

Full Council

20 February 2023

Quorum: 11

Published: Friday, 10 February 2023



To the Members of the Council

You are summoned to attend a meeting of the Council to be held in the Council Chamber, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE on 20 February 2023 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.

Agenda

1 Minutes of the meeting held on 21 November 2022. (Pages 7 - 14)

To confirm and sign the minutes of the meeting of the Council dated 21 November 2022.

2 Apologies for absence.

3 Declarations of interest.

Disclosure by Councillors of personal interests in matters on the agenda, the nature of any interest and whether the Councillor regards the interest as prejudicial under the terms of the Members' Code of Conduct.

4 Announcements. (Pages 15 - 16)

To receive any announcements from the Chair of the Council, Leader 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.

5 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.

6 Questions from members of the public.

To deal with questions which members of the public may wish to put to members of the Cabinet in accordance with Council Procedure Rule 11 (if any).

7 Petitions.

To receive petitions from Councillors or members of the public in accordance with Council Procedure Rule 13 (if any).

8 Urgent decisions taken by the Cabinet or Cabinet members.

In accordance with Policy and Performance Procedure Rule 17, to receive details of any urgent decisions taken by the Cabinet or Cabinet members since the previous meeting.

9 Recommendations from Cabinet, Committees and Other Council Bodies.

(a) Council Budget and Setting of the Council Tax 2023/24. (Pages 17 - 50)

Report of the Chief Finance Officer and the Cabinet Member for Finance and Assets on behalf of the Cabinet. Referred from Cabinet on 2 February 2023, incorporating the recommendations from the Cabinet reports on:

- General Fund Revenue Budget 2023/24 and Capital Programme.
- Treasury Management and Prudential Indicators 2023/24, Capital Strategy and Investment Strategy.
- Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2023-26.

Please note that the Local Authorities (Standing Orders) (England) Amendment) Regulations 2014 requires named votes to be taken and recorded when setting the annual budget and council tax, including on substantive motions and any amendments.

(b) Local Council Tax Reduction Scheme 2023/24. (Pages 51 - 52)

Report of the Cabinet Member for Finance and Assets on behalf the meeting of Cabinet on 8 December 2022.

(c) Approval of Licensing Fees 2023/24. (Pages 53 - 60)

Report of the Chair of the Licensing Committee on behalf of the Committee, referred from the meeting of Licensing Committee held on 12 January 2023.

Note - some presentational changes have been made to Appendix 1 since presented to the Licensing Committee (shown highlighted) to provide greater transparency on the 1 year private hire licence fees available, the total fees applicable for a new driver, and the fee for an English Test resit.

10 Appointment of the Monitoring Officer. (Pages 61 - 64)

Report of Chief Executive.

11 Notices of motion.

(a) Motion - Rights of the River. (Pages 65 - 66)

Motion submitted by Councillor Matthew Bird.

12 Calendar of Meetings 2023-24. (Pages 67 - 68)

To agree the proposed Calendar of Meetings for 2023/24.

Please note: The Council dates will be subject to final approval at the annual meeting of the Council, in accordance with legislation.

13 Written questions from Councillors.

To deal with written questions which Councillors may wish to put to the Chair of the Council, Cabinet Member or the Chair of any Committee or Sub-Committee in accordance with Council Procedure Rule 12 (if any).

14 Questions to the Leader of the Council.

To deal with questions (if any) which councillors may wish to put to the Leader of the Council. It will be at the Leader's discretion to re-direct questions to relevant Members of the Cabinet. A Councillor wishing to raise a question must notify the Chair of the Council of the text of the question prior to the commencement of the meeting. (NB This item is limited to a maximum of 5 questions, with no more than 1 question being asked per Councillor. If a question requires a detailed or technical response, the Leader may decide that a written response is more appropriate).

15 Ward issues.

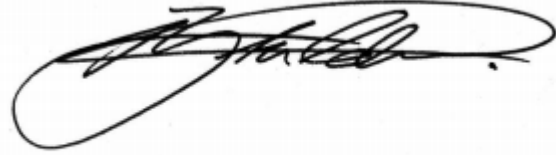
To deal with ward issues which Councillors wish to raise in accordance with Council Procedure Rule 19 (if any).

16 Reporting back on meetings of outside bodies. (Pages 69 - 78)

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

17 Date of Next Meeting.

The next meeting is scheduled to take place on 22 May 2023 at 6 pm.



Robert Cottrill
Chief Executive

Information for the public

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

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

Public participation: Up to 30 minutes will be allowed at ordinary meetings of the Council during which members of the public may ask questions of Cabinet members. Questions must be received by midday 3 working days before the day of the meeting and include the name and address of the questioner and the organisation they represent (if applicable), and the name of the Cabinet member to whom it is to be put. No more than 3 questions are allowed but person or per organisation. Please contact Democratic Services (see end of agenda) for further information.

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).

Councillor right of address: A member of the Council may ask the Chair, the Leader, a Cabinet member, the Chair of any committee or sub-committee, or a member of the

Council to any external body or joint authority a question on any matter in relation to which the Council has powers of duties of which affects the district.

A member must give notice of the written question to Democratic Services in writing or by electronic mail no later than close of business on the fourth working day before the meeting at which the question is to be asked.

Democratic Services

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

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

Council website: <https://www.lewes-eastbourne.gov.uk/>

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Full Council

Minutes of meeting held in Council Chamber, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE on 21 November 2022 at 6.00 pm.

Present:

Councillor Adrian Ross (Chair).

Councillors Graham Amy (Vice-Chair), Sam Adeniji, Robert Banks, Nancy Bikson, Matthew Bird, Liz Boorman, Christine Brett, Julie Carr, Ciarron Clarkson, Roy Clay, Phil Davis, Sharon Davy, Lynda Duhigg, Isabelle Linington, Jim Lord, Sylvia Lord, James MacCleary, Sean MacLeod, Imogen Makepeace, William Meyer, Zoe Nicholson, Emily O'Brien, Laurence O'Connor, Nicola Papanicolaou, Christine Robinson, Geoff Rutland, Richard Turner, Steve Saunders, Christoph von Kurthy and Linda Wallraven.

Officers in attendance:

Robert Cottrill (Chief Executive), Kate Slattery (Solicitor), Sarah Lawrence (Committee Team Manager), Simon Russell (Head of Democratic Services), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Ola Owolabi (Deputy Chief Finance Officer - Corporate Finance), Jennifer Norman (Committee Officer, Democratic Services) and Tim Whelan (Director of Service Delivery).

32 Minute of Silence

The Council paid tribute to the following former Councillors, who had died since the last meeting of the Council: Jackie Harrison-Hicks (who had served as a Conservative District Councillor for Peacehaven East between 2003 and 2019), Josephine Lewry (who had served as a Liberal Democrat District Councillor for Newhaven Denton between 1991 and 2007) and Bob Allen (who had served as a Liberal Democrat District Councillor for Seaford South between 2007 and 2015).

In addition, the Chair advised that today marked the 2 year anniversary of the tragic incident that struck in Newhaven with the sinking of the Joanna C, and that it was important for the Council to take the opportunity to remember the lives lost.

The Council held a minutes' silence in memory of the former Councillors and the fishermen who had died.

33 Minutes

RESOLVED – To approve the minutes of the meeting held on 18 July 2022.

34 Apologies for absence

Apologies for absence were received from Councillors Burman, Collier, Denis, Gauntlett, Jones, Manley, Maskell, O’Keeffe, Peterson and Rigden.

It was noted that Councillor Banks would arrive a few minutes late.

35 Declarations of interest

Councillor Banks declared a personal interest in Item 11B, Motion: Reducing HGV traffic affecting villages and narrow unsuitable roads, as an employee of the Local Government Association, whose research was mentioned in the written preamble to the motion.

36 Announcements

The Chair advised that a list of his engagements as Chair of the Council held since the last meeting were set out in the agenda. There were no other announcements.

37 Urgent items

There were no urgent items.

38 Questions from members of the public

There were no questions from members of the public.

39 Petitions

There were no petitions

40 Urgent decisions taken by the Cabinet or Cabinet members

There had been not urgent decisions taken by the Leader of the Council under special urgency procedures since the last meeting.

41 Member Attendance

The Chair advised that there were two members, Councillor Gauntlett and Councillor Jones, who were currently suffering with ill health. The Chair wished them a speedy recovery.

Councillor MacCleary moved and Councillor Linington seconded a proposal to approve the absence of Councillor Gauntlett and Councillor Jones from attendance at meetings, due to their current ill health, for a period of up to six months commencing on 21 November 2022 or until the date of the next district election, whichever is the earlier.

The proposal was put to a vote and carried unanimously.

RESOLVED -

To approve the absence of Councillor Gauntlett and Councillor Jones from attendance at any Full Council, committee or sub-committee meeting of Lewes District Council pursuant to Section 85(1) of the Local Government Act 1972, due to their current ill health, for a period of six months commencing on 21 November 2022, if needed, or until the date of the next District election, whichever is the earlier.

(Councillor Banks arrived in the meeting at the start of this item and took part in the vote).

42 Notices of motion.

The Chair advised that there were four notices of motion on the agenda, and he outlined the procedure to be followed when debating motions.

42a Motion - Rent to Buy

Councillor Davy moved and Councillor Saunders seconded the motion as set out in the agenda papers in support of the Rent to Buy being specified as an option available for provision of affordable housing in the local plan.

The motion was debated by the Council. There was support for the motion from across the Council, as it was promoting 'rent to buy' as one of a number of options available to the Council for provision of affordable housing, rather than the only option.

The motion was put to a vote and carried unanimously.

RESOLVED – That in accordance with the current National Planning Policy Framework: Annex 2: Glossary Affordable Housing section d), rent to buy is included as an option in the refreshed Supplementary Planning Document that will accompany the new Local Planning housing strategic policies.

(Councillor Adeniji left the meeting at the end of this item).

42b Motion - Reducing HGV traffic affecting villages and narrow, unsuitable roads

Councillor O'Brien moved and Councillor Clarkson seconded the motion as set out in the agenda papers to support ways to reduce the impact of HGV traffic affecting villages and narrow and unsuitable roads.

The motion was debated by the Council. Some Councillors indicated that they could support the part of the motion related to installation of commercial sat navs but could not support the motion as a whole. It was confirmed that it was not possible to have a separate vote on just one part of the proposal. Some concern was expressed on the impact of the motion on deliveries to rural communities; in response, Councillor O'Brien advised that what was proposed

would not affect deliveries.

The motion was put to a vote and carried by 18 votes to 0, with 12 abstentions.

RESOLVED –

1. To ask the Cabinet Member for Planning and Infrastructure to write to Government Transport Minister Mark Harper, asking for the Minister's view on the Local Government's Association's call for HGVs to be required to use commercial satnavs, and expressing this council's support for such a measure;
2. To ask the Cabinet Member for Planning and Infrastructure to write to East Sussex County Council to express this Council's support for the campaign for a strategic lorry route network, similar to the one already adopted by West Sussex; and
3. To ask Council officers to expand the current validation requirements for planning applications for major development, so that routing away from narrow, unsuitable and residential roads and away from villages becomes an integral feature of any planning permission discussed or granted, and is thought about at the earliest possible stage.

42c Motion - Gambling advertising in football

Councillor Macleod moved and Councillor Makepeace seconded the motion as set out in the agenda papers in support of the motion against gambling advertising in football and its impact on the District.

The motion was debated by the Council. The majority of Councillors were supportive of the motion, in particularly recognising the impact of gambling advertising on young people and on mental health, and it was a timely discussion with the start of the World Cup. Some, whilst supporting the sentiment, but did not think it was an appropriate subject for a District Council motion.

The motion was put to a vote and declared carried by 26 votes to 0, with 4 abstentions.

RESOLVED:

1. To express the Council's concern on the influence of gambling in all levels of football;
2. To endorse the action being taken by every local football club in the Lewes District in the support of the [Big Step Campaign](#) which calls for football to drop its unhealthy relationship with gambling;
3. To ask the Council Mental Health Champion and Leader of the Council to write to the Director of Public Health for East Sussex noting the Council's concern about the influence on gambling in football, and ask that the Director of Public Health investigates the effects gambling has on our local community and report back to the Council on actions being taken to address these effects; and
4. That the Council Mental Health Champion writes to the Department of Culture media and Sport and asks them to publish the 2-year delayed

Gambling White Paper as soon as possible.

42d Motion - Fracking and the Fossil Fuel Non-Proliferation Treaty

Councillor O'Brien moved and Councillor Banks seconded the motion as set out in the agenda papers in opposition to fracking and in support of the fossil fuel non-proliferation treaty (FFNPT).

The motion was debated by the Council. Some Councillors advised that they could support opposition to fracking in the district, but did not support the FFNPT at this time, and called instead for local practical actions towards net zero. Other Councillors supported both the motion and actions being taken locally. It was confirmed that it was not possible for Councillors to vote on just part of the motion.

The motion was put to a vote and carried by 19 votes to 0, with 11 abstentions.

RESOLVED –

1. To oppose, as a matter of Council policy, any initiatives with an impact on Lewes District to develop fracking for shale gas and any other fossil-fuel extraction;
2. To endorse the call for a Fossil Fuel Non-Proliferation Treaty; and
3. To instruct the Cabinet Member for Sustainability to write to UK government ministers and our local MPs to ask them to maintain the ban on fracking and to support the Fossil Fuel Non-Proliferation Treaty.

43 Written questions from Councillors

One written question had been received in accordance with procedure rule 12 from Councillor Saunders to the Leader of the Council.

Councillor Saunders read out the preamble as set out in the agenda supplement and asked the following question:

“As Leader, can you ask the Director of Service Delivery and his team to investigate further the property at Kendal Court to see if it can provide temporary housing. If does not meet the current criteria set by our Housing Needs Department, can it be considered if there is a way to make the site work better for our community and our most vulnerable families and individuals, as we enter a period of hardship and uncertainty. Can you ask Officers to consider working with the current owners, on any changes that can be undertaken, to bring the facilities up to the required standards, in readiness for an almost inevitable need?”

Councillor MacCleary (Leader of the Council) responded that he did not consider that Kendal Court was fit for the provision of any sort of temporary housing, as a poorly converted office block, and that he had been part of the campaign to stop it being used by Brighton and Hove Council. He advised that Lewes District Council did not have the need for emergency accommodation

places of the type available there. The Council's need was for one, two and three bed homes, which it was progressing with building across the District, and would continue to build.

Councillor Saunders thanked the Leader for the response, and asked if officers had visited the site, and if the Council could engage with the owners to see what the site could be used for or if it could be purchased?

Councillor MacCleary confirmed that Officers and Councillors had visited Kendall Court and it was not suitable for housing, and the conditions of the building and lack of support had resulted in difficulties experienced by residents there. However, he agreed that if the owners wished to approach the Council about the future of the site, they were welcome to do so.

44 Questions to the Leader of the Council

There were no questions put to the Leader of the Council.

45 Ward issues

There had been no ward issues submitted for the meeting.

46 Reporting back on meetings of outside bodies

The following reports had been received on outside bodies set out in the agenda and were noted:

- East Sussex County Council (ESCC) Health Overview Scrutiny Committee (HOSC) (Councillor Brett)
- Wave Leisure Trust – Councillor O'Connor
- Armed Forces Champion – Councillor Davy
- South Downs National Park Authority – Councillor Meyer
- Lewes Citizens Advice Bureau– Councillor Makepeace
- Sussex Downs Line Steering Group – Councillor O'Brien
- LGA People and Places Board – Councillor O'Brien
- South East Councils – Councillor O'Brien
- South East Councils SE Summit – Councillor O'Brien
- Team East Sussex (SELEP) – Councillor Nicholson
- Newhaven Town Deal Board – Councillor Nicholson
- Greater Brighton Economic Board – Councillor Nicholson

Further to her Armed Forces written update, Councillor Davy read out information regarding Councillor Jones, who had served as Squadron Leader Tom Jones in the Falklands, 40 years ago. This included information about his experience of war, serving on a chinook helicopter, which following a 120 mph crash into the sea had left him with long lasting vertebrae damage, and paid tribute to his bravery and service, and that of other armed forces personnel.

Councillor Brett advised that the minutes of the East Sussex Health Overview

and Scrutiny Committee of 22 September 2022 had now been published and encouraged members to read them for a fuller detail of what was discussed and agreed.

Councillor Makepeace advised that since her update on the Lewes Citizens Advice Bureau, its AGM had taken place. She reported that CAB was offering face to face sessions every day in the district. CAB has also indicated its need to plan for a new Lewes location, and asked for early notice of when it would need to move out of Southover House. The CAB had a new website, and all Councillors were encouraged to promote it: www.lewesdistrictca.org.uk.

Resolved – To note the outside body updates.

47 Date of next meeting

It was noted that the next scheduled meeting would be held at 6 pm on Monday 20 February 2023.

The meeting ended at 8.18 pm

Councillor Adrian Ross (Chair)

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Agenda Item 4



Lewes District Council

Southover House
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Lewes
East Sussex BN7 1AB

Civic & Member Services Officer:
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CHAIR Councillor Adrian Ross
VICE-CHAIR Councillor Graham Amy

CHAIR'S ENGAGEMENTS 21 November 2022 – 20 February 2023

Date	Time	Event
Saturday 26 November	1pm	Chair: To attend a Theme of Office visit to Seaford Repair Café at the Mercread Centre, Seaford
Thursday 1 December	5.30pm – 8.30pm	Chair: To host the Santa's Grotto for Lewes Late Night Shopping at Lewes House, Lewes
Sunday 4 December	3pm	Chair: To attend HOMELINK's Christmas Concert by the Ashdown Singers at St Thomas More Church, Seaford
Weds 14 December	6-8pm	Chair: To attend the Chairman of East Sussex County Council's Christmas Reception at Blackstock Country Estate, Hellingly
Friday 16 December	5.30pm	Chair and Consort: To attend the opening night of 'Jack and the Beanstalk' at the Royal Hippodrome, Eastbourne
Monday 19 December	7pm	Chair: To attend the Mayor of Seaford's Carol Service at Seaford Baptist Church, Seaford
Thursday 26 January	5-6pm	Chair: To attend the Launch of the Lewes Holocaust Memorial Day Group's programme of events in Lewes hosted by the Mayor of Lewes at Lewes Town Hall

Date	Time	Event
Friday 27 January	6pm – 7pm	Chair: To attend a Lantern-lit Vigil for Holocaust Memorial Day and to say some words of welcome, hosted by the Lewes Holocaust Memorial Day Group at Cliffe Bridge, Lewes

Meeting: FULL COUNCIL

Date: Monday 20 February 2023

Subject COUNCIL BUDGET AND SETTING OF THE COUNCIL TAX FOR 2023/24

Report of: Councillor Zoe Nicholson (Leader and Portfolio Holder for Finance and Assets)

The Council is asked to consider the reports to Cabinet and also the Cabinet minutes and resolutions from the meeting held on 2 February 2023.

The budget book 2023/24 will be circulated to all Members of the Council, once the budget has been formally adopted. A copy will be on the Council's website for public inspection purposes.

The reports may also be viewed on the Council's website at:
[Agenda for Lewes District Council Cabinet on Thursday, 2nd February, 2023, 2.30 pm \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk/agenda-for-lewes-district-council-cabinet-on-thursday-2nd-february-2023-2-30-pm)

Please contact Democratic Services (see below for contact details) in the first instance if you require a printed copy of any of the reports.

In order to comply with Section 25 of the Local Government Act 2003; the Authority's Chief Finance Officer is required to report on the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed reserves. A statement covering this requirement is attached at Appendix 1.

The resolutions in this report, which must include the requirements of all precepting authorities, are based on the budgets approved by the East Sussex County Council, East Sussex Fire Authority and the Sussex Police and Crime Commissioner.

A summary of the demand on the Collection Fund is as follows:

Authority	2023/24			Change Over 2022/23	
	Precept/Demand		Band D Council Tax	Band D Council Tax	
	£	%	£	£	%
Lewes District Council:					
Council Tax Requirement (incl: Special Expenses*)	8,383,397	9.28%	221.55	2.02	0.92%
Town and Parish Councils	4,863,707	5.38%	128.54	4.26	3.42%
Total Lewes District Council	13,247,104	14.66%	350.09	6.28	1.83%
East Sussex County Council	64,092,376	70.92%	1,693.80	80.46	4.99%
Sussex Police and Crime Commissioner	9,078,050	10.05%	239.91	15.00	6.67%
East Sussex Fire Authority	3,949,295	4.37%	104.37	5.00	5.03%
Total	90,366,825	100.00%	2,388.17	106.74	4.68%
*Special Expenses					
Council Tax to be levied on all LDC taxpayers	7,723,052	-	204.10	2.02	1.00%
Total amount to be charged as Special Expenses	660,346	-	17.45	0.00	0.00%
LDC Council Tax Requirement	8,383,397	-	221.55	2.02	0.92%

The Council has adopted a system of 'Special Expenses' in respect of the cost of General Fund Open Spaces. In setting the basic amount of the Council Tax for 2023/24, it is necessary for the Council to determine the costs which are to be its Special Expenses for the year, with all other costs being charged as its 'General Expenses'.

After consideration of the foregoing, **the Council is asked to approve the following:**

Recommendations:

1. To approve the recommendations as detailed in the reports from the Chief Finance Officer to Cabinet on 2 February 2023 as summarised below:
 - (i) To approve the General Fund budget for 2022/23 (Revised) and 2023/24 (Original). An increase in the Council Tax for Lewes District Council of 1% (per annum) resulting in a Band D charge for general expenses of £204.10 for 2023/24.
 - (ii) To approve the revised General Fund capital programme 2023/24.
 - (iii) To note the Section 151 Officer's sign off as outlined in the Cabinet Report and at Appendix 1.
 - (iv) To approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24.
 - (v) To approve the Minimum Revenue Provision Policy Statement for 2023/24.
 - (vi) To approve the Prudential and Treasury Indicators for 2023/24 to 2025/26.
 - (vii) To approve the Capital Strategy.
 - (viii) To endorse the continuation of the Flexible use of Capital Receipts.

- (ix) The Council introduce from 1 April 2024 a new discretionary council tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.
- (x) To approve the Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2022/23 and the budget for 2023/24, rents and service charges and the HRA Capital Programme, including:
- That social and affordable rents (including Shared Ownership) be increased by 7% in line with Government policy;
 - That private sector leased property rents are increased by 7% (mirroring the approach to social and affordable rents);
 - That garage rents are increased by 7%.
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 2 February the Business Rates return to the Government (NNDR1) has been finalised with no changes to the previous net budget assumptions.
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 Expenses 2023/24 £
Lewes	353,377
Newhaven	139,035
Telscombe	59,480
Seaford	60,396
Peacehaven	42,360
Chailey	1,149
Ringmer	4,548
Total Special Expenses	660,346

5. That consequent upon a General Fund budget of £8,383,397 and other matters, the basic amount (Band D) of Council Tax for the District Council's functions will be £221.55 calculated as follows:

Gross Expenditure	£	£
District Gross Expenditure		53,941,503
Special Expenses		660,346
Parish Precepts		4,863,707
Total		59,465,555
Less Income:		
Service Income	(38,998,754)	
Business Rate Income	(4,899,754)	
Other Government Grants	(1,642,734)	
Collection Fund Surplus (Council Tax)	(448,000)	
Contributions To / (From) Reserves	(229,209)	
Total		(46,218,451)
Total Council Tax Requirement (including Parish Precepts)		13,247,104
Total Council Tax Requirement		8,383,397
Band D Council Tax (including Parish Precept)		£350.09
Band D Council Tax (including Special Expenses)		£221.55
Band D Council Tax (no special items)		£204.10

The statutory resolutions relating to this matter are given at paragraphs 6 and 7 below.

6. That it be noted that at its meeting on 2 February 2023 Cabinet approved the following calculations for the year 2023/24, being made in accordance with regulations made under Sections 31(B)(4) and 34(4) of the Local Government Act 1992, as amended:
- a) 37,839.4 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) The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as amended, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate can be found in Appendix 2 – Table A.

7. That the following amounts be now calculated by the Council for the year 2023/24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

A	£59,465,555	being the aggregate of the amounts which the Council estimates for the items set out in Section 31 A (2) of the Act.
B	£46,218,451	being the aggregate of the amounts which the Council estimates for the items set out in Section 31 A (3) of the Act.
C	£13,247,104	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 31 A (4) of the Act as its Council Tax requirement for the year.
D	£350.09	being the amount at 5 (C) above, all divided by the taxbase of 35,294.8, 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	£5,524,053	being the aggregate amount of all special items referred to in Section 43 (1) of the Act
F	£204.10	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 dwellings in those parts of its area to which no special items relate.

- (g) Table C in Appendix 2 being the amounts given by adding the amount at 7(c) 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 Table A (Appendix 2) for each area, 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) Table D in Appendix 2 being the amounts given by multiplying the amounts at 7(g) (Appendix 2 – Table C) 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 Authority and Sussex Police and Crime Commissioner 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 Table E in Appendix 2.

9. That having calculated the aggregate in each case of the amounts at 6 and 7 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts as set out in Table F in Appendix 2, the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings as shown in Table F (Appendix 2).
 10. To determine that the Council's basic amount of Council Tax for 2023/24 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.
 11. As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount (and increase) of Council Tax for 2023/24 is excessive (as set out in Table G – Appendix 2) and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.
-

For a copy of the report please contact Democratic Services, Telephone (01323) 415023, Email: committees@lewes-eastbourne.gov.uk

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Appendices:

Appendix 1 - Section 25 Statement of the Chief Finance Officer.

Appendix 2 – Detailed Tax Tables 2023/24

Appendix 3 - Cabinet Minute Extract, 2 February 2023, General Fund Budget 2023/24 and Capital Programme.

Appendix 4 – Cabinet Minute Extract, 2 February 2023, Treasury Management and Prudential Indicators 2023/24, Capital Strategy and Investment Strategy.

Appendix 5 – Cabinet Minute Extract, 2 February 2023, Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2023-26.

Section 25 – Statement of the Section 151 Officer

1. Introduction

1.1. The Chief Financial Officer is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under Section 25 of the 2003 Local Government Act which states the following:

a) Where an authority to which Section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or Section 85 of the Greater London Authority Act 1999 (c.29) (Great London Authority) applies is making calculations in accordance with that section, the Chief Finance Officer of the authority must report to it on the following matters:

- The robustness of the estimates made for the purposes of the calculations, and
- The adequacy of the proposed financial reserves.

b) An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made. This includes reporting and considering:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions.
- The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.

1.2. CIPFA published a new Financial Management (FM) Code in October 2019. One of the 17 standards included in the new Code is 'the budget report includes a statement by the chief financial officer on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves.' The first full year of compliance with the new FM Code was 2021/22. This is a good practice approach that the Council will follow, and the statement is updated in light of the prevailing circumstances and assessment of relevant risks each financial year.

1.3. This statement must be considered and approved by full Council as part of the budget approval and Council Tax setting process.

1.4. This document concentrates on the General Fund budget, the Housing Revenue Account and Capital Investment Programme, but in addition it also considers key medium-term issues faced by the Council.

1.5. **The importance of this overall approach and need for prudent and realistic levels of reserves** and provisions was brought sharply into focus by firstly the impact of COVID-19 on both the finances and operations as well as the further implications of UK's exit from European Union and presently the

general health of global and more specifically UK economy on the Local Government Sector throughout 2020/21 to 2022/23.

2. Assurance Statement of the Council's Section 151 Officer

2.1. The following are the summary assurances and recommendations of the Council's Section 151 Officer (currently Director of Finance & Performance and the Chief Finance Officer). They must be read in conjunction with the supporting statement in this Appendix, which together make up the Section 151 Officer's statutory duty to report under Section 25 of the Local Government Act 2003.

2.2. In relation to the 2023/24 General Fund Revenue budget, I have examined the budget proposals and I believe that, whilst the spending and service delivery proposals are challenging and to some degree uncertain, they are nevertheless achievable given the political and management commitment to control cost and stay within their approved budgets. **Good management and the sound monitoring of performance and budgets will be essential.** I am satisfied that sufficient management processes exist within the Council to deliver this budget and to identify and deal with any problems which may arise unexpectedly during the year.

2.3. The key process risks in making the above statement are the level of resources within the Council dedicated to providing financial support services and advice to managers, which will need the finance teams to be focused on key risk budgets.

2.4. My recommendations are also conditional upon:

a) The Council continuing to assess, learn, report, and respond appropriately to the existing and emerging financial pressures across all aspects of its operations but in particular its locally generated income from fees and commercial portfolio.

b) The Council approving the updated Medium Term Financial Strategy for 2023/24 to 2026/27

c) A recognition in the medium-term planning approach that **the level of reserves and corporate risk assessment need to be regularly reviewed** in the light of changing circumstances and that it may not be possible to match the two at any single point in time. **The Council needs to show a commitment to maintain reserves at a level which provides adequate cover for most identified risks during the planning period.** This approach is pragmatic and shows a clear commitment to prudent contingency planning.

d) It must be noted, however, that the recommended levels of reserves could still leave the Council exposed to the very exceptional risks identified in this

review and, if all those risks crystallised at the same time, then the total level of reserves could be inadequate.

e) Cabinet Members, Chief Executive, Strategic Directors and managers **not exceeding their cash limits for 2023/24** (and future years covered by the Medium Term Financial Strategy).

f) Taking every opportunity to meet the Reserves Policy as a first call on outturn underspends.

g) Not considering further calls on reserves other than for those risks that have been identified, those that could not have been reasonably foreseen and that cannot be dealt with through management or policy actions. The exception to this is where the Reserves Policy (introduced in Sept 2021) is met. Even in those circumstances, it is not prudent to finance ongoing spending from one-off reserves.

2.5. Any excess reserves should be targeted towards business transformation (including redundancies and invest to save initiatives), key services particularly housing need, environmental services, contributions to support asset maintenance, Local Government funding changes and the impacts of significant changes in national policy.

h) Where there is a draw-down on reserves, which causes the approved Reserves Policy to be off target, that this is **replenished as part of a revised Medium Term Financial Strategy**.

i) That the Council has arrangements and resources in place to consider and assess value for money across the delivery of all its services and operations in preparation for future years' budgets.

2.6. In relation to the adequacy of reserves, I recommend the following Reserves Policy based on internal financial risk assessment. The Reserves Policy is reviewed annually and adjusted in the light of the prevailing circumstances.

a) An absolute minimum level of unallocated General Fund reserves of £2m is maintained throughout the period between 2023/24 to 2026/27.

b) An optimal level of unallocated General Fund reserves of £4m over the period 2023/4 to 2026/27 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances.

c) A maximum recommended level of unallocated General Fund reserves of £5m for the period 2023/24 to 2026/27 to provide additional resilience to implement the Medium Term Financial Strategy.

d) To remain within the recommended level of reserves over the relevant period of 2023/24 to 2026/27.

2.7. The estimated level of unallocated General Fund reserves at 31 March 2023, based on current projections is £3.95m depending on the final outturn position. Therefore:

- a) The absolute minimum level of reserves of £2m is currently being achieved.
- b) The optimal level of reserves of £4m criteria is being achieved for 2022/23, if departments spend against revised budget as currently projected.
- c) The maximum level of unallocated reserves of £5 m is not being exceeded.
- d) Reserves should remain within the recommended range of reserves during 2023/24. This is subject to the cash limited budget for 2023/24 being met.

2.8. These recommendations are made based on:

- a) The risks identified by the Chief Executive and Strategic Directors reviews of their budgets.
- b) My own enquiries during the development of the current budget proposals.
- c) The resilience and sustainability required to deliver the Medium Term Financial Strategy.
- d) One-off unallocated reserves not being used to fund new on-going commitments.
- e) That the reserves in 2023/24 and the foreseeable future are used only if risks materialise and cannot be contained by management or policy actions.
- f) That where reserves are drawn down, the level of reserves is maintained in line with the latest Medium Term Financial Strategy.

2.9. There are also serious exceptional risks which, if they crystallise, could significantly impact the Council's reserves, and leave its financial standing seriously in question. These include:

- a) The potential for unforeseen Council owned infrastructure issues.
- b) The provision for pay awards to be kept under review in view of the rising inflationary costs, strike actions and pay demands in 2023/24.
- c) The Waste Management is one of the largest areas of expenditure for the Council where there is a considerable volatility, new legislative and environmental requirements, which will potentially add extra risks and costs nationally in the market, any implications for the Council will be considered by the Cabinet in due time.
- d) The financial implications from the Care Act, adult social care and other welfare reform changes or other associated Housing legislation.
- e) The risk surrounding the non-delivery of savings and exceeding investment proposals within the Recovery and Stabilisation budget package for 2022/23.
- f) The financial uncertainty for the public sector arising from the prevailing and continuing national and local conditions.
- g) The risk of further significant reductions in income and Government grant funding, particularly in relation to:

- Growth and decline in the Council's Tax base and Business Rates base.
 - Business Rates appeals from the 2017 revaluation.
 - The Local Council Tax Support Scheme with reduction in subsidy funding and no protection for caseload increases.
 - Further changes to the way in which Local Government is financed given the Government's intended Local Government reform in 2022/23 as part of its 'Levelling Up' agenda and potential redistribution of existing funding levels to other local authority areas from 2023/24.
 - Future Government changes in policy and funding for Local Government, particularly the unknown impact of the next Spending Round in 2024.
 - The need to address the Country's ongoing Public Sector pay and strike actions.
 - The need to address the Country's ongoing Public Sector Borrowing Requirement (PSBR) and the structural financial deficit.
 - The ongoing economic impact of the withdrawal of the UK from the European Union.
 - The ongoing impact of the Ukraine Russia conflict on global and UK economy.
- i) Insurance Claims.

Housing Revenue Account

2.10. In relation to the Housing Revenue Account (HRA) in 2023/24 and the medium to long term:

- a) Given the current status of housing management provision the recommendation is that general reserves be maintained within the at the target figure of £2.3m.
- b) A 2023/24 budget has been formulated to maintain a balanced HRA.
- c) Forward projections for the HRA beyond 2023/24 are being remodelled following the introduction of a rent cap of 7%.
- d) In addition, this is linked to the HRA's own Medium Term Financial Strategy for the period 2023/24 to 2026/27.

2.11. The current position demonstrates that it is possible to:

- Maintain a balanced HRA throughout that 2023/24.
- Meet current level of capital investment, and

- Meet the revenue cost of required debt.

2.12. **Capital Investment Programme 2022/23 to 2026/27** (including commitments from previous years and new starts):

- The HRA Capital Programme will need to be contained within the total programme cost.
- The General Fund Capital Budget is considerable and is based on the best information available in terms of project costs. What is less certain is the actual phasing of expenditure and any material increases in the costs caused by the supply and labour shortage.
- The key strategic schemes identified in the Capital Investment Programme will be closely monitored in-year.
- That the funding identified for the approved Capital Investment Programme is delivered and is proportionate, prudent, affordable, and sustainable.

2.13. In relation to the medium to long term Capital Investment Programme:

- The delivery of the agreed Capital Strategy and Asset Management Plan is a critical priority to enable the matching of resources to needs and priorities.

Assurance

2.14. Given all these factors, I, as the Council's Section 151 Officer, consider the estimates for 2023/24 to be sufficiently robust and recommend for approval by the Council. I am also able to advise the Council that the level of General Fund Reserves is adequate and to recommend a Reserves Strategy which is achievable for 2023/ 24.

3. Supporting Statement

3.1. Process

- 3.1.1. Budget estimates are exactly that – estimates of spending and income made at a point in time and which will change as circumstances change. **This statement about the robustness of estimates cannot give a 100% guarantee about the budget but gives Members reasonable assurance that the budget has been based on the best information and assumptions available at the time.**
- 3.1.2. To meet the requirement on the robustness of estimates several key processes have been put in place, including:
 - The issuing of clear guidance to Services on preparing budgets.
 - The development of a Council wide risk assessment.
 - The use of extensive budget monitoring and its escalation process to identify risks.

- d) The Council's S151 Officer providing advice throughout the process of budget preparation and budget monitoring.
- e) The Chief Executive and Strategic Directors review of their budgets and appropriate sensitivity analysis.
- f) A review of all budget proposals and implications by Corporate Management Team(CMT) from September 2022 to January 2023.
- g) A review of budget proposals and implications by Cabinet Members from November 2022 to January 2023.
- h) Enquiries made directly by the Section 151 Officer and Finance Officers.

3.1.3. Notwithstanding these arrangements, which are designed to rigorously test the budget throughout its various stages of development, **considerable reliance is placed on the Chief Executive, Strategic Directors and Senior Managers having proper arrangements in place to identify issues, project costs, service demands, income levels, to consider value for money and efficiency, and to implement changes in their service plans.** These arrangements are supported by appropriately qualified financial staff.

3.1.4. A summary of the key budget assumptions considered by Services and financial staff in terms of assessing the robustness of their budgets are shown below:

- a) The treatment of inflation and interest rates.
- b) The treatment of demand led pressures.
- c) The treatment of efficiency savings/productivity gains.
- d) The financial risks inherent in any significant new funding partnerships, major outsourcing deals, or major capital developments.
- e) The availability of other funds to deal with major contingencies.
- f) The Service's track record in budget and financial management.
- g) The Service's capacity to manage in-year budget pressures.

3.1.5. The full key budget assumptions and comments by the Chief Executive and Strategic Directors have been used in constructing all budget proposals.

3.1.6. Corporate and service processes are under continuous review and improvement. Over the last few years there has been a sustained emphasis on a robust scheme of budget monitoring with an improved reporting format to Cabinet and Members since 2020/21, which will be further improved in 2023/24. Additionally, the regular review and monitoring of the annual budget savings that was introduced by the Chief Finance Officer will continue in 2023/24.

3.1.7. There are also plans in place for the continuous improvement and development of the Financial systems. This will strengthen the authority's capacity and ability to monitor more effectively the overall budget. Continual improvement in these processes will also assist in the prevention or at least the earlier identification of issues to be dealt with in the budget and Medium Term Financial Strategy and allow for any in-year rebalancing to be undertaken as soon as possible if required. Nevertheless, in preparing a comprehensive budget for such a complex Organisation, unforeseen issues will undoubtedly still arise throughout the year and in the future.

3.2. Robustness of Estimates - General Fund Revenue Budget

3.2.1. The 2023/24 budget and the Council's Corporate Plan set out the roadmap to target our financial resources to delivering better outcomes and effectively manage risks. In addition to improving efficiency, there are clearly choices for the Council in this respect:

- a) To increase financial resources to meet demand and reduce risk, and/or
- b) To reduce (where possible) service levels and standards, frequency of service delivery, and eligibility for services.

3.2.2. As part of developing the budget, Members of the administration have considered these options and the outcome of these deliberations are reflected in the proposed overall budget package.

3.2.3. Most notably **the Council has had to address major cost increases** and pressures as well as corporate priorities including:

- a) Employee costs.
- b) Demand led costs.
- c) The cost of capital financing within the capital programme.
- d) Shortfalls in income and grant income.
- e) Inflation.

3.2.4. The factors and risks considered in developing the proposed budget and recommendations on reserves are contained in each of the Strategic Directors proposals surrounding their Service budget.

3.2.5. These assumptions will require the forecasts for future years to be reviewed early in each financial year leading to more detailed budgets during the autumn of each financial year.

3.3. Financial Sustainability Strategy

3.3.1. The Council has previously developed a high-level medium-term strategy that is designed to frame its financial future and intentions. This strategy helps set the context for the annual , guide the Council's approach to maximising resources, prioritising investment and the effective targeting

of resources to deliver the ambitions and outcomes contained within the Corporate plan.

3.3.2. Its primary purpose is to outline the Council's approach, desire, and commitment to achieving financial sustainability by embracing the area's economic potential, growing our local tax base and increase sustainable income capabilities.

3.3.3. Given the unprecedented circumstances and challenges caused by COVID-19 in 2020/21 and 2021/22, exasperated by Brexit and followed by the sharp rises in inflation during 2022/23 and continuing into 2023/24, the Council is required to reviewing its Corporate plan again in advance of the budget process for 2024/25.

3.4. Medium Term Financial Strategy

3.4.1. The Council needs to deliver its Medium Term Financial Strategy reflecting the continuing impact of the proposed budget and only planned growth in relation to issues that are unavoidable. Within the current uncertain financial climate, it is very likely that service improvement and reasonable Council Tax increases, without key service reductions, will only be achieved through improving efficiency, clear prioritisation and adopting a new more commercial approach to income generation.

3.5. Adequacy of Reserves – General Fund Revenue Budget

3.5.1. Under the Local Government 2003 Act the Secretary of State has powers to set a minimum level of reserves. **The most likely use of this power is where an authority is running down its reserves against the advice of their S151 Officer.**

3.5.2. Determining the appropriate levels of reserves is not a precise science or a formula e.g. a simple percentage of the Council's budget. It is the Council's safety net for risks, unforeseen or other circumstances. **The reserves must last the lifetime of the Council** unless contributions are made from future years' revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the council as these can and will change over time.

3.5.3. Determining the appropriate levels of reserves is a professional judgement based on local circumstances including the overall budget size, risks, robustness of budget preparation, major initiatives being undertaken, budget assumptions, other earmarked reserves and provisions, and the Council's track record in budget management. It is also a professional judgement on the external factors that influence the Council's current and future funding position.

3.5.4. The consequences of not keeping a minimum prudent level of reserves can be serious. In the event of a major problem or a series of events, the Council would run the serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

3.5.5. The recommendation on the prudent level of reserves has been based on the robustness of estimate information and the Corporate Risk Register.

In addition, the other strategic operational and financial risks considered when recommending the minimum level of unallocated General Fund reserves include:

a) There is always some degree of uncertainty over whether the full effects of any economising measures and/or service reductions will be achieved. The Strategic Directors have been requested to be prudent in their assumptions and that those assumptions, particularly about demand led budgets, will hold true in changing circumstances.

b) The Bellwin Scheme Emergency Financial Assistance to Local Authorities provides assistance in the event of an emergency. The Local Authority can claim assistance with the cost of dealing with an emergency over and above a threshold set by the Government.

c) The risk of major litigation, both current and in the future. Risks in the inter-relationship between various agencies and local authorities coupled with the responsibilities of Public Health.

e) The Local Council Tax Support Scheme with less Government funding and increases in caseload at the Council's own risk

f) Issues arising from the final Housing Benefit Subsidy Claim.

g) The localisation of Business Rates including the impact of businesses declining in the district/ borough boundaries.

h) New and impending legislation.

i) Unplanned volume increases in major demand led budgets, particularly in housing and benefit services.

j) The need to retain a general contingency to provide for some measure of unforeseen circumstances which may arise. This part of the reserves is not provided for directly but indirectly on the assumption that the financial risks identified will not all crystallise.

k) The need to retain reserves for general day-to-day cash flow needs. This is minimal given the level of cash the Council holds at any given time.

l) The potential impact nationally, regionally, and locally of new climate change initiatives and commitment to our green agenda.

m) The longer-term impact of the pandemic on the finances and operational arrangements of the Council.

n) There remains some ongoing uncertainty over the impact of Brexit.

3.5.6. Further exceptional risks identified may have a potential and serious call on reserves. The Council is advised to be cautious about these risks and commit to restoring any drawn down reserves in line with the Medium Term Financial Strategy.

3.5.7. In these circumstances, I will require the Council, Cabinet, Chief Executive, Strategic Directors and Senior Managers:

- a) To remain within their service budget for 2023/24 and within agreed medium term financial strategy parameters for future years (2024/25 to 2026/27) with a strict adherence to recovering overspends within future years' financial plan targets.
- b) Repayment to reserves in line with the Medium Term Financial Strategy should these risks materialise.
- c) Direct any revenue savings/underspends to reserves should the General Fund Revenue Reserves Policy require it.

3.6. Estimated Earmarked General Fund Revenue Reserves

3.6.1. I have reviewed the Council's General Fund earmarked revenue reserves. Further consideration and potential reassessment of all earmarked reserves will be undertaken considering budget decisions taken in July 2023 as part of the outturn process.

3.7. Estimated Earmarked Housing Revenue Account Revenue Reserves

3.7.1. I have reviewed the Council's Housing Revenue Account earmarked revenue reserves. This is compiled mainly of a Capital Investment reserve and Major Repairs reserve.

Capital Investment Programme – 2023/24 to 2026/27

3.8. The Capital Budget

- 3.8.1. Projects, included in the capital investment programme, were prepared by Directors and managers in line with financial regulations and guidance. All projects were agreed by the relevant member of CMT and Cabinet Member and are fully funded for their estimated cost.
- 3.8.2. Projects have been costed at outturn prices with many subject to tender after inclusion in the programme. This may lead to variance in the final costs.
- 3.8.3. Services are required to work within the given cash envelope so any under or over provision must be found within these limits.

3.9. Capital Investment Programme Risks

- 3.9.1. The risk of the Council being unable to fund variations in the programme is minimal mainly due to phasing of projects. **The Council can freeze parts of the programme throughout the year to ensure spend is within the agreed financial envelope, although this may have service implications.**
- 3.9.2. A further key risk to the capital investment programme is the ability of the Council to fully deliver it within the agreed timescales.
- 3.9.3. In relation to the General Fund and HRA Capital Investment Programme specifically for 2023/24 (including commitments from previous years and new starts):

- a) The HRA Capital Investment Programme will need to be contained within total programme cost by delaying or stopping specified schemes.
- b) The General Fund Capital Budget is substantial but is based on the best information available in terms of project costs. What is less certain is the phasing of expenditure.
- c) The strategic schemes identified in the Capital Investment Programme will be closely monitored in-year.
- d) That the funding identified for the approved Capital Investment Programme is delivered and is proportionate, prudent, affordable, and sustainable.

4. Conclusion

- 4.1. Given all these factors, I, as the Council's Section 151 Officer, consider the estimates for 2023/24 to be sufficiently robust and recommend for approval by the Council. I am also able to advise the Council that the level of General Fund Reserves is adequate and to recommend a Reserves Policy which is achievable for 2023/24 – 2026/27.

Homira Javadi (CPFA, FCCA, ACCA)

Chief Finance Office (Section 151 Officer)

COUNCIL BUDGET AND SETTING OF THE COUNCIL TAX FOR 2023/24

Appendix 2 – Tax Tables 2023/24

TABLE A

COUNCIL TAX BASE 2023/24

PARISH / SPECIAL EXPENSE AREA	COUNCIL TAX BASE
Barcombe	646.0
Chailey	1,436.7
Ditchling	1,143.2
East Chiltington	199.8
Falmer	69.7
Firle	123.4
Glynde & Beddingham	184.0
Hamsey	294.4
Iford	94.4
Kingston	424.0
Lewes	6,210.5
Newhaven	3,855.6
Newick	1,118.7
Peacehaven	4,977.7
Piddinghoe	128.1
Plumpton	697.8
Ringmer	2,067.2
Rodmell	213.3
St Ann Without	40.2
St John Without	27.4
Seaford	9,556.3
Southeast	22.5
South Heighton	277.1
Streat	83.5
Tarring Neville	9.1
Telscombe	2,545.2
Westmeston	162.2
Wivelsfield	1,231.3
TOTAL	37,839.4

TABLE B

TOWN AND PARISH COUNCIL PRECEPTS AND TAX BASES 2023/24 AND PRIOR YEAR

Town/Parish	2022/23			2023/24		
	Council Tax Precept £	Council Tax Base	Band D Council Tax £	Council Tax Precept £	Council Tax Base	Band D Council Tax £
Barcombe	32,190	634.4	50.74	33,764	646.0	52.27
Glynde/Beddingham	11,854	182.3	65.02	13,568	184.0	73.76
Chailey	68,388	1,385.1	49.37	79,000	1,436.7	54.99
Ditchling	110,156	1,120.2	98.34	110,893	1,143.2	97.00
East Chiltington	7,920	196.5	40.31	8,059	199.8	40.33
Falmer	500	67.6	7.40	1,000	69.7	14.35
Firle	10,500	124.3	84.47	11,000	123.4	89.17
Hamsey	18,215	279.1	65.26	18,215	294.4	61.86
Iford	250	89.6	2.79	49	94.4	0.52
Kingston	50,000	424.6	117.76	55,050	424.0	129.84
Lewes	1,259,778	6,049.6	208.24	1,363,742	6,210.5	219.59
Newhaven	579,241	3,638.4	159.20	595,380	3,855.6	154.42
Newick	68,196	1,103.6	61.79	68,537	1,118.7	61.26
Peacehaven	687,081	4,752.6	144.57	749,213	4,977.7	150.51
Piddinghoe	10,967	126.1	86.97	11,515	128.1	89.88
Plumpton	63,885	677.7	94.27	73,273	697.8	105.01
Ringmer	130,924	1,950.4	67.13	157,084	2,067.2	75.99
Rodmell	14,800	214.2	69.09	15,466	213.3	72.52
St Ann Without	0	39.6	0.00	0	40.2	0.00
St John Without	0	27.1	0.00	0	27.4	0.00
Seaford	1,044,965	9,406.7	111.09	1,061,609	9,556.3	111.09
Southeast	0	22.9	0.00	0	22.5	0.00
South Highton	13,646	255.4	53.43	14,486	277.1	52.27
Streat	5,415	80.2	67.52	5,423	83.5	64.91
Tarring Neville	0	9.7	0.00	0	9.1	0.00
Telscombe	261,489	2,498.8	104.65	282,261	2,545.2	110.90
Westmeston	13,000	160.5	81.00	13,000	162.2	80.13
Wivelsfield	101,158	1,209.4	83.64	122,120	1,231.3	99.18
	4,564,518	36,726.6	124.28	4,863,707	37,839.4	128.54

(Average)

(Average)

TABLE C

COUNCIL TAX 2023/24 - DISTRICT EXPENSES AND SPECIAL ITEMS

BAND 'D' EQUIVALENTS

PARISH / AREA	DISTRICT EXP'S	PARISH EXP'S	SPECIAL EXP'S	TOTAL BAND D PROPERTY
	£ p	£ p	£ p	£ p
Barcombe	204.10	52.27	0.00	256.37
Chailey	204.10	54.99	0.80	259.89
Ditchling	204.10	97.00	0.00	301.10
East Chiltington	204.10	40.33	0.00	244.44
Falmer	204.10	14.35	0.00	218.45
Firle	204.10	89.17	0.00	293.27
Glynde & Beddingham	204.10	73.76	0.00	277.86
Hamsey	204.10	61.86	0.00	265.96
Iford	204.10	0.52	0.00	204.62
Kingston	204.10	129.84	0.00	333.94
Lewes	204.10	219.59	56.90	480.59
Newhaven	204.10	154.42	36.06	394.58
Newick	204.10	61.26	0.00	265.36
Peacehaven	204.10	150.51	8.51	363.12
Piddinghoe	204.10	89.88	0.00	293.98
Plumpton	204.10	105.01	0.00	309.11
Ringmer	204.10	75.99	2.20	282.29
Rodmell	204.10	72.52	0.00	276.62
St Ann Without	204.10	0.00	0.00	204.10
St John Without	204.10	0.00	0.00	204.10
Seaford	204.10	111.09	6.32	321.51
Southease	204.10	0.00	0.00	204.10
South Heighton	204.10	52.27	0.00	256.37
Streat	204.10	64.91	0.00	269.01
Tarring Neville	204.10	0.00	0.00	204.10
Telscombe	204.10	110.90	23.37	338.37
Westmeston	204.10	80.13	0.00	284.23
Wivelsfield	204.10	99.18	0.00	303.28

TABLE D

COUNCIL TAX 2023/24 - DISTRICT, PARISH AND SPECIAL EXPENSES BY AREA AND VALUATION BAND

PARISH / AREA	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Barcombe	170.91	199.40	227.88	256.37	313.34	370.31	427.28	512.73
Chailey	173.26	202.14	231.01	259.89	317.64	375.39	433.15	519.78
Ditchling	200.74	234.19	267.65	301.10	368.01	434.93	501.84	602.21
East Chiltington	162.96	190.12	217.28	244.44	298.75	353.07	407.39	488.87
Falmer	145.64	169.91	194.18	218.45	267.00	315.55	364.09	436.91
Firle	195.51	228.10	260.69	293.27	358.44	423.61	488.79	586.54
Glynde & Beddingham	185.24	216.11	246.98	277.86	339.60	401.35	463.09	555.71
Hamsey	177.31	206.86	236.41	265.96	325.07	384.17	443.27	531.93
Iford	136.41	159.15	181.88	204.62	250.09	295.56	341.03	409.24
Kingston	222.63	259.73	296.84	333.94	408.15	482.36	556.57	667.88
Lewes	320.39	373.79	427.19	480.59	587.38	694.18	800.98	961.18
Newhaven	263.05	306.89	350.74	394.58	482.26	569.95	657.63	789.16
Newick	176.91	206.39	235.88	265.36	324.33	383.30	442.27	530.73
Peacehaven	242.08	282.43	322.78	363.12	443.82	524.51	605.21	726.25
Piddinghoe	195.99	228.65	261.32	293.98	359.31	424.64	489.97	587.96
Plumpton	206.07	240.42	274.77	309.11	377.80	446.49	515.18	618.22
Ringmer	188.19	219.56	250.92	282.29	345.02	407.75	470.48	564.58
Rodmell	184.41	215.15	245.88	276.62	338.09	399.56	461.03	553.24
St Ann Without	136.07	158.75	181.42	204.10	249.46	294.81	340.17	408.20
St John Without	136.07	158.75	181.42	204.10	249.46	294.81	340.17	408.20
Seaford	214.34	250.06	285.79	321.51	392.96	464.40	535.85	643.02
Southeast	136.07	158.75	181.42	204.10	249.46	294.81	340.17	408.20
South Heighton	170.92	199.40	227.89	256.37	313.34	370.32	427.29	512.75
Streat	179.34	209.23	239.12	269.01	328.80	388.58	448.36	538.03
Tarring Neville	136.07	158.75	181.42	204.10	249.46	294.81	340.17	408.20
Telscombe	225.58	263.18	300.78	338.37	413.57	488.76	563.95	676.74
Westmeston	189.49	221.07	252.65	284.23	347.39	410.56	473.72	568.46
Wivelsfield	202.19	235.89	269.58	303.28	370.68	438.07	505.47	606.56

TABLE E

COUNCIL TAX 2023/24 - ESFA, SPCC, ESCC BY AREA AND VALUATION BAND

MAJOR PRECEPTOR	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
East Sussex Fire Authority (ESFA)	69.58	81.18	92.77	104.37	127.56	150.76	173.95	208.74
Sussex Police and Crime Commissioner (SPCC)	159.94	186.60	213.25	239.91	293.22	346.54	399.85	479.82
East Sussex County Council (ESCC)	1,129.20	1,317.40	1,505.60	1,693.80	2,070.20	2,446.60	2,823.00	3,387.60

TABLE F

TOTAL COUNCIL TAX 2023/24 - BY AREA AND VALUATION BAND

PARISH / AREA	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Barcombe	1,529.63	1,784.57	2,039.51	2,294.45	2,804.33	3,314.20	3,824.08	4,588.90
Chailey	1,531.98	1,787.31	2,042.64	2,297.97	2,808.63	3,319.29	3,829.95	4,595.94
Ditchling	1,559.46	1,819.37	2,079.28	2,339.18	2,859.00	3,378.82	3,898.64	4,678.37
East Chiltington	1,521.68	1,775.29	2,028.90	2,282.52	2,789.74	3,296.97	3,804.19	4,565.03
Falmer	1,504.36	1,755.08	2,005.81	2,256.54	2,757.99	3,259.44	3,760.89	4,513.07
Firle	1,554.24	1,813.27	2,072.31	2,331.35	2,849.43	3,367.51	3,885.59	4,662.71
Glynde & Beddingham	1,543.96	1,801.29	2,058.61	2,315.94	2,830.59	3,345.24	3,859.90	4,631.88
Hamsey	1,536.03	1,792.03	2,048.04	2,304.04	2,816.05	3,328.06	3,840.07	4,608.09
Iford	1,495.13	1,744.32	1,993.51	2,242.70	2,741.08	3,239.46	3,737.84	4,485.40
Kingston	1,581.35	1,844.91	2,108.46	2,372.02	2,899.14	3,426.25	3,953.37	4,744.04
Lewes	1,679.11	1,958.96	2,238.82	2,518.67	3,078.37	3,638.08	4,197.78	5,037.34
Newhaven	1,621.77	1,892.07	2,162.36	2,432.66	2,973.25	3,513.84	4,054.43	4,865.32
Newick	1,535.63	1,791.57	2,047.51	2,303.45	2,815.32	3,327.20	3,839.08	4,606.89
Peacehaven	1,600.80	1,867.60	2,134.41	2,401.21	2,934.81	3,468.41	4,002.01	4,802.41
Piddinghoe	1,554.71	1,813.83	2,072.94	2,332.06	2,850.30	3,368.53	3,886.77	4,664.13
Plumpton	1,564.79	1,825.59	2,086.39	2,347.19	2,868.79	3,390.39	3,911.99	4,694.38
Ringmer	1,546.91	1,804.73	2,062.55	2,320.37	2,836.01	3,351.65	3,867.29	4,640.74
Rodmell	1,543.13	1,800.32	2,057.51	2,314.70	2,829.08	3,343.46	3,857.83	4,629.40
St Ann Without	1,494.79	1,743.92	1,993.05	2,242.18	2,740.45	3,238.71	3,736.97	4,484.36
St John Without	1,494.79	1,743.92	1,993.05	2,242.18	2,740.45	3,238.71	3,736.97	4,484.36
Seaford	1,573.06	1,835.24	2,097.42	2,359.59	2,883.95	3,408.30	3,932.65	4,719.18
Southease	1,494.79	1,743.92	1,993.05	2,242.18	2,740.45	3,238.71	3,736.97	4,484.36
South Heighton	1,529.64	1,784.58	2,039.51	2,294.45	2,804.33	3,314.21	3,824.09	4,588.91
Streat	1,538.06	1,794.41	2,050.75	2,307.10	2,819.78	3,332.47	3,845.16	4,614.19
Tarring Neville	1,494.79	1,743.92	1,993.05	2,242.18	2,740.45	3,238.71	3,736.97	4,484.36
Telscombe	1,584.30	1,848.35	2,112.40	2,376.45	2,904.55	3,432.66	3,960.76	4,752.91
Westmeston	1,548.21	1,806.24	2,064.28	2,322.31	2,838.38	3,354.45	3,870.52	4,644.63
Wivelsfield	1,560.91	1,821.06	2,081.21	2,341.36	2,861.67	3,381.97	3,902.27	4,682.72

TABLE G

EFFECT ON BAND D COUNCIL TAX BY PERCENTAGE 2023/24

PARISH / AREA	DISTRICT	PARISH/ TOWN	SPECIAL EXPENSES	East Sussex Fire Authority	Sussex Police and Crime Commissioner	East Sussex County Council	TOTAL OVERALL CHANGE
Barcombe	1.00%	3.00%	0.00%	5.03%	6.67%	4.99%	4.75%
Chailey	1.00%	11.37%	-1.23%	5.03%	6.67%	4.99%	4.94%
Ditchling	1.00%	-1.36%	0.00%	5.03%	6.67%	4.99%	4.52%
East Chiltington	1.00%	0.07%	0.00%	5.03%	6.67%	4.99%	4.70%
Falmer	1.00%	94.06%	0.00%	5.03%	6.67%	4.99%	5.10%
Firle	1.00%	5.56%	0.00%	5.03%	6.67%	4.99%	4.82%
Glynde & Beddingham	1.00%	13.43%	0.00%	5.03%	6.67%	4.99%	5.04%
Hamsey	1.00%	-5.21%	0.00%	5.03%	6.67%	4.99%	4.49%
Iford	1.00%	-81.40%	0.00%	5.03%	6.67%	4.99%	4.68%
Kingston	1.00%	10.26%	0.00%	5.03%	6.67%	4.99%	5.07%
Lewes	1.00%	5.45%	0.35%	5.03%	6.67%	4.99%	4.74%
Newhaven	1.00%	-3.01%	-2.78%	5.03%	6.67%	4.99%	4.14%
Newick	1.00%	-0.86%	0.00%	5.03%	6.67%	4.99%	4.63%
Peacehaven	1.00%	4.11%	-1.62%	5.03%	6.67%	4.99%	4.72%
Piddinghoe	1.00%	3.35%	0.00%	5.03%	6.67%	4.99%	4.73%
Plumpton	1.00%	11.40%	0.00%	5.03%	6.67%	4.99%	5.07%
Ringmer	1.00%	13.20%	-2.65%	5.03%	6.67%	4.99%	5.04%
Rodmell	1.00%	4.96%	0.00%	5.03%	6.67%	4.99%	4.79%
St Ann Without	1.00%	0.00%	0.00%	5.03%	6.67%	4.99%	4.79%
St John Without	1.00%	0.00%	0.00%	5.03%	6.67%	4.99%	4.79%
Seaford	1.00%	0.00%	1.44%	5.03%	6.67%	4.99%	4.54%
Southease	1.00%	0.00%	0.00%	5.03%	6.67%	4.99%	4.79%
South Heighton	1.00%	-2.17%	0.00%	5.03%	6.67%	4.99%	4.62%
Streat	1.00%	-3.86%	0.00%	5.03%	6.67%	4.99%	4.52%
Tarring Neville	1.00%	0.00%	0.00%	5.03%	6.67%	4.99%	4.79%
Telscombe	1.00%	5.98%	1.17%	5.03%	6.67%	4.99%	4.81%
Westmeston	1.00%	-1.07%	0.00%	5.03%	6.67%	4.99%	4.58%
Wivelsfield	1.00%	18.58%	0.00%	5.03%	6.67%	4.99%	5.31%



Lewes District Council

Meeting:	Council
Date:	20 February 2023
Subject:	General Fund Revenue Budget 2023/24 and Capital Programme
Report of:	Councillor Zoe Nicholson on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the **Cabinet** meeting held on **2 February 2023** as set out below.

The Council is recommended to:-

- (1) Approve the General Fund Budget 2023/24 (original) and projected MTFs as set out at Appendix 1 to the Cabinet report.
- (2) Approve the General Fund Budget 2022/23 (revised) as set out at Appendix 2 to the Cabinet report.
- (3) Approve an increase in the Council Tax for Lewes District Council of 1% (per annum) resulting in a Band D charge for general expenses of £204.10 (per annum) for 2023/24.
- (4) Approve the revised General Fund Capital Programme 2023/24 as set out at Appendix 6 to the Cabinet report.
- (5) Approve the rates of Fees and Charges proposed at Appendix 5 to the Cabinet report to apply from 1 April 2023 and to implement changes to statutory fees and charges for services shown within Appendix 5 as and when notified by Government.
- (6) Approve that the Council introduce from 1 April 2024 a new discretionary council tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.
- (7) Note the Section 151 Officer's sign off as outlined in the report.

Minute extract
Cabinet – 2 February 2023.

The Cabinet considered the report of the Director of Finance and Performance, asking them to recommend the General Fund Budget 2023/24 and updated Medium Term Financial Strategy, together with the updated Capital Programme and Treasury Management position to Full Council.

Given the significant challenges facing the Council, as outlined in the report, the Cabinet commended the proposed balanced budget, which had been achieved without needing to make reductions to front-line services.

Policy and Performance Advisory Committee (PPAC), held on 26 January 2023 considered the report and made the following recommendation to Cabinet:

To support the officer recommendations in the Cabinet report, subject to the following amendment to recommendation 1.3

1.3 That the increase in the Council Tax for Lewes District Council of 1% (per annum) resulting in a Band D charge for general expenses of £204.10 (per annum) for 2023/24, be reduced to 0% and that should this be agreed, the Chief Finance Officer identifies other areas of the Budget where the required savings can be made.

Councillor Boorman, Chair of Policy and Performance Advisory Committee, was in attendance to present PPAC's discussion. Councillor Boorman advised that prior to submission to Full Council, the reference in fees and charges to an increased fee for the Disclosure and Barring Service (DBS) check for taxi licensing, should be amended to reflect the resolution of the Licensing Committee on 12 January 2023, to keep the fee at £65.

Following discussion, it was agreed to add an additional resolution (8), given the Council was awaiting the final financial settlement from central government and this was detailed below. Whilst being understanding of PPAC's recommendation, the remainder of the budget proposals were voted on as set out in the officer's report, given it reflected a balanced budget.

Recommended to Full Council (Budget and policy framework):

- (1) The General Fund Budget 2023/24 (original) and projected MTFs as set out at Appendix 1 to the report.
- (2) The General Fund Budget 2022/23 (revised) as set out at Appendix 2 to the report.
- (3) An increase in the Council Tax for Lewes District Council of 1% (per annum) resulting in a Band D charge for general expenses of £204.10 (per annum) for 2023/24.
- (4). The revised General Fund Capital Programme 2023/24 as set out at Appendix 6 to the report.
- (5) The rates of Fees and Charges proposed at Appendix 5 to the report to apply from 1 April 2023 and to implement changes to statutory fees and charges for services shown within Appendix 5 as and when notified by Government.

(6) The Council introduce from 1 April 2024 a new discretionary council tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.

(7) To note the Section 151 Officer's sign off as outlined in the report.

Resolved (Key decision):

(8) To give delegated authority to the Section 151 Officer, in consultation with the Cabinet member for finance and assets to make any late adjustments necessary following the announcement of final financial settlement, prior to Full Council submission.

Reason for decisions:

The Cabinet has to recommend to Full Council the setting of a revenue budget and associated Council Tax for the forthcoming financial year by law.

For a copy of the report please contact Democratic Services:

Tel. (01273) 471600.

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

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Lewes District Council

Meeting:	Council
Date:	20 February 2023
Subject:	Treasury Management and Prudential Indicators 2023/24, Capital Strategy and Investment Strategy
Report of:	Councillor Zoe Nicholson on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the **Cabinet** meeting held on **2 February 2023** as set out below.

The Council is recommended to:

- (1) Approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24 as set out at Appendix A to the Cabinet report.
- (2) Approve the Minimum Revenue Provision Policy Statement 2023/24 as set out at paragraph 8 in the Cabinet report.
- (3) Approve the Prudential and Treasury Indicators 2023/24 to 2025/26, as set out at paragraph 6 in the Cabinet report.
- (4) Approve the Capital Strategy, set out at Appendix E to the Cabinet report.

Minute extract Cabinet – 2 February 2023.

The Cabinet considered the report of the Director of Finance and Performance, asking them to recommend to Full Council, the Council's Annual Treasury Management Strategy, Capital Strategy and Investment Strategy, together with the Treasury and Prudential Indicators.

The Cabinet welcomed the continued thread of work in relation to ethical investments detailed in the report, despite the difficulty associated with local authority investment.

The Cabinet drew attention to section 1.5 of the report, which detailed that the Department for Levelling Up, Housing and Communities (DLUHC) was proposing a tightening up of regulations around local authorities financing capital expenditure on investments in commercial projects for yield. This would add further challenges to the council's financial position.

Policy and Performance Advisory Committee (PPAC) held on 26 January 2023 considered the report and were supportive of the officer recommendation in full. Councillor Boorman, Chair of Policy and Performance Advisory Committee, was in attendance to present PPAC's discussion. Following comments raised, it was agreed that a report from Lendology CIC in relation to the Retrofit Loan Scheme, would be circulated to Councillor Boorman for information.

Recommended to Full Council (Budget and policy framework):

(1) To approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24 as set out at Appendix A to the report.

(2) To approve the Minimum Revenue Provision Policy Statement 2023/24 as set out at paragraph 8 in the report.

(3) To approve the Prudential and Treasury Indicators 2023/24 to 2025/26, as set out at paragraph 6 in the report.

(4) To approve the Capital Strategy, set out at Appendix E to the report.

Reason for decisions:

It is a requirement within the budget setting process for the Council to review and approve the Prudential and Treasury indicators, Treasury Strategy, Capital Strategy, and Investment Strategy.

For a copy of the report please contact Democratic Services:

Tel. (01273) 471600.

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

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**Lewes District Council**

Meeting:	Council
Date:	20 February 2023
Subject:	Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2023-26
Report of:	Councillor Zoe Nicholson on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the **Cabinet** meeting held on **2 February 2023** as set out below.

The Council is recommended to:

- (1) Approve the Housing Revenue Account budget for 2023/24 and revised 2022/23 budget as set out at Appendix 1 to the Cabinet report.
 - (2) Approve that social and affordable rents (including Shared Ownership) are increased by 7% in line with government policy issued in December 2022.
 - (3) Approve that private sector leased property rents are increased by 7% (mirroring the approach to social and affordable rents).
 - (4) Approve that the revised service charges are implemented.
 - (5) Approve that garage rents are increased by 7%.
 - (6) Approve the Housing Revenue Account Capital Programme as set out at Appendix 2 to the Cabinet report.
-

**Minute extract
Cabinet – 2 February 2023.**

The Cabinet considered the report of the Director of Finance and Performance, seeking their recommendation to Full Council for the detailed Housing Revenue Account budget proposals, rent levels and service charges for 2023/24 and the HRA Capital Programme 2022-26.

Thanks were expressed to representatives from the Tenants of Lewes District (TOLD), who had been consulted on the report.

The Cabinet commented on the impact that rent rises were having on the Council's tenants. An extension the 100% Council Tax Reduction Scheme in 2023/24 had been proposed by Cabinet to Full Council, which would benefit the most vulnerable residents. As most tenants on Housing Benefit or Universal Credit would see their benefit increase in line with the 7% rent increase, the Council would need to target support at those who just missed out. The Cabinet had identified a support package of £350k that could be used to support the Council's most vulnerable residents. The Council would be sending out details through specific letters providing further information and guidance on how to get that support.

Policy and Performance Advisory Committee (PPAC), held on 26 January 2023 considered the report and made the following recommendation to Cabinet:

To support the officer recommendations in the Cabinet report, subject to the Cabinet considering the following amendment to recommendation v)

v) That garage rents are not increased in 2023/2024

Councillor Boorman, Chair of Policy and Performance Advisory Committee, was in attendance to present PPAC's discussion.

During the discussion, the Director of Regeneration and Planning advised that the Council was continuing to identify as many opportunities as possible for housing delivery, despite inflationary pressures.

The Cabinet rejected the proposal from PPAC, due to its financial impact on tenants and therefore voted on the officer proposals as originally set out in the report.

Recommended to Full Council (Budget and policy framework):

(1) The Housing Revenue Account budget for 2023/24 and revised 2022/23 budget as set out at Appendix 1 to the report.

(2) That social and affordable rents (including Shared Ownership) are increased by 7% in line with government policy issued in December 2022.

(3) That private sector leased property rents are increased by 7% (mirroring the approach to social and affordable rents).

(4) That the revised service charges are implemented.

(5) That garage rents are increased by 7%.

(6) The HRA Capital Programme as set out at Appendix 2 to the report.

Reason for decisions:

The Cabinet must recommend to Full Council the setting of the HRA revenue and capital budget and the level of social and affordable housing rents for the forthcoming year.

For a copy of the report please contact Democratic Services:

Tel. (01273) 471600.

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

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Lewes District Council

Meeting: Council
Date: 20 February 2023
Subject: Local council tax reduction scheme 2023/24
Report of: Councillor Zoe Nicholson on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the **Cabinet** meeting held on **8 December 2022** as set out below.

The Council is recommended:

(1) To adopt the 2022/23 Local Council Tax Reduction Scheme as the 2023/24 scheme.

(2) Subject to Full Council adoption of the Scheme, Cabinet has granted the Director of Service Delivery delegated authority -

(a) to implement the Scheme, such delegated authority to include any measures necessary for or incidental to its management and administration; and

(b) if necessary, and in accordance with paragraph 2.3, to amend the Scheme in consultation with the Cabinet Member for Assets and Finance

(3) To continue the Exceptional Hardship Scheme in 2023/24, subject to funds being available.

Minute extract Cabinet – 8 December 2022.

The Cabinet considered the report of the Director of Service Delivery, asking them to recommend to Full Council that the 2022/23 Local Council Tax Reduction Scheme be adopted as the 2023/24 scheme.

Policy and Performance Advisory Committee (PPAC) held on 1 December 2022 considered the report and were supportive of the officer recommendations in full. Councillor Boorman, Chair of Policy and Performance Advisory Committee, was in attendance to present PPAC's discussion. Councillor Linington, Leader of the Opposition, also spoke on the item.

In response to questions raised around the Exceptional Hardship Fund it was advised that due to other available grants, there was no current need for the council to add to the Fund but this would be kept under review.

Recommended to Full Council (Budget and policy framework):

(1) To recommend to Full Council that the 2022/23 Local Council Tax Reduction Scheme is adopted as the 2023/24 scheme.

(2) Subject to Full Council adoption of the Scheme, Cabinet grants the Director of Service Delivery delegated authority -

(a) to implement the Scheme, such delegated authority to include any measures necessary for or incidental to its management and administration; and

(b) if necessary, and in accordance with paragraph 2.3, to amend the Scheme in consultation with the Cabinet Member for Assets and Finance

(3) That the Exceptional Hardship Scheme continues in 2023/24, subject to funds being available.

Reason for decisions:

The Council must review the scheme each year and adopt a scheme for the coming financial year.

For a copy of the report please contact Democratic Services:

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

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

[Agenda for Lewes District Council Cabinet on Thursday, 8th December 2022, 2.30 pm \(lewes-eastbourne.gov.uk\)](#)



Meeting: Full Council
Date: 20 February 2023
Subject: Approval of Licensing Fees 2023/24
Report of: Director of Service Delivery

The Council is asked to consider the minute and resolution of the Licensing Committee held on 12 January 2023 as set out below.

Recommendation to Full Council

That the Council be recommended to approve the Licensing fees **proposed within Appendix 1** to apply from 1 April 2023.

Minute extract

Licensing Committee - 12 January 2023

14. Approval of Licensing Fees 2023/24

The Committee considered the report which sought its recommendation to Full Council that the Licensing fees proposed as set out in Appendix 1, be applied beginning 1 April 2023.

The Regulatory Services Lead (RSL) presented the report, highlighting that it had been a challenging year for the Authority in continuing to meet the demands of delivering a broad range of services within the District. As a result, there was a recommended increase to some of the proposed fees, as set out in Appendix 1, in order to supplement the increased costs of delivering services within the District.

The Committee highlighted a number of errors in the report, in particular the calculations shown within the table in paragraph 2.5. The Committee requested that the table be amended to show the correct figures prior to the recommendation to Full Council to approve the Licensing fees. The RSL agreed.

Members discussed the proposals including an increase from £65 to £72 in the fees for 6-month DBS checks undertaken by the Council, changes in tattoo and skin piercing fees, previous and future engagement with the Trade, and how the Authority's taxi rates compared with those of other local authorities in the surrounding areas.

Members requested that a Finance Officer be present during future meetings of the Committee when the Licensing fees reports were considered. The RSL agreed to ask the relevant officer to attend.

In addition, the Committee requested that the Chair and the Vice-Chair be invited to the Taxi Trade forum scheduled for February 2023. The RSL agreed.

Resolved:

That Full Council be recommended to approve the Licensing fees proposed within Appendix 1 to apply from 1 April 2023, subject to the 6-month DBS check fee remaining at £65, as opposed to the proposed increase to £72.

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:

[Agenda for Lewes District Council Licensing Committee on Thursday, 12th January, 2023, 10.30 am \(lewes-eastbourne.gov.uk\)](#)

Appendix 1 – Proposed Licensing Fees and Charges 2023/24

Lewes District Council Licensing Fees and Charges Proposals 2023/24

MISC LICENSING

Street Trading Consents (Lewes and Newhaven Precincts)

		2022/2023	2023/24		Increase	Increase
		Proposed	Proposed		in pence	%
		charge	charge			
		£pence	£pence	VAT		
Individual Traders	Application Fee	£25.00	£25.00	e	£0.00	0%
	Daily Rate	£10.00	£10.00	e	£0.00	0%
	Weekly Rate	£75.00	£75.00	e	£0.00	0%
	Annual Rate	£475.00	£475.00	e	£0.00	0%
Pavement Licences	NEW for 2023/24	£0.00	£75.00	e	£75.00	
Market Operators	Annual Rate	£475.00	£475.00	e	£0.00	0%
Camping Licences	Application Fee & Renewal New for 2023/24	£0.00	£250.00	e	£250.00	
Zoo Licensing Act 1981	Vet Fee +	£590.00	£590.00	e	£0.00	0%
Guard Dogs Act 1975	£145 in 20/21	£145.00	£145.00	e	£0.00	0%
Dangerous Wild Animals Act 1976	Initial ApplicationVet fee +	£750.00	£750.00	e	£0.00	0%
Dangerous Wild Animals Act 1976	Renewal Vet Fee +	£250.00	£250.00	e	£0.00	0%
Dangerous Wild Animals Act 1976	Variation Vet Fee +	£200.00	£200.00	e	£0.00	0%
Stage Hypnotism		£65.00	£65.00	e	£0.00	0%
Sex Establishments	Initial Grant of Licence	£3,250.00	£3,250.00	e	£0.00	0%
	Annual Renewal	£1,750.00	£1,750.00	e	£0.00	0%
	Variation	£1,750.00	£1,750.00	e	£0.00	0%
Scrap Metal Dealers Act 2013	Site Licence - New	£375.00	£375.00	e	£0.00	0%
	Site Licence - Renewal	£375.00	£375.00	e	£0.00	0%
	Collector - New	£255.00	£255.00	e	£0.00	0%
	Collector - Renewal	£255.00	£255.00	e	£0.00	0%
	Licence Variation	£75.00	£75.00	e	£0.00	0%
Concessions	Event by a charity (inc street collections)	Free upon approval from Licensing Officer	Free upon approval from Licensing Officer			

Appendix 1 – Proposed Licensing Fees and Charges 2023/24

Lewes District Council Licensing Fees and Charges Proposals 2023/24

		2022/2023	2023/24		Increase	Increase
		Proposed	Proposed			
		charge	charge			
TAXI LICENSING	Visit www.lewes-eastbourne.gov.uk for access to our guidance that outlines additional services provided by other organisations					
Drivers License Application Fee (including DBS Check, Knowledge Test and English Language Test)		£195.00	£216.00	e	£21.00	11%
Knowledge Test Hackney & Private Hire - Retest	new in 21/22	£45.00	£50.00	e	£5.00	11%
English Language Test - Resit		£65.00	£72.00	e	£7.00	11%
Additional Fees for Drivers only	6 monthly DBS fee	£44.00	£65.00	e	£21.00	48%
Hackney Carriage/Private Hire/Dual Driver's Licence (Renewal)	1 Year £115 in 20/21 - Exceptional circumstances apply	£77.00	£115.00	e	£38.00	49%
	3 Years £300 in 20/21	£200.00	£300.00	e	£100.00	50%
Hackney Carriage / Private Hire Vehicle Licence	1 Year £160 in 20/21- Exceptional circumstances apply	£107.00	£160.00	e	£53.00	50%
Private Hire Operator Licence 1 Year up to 5 Vehicles		£88.20	£98.00	e	£9.80	11%
Private Hire Operator Licence 1 Year 6 - 10 Vehicles		£112.50	£125.00	e	£12.50	11%
Private Hire Operator Licence 1 Year 11 - 20 Vehicles		£161.10	£179.00	e	£17.90	11%
Private Hire Operator Licence 1 Year 21 - 40 Vehicles		£259.20	£288.00	e	£28.80	11%
Private Hire Operator Licence 1 Year 41 - 80 Vehicles		£455.40	£506.00	e	£50.60	11%
Private Hire Operator Licence 1 Year 81-100 Vehicles		£552.60	£614.00	e	£61.40	11%
Private Hire Operator Licence 1 Year 101+ Vehicles		£700.00	£700.00	e	£0.00	0%
Private Hire Operator Licence 5 Year up to 5 Vehicles	£490 in 20/21	£441.00	£490.00	e	£49.00	11%
Private Hire Operator Licence 5 Year 6 - 10 Vehicles	£625 in 20/21	£562.50	£625.00	e	£62.50	11%
Private Hire Operator Licence 5 Year 11 - 20 Vehicles	£895 in 20/21	£805.50	£895.00	e	£89.50	11%
Private Hire Operator Licence 5 Year 21 - 40 Vehicles	£1,440 in 20/21	£1,296.00	£1,440.00	e	£144.00	11%
Private Hire Operator Licence 5 Year 41 - 80 Vehicles	£2,530 in 20/21	£2,277.00	£2,530.00	e	£253.00	11%
Private Hire Operator Licence 5 Year 81-100 Vehicles	£3,070 in 20/21	£2,763.00	£3,070.00	e	£307.00	11%
Private Hire Operator Licence 5 Year 101+ Vehicles		£3,500.00	£3,500.00	e	£0.00	0%
Replacement of Lost /Damaged Licence Plates		£40.00	£44.00	e	£4.00	10%
Replacement of Lost /Damaged Door Signs	new in 21/22	£10.00	£11.00	e	£1.00	10%
Replacement of Driver's Badge		£10.00	£11.00	e	£1.00	10%
Transfer of Ownership		£37.50	£41.50	e	£4.00	11%
Vehicle Change of Use	From Private Hire to Hackney Carriage and vice versa	£37.50	£41.50	e	£4.00	11%
Driver's Licence - Change of Use as Above		£37.50	£41.50	e	£4.00	11%
Change of Address		£0.00	£0.00	e	£0.00	
Missed Appointment		£0.00	£0.00	e	£0.00	
LICENSING ACT 2003						
Premises Licence and Club Premises Certificates	Statutory fees apply as shown below					
(Licence fees are linked to non-domestic rateable value of the premises)						
Application Fee	Band A	£100.00	£100.00	e	£0.00	0%
	Band B	£190.00	£190.00	e	£0.00	0%
	Band C	£315.00	£315.00	e	£0.00	0%
	Band D	£450.00	£450.00	e	£0.00	0%
	Band E	£635.00	£635.00	e	£0.00	0%
Annual Charge	Band A	£70.00	£70.00	e	£0.00	0%
	Band B	£180.00	£180.00	e	£0.00	0%
	Band C	£295.00	£295.00	e	£0.00	0%
	Band D	£320.00	£320.00	e	£0.00	0%
	Band E	£350.00	£350.00	e	£0.00	0%

Appendix 1 – Proposed Licensing Fees and Charges 2023/24

Lewes District Council Licensing Fees and Charges Proposals 2023/24

		2022/2023	2023/24		Increase	Increase
		Proposed	Proposed			
		charge	charge			
Animal Welfare Regs 2018 Breeding Dogs	Vet Fee + 1st inspection only	£250.00	£277.00	e	£27.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding		£225.00	£250.00	e	£25.00	11%
Animal Welfare Regs 2018 Horses (upto 10)	Vet Fee +	£225.00	£250.00	e	£25.00	11%
Animal Welfare Regs 2018 Horses (between 11and 20)	Vet Fee +	£316.00	£350.00	e	£34.00	11%
Animal Welfare Regs 2018 Horses (More than 20)	Vet Fee +	£415.00	£460.00	e	£45.00	11%
Animal Wefare Regs 2018 Keeping or training animals		£145.00	£161.00	e	£16.00	11%
Animal Welfare Regs 2018 Dog Day Care ADDITIONAL ACTIVITY		£69.00	£76.55	e	£7.55	11%
Animal Welfare Regs 2018 Sale of animals ADDITIONAL ACTIVITY		£91.00	£101.00	e	£10.00	11%
Animal Welfare Regs 2018 Breeding Dogs ADDITIONAL ACTIVITY		£101.00	£112.00	e	£11.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding ADDITIONAL ACTIVITY		£59.00	£65.50	e	£6.50	11%
Animal Welfare Regs 2018 Horses (upto 10) ADDITIONAL ACTIVITY		£107.00	£118.50	e	£11.50	11%
Animal Welfare Regs 2018 Horses (between 11and 20) ADDITONAL ACTIVITY		£123.00	£136.00	e	£13.00	11%
Animal Welfare Regs 2018 Horses (More than 20) ADDITIONAL ACTIVITY		£251.00	£278.00	e	£27.00	11%
Animal Wefare Regs 2018 Keeping or training animals ADDITIONAL ACTIVITY		£46.00	£51.00	e	£5.00	11%
Animal Welfare Regs 2018 Dog Day Care PLV		£138.00	£153.00	e	£15.00	11%
Animal Welfare Regs 2018 Sale of animals PLV		£144.00	£160.00	e	£16.00	11%
Animal Welfare Regs 2018 Breeding Dogs PLV		£156.00	£173.00	e	£17.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding PLV		£113.00	£125.00	e	£12.00	11%
Animal Welfare Regs 2018 Horses (upto 10) PLV		£162.00	£180.00	e	£18.00	11%
Animal Welfare Regs 2018 Horses (between 11and 20) PLV		£177.00	£196.00	e	£19.00	11%
Animal Welfare Regs 2018 Horses (More than 20) PLV		£305.00	£338.00	e	£33.00	11%
Animal Wefare Regs 2018 Keeping or training animals PLV		£145.00	£161.00	e	£16.00	11%
Animal Welfare Regs 2018 Dog Day Care RESCORE		£115.00	£128.00	e	£13.00	11%
Animal Welfare Regs 2018 Sale of animals RESCORE		£101.00	£112.00	e	£11.00	11%
Animal Welfare Regs 2018 Breeding Dogs RESCORE		£111.00	£123.00	e	£12.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding RESCORE		£90.00	£100.00	e	£10.00	11%
Animal Welfare Regs 2018 Horses (upto 10) RESCORE		£117.00	£130.00	e	£13.00	11%
Animal Welfare Regs 2018 Horses (between 11and 20) RESCORE		£133.00	£147.00	e	£14.00	11%
Animal Welfare Regs 2018 Horses (More than 20) RESCORE		£261.00	£289.00	e	£28.00	11%
Animal Wefare Regs 2018 Keeping or training animals RESCORE		£0.00	£0.00	e	£0.00	
Animal Welfare Regs 2018 Dog Day Care APPEAL		£82.00	£91.00	e	£9.00	11%
Animal Welfare Regs 2018 Sale of animals APPEAL		£71.00	£79.00	e	£8.00	11%
Animal Welfare Regs 2018 Breeding Dogs APPEAL		£82.00	£91.00	e	£9.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding APPEAL		£60.00	£66.50	e	£6.50	11%
Animal Welfare Regs 2018 Horses (upto 10) APPEAL		£87.00	£96.50	e	£9.50	11%
Animal Welfare Regs 2018 Horses (between 11and 20) APPEAL		£103.00	£114.00	e	£11.00	11%
Animal Welfare Regs 2018 Horses (More than 20) APPEAL		£231.00	£256.00	e	£25.00	11%
Animal Wefare Regs 2018 Keeping or training animals APPEAL		£0.00	£0.00	e	£0.00	

Appendix 1 – Proposed Licensing Fees and Charges 2023/24

Lewes District Council Licensing Fees and Charges Proposals 2023/24

GAMBLING ACT 2003

Lotteries (Statutory Fee)

Initial
Renewal

	2022/2023	2023/24		Increase	Increase
	Proposed	Proposed			
	charge	charge			
	£40.00	£40.00	e	£0.00	0%
	£20.00	£20.00	e	£0.00	0%
	£50.00	£50.00	e	£0.00	0%
	£150.00	£150.00	e	£0.00	0%
	£100.00	£100.00	e	£0.00	0%
	£25.00	£25.00	e	£0.00	0%
	£50.00	£50.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£1,500.00	£1,500.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£2,700.00	£2,700.00	e	£0.00	0%
	£2,700.00	£2,700.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£1,500.00	£1,500.00	e	£0.00	0%
	£1,500.00	£1,500.00	e	£0.00	0%
	£1,500.00	£1,500.00	e	£0.00	0%
	£200.00	£200.00	e	£0.00	0%
	£100.00	£100.00	e	£0.00	0%
	£100.00	£100.00	e	£0.00	0%
	£100.00	£100.00	e	£0.00	0%
	£200.00	£200.00	e	£0.00	0%
	£100.00	£100.00	e	£0.00	0%
	£50.00	£50.00	e	£0.00	0%
	£15.00	£15.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£2,000.00	£2,000.00	e	£0.00	0%
	£2,000.00	£2,000.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£500.00	£500.00	e	£0.00	0%
	£1,200.00	£1,200.00	e	£0.00	0%

Gaming Machines (Licensed Premises - Licensing Act 2003)

Statutory Fees
Notify Licensing Authority of intention to provide a maximum of 2 gaming machines - category C and/or D

New licensed premises gaming permit

Vary an existing licensed premises gaming permit

Transfer an existing licensed premises gaming permit

Annual Fee (Permits over 2 machines)

Bingo Premises Licence

Statutory Fees

Annual Fee

Application to vary a licence

Application to transfer a licence

Application for reinstatement of a licence

Application for provisional statement

Application for a new premises licence

Application for a new premises licence (Provisional Statement Holder)

Adult gaming centre premises licence

Statutory Fees

Annual Fee

Application to vary a licence

Application to transfer a licence

Application for reinstatement of a licence

Application for provisional statement

Application for a new premises licence

Application for a new premises licence (Provisional Statement Holder)

Club Gaming/Machine Permit

Statutory Fees

Application for a new permit

Application for a permit (Club Premises Certificate Holder)

Application for a permit (Existing Operator))

Application to vary a permit

Renewal

Renewal (Club Premises Certificate Holder)

Annual Fee

Copy of Permit

Betting premises (Track licence)

Statutory Fees

Annual Fee

Application to vary a licence

Application to transfer a licence

Application for reinstatement of a licence

Application for provisional statement

Application for a new premises licence

Application for a new premises licence (Provisional Statement Holder)

Betting premises (other) licence

Statutory Fees

Annual Fee

Application to vary a licence

Appendix 1 – Proposed Licensing Fees and Charges 2023/24

Lewes District Council Licensing Fees and Charges Proposals 2023/24

Application to transfer a licence
 Application for reinstatement of a licence
 Application for provisional statement
 Application for a new premises licence
 Application for a new premises licence (Provisional Statement Holder)

Temporary use notice

Family entertainment centre premises licence

Statutory Fees

Annual Fee
 Application to vary a licence
 Application to transfer a licence
 Application for reinstatement of a licence
 Application for provisional statement
 Application for a new premises licence
 Application for a new premises licence (Provisional Statement Holder)

Family Entertainment Centre Gaming Machine Permit

Statutory Fees

Application for a new permit
 Renewal
 Application to Substitute name
 Copy of permit

	2022/2023	2023/24		Increase	Increase
	Proposed	Proposed			
	charge	charge			
	£1,000.00	£1,000.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£2,300.00	£2,300.00	e	£0.00	0%
	£2,300.00	£2,300.00	e	£0.00	0%
	£1,000.00	£1,000.00	e	£0.00	0%
	£250.00	£250.00	e	£0.00	0%
	£600.00	£600.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£1,500.00	£1,500.00	e	£0.00	0%
	£1,500.00	£1,500.00	e	£0.00	0%
	£800.00	£800.00	e	£0.00	0%
	£300.00	£300.00	e	£0.00	0%
	£300.00	£300.00	e	£0.00	0%
	£25.00	£25.00	e	£0.00	0%
	£15.00	£15.00	e	£0.00	0%

TOTAL ESTIMATED ANNUAL INCOME FOR ALL LICENSING SERVICES

Report to:	Full Council
Date:	20 February 2023
Title:	Appointment of Monitoring Officer
Report of:	Robert Cottrill, Chief Executive
Ward(s):	All
Purpose of report:	To seek approval of the proposed new Monitoring Officer.
Officer recommendation:	That Council approve the appointment of Simon Russell as Monitoring Officer with effect from 1 April 2023.
Reasons for recommendations:	The current Monitoring Officer steps down from this position on 31 March 2023.
Contact Officer(s):	Name: Robert Cottrill Post title: Chief Executive E-mail: robert.cottrill@lewes-eastbourne.gov.uk Telephone number: 01323 415002

1 Introduction

- 1.1 The current Monitoring Officer (MO), Oliver Dixon, takes flexible retirement on 31 March 2023, after which his legal role with the Council will no longer include MO functions. A replacement MO needs to be appointed with effect from 1 April 2023.

2 Proposed Appointment

- 2.1 It is proposed that Simon Russell, who has been the Council's Deputy Monitoring Officer since November 2020, be appointed as Monitoring Officer from 1 April 2023.
- 2.2 The Chief Executive has discussed the proposed appointment with Simon Russell and is satisfied that he has the necessary experience and skills to perform the MO role effectively. He nominates him as MO and seeks Council approval.

3 Monitoring Officer functions

- 3.1 The MO's functions are set out in article 12.3 of the Council's constitution – reproduced at Appendix 1 of this report.

4 Financial appraisal

- 4.1 There are no financial issues associated with this report.

5 Legal implications

- 5.1 Section 5 of the Local Government and Housing Act 1989 requires the Council to appoint one of its officers to the position of MO. His / her statutory role is specified in sections 5 and 5A of the 1989 Act, and in sections 29 to 32 of the Localism Act 2011.
- 5.2 Regulation 2(1) and paragraph 44 of Part I of Schedule 1 to the Local Authority (Functions and Responsibilities) Regulations 2000 provides that designation of the MO must not be a function of the executive (i.e. Leader and Cabinet). Accordingly, this function is a matter for Full Council.
- 5.3 In managing the Council's ethical standards framework, the MO also plays a key role in appointing and making optimal use of the Council's 'independent persons', statutory positions held under section 28(7) of the Localism Act 2011.

6 Risk management implications

- 6.1 Failure to appoint a replacement MO would represent a failure to comply with the legal duties referred to in paragraph 5.1 above and render the Council liable to judicial review proceedings. It would also represent a serious failure of governance, given the MO's role in advising the Chief Executive and directors of any actual or potential non-compliance with legislation or policy.

7 Equality analysis

- 7.1 The proposal in this report involves the recommended appointment of the most suitable in-house officer based on experience and capability.

8 Appendices

- 8.1 Appendix 1 – Monitoring Officer (MO) functions

Appendix 1 – Functions of Monitoring Officer

- a) Maintaining the Constitution. The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.
- b) Ensuring lawfulness and fairness of decision making. After consulting with the head of paid service and chief finance officer, the Monitoring Officer will report to the full Council or to the Cabinet in relation to an executive function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered. (NB. Any unlawfulness/maladministration relating to a regulatory committee would generate a report to full council).
- c) Supporting the Audit and Standards Committee. The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Audit and Standards Committee.
- d) Maintaining the Register of Members' Interests. The Monitoring Officer will maintain a register of interests of Members and Co-opted Members of the Council and will ensure that it is available for public inspection and published on the Council's website. The Monitoring Officer will maintain a similar register of interests for Town and Parish Councils within the District including placing the register on that council's website if it has one. The Monitoring Officer will also maintain a register of pecuniary interests which are notified by a Member or Co-opted Member to the Monitoring Officer after arising and being declared at a meeting.
- e) Conducting investigations. The Monitoring Officer will conduct investigations into Code of Conduct matters and make reports or recommendations in respect of them to the Audit and Standards Committee.
- f) Proper officer for access to information. The Monitoring Officer will ensure that executive decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible and, wherever possible, within 10 working days.
- g) Advising whether executive decisions are within the budget and policy framework. The Monitoring Officer will advise whether decisions of the executive are in accordance with the budget and policy framework.
- h) Providing advice. The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.
- i) Restrictions on posts. The Monitoring Officer cannot be the chief finance officer or the head of paid service.

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Motion - Rights of the River

Submitted by Councillor Bird

Preamble

Our freshwater environments and waterways are facing numerous pressures from pollution, climate change, land management practices, development and amenity use.

It is clear that our environmental laws and regulations are failing to prevent the destruction of nature, often simply regulating the rate of destruction. The United Nations has called for the human race to rethink its relationship with the natural world in order that we might enable the recovery of nature upon which humans and all species are dependant: ([‘Solutions for a Planet in Crisis’ speech from Inger Anderson in January 2021](#)).

At the same time there is an emerging global movement of governments recognising the Rights of Nature and in particular the rights of rivers.

Rights of Nature is a way of re-thinking our relationship with nature - from one of dominance to one of interdependency requiring a respectful, holistic and empathic approach. It can also act as a catalyst to shift our thinking from an extractive economy towards a regenerative economy. The idea of nature having rights is not new. Nature has rights. What is new is how we can intervene using a rights of nature lens to protect nature and to give the river a voice as a single entity, from source to sea.

We have extended rights to corporations globally – a company which is a wholly fictional entity has gained legal rights and is recognised as a legal entity distinct from its individual decision makers. If we can define a corporation as having the rights of personhood, then we can imagine a River having these personhood rights?

In September 2022 the River Ouse Festival which was attended by 1600 people held a workshop on ‘Rights of the River’ at which local people submitted ideas on what a ‘Rights of River Ouse Charter’ might look like which were broadly in line with the [Universal Declaration of River Rights](#).

The Universal Declaration of River Rights establishes that all rivers shall possess, at minimum, the following fundamental rights: (1) The right to flow, (2) The right perform essential functions within the river’s ecosystem, (3) The right to be free from pollution, (4) The right to feed and be fed by sustainable aquifers, (5) The right to native biodiversity, and (6) The right to regeneration and restoration.

This approach is supported by the Sussex Wildlife Trust and Ouse and Adur Rivers Trust and Ouse Valley Climate Action offers an enormous opportunity to help develop a River Ouse Charter over the next 2 years which establishes the rights listed above.

Motion

1. This Council acknowledges the growing global movement of 'rights of nature' as a framework for rethinking its relationship with the environment.
2. This Council believes that there is a case to be made for considering our interactions with our local waterways in the context of 'Rights of Rivers' and through which the health and wellbeing of the River Ouse can be addressed.
3. This Council will explore with local communities and relevant stakeholders the implementation of Rights of Rivers along the River Ouse. This will involve working towards the production of a 'Declaration on the Rights of the River Ouse' by relevant stakeholders for possible endorsement by the Council within 2 years.

Notes:

Lewes District Council recognises the immense Climate and Ecological challenges that nature faces and we have responded to this through policy such as the Biodiversity Strategy and through partnerships with environmental organisations such as the Ouse and Adur Rivers Trust, Sussex Wildlife Trust and many local community groups like the Railway Land Trust and Greenhavens.

The Council has been proactive in positively responding to these pressures through nature-based actions such as the Sussex Flow Initiative and through ecological enhancements on the River Ouse and its tributaries.

The Council passed two water quality-focused motions in November 2021 and May 2022 on the impacts of sewage pollution into the Ouse Catchment and local marine areas.

These motions focused on how we hold Water Companies to account for failing to protect our waterways and capture the enormous concerns that local communities have for the negative impacts this is having on the health and wellbeing of the Ouse Valley Catchment.

These concerns have manifested in numerous calls to action and are widely and regularly reported on radio, social media and tv news. People feel that they are not being heard and that in turn nature and the in particular the river is not being heard.

Not one of the rivers in Lewes District is classed as 'Good' for Ecological or Chemical Status under the Water Framework Directive. The UK has the dirtiest rivers in Europe. ... Affected local wildlife habitats include Lewes Brooks, which is a Site of Special Scientific Interest (SSSI) and home to rare snails, flies, moths and water beetles. The Ouse and tributaries are home to notable and rare species including sea lampreys and the cherished and iconic local species of sea trout, protected under the Salmon and Freshwater Fisheries Act 1975.

Calendar of Meetings

May 2023 - May 2024



Lewes District Council

MEETING:	Day	Time	May 2023	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May
Annual Council	M	6pm	22(M)												20(M)
Council	M	6pm	22(M)		24		25		20			19			20
Cabinet	Th	2.30pm		15	13		14		9	7		1	14		
Policy and Performance Advisory Committee	Th	2.30pm		8	3(M)		7		2, 30		25		7		
Planning Applications Committee	W	5pm		7	12	9	6	11	8	6	17	14	13	17	
Licensing Committee***	Th	10.30am		22						14					
Audit and Standards Committee	M	10am			3		4		13				4		
Joint Staff Advisory Committee**	M (L) / W (E)	2.30pm		19(M)			13(W)			4(M)			6(W)		
Bank Holidays			1, 29			28				25, 26	1		29	1	6, 27
Elections+			4 (LDC) (Parish, Town, District)												
Other					LGA Ann Conf 4 - 6										2 (TB)

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Agenda Item 12

Notes:

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

**Meetings of Joint Staff Advisory Committee will alternate venues and days between Lewes (L) and Eastbourne (E).

***Additional meetings of the Licensing Committee will be scheduled if required.

+ Scheduled Elections during 2023/24 - Lewes District Council (LDC) and Lewes Parish and Town Councils (Parish) - 4 May 2023.

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Agenda Item 16

Outside Bodies – Reports from Councillors

The following updates have been received from Councillors in relation to the outside bodies to which they have been appointed by Full Council, since the last meeting.

	Outside Body	Councillor	Update
1	Health Overview Scrutiny Committee (ESCC)	Christine Brett	<p><u>Date of meeting:</u> 15 December 2022 (Minutes as yet not published)</p> <p>The following reports were presented and questions asked.</p> <p><u>Summary of business discussed:</u></p> <ul style="list-style-type: none"> <p>NHS Sussex Winter Plan (for details see the webcast)</p> <p>Joe Chadwick Hill explained the focus is on the community with prevention and early intervention to reduce admissions. There is no plan to reduce elective capacity.</p> <p>Challenge around capacity of staff in care market and they will be working with voluntary and community sector including Red Cross to support discharges.</p> <p>Jessica Brinton advised that the Red Cross involvement is a work in progress and varies across the county (can provide stats).</p> <p>Mark Stanton - resources are being balanced to get people out of hospital and setting up care packages to prevent admissions. However, recruitment still ongoing both from overseas for nurses and in UK.</p> <p>Cllr Robinson asked if the removal of nurse bursaries had adversely affected recruitment and Joe Chadwick Bell agreed it had.</p> <p>The Committee offered its appreciation of the hard work the staff were doing to get through this very challenging time. The Committee would receive an update at the next meeting in March.</p> <p>Reconfiguration of Cardiology Services at East Sussex Healthcare NHS Trust</p> <p>The Committee's report had been received, and Jessica Brinton advised the recommendations had been taken on board. There was concern about SECAM capacity, but Prof. Patel advised that cardio patients were prioritised and HealthWatch had agreed the decision was compelling due to resources limitations.</p> <p>Recommendations carried with one objection.</p> <p>Reconfiguration of Ophthalmology Services at East Sussex Healthcare NHS Trust</p>

	Outside Body	Councillor	Update
			<p>The Committee's report had been received. Mr Kashani explained cataract waits should be reduced due to the new staffing.</p> <p>The panel had been heard with regard to patient transport. A travel liaison officer would be in place when it starts, to be focused in Bexhill, and this will be extended into the recommissioning of the Non-Emergency Patient Transport Service.</p> <p>Recommendations carried.</p> <ul style="list-style-type: none"> Primary Care Access and Next steps in Integrating Primary Care - update report <u>GP Access</u> – E Consult and Booking online were now widespread (but not in all areas) with 60% of people using NHS app for various things. This was not regularised though, e.g. it could not do appointments for many practices. Queries were raised about appointment response, as it seemed 1000 calls a day to a surgery was not uncommon! <p>There were capital issues and IT issues, but Integrated Care Board was focused to resolved these.</p> <p>For instance, they were supporting Seaford Old school surgery in their adaption of a former pub to provide new treatment space. Amy Galea was also reminded that LDC had offered a free piece of land (Richmond Road Car park) to redevelop Seaford Medical Practice as well.</p> <p>Workflow management was apparently the key. NHS Sussex ICB was working with other professional groups and authorities to improve the situation.</p> <p><u>Dentistry access</u> – Members were also told that Government reforms will hopefully increase access (no further details were provided).</p>
2	Armed Forces Champion	Sharon Davy	<p><u>Date of meeting:</u> 16 December 2023</p> <p>Attended in person the County Council meeting that included Armed Forces Champions, the NHS, cadet representatives and other interested parties.</p>

	Outside Body	Councillor	Update
			<p>We discussed the Armed Forces Covenant and status law. The Armed Forces Covenant is a statement of the moral obligation which exists between the nation, the Government and the Armed Forces. On 22 November 2022, the armed Forces Duty Covenant came into force.</p> <p>Lewes District Council holds the Bronze Award with the Employer Recognition Scheme. To fulfil my duty as Armed Forces Champion for Lewes District Council, I have formally asked Democratic Services and Human Resources to apply for the Silver Award.</p> <p>At the meeting, I confirmed that the Lewes District Council current Housing Allocations Policy April 22 includes a special section for Armed Forces Personnel and their families. When applying for a position within in the Council, applications must also include a special section for those that have served in the Armed Forces.</p> <p>I continue to be regularly updated on all aspects of the duties that local authorities should fulfil.</p>
3	Police and Crime Panel (PCP)	Johnny Denis	<p><u>Date of meeting:</u> 27th January 2023</p> <p><u>Business discussed:</u></p> <ul style="list-style-type: none"> • The Police and Crime Panel discussed the Police Commissioner’s proposed budget for 2023-24 of an increase of £15 • The PCP Budget Working Group had considered a rise of up to £10 the previous maximum rise but the Treasury allowed up to £15. • The PCP supported this but had reservations that this in particular had not been directly consulted on. • Consider and scrutinise the draft Annual report of the PCC. <p>The Business of the Police and Crime Panel is online here: Sussex Police and Crime Panel – Supporting and scrutinising the work of the Sussex Police and Crime Commissioner (sussexpcp.gov.uk)</p>
4	Wave Active Ltd	Johnny Denis	<p><u>Date of meeting:</u> 6 February 2023</p> <p><u>Business discussed:</u></p> <ul style="list-style-type: none"> • Budget – noted that survived better than many leisure trusts – a number have collapsed.

	Outside Body	Councillor	Update
			<p>Income better than predicted. Budget agreed.</p> <ul style="list-style-type: none"> • Consideration of pay settlements and differentials for coming year. • Welcomed news of LDC investment in buildings including renewables which will reduce fuel overheads in the longer term.
5	Wave Active Ltd	Laurence O'Connor	<p><u>Date of meeting:</u> Board meetings - 28 November, 6 February. Health and Safety Committee meeting - 19 December</p> <p>After guiding Wave through the pandemic for over 2 years in the role as Chair, Mark Beaumont has stepped down. Thanks have been extended to him. New Chair, Eric Kihlstrom has a wealth of expertise in the technology and healthcare sectors and currently volunteers as the UK Ambassador to Aging2.0, a global network focused on improving the quality of life for older people which he will use to guide the organisation in the future.</p> <p>At present income continues to exceed forecasts, whilst expenditure is less than anticipated. It appears that Wave, which is now officially known as Wave Active Limited is in a relatively strong position compared to others in the sector. This is down to the staff, Chief Executive and management team as well as the volunteer trustees who all worked extremely hard to get Wave through the pandemic.</p> <p>Working with this council it is hoped that funding for maintenance and projects on sites in Lewes, Seaford, Newhaven and Peacehaven will now go ahead which will hopefully help the Trust to work through the utility crisis.</p> <p>As Wave flexes and adapts, involvement with some sites has changed including new sites joining the Trust. This presents opportunities. The Purpose continues, to “Inspire Active Lifestyles” and Vision remains, “to be at the heart of the improvement of health and wellbeing in the community”.</p>

	Outside Body	Councillor	Update
6	East Sussex Health and Wellbeing Board	Emily O'Brien	<p>Date of meeting: 13/12/22</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • Updates on Joint Strategic Needs Assessment (JSNA) and draft Sussex Integrated Care Strategy (ICS). <p>Decisions made:</p> <ul style="list-style-type: none"> • Noting of reports including East Sussex Safeguarding Children Partnership Annual Report for 2021-2022, and agreement of work plan.
7	LGA People & Places Board (NB this is an LGA appointment not LDC)	Emily O'Brien	<p>Date of meeting: 10/1/23</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • Included digital connectivity update and draft report back from Levelling Up locally Enquiry. • On behalf of Board represented the LGA at the BEIS green jobs delivery group and on DEFRA nature skills working group. • Also supported around LGA Cost of Living activity chairing a webinar and giving evidence to an APPG on eliminating the need for foodbanks. Do be aware the LGA has a bank of case studies to help with tackling cost of living crisis. <p>Decisions made: as above</p>
8	SE Councils Executive	Emily O'Brien	<p>Date of meeting: 15/12/22</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • Discussions around governance and finance including subscription levels. <p>Decisions made: to minimise increases.</p>
9	South East Councils Winter all members meeting	Emily O'Brien	<p>Date of meeting: 9/2/23</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • Special guest Catriona Riddell (leading planning advisor). <p>Decisions made: n/a</p>
10	Greater Brighton Economic Board (GBEB)	Zoe Nicholson	<p>Date of Meeting - 9 February 2023 Minutes not yet available.</p> <p>There have been no other GBEB meetings.</p>

	Outside Body	Councillor	Update
11	Team East Sussex (TES)	Zoe Nicholson / James MacCleary	<p><u>Decisions from December:</u></p> <ul style="list-style-type: none"> • The TES Board agreed to reduce the number of scheduled TES workshops from four per annum to “two per annum, if required”. • The TES Board agreed to repurpose the TES workshops as ‘information sharing’ meetings, to be used for regular reporting from the subgroups and for informative presentations on specific topics. • The TES Board approved the updated draft TES Terms of Reference (version 3.2). • The TES Board agreed to proceed with the business member recruitment exercise during January and February 2023. • TES Board endorsed the Project Change Request from the SECEN Creative Open Workspace Masterplan and Prospectus SSF project. <p><u>TES Decisions 30 January 2023 (by electronic procedure):</u></p> <ul style="list-style-type: none"> • The TES Board approved the reappointment of all eight TES business members to the TES Board for a further two-year term. <p><u>TES Decisions 6 February 2023 (TES Board meeting):</u></p> <ul style="list-style-type: none"> • The TES Board approved the reappointment of Graham Peters and David Sheppard as TES Chair and TES Deputy Chair respectively for a further two-year term. • The TES Board approved the reappointment of Graham Peters, Ana Christie and Clive Soper as SELEP Directors (TES business members) for a further two-year term. • The TES Board endorsed Cllr Christine Bayliss as the nominated East Sussex local authority co-opted SELEP Director for 2023/24.
12	Aspiration Homes	James MacCleary/ Zoe Nicholson	<p><u>Date of meeting:</u> 12th January 2023 (changed from December 2022 - Q2 reporting)</p> <p><u>Business discussed/ decisions:</u></p> <ul style="list-style-type: none"> • Financial Performance Q2, 2022/23 The Executives resolved: To note the report for the second quarter of the 2022/23 financial year.

	Outside Body	Councillor	Update
			<ul style="list-style-type: none"> • Rent Review Budget Proposal for 2023/24 The Executives resolved: <ul style="list-style-type: none"> ▪ To note the report for the second quarter of the 2022/23 financial year. ▪ To delegate authority to the Head of Development, Investment and Delivery and Head of Commercial Finance to review and set the rents for 2023/24. • Rent Arrears Performance Q2, 2022/23 The Executives resolved: To note the contents of the report. • Tenancy Management & Property Compliance Q2, 2022/23 The Executives resolved: To note the contents of the report. • Compliance with financial and governance arrangements Having examined all the reports brought to the meeting, the Executive Committee considers that the company is compliant with its financial and governance arrangements.
13	Newhaven Town Deal Board	James MacCleary / Zoe Nicholson	<p><u>Date of Meeting – 21st November 2022</u></p> <p><u>Business Discussed:</u></p> <ul style="list-style-type: none"> • Two new Board members – Rebecca Conroy (East Sussex College Group) and Emma Smith (DLUHC) welcomed to the Group. • Planning Applications – LW/19/0926 (Newhaven Marina) had been approved on 9th November. LW/22/0705 (Jolly Boatman Pub) was out for comments. If successful, officers would be pleased to work with the developers. • Funding Reallocation Update – Discussed use of 5.4m funding for creation of an £3.54m Inflation Fund, £140k Investment in the Business Grants Programme, and the delivery of an enhanced wayfinding programme to deliver a transformational scheme. <u>Action agreed</u> - Funding Programme Delivery Manager would review and submit a Project Adjustment Request (PAR) once further steer received from Emma Smith (DLUHC).

	Outside Body	Councillor	Update
			<ul style="list-style-type: none"> • Your Newhaven Update <u>Actions agreed –</u> <ul style="list-style-type: none"> ▪ Members to review the ‘Your Newhaven’ survey results in full. ▪ In response to anti-social behaviour concerns raised in survey, Regeneration Project Manager continue discussion with Sussex Police and promote Safe Spaces Map. ▪ Regeneration Project Manager / Sussex Community Development Association continue to discuss Youth Survey results and data collection. • Project Updates <ul style="list-style-type: none"> ▪ Terms of Reference of Board to be reviewed to ensure they cover oversight of the delivery of the Town Deal. ▪ Received updates on the six projects for which business cases had been approved: Ferry Terminal, Social Enterprise Incubator, East Side Recreation Ground, Pedestrian Crossing, Fort Road Recreation Ground and Newhaven Fort. <p><u>Date of Meeting – 27 January 2023</u> Minutes not yet published.</p> <p><u>Business Discussed:</u></p> <ul style="list-style-type: none"> ▪ Funding Re-allocation Update – PAR. ▪ Newhaven Information Boards update. ▪ Project dashboard / Project Updates. ▪ Marine Workshops Update. ▪ Future High Street Fund Updates. <p><u>Minutes and Agendas available on the Council's website.</u></p>
14	Lewes Citizen's Advice Bureau (CAB)	Imogen Makepeace	<p>The most recent relationship meeting between LDC and Lewes CAB highlighted the recognition of the emotional load borne by officers and volunteers as the financial crisis increasingly impacts our residents.</p> <p>The need for support for frontline staff and volunteers to have some kind of debrief training was discussed and CAB offered to share information with LDC staff.</p> <p>Household Support Fund #3 still has 6 weeks to</p>

	Outside Body	Councillor	Update
			<p>run. An additional approach to identifying those who could apply will be by using Low Income Family Tracker data to target eligible households.</p> <p>A drop in session will be held at Southover House Reception on Tuesday 7 March from 9am to 2pm to assist residents with completing applications for HSF.</p> <p>CAB will continue to offer face to face sessions at Southover House on Fridays, by appointment only, until May.</p>

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