts next month (March 2020) to discuss the issue of cross border Household Waste Site activity.

In East Sussex, we have broadly operated our Household Waste Recycling Sites on the principle that residents – when seeking to use Household Waste Sites – sometimes do not recognise 'formal' district, borough and County borders and will therefore use the site most convenient to them. We know that we do accept waste that has travelled 'in' to East Sussex but also that waste travels 'out' of the County.

We always signpost people to sites within East Sussex and of course do not direct people outside of the County. However, whilst we do not – and are not currently planning to – carry out residency checks at our sites, we understand that it is completely within the gift of other authorities to introduce their own checks as is the case with West Sussex.

We are aware that this means, if sites outside of the County are unavailable, residents may have further to travel to a Household Waste Site (which we appreciate is less than ideal from an environmental point of view) but we are satisfied that our network of 10 household sites provides a very good standard of service provision.'

Councillor Carr agreed to write to East Sussex County Council to formally request that the County Council asks West Sussex County Council to review the access arrangements to the Burgess Hill Household Waste and Recycling Site at the meeting in March to allow East Sussex residents living in the vicinity to continue to use that facility. Councillor Carr would circulate any response to all Councillors.

64 Questions to the Leader of the Council

The following questions were put to the Leader of the Council and answered by the Leader or relevant Cabinet Member:

Questioner	Question
1. Councillor Macleod	I am delighted that we are so committed to doing things in a timely and proper manner. Previous consultations with taxi and private hire drivers have sometimes led to confusion. Can we commit to people within our community especially those in the Taxi/private hire trade that we will improve our communication as for years they feel they have been massively let down?
	Response Councillor Denis responded that the question was really valuable as he had received lots of correspondence on this, and had been concerned that some of the recent consultations had been misunderstood. He committed to ensuring that future consultations were much clearer and included supporting information, such as frequently asked questions. He would encourage other Cabinet members to do similarly.
2. Councillor Manley	Following a recent meeting with officers, Councillor Carr and A27 Clean Up Campaign, I am glad that this Council will be putting pressure on central government and Highways England to transfer the responsibility of A27 cleaning. Meanwhile we are thankful to the waste teams who have some litter picks planned for areas they can safely access. Does the Leader have any further feedback from the Department for Transport minister or Highways England?
	Response Councillor Nicholson advised that the Council was in dialogue with Highways England on this issue and making progress due to it being raised last year by Councillor Linington. Councillor Carr responded that the Council had not received a further response from the minister, but would chase this. In the interim, the Council was taking the lead on the A27 Clean Up Campaign,

	working with all the relevant local authorities. Thanks were extended to the Council's waste team who had taken the opportunity of any road closures to carry out litter picking on stretches of the A27, often at night and in the rain. In addition, she had asked for a review of the restrictions on some of the paths leading down to the A27, to see if they could also be cleaned.
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65 Ward issues

There were none.

66 Reporting back on meetings of outside bodies

The Council noted written reports from Councillors in respect of meetings they had attended of outside bodies to which they have been appointed as Council representatives.

The meeting ended at 8.32 pm

Councillor Stephen Gauntlett (Chair)

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Lewes District Council

Southover House
Southover Road
Lewes
East Sussex BN7 1AB

Civic & Member Services Officer: 01273 085030

CHAIR
Councillor STEPHEN GAUNTLETT

VICE-CHAIR
Councillor ADRIAN ROSS

civic.office@lewes-eastbourne.gov.uk

CHAIR'S ENGAGEMENTS 25 February 2020 – 20 July 2020

Friday 28 February	5pm	Chair and Consort: Chair to jointly open the Lewes Light festival with the Mayor of Lewes at Lewes Town Hall.
Wednesday 4 March	7.30pm	Vice Chair: To attend Barcombe Scouts' Democracy Night and to explain the role and workings of the District Council at Lewes Town Hall.
Saturday 4 July	N/A	Chair and Consort: To watch the newly elected Mayor of Seaford's Virtual Civic Service, including a pre-recorded welcome by the Chair.

NB other engagements scheduled for March – July 2020 were cancelled or postponed due to Covid-19.

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Report to:	Full Council
Date:	20 July 2020
Title:	Political Balance and Appointments
Report of:	Assistant Director Legal and Democratic Services
Ward(s):	All
Purpose of report:	To agree the seat allocations and appointments set out in this report in relation to Committees, Other Bodies and Outside Bodies.
Officer recommendation(s):	<ul style="list-style-type: none">a) To approve the appointments of members to Committees and Other Bodies and as Chairs and Vice-Chairs of Committees, as set out in Appendix 1;b) To approve the appointment of members to serve on outside and joint bodies, as set out at Appendix 2;c) To appoint all members of the Council to the 'approved list' of members appointed as substitute members in accordance with Council's Rules of Procedure, except where prohibited by those rules such as for Licensing Committee; and.d) To note the Leader of the Council's appointments to Cabinet, the individual areas of responsibility allocated to the Cabinet and the allocation of those areas of responsibility to the members of the Cabinet as advised verbally at the meeting.
Reasons for recommendations:	To enable the Council to proceed with decision-making in the relevant bodies.
Contact Officer(s):	Name: Sarah Lawrence Post title: Senior Committee Officer E-mail: sarah.Lawrence@lewes-eastbourne.gov.uk Telephone number: 01323 415023

1 Introduction

- 1.1 There are 41 Councillors on the Council. Following Councillor Macleod's move from the Green Group to Liberal Democrats Group earlier in the year the current political group membership is as follows:
- 19 Conservatives
 - 8 Green Party
 - 9 Liberal Democrats
 - 3 Labour
 - 2 Independents Group.
- 1.2 Following consultation with group leaders, it is recommended that the allocation of places between the political groups is as set out in Appendix 1.

2 Proportionality Review

- 2.1 Under Section 15 of the Local Government and Housing Act 1989, the Council has a duty to review the political balance at the Annual meeting of the Council. In addition, it can do so under the delegated authority of the Assistant Director Legal and Democratic Services for any in-year changes in group memberships, should a formal request for a review be received.
- 2.2 The principles for carrying out a review of the committee proportionality under Section 15(5) of the Act (as amended) are that the Council has a duty to ensure:
- that not all the seats are allocated to the same political group;
 - that a political group with an overall council majority gets a majority of seats allocated on any statutory Committee;
 - subject to (a) and (b), that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership; and
 - subject to (a) and (c), that each political group has the same proportion of seats as it holds on the council as a whole.
- 2.3 Each group's fraction of membership converts to a percentage as follows:

Group	Number	Proportion
Conservative	19	46.34%
Green	8	19.51%
Liberal Democrat	9	21.95%
Labour	3	7.32%
Independent	2	4.88%

- 2.4 The table below sets out the allocations firstly by applying the membership percentage figures (principle c above) and then by applying the whole council proportionality to the total allocation of seats (principle d above):

Committee	Seat Nos	CON	GREEN	LIB DEMS	LAB	IND
Audit and Standards	7	3 (3.24)	1 (1.37)	2 (1.54)	1 (0.51)	0 (0.34)
Devolution	7	3 (3.24)	1 (1.37)	2 (1.54)	1 (0.51)	0 (0.34)
Employment	5	2 (2.32)	1 (0.98)	1 (1.10)	1 (0.37)	0 (0.24)
Licensing	10	5 (4.63)	2 (1.95)	2 (2.20)	1 (0.73)	0 (0.49)
Planning Applications	11	5 (5.10)	2 (2.15)	2 (2.41)	1 (0.80)	1 (0.54)
Policy and Performance Advisory	11	5 (5.10)	2 (2.15)	2 (2.41)	1 (0.80)	1 (0.54)
Totals:	51	23	9	11	6	2
Result of applying proportionality		23	9	11	6	2

across Cttees (principle c)						
Seats allocated on whole Council proportionality (principle d)		24	10	11	4	2
Adjustments to Memberships:	0	+1	+1	0	-2	0

2.5 The adjustment shown from applying the proportionality across the Council as opposed to by Committee, shows that the Conservative Group needs to gain 1 place, the Green Group need to gain 1 place and the Labour Group need to lose two places. There is no change required to the Liberal Democrat or Independent group allocation.

2.6 In order to meet the rules for Council proportionality it is recommended that:

- Conservative Group gains a place on the Employment Committee.
- Green Group gains a place on the Devolution Committee.
- The Labour Group gives up a places on Devolution Committee and a place on Employment Committee.

2.7 The allocations are therefore as follows:

Committee	Seat No.s	CON	GREEN	LIB DEMS	LAB	IND
Audit and Standards	7	3	1	2	1	0
Devolution	7	3	2	2	0	0
Employment	5	3	1	1	0	0
Licensing	10	5	2	2	1	0
Planning Applications	11	5	2	2	1	1
Policy and Performance Advisory	11	5	2	2	1	1
Total places:		24	10	11	4	2

The recommendations based on these allocation numbers are set out at Appendix 1 for consideration and approval.

2.8 Under the constitution all appointments to chair and deputy chairs of Committee; appointments are made at Annual Council, with the exception of the deputy chair of Planning Applications Committee which is determined at the first meeting. As no nominations have been received in advance for the meeting for the deputy chairs of Devolution Committee and Employment Committee, these will also be determined at the first meetings. All nominations received for Chairs and Deputy Chairs are included in Appendix 1.

2.9 Advisory Group nominations are also set out in Appendix 1.

3 Cabinet

3.1 As a matter of law the appointments to Cabinet rest with the Leader of the Council, together with determining individual portfolios. The maximum number of Cabinet Members, including the Leader and Deputy Leader is 10.

3.2 The appointment of the Leader has been determined under another item on the agenda, and the Leader will be asked as part of this report to advise at the meeting who is to serve in the Cabinet.

4. Outside Bodies

4.1 The Group Leaders provided nominations to outside bodies which are set out in Appendix 2 for approval.

5. Substitute Members

5.1 It is recommended that the Council formally appoints all Councillors to act as substitutes for Committees and other Council bodies, wherever is appropriate under Council's Rules of Procedure. Where this does not apply is set out in the constitution. For example, no substitute members are allowed by law on Cabinet or Licensing Committee.

6. Financial appraisal

There are no financial implications from these proposals.

6 Legal implications

The Council must act in accordance with the requirements of Sections 15 and 16 of the Local Government and Housing Act 1989, as amended by the Local Government (Committees and Political Groups) Regulations 1990 and the Local Government (Committees and Political Groups) (Amendment) Regulations 1991 in relation to calculation of group Committee places.

7 Appendices

- Appendix 1 – Nominations to Committees and Advisory Bodies and to Chairs and Deputy Chairs of Committees
- Appendix 2 – Nominations to Outside Bodies.

8 Background papers

None

Appointments for Committees and Advisory Bodies

AUDIT AND STANDARDS COMMITTEE (7 Members)

(cannot contain Cabinet members; chaired by a member of the Opposition Group)

Chair: J Peterson

Vice-Chair: S Gauntlett

Conservative (3)	Green (1)	Lib Dem (2)	Labour (1)	Independent (0)
J Peterson	A Ross	S Gauntlett	C Robinson*	
R Burman		C Brett		
P Davis				

(The Standards Panel, usually comprising 3 members, will be convened as and when required from the members of the Audit and Standards Committee and a chair appointed for the meeting)

DEVOLUTION COMMITTEE (7 Members)

Chair: R Clay

Vice-Chair: To be appointed at the first meeting.

Conservative*(3)	Green (2)	Lib Dem (2)	Labour (0)	Independent (0)
N Bikson	R Clay	J Carr		
P Boorman	*I Makepeace	C Brett		
R Burman				

EMPLOYMENT COMMITTEE (5 Members)

Chair: I Linington

Vice-Chair: R Burman

Conservative (3)	Green (1)	Lib Dem (1)	Lab (0)	Ind (0)
I Linington	Z Nicholson	S Gauntlett		
N Bikson				
R Burman				

LICENSING COMMITTEE (10 Members)

Chair: S Macleod

Vice-Chair: To be appointed at the first meeting.

Conservative (5)	Green (2)	Lib Dem (2)	Labour (1)	Independent (0)
S Adeniji	R Clay	S Gauntlett	C Robinson	
L Boorman	M Manley	S Macleod		
I Linington				
K Rigden				
I White				

(The Licensing Sub-Committee, usually comprising 3 members, will be convened as and when required from the members of the Licensing Committee and a chair appointed for the meeting)

POLICY AND PERFORMANCE ADVISORY COMMITTEE (11 Members)

(cannot contain Cabinet members; chaired by a member of the Opposition Group)

Chair: J Miller

Vice-Chair: L Boorman

Conservative (5)	Green (2)	Lib Dem (2)	Labour (1)	Independent (1)
N Bikson	M Manley	R Banks	C Robinson	S Saunders
L Boorman	A Ross	S Gauntlett		
R Burman				
I Linington				
J Miller				

(A 'Call-in panel' will be convened as and when required, usually comprising 5 members)

Lewes District Council Scrutiny Emergency Climate Change Panel (5 Members)

(Standing sub-committee of the Policy and Performance Advisory Committee and appointed by and from the membership of that Committee).

Chair: Cllr A Ross

Conservative (2)	Green (2)	Lib Dem (1)	Lab	Ind
N Bikson	*M Manley	R Banks		
I Linington	A Ross			

(*The Liberal Democrat Group has donated a place to the Green Group in order to retain the current membership of the Panel)

PLANNING APPLICATIONS COMMITTEE (11 Members)

Chair: S Davy

Vice-Chair: To be appointed at the first meeting

Conservative (5)	Green (2)	Lib Dem (2)	Labour (1)	Independent (1)
S Davy	I Makepeace	G Amy	L O'Connor	S Saunders
T Jones	M Manley	C Von Kurthy		
L Duhigg				
N Papanicolaou				
S Lord				

Advisory Bodies:

CIL Management Board (5 Members)

(Representatives should include the Chair of Planning Applications Committee, and then two Councillors from wards to the north and two from the south of the National).

Conservative (2)	Green (1)	Lib Dem (1)	Lab (1)	Ind (0)
S Davy (Chair of Planning Apps)	I Makepeace	S Macleod	*L O'Connor	
L Duhigg				

(*The Liberal Democrat Group has donated a place to the Labour Group).

Local Plan Steering Group (7 Members)

Chair – Cllr O'Brien (Cabinet Member for Planning and Infrastructure)

Conservative (3)	Green (1)	Lib Dem (2)	Lab (1)	Ind (0)
S Davy	E O'Brien	G Amy	L O'Connor	
I Linington		C Von Kurthy		
T Jones				

Strategic Property Board (5 Members)

Chair: Cllr Zoe Nicholson

Conservative (2)	Green (1)	Lib Dem (2)	Lab (0)	Ind (0)
J Lord	Z Nicholson	J MacCleary		
I Linington		W Meyer		

Housing Working Party (Deleted - as no longer required by the Portfolio Holder as an advisory body and has not met in more than a year).

Appointments for Outside Bodies

Outside Body (Annual appointment unless otherwise stated)	Proposed Representative.
3VA Board (1 rep)	N Papanicolaou
Armed Forces Champion (1 rep)	S Davy
Aspiration Homes Ltd (3 Cabinet Members – usually Leader of the Council, Deputy Leader and Cabinet for Housing)	Leader Deputy Leader Cabinet Housing Member
Coast to Capital <i>(Rep should be Leader of the Council)</i>	Leader of the Council
Community Safety Partnership <ul style="list-style-type: none"> • Joint Action Group <i>(2 reps – 1 should be Cabinet Member whose portfolio includes Community Safety)</i> • Strategy Group Meeting <i>(Rep should be Cabinet Member whose portfolio includes Community Safety)</i> 	2 reps – 1 Cabinet Member for community safety + 1 Other Councillor – S Macleod 1 Cabinet member for community safety.
East Sussex Children's Services Scrutiny Committee	Deleted - body no longer exists.
East Sussex Health and Well-Being Board (1 rep)	Z Nicholson
East Sussex Health Overview and Scrutiny Committee <i>(1 Rep - must be a member of Policy and Performance Committee)</i>	S Gauntlett
East Sussex Strategic Partnership Board (Leader of the Council + Chief Executive) (Substitute – Deputy Leader)	Rep - Leader of the Council (+ Chief Executive) Substitute – Deputy Leader of the Council
East Sussex Strategic Planning Members Group <i>(Rep should be Cabinet Member for Planning Policy)</i>	Cabinet Member for Planning Policy
Greater Brighton Economic Board <ul style="list-style-type: none"> • Board Member <i>(Rep should be Leader of the Council)</i> • Independent Call-in Panel Member <i>(1 rep and 1 appointed sub – rep and sub cannot be on the Board or involved in decision being called-in) Must be Policy and Performance Advisory Committee (PAPAC) Member</i> 	Leader of the Council 1 PAPAC Member - R Banks 1 Sub (PPAAC Member) – I Linington
IESE Transformation Ltd (1 rep and 1 appointed sub – rep should be Leader of the Council)	Leader of the Council (1 substitute – Deputy Leader/other Cabinet Member)

<p style="text-align: center;">Outside Body (Annual appointment unless otherwise stated)</p>	<p style="text-align: center;">Proposed Representative.</p>
<p>Impact Seaford <i>(1 rep - Cabinet Member /Seaford Ward member if possible)</i></p>	<p>C Brett</p>
<p>LEADER Central Sussex Local Action Group</p>	<p>Deleted – body no longer exists.</p>
<p>Lewes District Citizens Advice (1 rep) <i>(previously known as Citizens' Advice Bureaux, Lewes & Seaford)</i></p>	<p>I Makepeace</p>
<p>Lewes District Council – Mental Health Champion</p>	<p>S Macleod</p>
<p>Lewes Housing Investment Company - 3 reps <i>(Leader, Deputy Leader and Cabinet Member for Housing) (+ Relevant Council Directors)</i></p>	<p>Leader Deputy Leader Cabinet Member for Housing</p>
<p>Lewes Joint Parking Board (2 reps)</p>	<p>I Makepeace R Clay</p>
<p>Local Government Association – Coastal Issues Special Interest Group</p>	<p>I Linington</p>
<p>Local Government Association – District Councils Network (1 rep) <i>(Rep should be the Leader of the Council)</i></p>	<p>Leader of the Council</p>
<p>Local Government Association – General Assembly <i>(Rep should be Leader of the Council)</i></p>	<p>Leader of the Council</p>
<p>Pensions Board Representative</p>	<p>Cabinet Member for HR Matters</p>
<p>Seaford Head Local Nature Reserve Management Committee (1 rep)</p>	<p>C Brett</p>
<p>Seaford to Brighton Line Stakeholders Group (1 rep) <i>(Sussex Community Rail Partnership)</i></p>	<p>E O'Brien</p>
<p>South Downs National Park Authority (1 rep) <i>(Rep appointed for 4 year term from 2019)</i></p>	<p>W Meyer (appointed until 2023)</p>
<p>South East Coastal Group (ad hoc) (1 rep – Cabinet Member)</p>	<p>Cabinet Member for Environment</p>
<p>South East England Councils <i>(1 rep and 1 appointed sub – rep and sub should both be</i></p>	<p>1 Cabinet Member – E O'Brien <i>(Substitute - 1 Cabinet Member to be</i></p>

Outside Body (Annual appointment unless otherwise stated)	Proposed Representative.
<i>Cabinet Members – to be determined by the Leader)</i>	determined by the Leader).
South East Local Enterprise Partnership (LEP)	Leader of the Council
Sussex Annual Forum – the University of Sussex <i>(Rep should be Chair of the Council)</i>	Chair of the Council
Sussex Police and Crime Panel <i>(1 rep and 1 appointed sub)</i>	<i>Representative – J Denis Substitute – S MacLeod</i>
Sussex Rural Community Council – 1 rep <i>(Action in Rural Sussex)</i>	N Bikson
Team East Sussex <i>(Rep should be Leader of the Council)</i>	Leader of the Council
Transport for the South East	Cabinet Member covering Transport
Upper Ouse Flood Protection and Water Retention Works Working Group <i>(Cabinet Member + 1 rep) (Also include officers from Council and from Sussex Wildlife Trust and Ouse and Adur River Trust)</i>	2 Representatives – Cabinet Member for Environment + 1 other representative - I Linington
Wave Leisure Trust Board (1 rep)	L O'Connor
West Sussex and Greater Brighton Strategic Planning Board <i>(previously known as Coastal West Sussex and Greater Brighton Strategic Planning Board) (Rep should be Cabinet Member for Planning)</i>	Cabinet Member – Planning Policy

Joint Bodies

Joint Waste Committee	Relevant Cabinet Member + 1 Cabinet Member substitute to be determined by the Leader)
Planning Service User Group <i>(Rep should be Cabinet Member for Planning)</i>	Cabinet Member for Planning Policy

Report to:	Full Council
Date:	20 July 2020
Title:	Statement of Community Involvement
Report of:	Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration & Planning
Cabinet member:	Councillor Emily O'Brien, Cabinet Member for Planning and Infrastructure
Ward(s):	All wards in Lewes District that lie wholly or partially outside of the South Downs National Park
Purpose of report:	To formally adopt the Lewes Statement of Community Involvement following public consultation on revisions required by the Neighbourhood Planning Act 2017.
Officer recommendation(s):	<p>(1) That the Statement of Community Involvement as set out in Appendix 1 be adopted by Full Council for that part of Lewes District outside of the South Downs National Park;</p> <p>(2) That the Adoption Statement and the Statement of Consultation is published;</p> <p>(3) That any minor or technical adjustments found necessary in the Revised Statement of Community Involvement be delegated to the Director of Regeneration and Planning to me made in consultation with the Cabinet portfolio holder;</p> <p>(4) That the previous Statement of Community Involvement (adopted by Lewes District Council on 20 July 2011) is revoked.</p> <p>(5) That the approach to temporarily updating the Statement of Community Involvement in view of the coronavirus (COVID-19) pandemic at paragraph 2.6 is noted and agreed.</p> <p>(6) That the Director of Regeneration and Planning is authorised to make the 2 factual amendments to the Statement of Community Involvement outlined at paragraph 3.2 and 3.3 prior to publication</p>

Reasons for recommendations: To ensure that the Council has an up-to-date Statement of Community Involvement in accordance with Regulation 10A of the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended); the adoption of a revised SCI, which has been subject to public consultation, is a function of Full Council.

Contact Officer(s): Name: Joanne Stone
Post title: Lawyer
E-mail: joanne.stone@lewes-eastbourne.gov.uk
Telephone number: 01323 415879

1 Introduction

- 1.1 A Statement of Community Involvement (SCI) sets out the Council's approach to consulting the local community and other stakeholders on planning matters within the local planning authority boundary.
- 1.2 The Council's existing SCI was adopted in July 2011; a revision was required to take into account the changes in legislation as a result of the introduction of the Neighbourhood Planning Act 2017. Consultation on the revised SCI was authorised by Cabinet on 28 October 2019 and carried out between 11 November 2019 and 5 January 2020.
- 1.3 On 2 April 2020, the Leader of the Council considered the report of the Deputy Chief Executive and Director of Regeneration & Planning and decided

'(1) To endorse the Revised Statement of Community Involvement as set out at Appendix 1 to the report, and recommend its adoption by Full Council as the Revised Statement Of Community Involvement for that part of Lewes District outside of the South Downs National Park;

(2) To recommend to Full Council that the adopted Revised Statement of Community Involvement, the Adoption Statement and the Statement of Consultation is published by Lewes District Council;

(3) To recommend to Full Council that any minor or technical adjustments found necessary in the Revised Statement of Community Involvement be delegated to the Director of Regeneration and planning in consultation with the Cabinet portfolio holder;

(4) To endorse, and recommend to Full Council, the revocation of the previous Statement of Community Involvement (adopted by Lewes District Council on 20 July 2011).'

2 Covid-19 Update

- 2.1 Government guidance in response to the coronavirus (COVID-19) pandemic is for local authorities assess their Statements of Community Involvement to identify which policies are inconsistent with current social distancing guidance for example, holding face-to-face community consultation events, providing physical documents for inspection and holding physical planning committee meetings.
- 2.2 The local planning authority should then make any temporary amendments necessary to allow plan-making to progress and decision to continue whilst promoting effective community engagement by means by reasonably practicable means.
- 2.3 Local planning authorities are strongly encouraged to use online engagement methods to their full potential. Appropriate methods include virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website. Authorities will also need to take reasonable steps to ensure sections of the community that don't have internet access are involved and consider alternative and creative ways to achieve this.
- 2.4 There is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement, although it is good practice for authorities to inform the public of their intentions to update this document and of the changes that have been made. It is also good practice to make clear that the changes are only temporary whilst restrictions relating to COVID-19 are in place.
- 2.5 Officers have reviewed the Statement of Community Involvement to be adopted and there are parts of it that are inconsistent with Government advice in connection with coronavirus (COVID-19) pandemic.
- 2.6 It is therefore proposed that temporary and, it is anticipated short term, changes are made to the Statement of Community Involvement upon its adoption in consultation with the Cabinet Member for Planning and Infrastructure. As these changes are likely to be short-lived, it is proposed that the Statement of Community Involvement attached at Appendix 1 is not amended but rather than any temporary changes needed are clearly identified on the website adjacent adopted document and set out on the councils' coronavirus planning update page at <https://www.lewes-eastbourne.gov.uk/community/covid-19/planning/>

The temporary changes which are currently necessary and which will be published include:-

- The provision of paper documents via post on request
- Additional consultation methods such as Virtual exhibitions and Telephone conferencing –
- The temporary suspension of planning committees at County Hall
- Virtual Meetings
- The temporary suspension of the public speaking scheme

3 Factual Amendments

- 3.1 A legal review of Statement of Community Involvement has identified 2 factual errors. Both amendments are relatively minor, but they could have legal implications if the errors are not corrected as set out in bold below.
- 3.2 The first is at 2.38 and requires the deletion of the words “in consultation with the Chair of Planning Committee”

3.38 *Decisions on whether planning permission should be granted will be taken via one of two mechanisms:*

Determination by elected Councillors on the Planning Committee

Determination by the Senior Specialist Advisor ~~in consultation with the Chair of Planning Committee~~ through delegated powers

- 3.3 The second is at paragraph 5.21 of the Statement of Community Involvement. The final sentence requires rewording to more accurately reflect the legal position in relation to submitting late representations.

*5.21 The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This will be not less than 21 days. ~~The Council is under no obligation to consider comments submitted after the deadline.~~ **To ensure comments are taken into account it is important to make comments before the deadline given.***

4 Financial appraisal

There are no direct financial implications associated with the report. If there are any additional costs resulting from the temporary changes, these will be captured as part of the overall monitoring of the financial impact the Covid-19 pandemic and associated lockdown has had on the Council.

5 Legal implications

The Neighbourhood Planning Act 2017 (Commencement No. 3) Regulations 2018 brings into force changes required to be made to SCIs prescribed by the Neighbourhood Planning Act 2017 (namely Sections 6 and 13 of the Act, which amend Section 18 of the Planning and Compulsory Purchase Act 2004).

Regulation 12 of the Town & Country Planning (Local Planning) (England) Regulations 2012 requires that before the SCI is adopted, a statement setting out details of those consulted when preparing the SCI, together with a summary of the main issues raised, must be prepared..

Legal Implications Provided by report writer JCS 03.06.20

6 Risk management implications

Legislation requires that Local Plans are prepared in conformity with an adopted SCI and an amendment to the Town and Country Planning Regulations in 2017 requires local planning authorities to review their SCI every five years. As the current SCI was adopted in 2011, the Council needs to approve an up-to-date version of the SCI prior to commencing consultation on a review of the Lewes District Local Plan Part 1 (Joint Core Strategy). Without an adopted, up-to-date SCI in place, the preparation of a new Local Plan which meets all the necessary legislative requirements will not be possible.

7 Equality analysis

It is considered that people with protected characteristics will not be disproportionately impacted by the proposed revisions to the SCI. The adaptation of the document was due to new legislation and to explain the planning system more extensively.

The revised SCI aims to advance equality of opportunity by encouraging participation from all communities. The consultation website makes it easier for the public to access information, including the option to review paper documents and request information in alternative formats.

8 Environmental sustainability implications

There are no identified environmental sustainability implications, although strengthening the procedures for community involvement will help to enable thriving communities in accordance with the third pillar of the Council's Sustainability Policy 2018.

9 Appendices

- Appendix 1 – Draft Statement of Community Involvement

10 Background papers

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

- Planning Practice Guidance updated May 2020 – <https://www.gov.uk/guidance/plan-making#covid19>
- Lewes District Statement of Community Involvement - Statement of Consultation – January 2020
- Revised Statement of Community Involvement – July 2011

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1.0 INTRODUCTION

- 1.1 Every day, decisions are made about our surroundings: what homes, roads, offices, and shops are built and where, and what public spaces will be created and protected. These decisions affect us all, and the Town and Country Planning system seeks to ensure that the local community and other stakeholders are involved in them.
- 1.2 It is important that local people understand the planning process, and are given the opportunity to get involved in, and contribute to, planning decisions. In order to achieve this, Lewes District Council has produced this Statement of Community Involvement (SCI) to set out the standards and approaches that the Council will take to consult stakeholders and the community on planning matters.
- 1.3 The Council's first SCI was adopted in 2006 and a revision of this SCI was adopted in 2011. Since then, the Localism Act 2011 and the Neighbourhood Planning Act 2017 have been introduced. Amendments have also been made to the Town and Country Planning Regulations and a new National Planning Policy Framework has come into force. These legislative changes mean that there is a need to review and update our SCI.
- 1.4 To help inform the preparation of the new SCI the District Council undertook an informal and non-statutory evidence gathering consultation.

WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

- 1.5 Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to produce a Statement of Community Involvement (SCI). This document should explain how they will engage local communities and other interested parties in producing their local plans and determining planning applications.
- 1.6 The engagement of the community in plan making and in development management is addressed through national regulations. These set out at what stage of the planning process the community has to be consulted, and how this has to be carried out.
- 1.7 Lewes District Council is aware that to promote the involvement of the community, an extra effort has to be made to reach people who are not easily engaged; in this respect, it is considered important to both explain how the

planning system operates and maintain good communications with town and parish councils and the local community.

- 1.8 Lewes District Council is the local planning authority for that part of Lewes District which lies outside of the South Downs National Park. The South Downs National Park Authority assumed its full planning responsibilities as the planning authority for the National Park on 1 April 2011 and adopted its own SCI in 2012.

WHY GET INVOLVED?

- 1.9 Most people have limited contact with the planning system. They may need to make a planning application for an extension to their home, or possibly their neighbour makes a planning application and the Council contacts them for their views, or when a controversial development is proposed in their neighbourhood.
- 1.10 However many people are interested in their area's future. They want their children to have a decent home and job and they value the environment of Lewes District. They may have clear ideas as to the kind of place they would like the District to be, but probably have not realised the important role of planning in helping to achieve them.
- 1.11 The Council values these ideas and wants to hear from the local community, both when it is considering planning applications and when it is preparing local planning policies which are used to decide them.

LEGISLATION AND NATIONAL POLICY

- 1.12 The key pieces of legislation and national policy that are relevant to consultation on planning matters and to the preparation of this SCI are outlined below.

National Planning Policy Framework, 2018

- 1.13 The National Planning Policy Framework (NPPF) sets out guidance for local planning authorities both in drawing up plans and making decisions about planning applications. Paragraph 15 of the NPPF states that the planning system should be genuinely plan-led. Succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings. Paragraph 16c states that plans should be shaped by early, proportionate and effective engagement between plan-

makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.

- 1.14 In addition, the National Planning Practice Guidance (NPPG) adds further context to the NPPF and provides additional advice on a range of matters including on local plans, determining planning applications, and consultation and pre-decision matters. Regard must be had to national policies and advice contained in the NPPF and NPPG in plan making, and these are also ‘material considerations’ in the determination of planning applications (see Appendix 2).

Localism Act 2011

- 1.15 Section 110 of the Localism Act 2011 introduced a “Duty to Co-operate” for local planning authorities and other public bodies to work collaboratively on strategic cross boundary issues. It requires local planning authorities and other prescribed bodies to engage in the preparation of development plan documents and other activities relating to the sustainable development and use of land, in particular in connection with strategic matters (matters affecting more than one planning area).
- 1.16 Section 116 of the Localism Act 2011 introduced ‘Neighbourhood Planning’, providing a right for communities to draw up a neighbourhood plan or neighbourhood development order. It requires local planning authorities to provide technical advice and support. If a neighbourhood plan is in accordance with national planning policy, the strategic vision for the wider area, and other legal requirements, and is also approved by a majority vote in a local referendum, the plan will be brought into force by the local authority.

Equalities Act 2010

- 1.17 Under the Equalities Act 2010, local authorities must have regard to the Public Sector Equalities Duty in respect of engaging people with ‘protected characteristics’, i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Data Protection legislation and Freedom of Information Act 2000

1.18 Under the Freedom of Information Act 2000, representations submitted on planning consultations cannot be treated in confidence. This means that copies of representations and the name of the person submitting the representation will be made publicly available, and that by submitting representations, consultees accept responsibility for their comments. However, under the Data Protection legislation, other personal information such as telephone numbers, email/private addresses and signatures will not be publicly available.

Neighbourhood Planning Act 2017

1.19 The Neighbourhood Planning Act 2017 is designed to encourage communities engaged in neighbourhood planning to complete the process and to assist others to draw up their own plans or orders. The Act strengthens neighbourhood planning by ensuring that planning decision-makers take account of very advanced neighbourhood plans, by requiring parish and town councils to be automatically notified of future planning applications in their area and by giving neighbourhood plans full legal effect at an earlier stage. The Act also makes it the duty of local planning authorities to support neighbourhood planning groups and increases the transparency of the neighbourhood planning examination process.

2.0 OVERVIEW OF THE PLANNING SYSTEM

2.1 The Planning System manages the use and development of land and buildings with the aim of achieving 'sustainable development'.

2.2 The Planning System has two main parts to it:

- **Plan making** – setting out a plan and policies for how an area will develop over time as a guide to future development. Plan making includes both Local Planning and Neighbourhood Planning.
- **Development Management** – when proposals for development are assessed and granted or refused planning permission.

2.3 The planning system is a 'plan-led system', which means that applications for planning permission should be determined according to what the plan and policies for the area say about it, unless there are material considerations that would go against this. It is therefore important that the local community get involved in the plan-making stage as well as commenting on specific planning applications.

2.4 Planning officers prepare local planning policies and assess applications. They provide advice to elected Councillors, who are responsible for approving planning policy documents and plans and making decisions on whether planning permission should be granted for development.

2.5 In Neighbourhood Planning, the Plan/Order is prepared by community groups called 'Qualifying Bodies'; these are Parish/Town Council-led groups or 'Neighbourhood Forums' (generally for areas not divided into Parishes). The Council promotes Neighbourhood Planning and has a duty to support and advise groups engaged in, or seeking to engage in, Neighbourhood Planning.

PLAN MAKING

- 2.6 Plan-making is setting the strategy for the future of the area over a long period, typically 15-20 years, in the form of plans and policies. These plans and policies are contained within Local Development Documents, which is collective term used to describe Local Plans and Supplementary Planning Documents.
- 2.7 Plan making can be undertaken by local communities through Neighbourhood Planning. Once adopted, these plans become part of the statutory *Development Plan* and guide decision making for the areas covered.
- 2.8 The legal requirements for the production of Local Development Documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), and the Neighbourhood Planning (General) Regulations 2012 (as amended), which will subsequently be referred to as ‘the Local Planning Regulations’.
- 2.9 The Council sets out its timetable for plan making in the Local Development Scheme (LDS)¹. The LDS specifies the Local Development Documents that are to be produced by the Council; the subject matter and geographical area to which each document relates; and the timetable for the preparation and revision of these documents. The LDS can be found on the Council’s website. The timetables for Neighbourhood Plans as these are published separately by the relevant town or parish councils.

LOCAL PLANS

- 2.10 Local Plans are formal plans that set out the strategic priorities for future development, including the requirements for housing, the economy, community facilities and infrastructure, as well as the basis for safeguarding the environment, adapting to climate change and securing good design. Many of these requirements (for instance for housing, environment, or climate) are decided on a national level; however, Local or Neighbourhood Plan are able to address the optimal way to carry out these requirements.

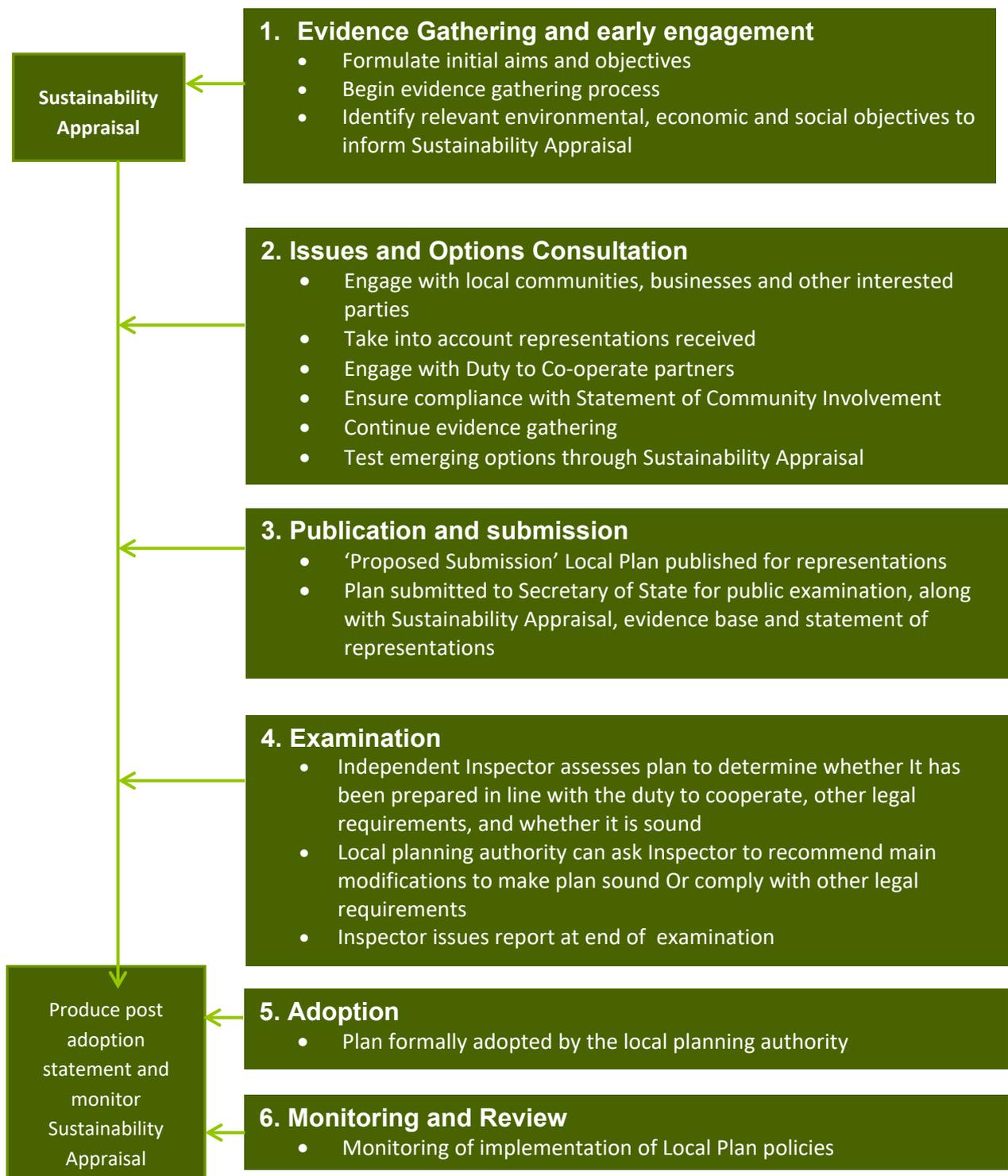
¹ www.lewes-eastbourne.gov.uk/planning-policy/local-development-scheme

- 2.11 The Local Plan sets out what opportunities there are for development in the area, what will and will not be permitted, and where. Therefore Local Plans are critical in determining what will be developed, what will be protected and what will not be given permission to be built.
- 2.12 In preparing Local Plans, local planning authorities will firstly assess the future needs and opportunities in the area. Options for addressing these issues will be presented, and a preferred approach will be identified. This process involves the gathering of evidence, carrying out of a Sustainability Appraisal to ensure that development is sustainable, and effective engagement and consultation with the local community and other stakeholders.
- 2.13 The process of preparing a Local Plan involves several stages, which are identified in Figure 1.

SUSTAINABILITY APPRAISAL

- 2.14 Sustainability Appraisal (SA) is a process that must be carried out during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the social, economic and environmental impacts that would result from the implementation of the policies contained within Local Plans, as well as a means of identifying and mitigating any potential adverse effects that the plan might otherwise have.
- 2.15 Conducting SA on Local Plans is a requirement of Section 19 of the Planning and Compulsory Purchase Act 2004. The SA incorporates the requirement to prepare a 'Strategic Environmental Assessment' from the Environmental Assessment of Plans and Programmes Regulations 2004.

Figure 1 - Stages in the preparation of a Local Plan



Adapted from Planning Practice Guidance, Paragraph 005 Reference ID: 12-005-20140306

NEIGHBOURHOOD PLANS

2.16 The Localism Act 2011 introduced new rights and powers for communities to get more involved in planning for their areas through the production of Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build Orders.

- A **Neighbourhood Plan** is a planning document which establishes general policies for development and use of land in a neighbourhood, including the location of new homes, and what they should look like.
- A **Neighbourhood Development Order** means that town and parish councils can grant permission for certain types of development without the need for people to apply to Lewes District Council. These could include, for example, all house extensions in a defined area, changes of use, or development on a particular site. Certain types of development are excluded, such as minerals and waste developments, certain public and private environmental projects, and nationally significant infrastructure.
- A **Community Right to Build Order** enables small-scale development in neighbourhoods, such as housing or community facilities, but can be prepared by any local community organisation rather than just town and parish councils. As above, certain types of development are excluded.

2.17 Neighbourhood planning is usually undertaken by a town or parish council within a 'parished' area. The group preparing the Plan/Order are referred to as a 'Qualifying Body'. Once a Plan, Order or Community Right to Build Order has been agreed by a local referendum, it becomes part of the development plan for the local authority area.

2.18 Neighbourhood planning should be used positively to plan for future development and support growth, reflect and build on the strategic needs set out in the Local Plan, and conform with the National Planning Policy Framework.

- 2.19 A Neighbourhood Plan or Order is not a process that can be used to prevent development or promote a lower level of development than is set out in a Local Plan.
- 2.20 Due to the provisions of the Neighbourhood Planning Act 2017, Neighbourhood Plans which have already been 'made', and are part of the development plan, can be modified. There are different levels of modification that can occur, these range from correcting minor errors to making significant alterations (e.g. correcting references, adding new policies or including new site allocations). In order to make really significant changes an examination and referendum may be required. For smaller changes, an examination may still be required, but the correction of errors is not likely to require such measures.
- 2.21 The process of preparing a Neighbourhood Plan involves several stages, which are identified in Figure 2. The process for preparing a Neighbourhood Development Order or a Community Right to Build is similar, as presented in Figure 3. Detailed information and guidance on Neighbourhood Planning and the required process can be found in the Neighbourhood Planning section of the National Planning Practice Guidance.²
- 2.22 A Community Right to Build Order is a type of Neighbourhood Development Order which enables small scale developments, such as community facilities or affordable small-scale housing. It can be used to grant outline or full planning permission for specific development which complies with the order.
- 2.23 When producing a Community Right to Build Order, additional information is needed to accompany the submission of the Order to the District Council. This includes: a map of the area the proposal relates to, a statement explaining how the proposed Order meets planning regulations, a statement of those consulted and a summary of the main issues raised.
- 2.24 The key stages in the preparation of Neighbourhood Plans and Orders are identified in Figure 2 and 3.

² <https://www.gov.uk/guidance/neighbourhood-planning--2>

Figure 2 Stages in the preparation of a Neighbourhood Plan

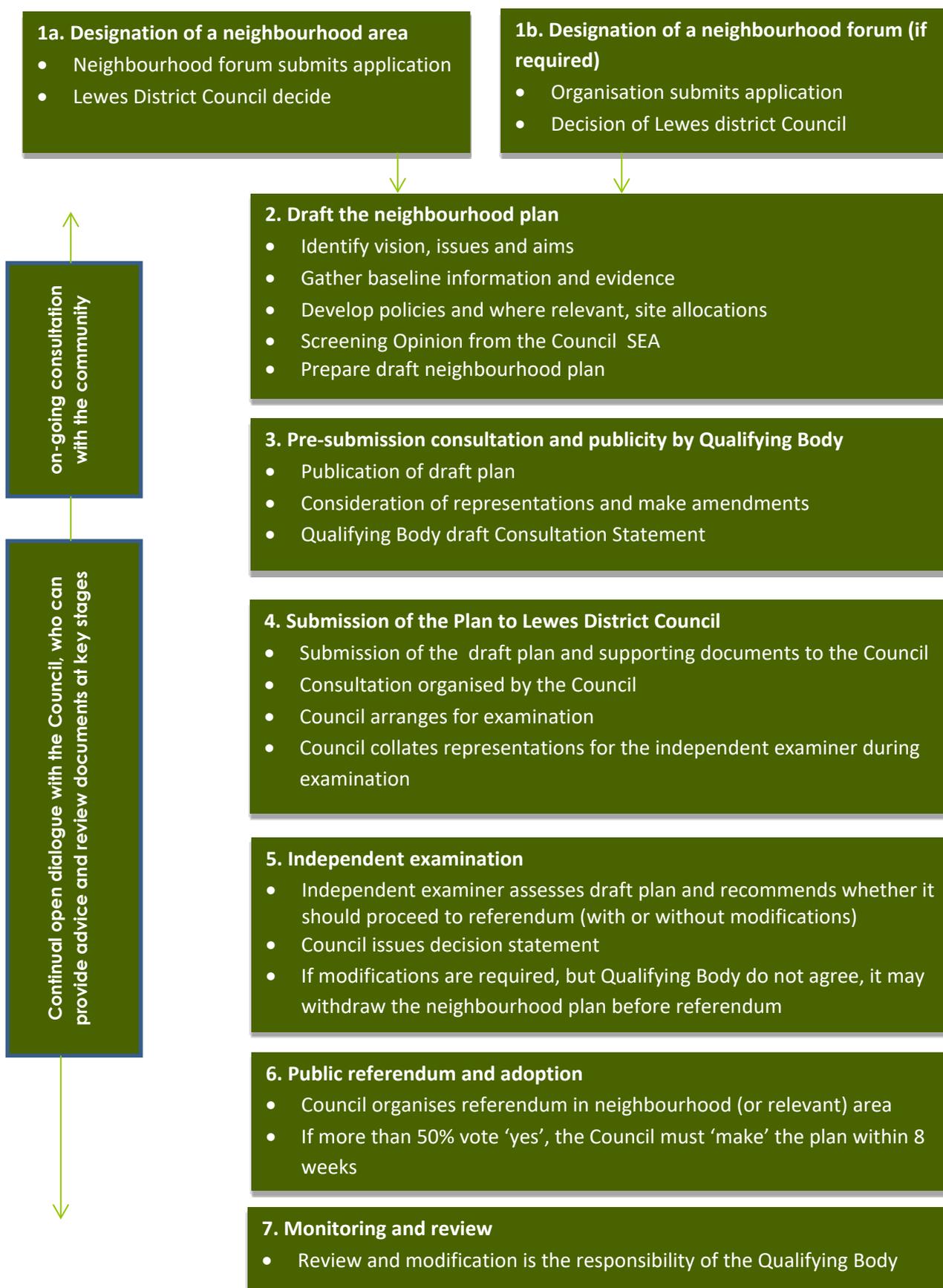
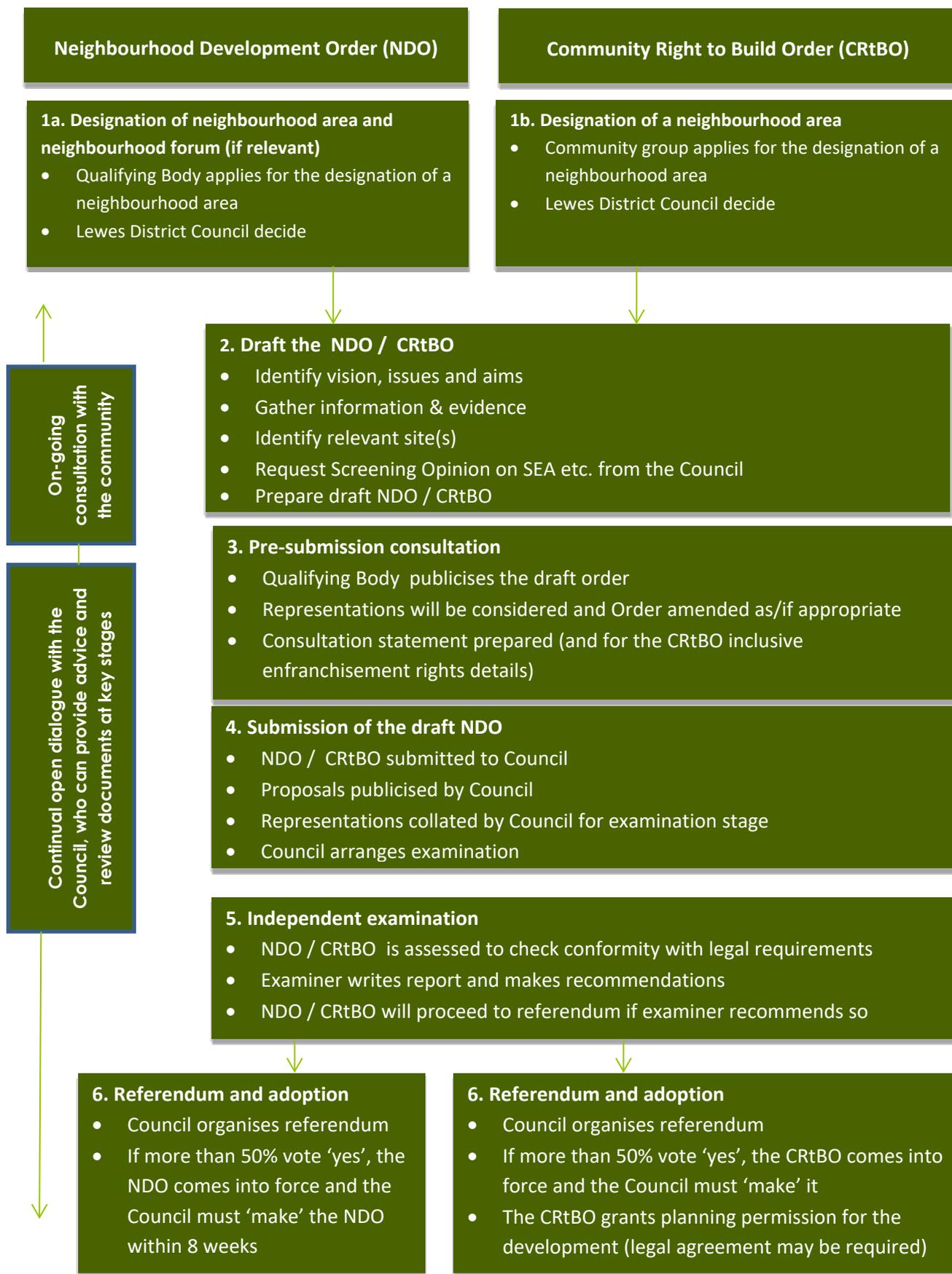


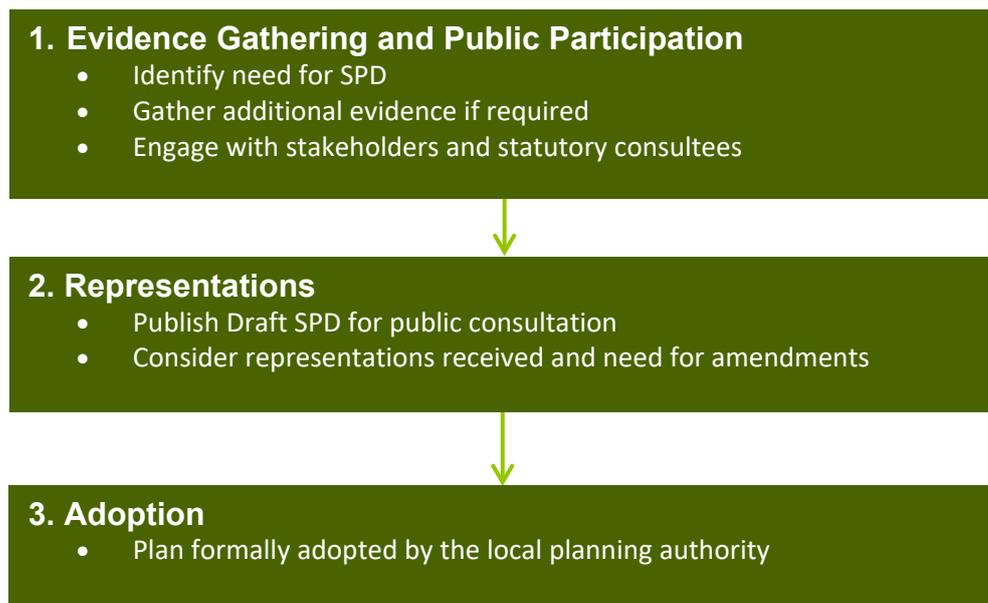
Figure 3 Stages in the preparation of a Neighbourhood Development Order and Community Right to Build Order



 SUPPLEMENTARY PLANNING DOCUMENTS

- 2.25 A Supplementary Planning Document (SPD) is a planning policy document that builds upon and provides more detailed advice or guidance on the policies in a Local Plan. The purpose of a SPD is to help applicants make successful applications. Once adopted, SPDs become material planning considerations in the determination of planning applications.
- 2.26 SPDs are not required to go through the Sustainability Appraisal process; however, in exceptional circumstances a Strategic Environmental Assessment may be required if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan.
- 2.27 There are fewer stages in the preparation of a SPD compared to a Local Plan, meaning the SPDs can be produced in a shorter timeframe. The process of preparing a SPD involves several stages, which are identified in Figure 4, below.

Figure 4 - Stages in the preparation of a Supplementary Planning Document

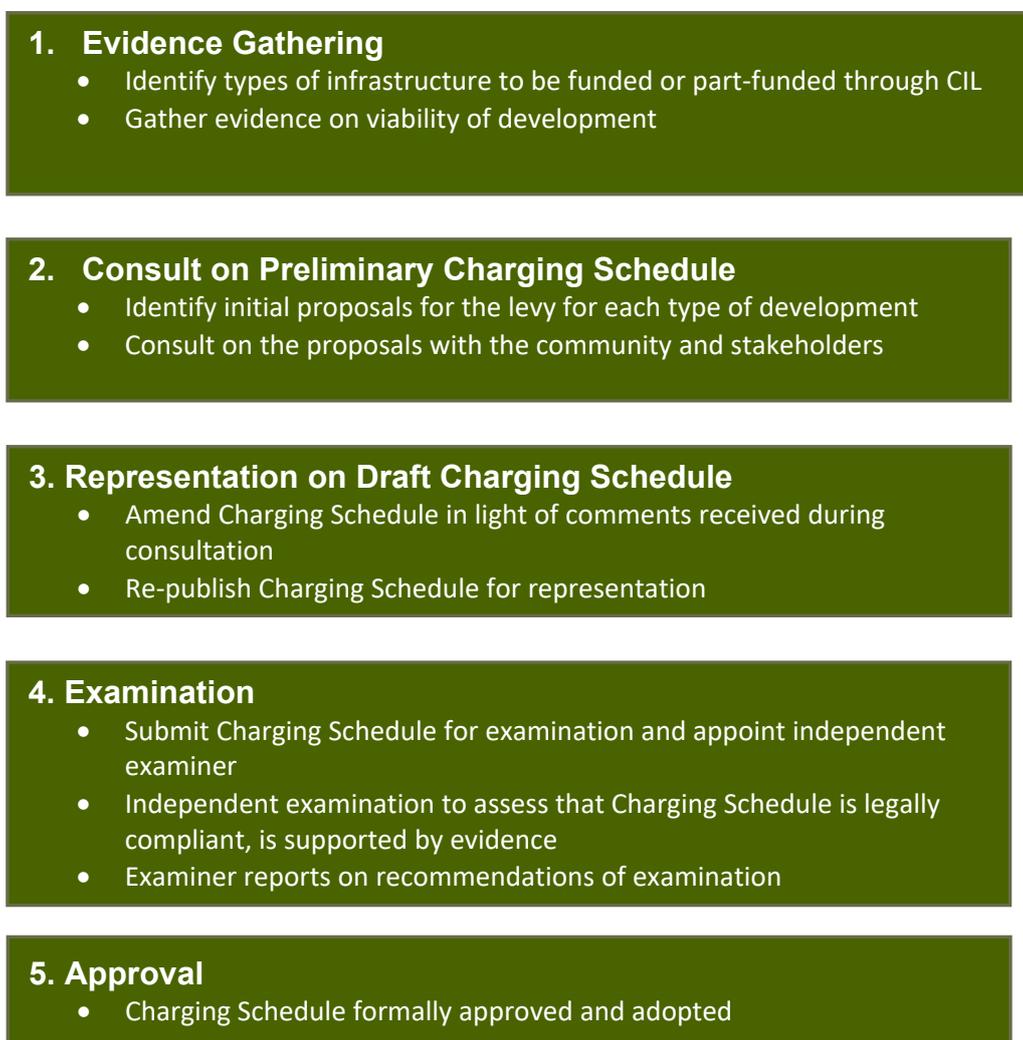


 COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 2.28 The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended), which will subsequently be referred to as 'the CIL Regulations'.

- 2.29 Lewes District Council adopted its CIL on 14 October 2015. The charging rates are set out in the CIL Charging Schedule. A proportion of the CIL income will be passed directly to the Local Parish or Town Council.
- 2.30 Charging schedules are not formally part of the Local Plan, but charging schedules should be consistent with, and support the implementation of, up-to-date Local Plans.
- 2.31 The process of preparing a CIL Charging Schedule involves several stages, which are identified in Figure 5, below.

Figure 5 - Stages in the preparation of CIL charging schedule



2.32 Like SPDs, the SCI is not subject to examination, but copies of the intended final document must be made public for consultation. Any comments received will be taken into account before the final version is adopted. The consultation for the SCI will last for a minimum period of 6 weeks.

DEVELOPMENT MANAGEMENT

- 2.33 Development Management is the process of managing the development of land and buildings through the granting of planning permission. Lewes District Council is responsible for deciding whether planning permission should be granted for a proposed development when a planning application is submitted.
- 2.34 Planning permission is generally required to carry out any form of 'development'. Development means constructing new buildings or significantly changing how land or buildings are being used. However, certain types of development do not require planning permission – this is called Permitted Development. This is because the effect of such developments on neighbours or the surrounding environment is likely to be small. Also, certain areas get additional special protection against particular types of development, particularly where it is within a Conservation Area or involves a Listed Building.
- 2.36 There are a number of different types of applications that can be submitted, and these will be classed as either 'major' or 'minor'. Different applications have different timeframes for determination, for example the determination for a 'major' application should be within 13 weeks, whilst a 'minor' application should be determined within 8 weeks. By way of an agreement between the Council and the applicant/agent, an 'Extension of Time' can set a determination date outside of these parameters.
- 2.37 Whether planning permission is granted will depend on whether the application is in line with the policies and proposals within the Development Plan, or if there are other strong planning reasons or 'material considerations' that would influence a decision. A list with material consideration is set out in Appendix 2.
- 2.38 Decisions on whether planning permission should be granted will be taken via one of two mechanisms:

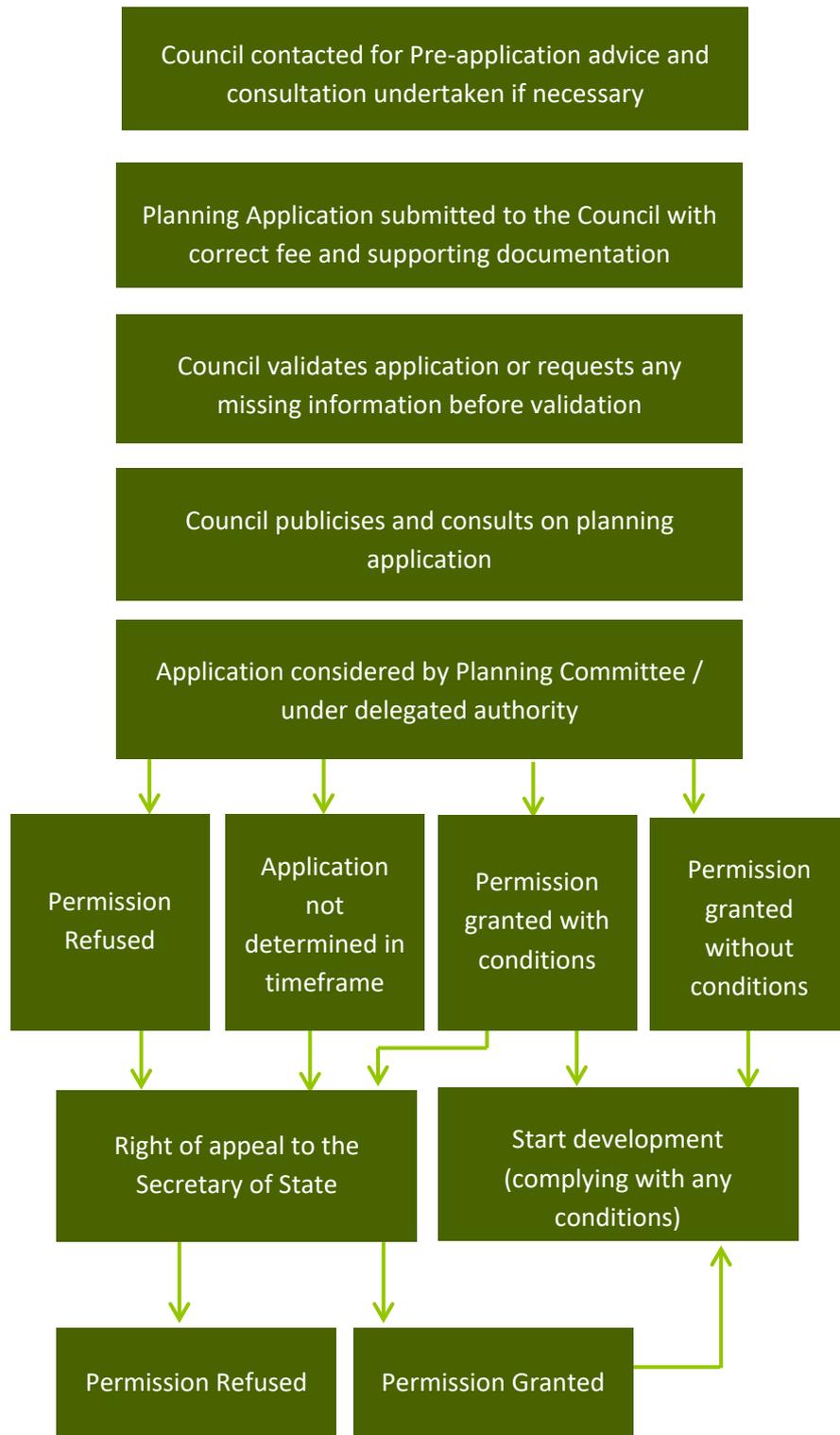
- Determination by elected Councillors on the Planning Committee
- Determination by the Senior Specialist Advisor in consultation with the Chair of Planning Committee through delegated powers

- 2.39 The criteria used to decide which applications should be determined by Planning Committee are covered at Part 9 of the Council's Constitution³. The dates for Planning Committee can be found on the Council's website⁴.
- 2.40 Where an application is refused, either by Planning Committee or through delegated powers, the applicant has the right to appeal to the Planning Inspectorate, or to negotiate an amended scheme to overcome the areas of concern.
- 2.41 A summary of the process for the determination of planning applications is described in Figure 6.

³ The powers and duties of the Director of Regeneration and Planning can be found in: <https://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions>

⁴ <http://democracy.lewes-eastbourne.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Figure 6 - Stages in the processing of a planning application



Adapted from the Planning Portal website (Applications – the Decision-making process)

3.0 COMMUNITY INVOLVEMENT IN PLAN MAKING

- 3.1 The Council wants to ensure that the next round of plan making involves extensive consultation and provides opportunities for the local community and other stakeholders to put their views across. The programme for preparing Local Plans, Supplementary Planning Documents and CIL Charging Schedule is contained in the Local Development Scheme, which is available on the Council's website⁵.
- 3.2 Residents who want to get involved in consultation might not be familiar with the planning system or the issues that should be taken into consideration in plan making. Consultation, particularly at the Issues and Options stage, presents an opportunity to inform and update residents as well as seek their views. Therefore consultation material will include information on plan making issues and background.
- 3.3 In Neighbourhood Planning in Lewes District, most of the consultation is carried out by the town or parish council and they will involve the community from the early stages, this is set out in Section 4. The District Council will advise and assist the town and parish councils, and will carry out consultations required by legislation as well as publicise details of any relevant referendum. The role of the District Council in Neighbourhood Planning is described in Section 3.

WHEN WILL WE CONSULT?

- 3.4 The Local Planning Regulations 2012 describe the statutory consultation period for a Local Plan to be 6 weeks. The Regulations also require that the formal consultation period on a Supplementary Planning Document should be not less than 4 weeks.
- 3.5 In terms of the CIL Charging Schedule regulations do require at least 4 weeks consultation on a Draft Charging Schedule.
- 3.6 Consultations should last for a proportionate amount of time: consulting for too long will unnecessarily delay policy development, whilst consulting too quickly will

⁵ <http://www.lewes-eastbourne.gov.uk/planning-policy/local-development-scheme>

not give enough time for consideration, and will reduce the quality of responses. Taking this into account, this SCI proposes that formal consultation periods on planning policy documents will be determined by the type and stage of plan being consulted on.

- 3.7 Where possible, consultation over holiday periods will be avoided. If this is unavoidable, the consultation period will be extended to compensate for this.
- 3.8 In the event that a consultee requests additional time to submit a representation, this will only be accepted with the agreement of the Lead Member for Planning.

LOCAL PLAN

Evidence gathering and early engagement – This stage is likely to be an informal consultation, with the Council approaching organisations and consultation bodies for their input. There may be elements of public consultation with communities within this stage.

Issues and Options – Evidence collected during the initial stages in plan preparation will be presented for a formal consultation period. Local communities and other stakeholders will be able to comment on whether there are any other issues that need to be considered, and which of the options they would prefer to see brought forward as the basis for the Local Plan. This is the stage that the majority of people will be able to have their say of how they would like the district to develop.

Consultation period: minimum 8 weeks.

Proposed Submission – Once the Local Plan has been drafted a Proposed Submission version will be published for formal consultation. Consultees submitting representations at this stage will be given the opportunity to raise their objections at Public Examination.

Consultation period: minimum 6 weeks.

Main Modifications – During the Examination of a Local Plan, the Planning Inspector may require modifications to be made to the Local Plan in order for it to be considered 'sound'. These modifications should be subject to a formal period of consultation to allow the Inspector to consider any representations on the modifications.

Consultation period: minimum 6 weeks.

NEIGHBOURHOOD PLANS , NEIGHBOURHOOD DEVELOPMENT ORDERS AND COMMUNITY RIGHT OF BUILD ORDERS

Designation of a neighbourhood area – the Council will carry out the relevant public consultation

Consultation period: minimum 6 weeks.

Production of the Neighbourhood Plan or N.D. Order – the Qualifying Body (usually the Town or Parish Council) can ask for the support of other organisations, and is entitled to advice from Lewes District Council.

Pre-submission consultation and publicity – The Qualifying Body will carry out a consultation with the local community and other stakeholders.

Submission of the Plan or Order – The Council will check whether the plan is consistent with neighbourhood planning legislation and then will publicise the draft plan for another consultation, which will precede an examination by an independent examiner.

Consultation period: minimum 6 weeks.

Public referendum

A public referendum is held in the neighbourhood area covered by the Plan or Order (or any relevant area specified by the examiner).

SUPPLEMENTARY PLANNING DOCUMENTS

Evidence gathering and public participation – In the initial stages of the preparation of a SPD, there will be public engagement to identify issues relating to the interpretation of policy through the SPD. This stage is likely to be informal consultation, with the Council approaching organisations and consultation bodies for their input.

Representations on a Draft SPD – Once the SPD has been drafted, it will be published for formal consultation with the local community and other stakeholders. Consultees can raise any issues or changes that they think the Council should consider, and the Council will provide a response to these representations before the SPD is adopted.

Consultation period: minimum 8 weeks.

STATEMENT OF COMMUNITY INVOLVEMENT

Draft Statement of Community Involvement – The Draft SCI will be published for formal consultation with the local community and other stakeholders. Consultees can raise any issues or changes that they think the Council should consider, and the Council will provide a response to these representations before the SCI is adopted.

Consultation period: minimum 6 weeks.

CIL CHARGING SCHEDULE

Draft Charging Schedule – The Draft Charging Schedule will be published following revision and amendments resulting from comments made of the Preliminary Charging Schedule.

Consultation period: minimum 6 weeks.

WHO WILL WE CONSULT?

- 3.9 Lewes District Council would like to engage anyone who may have a role or interest in the development of the district (outside of the South Downs National Park) or in the plan-making process, including residents, businesses, community groups, landowners, developers, public sector organisations and national agencies.
- 3.10 The 'Local Planning' Regulations 2012 set out the minimum legal requirements for consultation and public participation in relation to Local Development Documents. These are known as 'specific consultation bodies', and must be consulted at formal consultation stages in the production of a plan. The list of the specific consultation bodies is presented in Appendix 3.
- 3.11 In addition to this, the Local Planning Regulations 2012 also require the Council to consult with 'general consultation bodies'. These include organisations and bodies that have an interest in the District, to ensure that a wide range of stakeholders have the opportunity to get involved. The list of general consultation bodies is presented in Appendix 4.
- 3.12 The Council is committed to ensuring that local residents get an opportunity to have their say, and local people are encouraged to take part in consultations and input into the production of planning policy documents. The Council maintains a database of people and organisations who want to be kept informed or have previously responded to consultation. This database is used to inform consultees about consultation.
- 3.13 If you would like to be added to the consultation database, you can register yourself at <http://planningpolicyconsult.lewes-eastbourne.gov.uk>
- 3.14 Additional measures will be taken to engage 'hard to reach' groups to ensure that all sections of the community are engaged and consulted.

HOW WILL WE CONSULT?

- 3.15 A range of consultation methods will be used to inform and consult individuals and organisations regarding the preparation of planning documents. Wherever possible and where resources allow we will go beyond the legal minimum requirements. These are described in this section.

Basic Consultation Standards

- 3.16 The Local Planning Regulations 2012 sets out some minimum requirements for consultation. However, there is considerable flexibility open to the Council in how consultees are engaged in plan making, provided they comply with the legislative requirements and are consistent with commitments in the SCI.
- 3.17 Through this SCI, the basic consultation standards that Lewes District Council will apply as a minimum in all consultation on planning policy documents are set out below:

Consultation Portal – All consultations on planning policy issues will be hosted on the Council's on-line Consultation Portal. Each consultation on the Consultation Portal will include the opportunity to read and comment on the document in question. The Consultation Portal will also contain other documentation relevant to the consultation. The Consultation Portal can be accessed via <http://planningpolicyconsult.lewes-eastbourne.gov.uk>

Direct notifications to organisations and individuals – All organisations and individuals on the consultation database will receive direct notification of the publication of a planning policy document for consultation.



Deposit – Planning policy documents published for consultation will be made available in paper copy for consultees to view at Lewes District Council, Southover House, Southover Road, Lewes, BN7 1AB.

Local Media – Only applications for major developments or that affect conservation areas or listed buildings will be advertised in a local newspaper. We will write press releases for local newspapers to inform on formal periods

of consultation.

Local Councillors – Local Councillors know their local areas and have many contacts within their communities. Local Councillors will help to promote consultation within their wards and encourage all residents to get involved.

Website - The consultation will be advertised on the Lewes District Council website, particularly under the 'Consultations' heading.

Email alerts will be sent to anyone who has subscribed to email notifications on Planning Policy topics via 'Keep me posted' on the Council's website.



Additional consultation methods

3.18 In most instances other consultation methods, in addition to the basic standards, will be employed. The use of additional consultation methods will be determined on a case by case basis depending on the type of planning policy document that is being consulted on. The additional consultation methods that may be employed include:

Social media – Social media may be used to promote consultation through updates on the Council's Facebook and Twitter pages.

A District News magazine will be sent out on a quarterly basis. It is delivered to every home in the district and sent by email to anyone who has subscribed.

Deposit in libraries and/or village halls – Planning policy documents published for consultation may be made available in paper copy to view at libraries or village halls in the District.

Public exhibitions – Where exhibitions are put on, these will initially be located within the Town or Village Hall as a central and accessible location.

Online discussion Forum – Where it is appropriate for the stage of consultation, a discussion forum could be made available through the online

Consultation Portal to allow the community to debate and discuss issues and proposals related to the consultation.

Presentations and forums – Presentations and forums may be arranged to enable discussion with appropriate groups, organisations or stakeholders, or to target particular sectors of the community.

Leaflets and posters – Leaflets and posters may be produced and distributed to promote consultation events or to summarise information on consultations.

Surveys and questionnaires – Surveys and questionnaires may be used to gather information and canvass views on key issues, options and proposals.

Summary Documentation – Non-technical summaries of consultation documents may be produced in order to provide a more accessible way to access and understand the consultation.

Community and resident Organisations/Groups – It is recognised that there are some well represented and supported community organisations and groups in Lewes District such as Neighbourhood Panels and Community/Residents Associations. Engagement with them could widen the scope of participation in consultations within their local area.

WHAT WILL WE DO WITH CONSULTATION RESPONSES?

- 3.19 Representations made during formal consultation periods will be recorded through the online Consultation Portal and published. Please note that the Council is not able to acknowledge receipt of comments, other than through automated responses to emails or comments submitted through the online Consultation Portal. Individual responses to representations submitted are unlikely to be provided.
- 3.20 In accordance with the Data Protection legislation and Freedom of Information Act 2000, representations cannot be treated in confidence and by submitting a representation, the party commenting accepts responsibility for their comments. Copies of all representations will be made publicly available, including the name

of the person submitting the representation; however personal information such as telephone numbers, emails or private addresses will not be published.

3.21 All responses will be carefully considered and used alongside other evidence, government legislation and national planning policy to inform the preparation or amendments to the relevant planning policy document being consulted upon. The only exception is if comments are not 'duly made', which means that comments have to:

- Be received before the deadline of the consultation period;
- Relate to the document, its content, or its preparation;
- Not be anonymous; and
- Not be offensive, libellous or otherwise breach the law.

3.22 Representations submitted at the 'Proposed Submission' stage in Local Plan preparation can only be taken into account where they address issues of soundness or legal compliance.

3.23 Following consultation, all representations received will be documented within a Statement of Consultation and Representations (with the exception of Neighbourhood Planning, which follows a different process), which will identify what consultation has been undertaken, the main issues that have been raised, and how these issues have been addressed.

3.24 Feedback on the consultation, including responses to the representations received and how they will be addressed in the next stage of plan making, will be published on the website.

3.25 It is important for local residents and other stakeholders to understand that comments submitted as part of consultation will be fully considered and are part of the evidence informing plan making, but they are not necessarily the only or determining factor. National policy or other evidence may provide good reasons why consultation comments cannot be implemented.

4.0 COMMUNITY INVOLVEMENT IN NEIGHBOURHOOD PLANNING

WHO CAN PREPARE A NEIGHBOURHOOD PLAN OR ORDER?

- 4.1 In parished areas such as Lewes District, Neighbourhood Plans/Orders are usually prepared by Town or Parish Councils, starting with an application made to Lewes District Council to designate the Neighbourhood Area (in these cases, it is usually the area within the parish boundary). The Town/Parish Council may appoint a Steering Group to advise it and carry out various tasks to progress the Neighbourhood Plan/Order, but the Qualifying Body will be the Town/Parish Council itself.
- 4.2 Alternatively, a group or organisation can apply to Lewes District Council to be designated as a Neighbourhood Forum, although this is less common in parished areas. To become a Qualifying Body, a Neighbourhood Forum will need a minimum of 21 people who live in the Neighbourhood Area, or work there. There can only be one Qualifying Body serving a designated Neighbourhood Area.
- 4.3 Once an application for designating a Neighbourhood Forum has been received, Lewes District Council will publicise the application and invite comments from the public on the designation. Lewes District Council will take any comments into account in deciding whether or not to agree the application and designate the forum.

WHEN WILL CONSULTATION TAKE PLACE?

- 4.4 Community engagement in developing a Neighbourhood Plan/Order is the responsibility of the Town or Parish Council, except for the consultation mentioned in Section 3. The requirements for consultations carried out by the Qualifying Body are set out below.

Consultation Periods in consultations carried out by the Town or Parish Council (Qualifying Body)

Type of Document	Stage in Preparation	Consultation Period
Neighbourhood Plan/Order	Evidence Gathering and early engagement	On-going (no formal period)
	Pre-submission consultation	Minimum 6 weeks

THE COUNCIL'S POLICY OF ADVICE AND ASSISTANCE TO NEIGHBOURHOOD PLANNING

4.5 Lewes District Council must give advice or assistance to Town or Parish Councils (or other relevant qualifying bodies) in all appropriate circumstances for the purpose of, or in connection with, facilitating the making of proposals for Neighbourhood Plans and Neighbourhood Development Orders (including their modification). The Council is committed to supporting communities to pursue neighbourhood planning. The Localism Act 2011, Neighbourhood Planning Act 2017 and other relevant legislation sets out the Council's responsibilities as:

COUNCIL'S RESPONSIBILITIES

- Designating the area for a Neighbourhood Plan/Order
- Designating Neighbourhood Forums
- Advising and/or assisting communities in the preparation of a Neighbourhood Plan/Order
- Formally considering Neighbourhood Plan/Order proposals when submitted
- Arranging for and covering the costs of the independent examination of the Plan/Order
- Determining whether the Neighbourhood Plan meets the Basic Conditions and other legal requirements following recommendations made by the independent examiner
- Arranging and covering the costs of the relevant referendum/s for Neighbourhood Plans/Orders
- If successful at referendum, bringing the plan legally into force (unless the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights, within the meaning of the Human Rights Act 1998)
- Providing advice on and duly considering proposals to modify 'made' Neighbourhood Plans/Orders and facilitating all of the required processes to enable this.

- 4.6 The Council is also responsible for the relevant publicity of each of the above stages in the development of the Neighbourhood Plan/Order, which are set out in legislation (including the Neighbourhood Planning (General) Regulations 2012 (as amended)). However, it is not required to give financial assistance to the community to facilitate the making of Neighbourhood Plan/Order proposals.
- 4.7 All Town or Parish Councils (or other qualifying bodies) and the Plans/Orders they seek to make will be different. The level of assistance given by Lewes District Council and the times at which it is required by those preparing the Plans/Orders will vary depending on their needs and wants. The Council will adopt a flexible approach to best suit the Town or Parish Council and will adhere to the timescales legally required by it. Assistance and advice will be given over the phone, by email or at meetings. Some of the methods of support will be as follows:

METHODS OF SUPPORT

- Giving initial advice regarding the suitability of completing a plan or order and its potential scope
- On-going advice and support throughout the process including detailed technical input into each key stage. This support will be provided both on an informal basis, but also on a formal basis when responding to specific consultations. The focus will be on the conformity of the Neighbourhood Plan/Order with the existing national and local planning framework but guidance will also be provided to ensure that allocations and policies are fit for purpose and deliverable
- Providing guidance on key issues such as: timetabling, the role of the qualifying body, community engagement and undertaking consultation events, site selection and relevant legislation including SEA
- Practical assistance such as mapping, where appropriate
- Providing examples of best practice from plans or case-law
- Providing relevant contact information for consultation bodies and advice on undertaking consultation, publicity and engagement
- Giving guidance and interpretation of the relevant legislative requirements
- Ensuring the suitable involvement of local councillors and other interested parties to enable timely decision making at key stages
- Advising in relation to the monitoring and review of adopted Plans/Orders

5.0 COMMUNITY INVOLVEMENT IN DEVELOPMENT MANAGEMENT

5.1 Lewes District Council is committed to informing and engaging with the community on planning applications. It is important that a balance is struck between providing the community with a genuine opportunity to comment and determining applications within the statutory determination period.

5.2 Opportunities exist for the community and/or stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application consultation
- Planning applications
- Planning appeals

5.3 Community involvement in Development Management not only involves the local community, but also statutory and non-statutory consultees, depending on the nature and location of the proposals.

Statutory Consultees

5.4 Planning law prescribes circumstances where consultation must be undertaken with statutory bodies on a planning application. These organisations are under a duty to respond to consultations within 21 days (article 22 of the Development Management Procedure Order), or such longer period as may be specified in other legislation, and must provide a substantive response to the application.

5.5 A list of statutory consultees on applications for planning permission is available via the National Planning Practice Guidance⁶ (Table 2 within the Guidance).

Non-Statutory Consultees

5.6 Where there are planning reasons, other non-statutory consultees who may have an interest in a proposed development may be consulted on planning

⁶ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

applications, even though they are not designated in law. Non-statutory consultees should respond within 21 days of being notified of the application.

- 5.7 A list of the organisations identified in national policy and guidance who may have an interest in development and may be consulted as non-statutory consultees are identified in the National Planning Practice Guidance⁷ (Table 3 within guidance).

PRE-APPLICATION STAGE

- 5.8 Prior to submission of an application for development, the Council encourages the applicant to engage with the local community, statutory consultees and service providers on their proposal. For very large-scale development, pre-application consultation is a requirement under the Localism Act 2011.
- 5.9 Effective pre-application consultation provides an opportunity for applicants and developers to find out the views of local residents about their development proposals, and allows the local community to make suggestions which can then be taken into account by the developer in finalising their planning application. This process can help reduce local opposition, resolve early design and development problems and ensure that high quality planning applications are received.
- 5.10 The Council expects applicants to carry out their own pre-application consultation. The level of community consultation at the pre-application stage should be appropriate and proportionate to the scale of the application.
- 5.11 It would be expected that this consultation will be documented in a 'Statement of Community Involvement' for the proposal, which should describe in detail the pre-application consultation that has been undertaken by the applicant and how the comments have been addressed in progressing the proposal. This document should be submitted with the application.
- 5.12 The Council provides a pre-application advice service. Appointments for this advice should be made in advance. This service increases the chance of a successful application and is likely to speed up a decision on a planning proposal.

⁷ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

The charging schedule for pre-application advice is to be found on the Council's website⁸.

PLANNING APPLICATION STAGE

5.13 It is important that all relevant planning issues associated with a proposed development are identified and considered in the determination of a planning application. The Council is required to undertake a formal period of consultation so therefore publicises applications that are submitted and invites comments from the local community and other consultees and stakeholders. Anyone can respond to a planning consultation.

5.14 Relevant planning issues are:

- National, local planning policies, neighbourhood plans
- Government Guidance including Orders and Circulars
- Case Law and previous decisions
- Highway safety, traffic, parking
- Noise, disturbance, smells
- Design, appearance, layout, materials, character
- Overshadowing, loss of privacy, residential amenities
- Effect on Listed Buildings, Conservation Areas, trees

⁸ <https://www.lewes-eastbourne.gov.uk/planning-and-building-control/development-management/apply-for-pre-application-planning-advice/>

5.15 However, there are certain issues which are not considered relevant. These include:

- Matters covered by other laws, e.g. licensing
- Private property rights
- Effect on the value of property
- Loss of view from a private property
- Possible future development
- Preferable alternative development
- Personal circumstances (except in exceptional cases)
- Moral/religious issues

5.16 Consultees may be able to offer particular insights or detailed information which is relevant to the consideration of the application, and comments made that are addressing 'material considerations' will be taken into account in the determination of the application.

5.17 There are significant amounts of information relating to planning applications on the Council's website and residents are encouraged to consult this where possible.

5.18 It is important that residents and other stakeholders understand that whilst comments addressing 'material considerations' will be taken into account in determining the application, they are not necessarily the only or determining factor. Local or national policy, or other material considerations, may lead to a decision that is contrary to views expressed during consultation.

5.19 Article 15 of the Town & Country Planning (Development Management Procedures) (England) Order 2015 sets out the minimum requirements for publicising and consulting on planning applications. The requirements vary

according to the type of development proposed, and are set out in National Planning Practice Guidance⁹ (Table 1 within the Guidance).

- 5.20 The methods that the Council uses to publicise application and consult the community, which exceed these minimum requirements, are as follows:

Neighbour Notification Letters

The Council will notify any neighbours immediately adjoining a development proposal by letter or email. The letter provides details of the planning application, where to view plans, how to make comments and by what date.

Site Notice

Site notices are displayed on or near to the application site. Site notices provide details of the planning application, where to view plans, how to make comments and by what date.

Publication on the Council's website

Weekly lists of applications received and decisions made are available on the Council's website. All planning applications that have been or are being processed, including appeals, are also available to view on the Council's website.

Public Notice

A Public Notice is placed in a local newspaper for certain types of planning applications. For example, major or significant development proposals, departures from local policy or where there is a statutory requirement such as for Listed Building Consent.

- 5.21 The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This will be not less than 21 days. The Council is under no obligation to consider comments submitted after the deadline.

⁹ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

Re-consultation following amendments to an application

- 5.22 Where an application is amended after it has been submitted, further consultation may be undertaken if the proposed changes are significant. Any representations received subject to any round of consultation will be taken into account in evaluating the merits of the application. Any representation received outside of the consultation period may not be fully considered. The timeframe for responses to re-consultation will be decided on a case-by-case basis.
- 5.23 If a new planning application is required, this will be subject to new public consultation.

Decision Making on Planning applications / Planning Committee

- 5.24 The Council will make decisions on planning applications by considering the advice of Planning Officers, the Local Plan and other relevant material considerations. Such decisions are made in two ways. These are by:
- Delegated powers; and
 - Planning Committees.
- 5.25 The majority of planning applications in Lewes District Council are determined under a delegated scheme to the Head of Planning.
- 5.26 Larger cases, or those that raise policy issues, are generally referred to the Planning Committee for a decision. Applications which are considered contentious or controversial, or when a member of the Council can requests, may be referred to the Committee as well.
- 5.27 Planning Committee is a public meeting which anyone is able to attend. Interested parties have an opportunity to speak at Planning Committee for a maximum of three minutes per person. Appendix 5 provides full details about how to speak at Planning Committee.
- 5.28 Meetings of the Planning Committee take place in the County Hall, St Anne's Crescent, Lewes. The meetings start at 5.00 pm and are held every three weeks on a Wednesday. Agendas are published a week before the meeting on the committee pages on the Council's website.

APPEALS

- 5.30 When a planning application is refused, the applicant may lodge an appeal against the decision with the Planning Inspectorate. An appeal may also be submitted when the applicant considers any conditions of approval to be unacceptable, or in the event that an application is not determined by the relevant deadline.
- 5.31 Only the applicant can appeal against a planning decision. There is no ‘third party’¹⁰ right of appeal for other people who disagree with the Council’s decision. However, anyone can challenge a planning decision in the courts if they have evidence that the decision was not made following the proper procedures. Legal challenges cannot take into account whether the decision was right or not in planning terms, only whether regulations and conventions about making decisions were properly followed.
- 5.32 All those who were notified of the original application or submitted comments will be informed if an appeal is made. There is then an opportunity for additional comments to be submitted directly to the Planning Inspectorate, who will determine the appeal, either through written representations, an informal hearing or a public inquiry, depending on the nature and scale of the application. Where it is decided that the appeal should be determined by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry.
- 5.33 The Inspector will consider the evidence and decide whether the Council’s decision was correct. The Inspector’s decision is binding on the Council, although it can be challenged by anyone on a point of law in the High Court.

¹⁰ The ‘first party’ in planning is the applicant for planning permission and the ‘second party’ is the local authority. ‘Third parties’ are anyone else with a view on a planning application, whether they have a direct interest (e.g. as owner of the land on which the application is submitted) or a personal interest (e.g. as a neighbour) or a wider interest (e.g. as a parish council or interest group).

PLANNING PERFORMANCE AGREEMENTS

- 5.34 A Planning Performance Agreement (PPA) is a project management tool which the Council may enter into with applicants to agree timescales, actions and resources for handling particular applications, in order to determine an application in advance of the determination target. The Council may make an additional charge for the administrative work associated with this.
- 5.35 PPAs can assist in identifying an approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views. Any consultation on an application with a PPA should be consistent with this SCI.

6.0 MONITORING AND REVIEW

- 6.1 The SCI will be reviewed every 5 years. It will then be decided if a revision of the SCI is required. This can be the case when it is considered that the SCI becomes out of date or if there is a significant level of dissatisfaction from the local community and stakeholders about how they are being involved in the preparation of Local Plans.
- 6.2 It is considered that the SCI is sufficiently flexible to allow for appropriate changes in the approach to community involvement as a result of changes in national policy, or to make improvements to the process as a result of new or different approaches to consultation.

APPENDICES

APPENDIX 1: GLOSSARY

Term	Definition
Adoption	The final confirmation of a Development Plan / Local Plan or Supplementary Planning Document status by a Local Planning Authority.
Authority Monitoring Report (AMR)	Local Planning Authorities are required to prepare and publish an Authority Monitoring Report containing information on the implementation of the Local Development Scheme (LDS) and the extent to which the policies set out in the Local Plan documents are being achieved. Also known as <i>Annual Monitoring Report</i> or <i>Local Monitoring Report</i> .
Charging Schedule	The types of development that are liable to pay the Community Infrastructure Levy (CIL) and the amount that is required to be paid (expressed as pounds (£) per square metre) is set out in a local authority's Charging Schedule.
CIL Regulations	See Community Infrastructure Levy Regulations 2010.
Community Infrastructure Levy (CIL)	The Community Infrastructure Levy is a charge which local authorities in England and Wales are empowered, but not required, to charge on types of new development in their area. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.
Community	Regulations that govern the Community Infrastructure

Infrastructure Levy Regulations 2010	Levy and the process of preparing the Charging Schedule.
Community Right to Build Order	A Community Right to Build Order is a specific type of Neighbourhood Development Order that can be prepared by any local community organisation rather than just a parish council or neighbourhood forum.
Community Strategy	A strategy developed by the local community, focusing on what is important to people who live, work and visit the town and to make positive changes.
Conservation Area	An area of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance.
Core Strategy	The main planning policy document for Eastbourne that sets out the long term strategic planning vision between 2006 and 2027.
Corporate Plan	Sets out the priorities of the Lewes District Council, prepared using the findings of consultation held with residents and stakeholders.
Development Plan	The set of documents that provide the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans, any Neighbourhood Plans and the Waste & Minerals Local Plan.
Development Plan Document	Statutory documents which are subject to specified consultation periods and are subject to independent examination. Also known as Local Plans.
Evidence Base	The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in the Local Plan, including physical, economic, and social characteristics of an area.
Examination / Examination in Public	The process by which a Planning Inspector may publicly examine a Local Plan for legal compliance and 'soundness' before issuing a binding report.
Infrastructure Delivery	Detailed assessment of the infrastructure required to

Plan (IDP)	deliver the spatial development strategy and how this will be delivered.
Inspectors Report	A report issued by a Planning Inspector regarding the planning issues debated at an Independent Examination of a Development Plan or a Planning Inquiry.
Local Development Document (LDD)	A generic term for documents prepared by Local Planning Authorities for the use and development of land or containing environmental, social and economic objectives relevant to the development and use of land which are intended to guide the determination of applications for planning permission.
Local Development Scheme (LDS)	The LDS sets out the programme for the preparation of the Local Development Documents. All plan making authorities must maintain an up to date LDS.
Local Plan (LP)	The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community
Local Planning Regulations	See Town & Country Planning (Local Planning) (England) Regulations 2012
National Planning Policy Framework (NPPF)	The NPPF sets out the Government's planning policies and how these are expected to be applied. It was published on 27 March 2012.
National Planning Practice Guidance (NPPG)	A web-based resource which brings together planning guidance on various topics linked to the NPPF into one place.
Neighbourhood Plan	A Neighbourhood Plan is a plan prepared by a Town/Parish Council or Neighbourhood Forum, that once adopted becomes part of the Local Plan and the policies contained within them are then used in the determination of planning applications.
Neighbourhood Development Order	A Neighbourhood Development Order is an order prepared by a Town/ Parish Council or Neighbourhood Forum that automatically grants planning permission for

	a particular type of development in a particular area.
Planning and Compulsory Purchase Act 2004	The legislation that introduced a new development planning system, based on the preparation of Local Development Frameworks. The Act commenced 28th September 2004.
Soundness	<p>In order to be sound, a Local Plan must be:</p> <ul style="list-style-type: none"> • Positively prepared – the Plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development; • Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence; • Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and • Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
South Downs National Park (SDNP)	England's newest National Park, covering the South Downs and Western Weald, situated in the counties of Hampshire, and West and East Sussex. Planning responsibility within this area falls to the South Downs National Park Authority.
Statement of Community Involvement (SCI)	Document explaining to stakeholders and the community how they can be involved in the preparation of Local Development Documents, and the steps that will be taken to facilitate their involvement.
Strategic Environmental Assessment (SEA)	The term used internationally to describe the environmental integration of policies, plans and programmes. The SEA Directive (2001/42/EC) requires a formal 'environmental assessment' of plans and programmes that are to be adopted by a public authority including those in spatial planning. This assessment is

	often combined with the Sustainability Appraisal.
Supplementary Planning Document (SPD)	These provide additional planning policy guidance to the policies and proposals in the Local Plan. They do not need to be subject to independent examination
Sustainability Appraisal (SA)	Assessment of the social, economic and environmental impacts of proposals in Local Development Documents.
Town & Country Planning (Local Planning) (England) Regulations 2012	Regulations that govern the process for preparing Local Plans and Supplementary Planning Documents. Also known as 'Local Planning Regulations'.

APPENDIX 2: MATERIAL CONSIDERATIONS

Planning applications can only be decided on those matters relevant to planning. These matters are called 'Material Considerations'.

Material Considerations are factors considered in the determination of applications for planning permission and other consents, alongside the Local Plan. They can include (but are not limited to):

- Effects on highway safety, traffic, access and parking
- Government guidance including Orders and Circulars
- Scale and appearance of proposal and impact on surrounding area
- Loss of light, overshadowing
- Overlooking and loss of privacy
- Effect on nature conservation and loss of trees
- Effect on a conservation area, listed buildings
- Noise , disturbance, smells
- Whether the use would be appropriate for the area
- Design, appearance, layout, materials, character
- National, regional and local planning policies

Often residents want to comment on matters that cannot be taken into account because they are not controlled by planning legislation. These are Non-material Considerations.

Non-material considerations are factors that cannot be considered in the determination of applications for planning permission and other consents. They include:

- Matters covered by other laws, e.g. licensing
- Loss of property value
- Loss of view
- Private issues between neighbours such as land covenants, land boundary disputes, damage to property
- Problems associated with construction works being carried out, such as noise, dust and disturbance by construction vehicles.
- Competition between firms
- Structural and fire precaution matters
- Possible future development
- Preferable alternative development
- Applicants morals or motives

APPENDIX 3: LIST OF SPECIFIC CONSULTATION BODIES

The Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) state that the following bodies must be consulted with in relation to the formation of Local Development Documents:

- South Downs National Park Authority *)
- East Sussex County Council
- Brighton and Hove City Council, Wealden District Council and Mid Sussex District Council (Adjoining Local Planning Authorities)
- West Sussex County Council (Adjoining County Planning Authority)
- Town and Parish Councils / Meetings within Lewes District
- Town and Parish Councils Meetings which adjoin Lewes District
- The Coal Authority
- Environment Agency
- Historic Buildings and Monuments Commission for England (Historic England)
- Network Rail Infrastructure Limited
- The Marine Management Organisation
- Natural England
- The Highways Agency
- The Homes and Communities Agency
- East Sussex Downs and Weald Primary Care Trust
- Relevant gas, electricity and telecommunications companies who operate in the District
- Relevant water and sewerage undertakers who operate in the District.

*) The South Downs National Park Authority (SDNPA) is only a specific consultation body in respect of Local Development Documents that are produced by Lewes District Council for an area that does not include any land that is in the National Park.

APPENDIX 4: LIST OF GENERAL CONSULTATION BODIES

The Council, where it believes to be appropriate, will engage with a wide variety of groups and organisations through the Local Development Document Preparation process, which will include those from the following categories:

- Lewes District Local Strategic Partnership
- Local Enterprise Partnerships
- Highways Agency
- Local Community Action Groups
- Local Civic and Amenity Groups
- Local Business Groups (For example, Chambers of Commerce and Federation of Small Businesses)
- Travellers Groups (For example Friends, Families and Travellers)
- Religious Groups (For example Churches Together in Sussex)
- Countryside and Conservation Groups at local, regional and national level (For example the CPRE, Sussex Wildlife Trust and Friends of the Earth)
- Bodies that represent the interest of disabled persons in the area (For example the Access in Seaford and Newhaven Committee)
- Rural Organisations (For example National Farmers Union)
- Older Persons groups (For example Age Concern)

All of the information listed above is correct at the time of writing and is in keeping with the Planning Regulations. Should the Planning Regulations change or if new consultation guidance is forthcoming from central government then the names and types of bodies may change.

APPENDIX 5: SPEAKING AT PLANNING COMMITTEE

The following is taken from Part 10 of the Council's Constitution – Public Speaking at Planning Applications Committee.

Introduction

The Council operates a scheme whereby interested parties have the opportunity to speak at meetings of the Planning Applications Committee. The Council considers this adds value to the planning process, offering increased involvement for the public and more informed decision-making by the Committee.

These guidance notes set out how the scheme operates and what to expect at the meeting itself. They are designed to make the system as fair and easy to operate as possible.

Scope of the Scheme

The scheme only applies to applications included on the agenda for a particular meeting. For this purpose applications include Planning Applications, Listed Building and Conservation Area Consent Applications Advertisement Applications and Tree Applications. The scheme does not apply to Enforcement matters, applications for Certificates of Lawful Use or applications where the Council is not the determining authority.

Who may speak?

Anyone with an interest in an application is able to speak and to make the system manageable, the following numbers have been agreed:

Town/Parish Council 1 representative

Ward Member/s (that are not a member of the Committee and represent that ward) No limit

Objectors Up to 3 representatives

This includes local residents and any professional representative. Amenity Societies/Residents Associations are included but do not have an automatic right to speak.

Applicant/Agent/Supporters Up to 3 representatives

Local residents, Amenity Societies etc. may also be supporters. The applicant (or nominee) will have priority in deciding who should speak.

Applicants/Agents and those who have commented on an application will be notified of the date when it is to be considered by the Planning Applications Committee so that they can register their interest in speaking (see section below on Registering an interest to speak).

Speakers are selected on a “first come, first served” basis until the above numbers have been reached. Subsequent objectors/supporters are put in touch with those who have already registered to speak so that they can agree what they want to say, either for or against an application, and who will speak.

If a Member of the Committee is also a Local Ward Member, wishes to speak against, or in support, of an application in that capacity and has registered to speak, then they are allowed to withdraw from the meetings proceedings for that item only and speak for 5 minutes on that particular item. In this event, they would not take part in the debate nor have a vote on the determination of the application on which they spoke. Having spoken, they would be required to leave the room. They then may return to the Committee to determine the remaining items.

Time limits for speakers

The maximum time for each speaker is three minutes, other than the Ward Member/s and Town/Parish Councillors who have five minutes, and this is strictly controlled with start/stop lights.

Procedure at meetings

Those who have registered their interest to speak should arrive at the venue at least 20 minutes before the start to be briefed on the procedure. The sequence of speakers is as follows:

- 1 Presentation of application by Planning Officer
- 2 Town/Parish Council representative*
- 3 Objectors (up to 3)*
- 4 Applicant/Agent/Supporters (up to 3 with Applicant having priority)*
- 5 Further clarification by Planning Officer (if required)*
- 6 Ward Member (if not on Committee)
- 7 Committee debate and decision.

** if the “Opportunity to Speak” is taken up*

Committee members are not able to question speakers directly but are permitted to ask “closed” questions to seek clarification or provide more information through the Chair only.

Speakers are asked to make verbal presentations only (unless special disability circumstances apply). If a written copy of a presentation is submitted this is included on a supplementary report, provided it is received by Planning Services not later than the day before the meeting. If an application is deferred, speakers are allowed an opportunity to speak at a subsequent meeting when the application in which they have an interest is considered again.

Venue and time of meetings

All meetings start at 5pm. Meetings of the Planning Applications Committee are held on a three weekly cycle on a Wednesday in Lewes. However, it may sometimes be necessary to change the venue to another part of the District and prior notice will be given.

Registering an interest to speak

If you wish to speak you must register your intention not later than 12 noon on the day before the Committee meeting. See:

<https://www.lewes-eastbourne.gov.uk/planning-and-building-control/planning-applications/speaking-at-planning-committee/>.

FURTHER ADVICE AND INFORMATION SOURCES

Further information and advice on planning matters is available from Lewes District Council. Please contact:

Lewes District Council Offices, Southover House, Southover Road, Lewes, BN7 1AB
(01273) 471600 www.lewes-eastbourne.gov.uk

Independent advice is available from the following sources:

The Planning Portal

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area and appeal against a decision and research government policy.

Website: www.planningportal.gov.uk

Email: support@planningportal.gsi.gov.uk

Department of Communities and Local Government (DCLG)

The DCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Website: www.communities.gov.uk

Email: contactus@communities.gsi.gov.uk

Postal Address: Fry Building, 2 Marsham Street, London SW1P 4DF

Telephone Number: 030 3444 0000

Planning Aid England (PAE)

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: www.rtpi.org.uk/planningaid

Email: advice@planningaid.rtpi.org.uk

Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

Telephone: 020 7929 9494

The Planning Inspectorate

The Planning Inspectorate processes planning appeals and holds examinations into statutory planning policy documents and the Community Infrastructure Levy (CIL).

Website: www.planningportal.gov.uk/planning/planninginspectorate

Email: enquiries@pins.gsi.gov.uk

Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000

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Lewes District Council

Meeting:	Full Council
Date:	20 July 2020
Subject:	Revised Local Development Scheme
Report of:	Councillor Emily O'Brien on behalf of the Cabinet

The Council is asked to consider the draft minute and resolution of the Cabinet meeting held remotely on **9 July 2020** as set out below.

The Council is recommended to:

- 1. Approve the Revised Local Development Scheme for the part of Lewes District outside of the South Downs National Park with effect from 20 July 2020;**
 - 2. Publish the Revised Local Development Scheme; and**
 - 3. Revoke the previous Local Development Scheme (approved by Lewes District Council on 26 November 2018).**
-

Draft minute extract

Cabinet – 9 July 2020

The Cabinet considered the report of the Director of Regeneration and Planning seeking their endorsement of the revised Local Development Scheme and recommendation to Full Council for approval.

Recommended to Full Council (Budget and policy framework):

- (1) To endorse the Revised Local Development Scheme as set out at Appendix 1 to the report, and recommend its approval by Full Council as the Revised Local Development Scheme for that part of Lewes District outside of the South Downs National Park with effect from 20 July 2020;
 - (2) To recommend to Full Council that the approved Revised Local Development Scheme is published by Lewes District Council;
 - (3) To endorse, and recommends to Full Council, the revocation of the previous Local Development Scheme (approved by Lewes District Council on 26 November 2018).
-

Reason for decisions:

To update the current Local Development Scheme to ensure that it reflects the most up-to-date position regarding the preparation of the Lewes District Local Plan in accordance with the requirements of Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

For a copy of the report please contact Democratic Services:

Tel. (01273) 471600.

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

A copy may be downloaded on the Council's website by following the link below:

<https://democracy.lewes-eastbourne.gov.uk/mgGeneric.aspx?MD=CommitteesLanding&bcr=1>

Calendar of Meetings July 2020 - May 2021



MEETING:	Day	Time	2020								2021			
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Bank Holidays				31					25,28	1			2, 5	3, 31
Elections+														6
Council	M	6pm	20		17(Th)			23			22			20(Th)
Cabinet	Th	2.30pm	9		24			12	10		4	25		
Policy and Performance Advisory Committee (replaces Scrutiny)	M	3.30pm			15(T)			3(T), 30		25		15		
Planning Applications Committee	W	5pm	1, 22	12	2, 23	14	4, 25	16	20	17	10, 31	21		26
Audit and Standards Committee	M	10am			14		16		18		8			
Employment Cttee **	M /W	2.30pm			9(W)			7(M)**				3(W)**		
Licensing Committee	Th	10am		13	24				28		11			
Devolution Committee*	Ad hoc													

Notes:

*The dates of other Committees, Sub-Committees and Panels which do not meet regularly will be announced as and when.

**It is anticipated that the Employment Committee will be replaced by a Joint Staff Advisory Committee with Eastbourne during the year – and if so the December and March meetings of the Committee will be used for the new Joint meeting and will alternate venues between Lewes and Eastbourne.

+ Scheduled Elections, May 2021 – These are anticipated to include the Police and Crime Commissioner (PPC) and East Sussex County Council Elections.

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