

Lewes District Council



Council Agenda

Wednesday, 25 February 2015

Southover House, Lewes

Jenny Rowlands
Chief Executive

Lewes District Council



Council Meeting

Councillors are kindly requested to switch off their mobile 'phones and other mobile devices prior to the commencement of the meeting.

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.

To all Members of the Council

A meeting of the **Council** will be held in the **The Council Chamber, County Hall, St Annes Crescent, Lewes BN7 1UE** on **Wednesday, 25 February 2015** at **14:30** which you are requested to attend. Please note the start time and that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired.

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

Agenda

1 Minutes

To confirm and sign the Minutes of the Meeting of the Council dated 3 December 2014 (copy previously circulated).

2 Apologies for Absence

3 Declarations of Interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct

4 Announcements

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 Meeting of the Council on 3 December 2014 is enclosed – Appendix A – page 7.

5 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 10 (Questions submitted by Ian Linton herewith - page 9).

6 Petitions

To receive petitions from councillors or members of the public in accordance with Council Procedure Rule 12 (if any).

7 Western Road Lewes Public Toilets Petition Response

To consider the Report of the Director of Service Delivery (Report No 28/15 herewith – page 10).

(NB Appendix C to the above Report contains exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) (ie information relating to the financial or business affairs of any particular person (including the authority holding that information). It can be found on page 63).

8 Written Questions from Councillors

To deal with written questions which councillors may wish to put to the Chair of the Council, a Lead Councillor on the Cabinet or the Chair of any committee or sub-committee in accordance with Council Procedure Rule 11 (if any).

9 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).*

10 Ward Issues

To deal with ward issues which councillors wish to raise. A councillor wishing to raise a ward issue must notify the Chair of the Council prior to the commencement of the meeting in accordance with Council Procedure Rule 11.8 (if any).

11 Urgent Decisions taken by the Cabinet or Cabinet Members

In accordance with Scrutiny Procedure Rule 17, to receive details of any urgent decisions taken by the Cabinet or Cabinet Members since the Meeting of the Council on 3 December 2014.

12 Recommendations from Cabinet

(i) To consider the Recommendations from the meeting of the Cabinet held on 5 January 2015 (Minute Extracts herewith – page 21) and the non-budget related Recommendations from the meeting of the Cabinet held on 12 February 2015 (Minute Extracts herewith - page 24).

(ii) To consider the Recommendations from the meeting of the Cabinet held on 12 February 2015 in respect of the financial matters leading up to the setting of the Council Tax (Minute Extracts herewith - page 28).

(iii) To consider and, if thought appropriate, adopt a formal resolution for the Council Tax for the year ending 31 March 2016 (Report No 29/15 herewith - page 41).

13 Notices of Motion

(a) In accordance with Council Procedure Rule 13 Councillor Dean has submitted the following Notice of Motion:

"I respectfully request that this council to consider the regrettable situation that 'Affordable Housing' does not effectively address the problem of a shortage of local housing for people who live and work in Lewes District for the following reasons;

- (1) Affordable Housing does not address the problem of homelessness and those in greatest need locally, despite being subsidized.
- (2) It is set at market rate, instead of the average salary, which makes it unaffordable for people who live and work in the district.
- (3) This policy undermines local communities at a time when central government is cutting services. Families and communities are a crucial support system and surely housing policy needs to take this into account?
- (4) 'Affordable Housing' prices out key workers in the District.

I would like to call upon this council to consider;

- (1) reviewing the notion of, 'Affordable Housing' in relation to Social Housing, in terms of both priority and level of subsidy.
- (2) Set the cost of Affordable Housing at the average salary for local workers.
- (3) Tie in the availability of, 'Affordable Housing' to key workers, including local business owners with a maximum gross turnover of £100,000".

(b) In accordance with Council Procedure Rule 13 Councillor Dean has submitted the following Notice of Motion:

"That this council deplores the lack of public analysis and debate given to Fracking and Shale gas exploration at all levels of government, and that this lack of public debate undermines the principle of representative democracy.

Setting aside the issue of whether or not the benefits of Fracking outweigh the costs, all three major parties, have agreed to allow Fracking and Shale Gas exploration to go ahead, regardless of public opinion and deprived us all of an opportunity to consider this as an electoral issue.

I would urge councillors to read the Department of Energy and Climate Changes paper , Fracking UK Shale : Planning permission and Communities and to make themselves aware of the issue if they are not already.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283832/Planning_v3.pdf

I would also urge this council to consider producing information about this process for the general public independently of any information provided by ESCC or the SDNPA."

(c) In accordance with Council Procedure Rule 13 Councillor Saunders has submitted the following Notice of Motion:

"I would ask the Council to note the following:

Newhaven Town Centre has been suffering from both a lack of footfall and investment for many years and despite this Council's stated desire to invest and help regenerate the area, there has been little real progress. Whilst the new UTC that is planned to be open in September of this year, will be a welcome boost and the Rampion Windfarm has also raised expectations for Newhaven residents and businesses alike, the shops and businesses in the town centre have continued to decline. All the banks and building societies have shut up shop and left, despite heartfelt pleas and protests from our MP, local Members and the Town Council. Local people and visitors alike, are dissuaded from coming into the Town because of the cost of parking, combined with the decreasing number and variety of shops and retail businesses that are there.

The Leader of this Council was against considering the concession of free parking in the town's car parks in the run up to Christmas last year, which had previously received support from the vast majority of its members. This has always been warmly welcomed by the people of the Town and has helped to boost trade. Indeed, the Chamber of Commerce has recommended the introduction of free parking on a more permanent basis, to attract more retail into the High Street and to actively support those that struggle to trade with the lack of footfall.

I have brought to this council the problems we have with vehicles ignoring bylaws in place in the High Street and illegally park and drive through, endangering the lives of young and old alike. The local police team have agreed that free parking will almost certainly minimise the infringement of traffic laws and enable them to deal more easily with those few that may flagrantly continue to do so.

Our MP has raised the issue in the past and is again pressing for this Council to consider introducing free off-street parking."

I therefore propose the following Notice of Motion to this Council:

"That for a period of one calendar year from April 1st 2015, Lewes District Council introduces a scheme to all their pay and display car parks within Newhaven, that provides for the first 2 hours free. This shows a commitment by this Council to help fulfill its promises to Newhaven of regeneration and support and will enable LDC to carry out a review into the impact it has on the High Street businesses. The findings of such a review should include feedback from the Chamber of Commerce, the Neighbourhood Policing Team, Newhaven Town Council and the County Council's Parking Enforcement Team and can help provide information for similar schemes in other towns within the District in the future."

14 Changes to Memberships

To consider the Report of the Assistant Director of Corporate Services (Report No 30/15 herewith - page 58).

15 Reporting Back on Meetings of Outside Bodies

To receive feedback from the Council's representatives who serve on outside bodies in respect of meetings they have attended (if any). A councillor wishing to provide feedback must notify the Chair of the Council prior to the commencement of the meeting.

7 Western Road Lewes Public Toilets Petition Response - Exempt Appendix C

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

A handwritten signature in black ink, appearing to read 'Jenny Rowlands', with a stylized, cursive script.

Jenny Rowlands
Chief Executive

For further information about items appearing on this Agenda, please contact Catherine Knight at Southover House, Southover Road, Lewes, East Sussex BN7 1AB. Telephone (01273) 471600.



CHAIRMAN
Councillor **TONY NICHOLSON**

Lewes District Council

**Southover House
Southover Road
Lewes
East Sussex BN7 1AB**

Civic Officer: 01273 661115

civic.office@lewes.gov.uk

CHAIR'S ENGAGEMENTS
3 December 2014 – 25 February 2015

Thursday 4 December	11.00am	Chair: To attend a visit at Breaky Bottom Vineyard – part of the Chair's Business Theme initiative.
Thursday 4 December	5.00pm	Chair and Consort: To attend Santa's Grotto – Lewes Late Night Shopping at Lewes House
Sunday 7 December	3.00pm	Vice Chair: To attend the HOMELINK Christmas Concert at The Church of St Thomas More, Seaford.
Sunday 7 December	6.30pm	Chair and Consort: To attend a Solemn Vespers service at Arundel Cathedral.
Monday 8 December	12.00pm	Chair: To attend LEAP Kickstart Programme 2014 at Newhaven Enterprise Centre.
Monday 8 December	4.15pm	Chair and Consort: To attend HMP Lewes Carol Service at HMP Lewes.
Tuesday 9 December	8.00am	Chair and Consort: To attend a Festive visit at the Seaford Delivery Office.
Tuesday 9 December	6.30pm	Chair and Consort: To attend ESCC Chairman's Reception at The Buxted Park Hotel, Uckfield.
Wednesday 17 December	7.30pm	Chair and Consort: To attend Mayor of Lewes's Parish Carol Service at St Anne's Parish Church, Lewes
Friday 16 January	7.30pm	Chair and Consort: To attend the Seaford Musical Theatre performance of Aladdin at The Barn Theatre, Seaford
Friday 30 January	7.00pm	Chair and Consort: To attend Holocaust Memorial Day 2015 at the White Hart Hotel, Lewes and to deliver the closing address.

Sunday 15
February

3.00pm

Chair and Consort: To attend HOMELINK
special service of thanksgiving and commitment
at Eastgate Baptist Church.

Council Meeting – 25 February 2015

Questions from Members of the Public (Agenda Item 5)

Questions submitted by Ian Linton. To be put to Councillor Smith, Cabinet Member for Corporate Services

“Special Expenses

1. Independent Peer Review

In response to the Petition against Special Expenses from concerned residents, LDC decided to commission an Independent Peer Review (IPR). Unfortunately the reviewer chosen is too closely associated with LDC to be seen as independent by any reasoned measure. Furthermore, the Terms of Reference were so narrowly defined as to be meaningless as they restricted consideration of the wider issues. Consequently the IPR proved to be somewhat subjective, lacking in supporting evidence and *more importantly one-sided as not one LDC taxpayer was consulted.*

In asking the following question, I am mindful of the Seven Principles of Public Life (the “Nolan Principles”) for which I understand Councillors were briefed upon election.

Who is to be held accountable for this Independent Peer Review?

2. Grounds Maintenance Contract

LDC has recently stated that it is “seeking to devolve all [open spaces] assets over the next two financial years”.

Towns and Parishes taking over devolved assets will no doubt wish to consider using their own resources and/or other contractors to reduce costs further.

Has LDC made this eventuality clear to the recently appointed Grounds Maintenance Contractor, and that the actual term could be drastically shortened from 5-8 years down to 2 years?

3. Devolved Assets

The Minutes of the LDC Scrutiny Committee meeting on 15/2/15 (Page 31, second paragraph) state “The Head of Finance explained that, due to the reduction in costs of the Grounds Maintenance Contract, *some of those savings [my italics]* would be passed to the residents who would be affected by an increase in their council tax due to the introduction of special expenses”.

Will LDC confirm that the LDC Budget savings achieved by devolving three assets this year (Landport Bottom - Lewes, Malling Recreation Ground – Lewes and The Forges – Ringmer) will be applied solely to the Towns and Parishes involved and not be spread over the District as a whole?”

Agenda Item No: 7 **Report No:** 28/15
Report Title: Western Road Lewes Public Toilets Petition Response
Report To: Council **Date:** 25th February 2015
Cabinet Member: Cllr Andy Smith
Ward(s) Affected:
Report By: Gillian Marston, Director of Service Delivery
Contact Officer(s)-
Name(s): Bee Lewis
Post Title(s): Head of Property & Facilities
E-mail(s): bee.lewis@lewes.gov.uk
Tel No(s): 01273 661101

Purpose of Report:

To respond to the petition submitted to Council on 15th October 2014 in relation to the public toilets at Western Road Lewes.

Officers Recommendation(s):

- 1** To note that the site known as Western Road Public Conveniences is earmarked to provide 2 units of affordable housing within the Property Regeneration Portfolio Project (also known as the 49 sites).
- 2** To maintain the site in its current condition, as per Option A and establish a community toilet scheme within the area of Western Road and the High Street to alleviate the current (and potential future) loss of the site.

Reasons for Recommendations

- 1** At the meeting on the 15th October 2014, Council received a petition from Councillor Wischhusen (Catlin) of Lewes Town Council; Councillor O'Keeffe; and Jackie Bishop, Churchwarden of St Anne's Church, Lewes; containing 1503 signatures. The petition stated:

"We the undersigned call upon Lewes District Council to re-open and maintain the Public Toilets on Western Road in Lewes as they are a much appreciated and needed public facility, used by both local residents and by visitors to the town. They are an asset both to local council tax payers and to tourists who contribute to the economic wellbeing of the town".

Information

2

- 2.1** The public toilets at Western Road Lewes are owned by LDC. The site is a single storey building believed to be built between 1930 & 1950. The facility was once popular with race-goers but in the intervening years usage has reduced.
- 2.2** The site, prior to its closure in January 2014 on health and safety grounds, was open 24 hours a day as a public convenience with disabled, ladies (with baby change facilities) and gents facilities.
- 2.3** The site is listed on a schedule of circa 49 sites currently under discussion with the Council's Property Regeneration Partner and has been provisionally earmarked for 2 housing units.
- 2.4** The site was closed in January 2014 as a result of water ingress from the roof causing electrical faults, water on the floors, and falling masonry and wall tiling. Following inspections by electrical and roofing contractors in January and February 2014, it was considered uneconomical to undertake repairs. The following concerns were raised by the contractors:
- (a)** Roofing contractor: "In our opinion there have been so many attempts at repairing this roof it now will need replacing. This is likely to involve removing all the copings to allow for new trays. We would suggest that a surveyor will need to put together an itemised specification for internal and external remedial works."
- (b)** Electrical contractor: "Replace all light fittings in the male, female and disabled WC's and all external light fittings".
- 2.5** Following a number of complaints from the Church Warden at St Anne's Lewes, stating users of the church were unable to use the facilities at Western Road, together with complaints from Councillor Wischhusen (Catlin), Councillor O'Keeffe and members of the public contacting the Council; the accessible toilet was reopened on the 24th May as a unit for all users.
- 2.6** The accessible toilet is open and the ladies and gents facilities remain closed. No further complaints have been received since the 24th May 2014 regarding the ongoing closure of the remainder of the site, although the Church Warden has asked whether it is possible to close the site later than 6pm and the request has been passed to the cleaning contractor.
- 2.7** The Director of Service Delivery (DofSD) met Councillor Catlin on site on the 10th June 2014 to review the condition of the facilities. At the meeting, the DofSD set out the need to provide more housing and that the site could help to contribute to meeting that need.

2.8 In consultation with Councillor Catlin, to ascertain the level of usage at Western Road public toilets, a door counter was fitted on the disabled\single facility on the 24th June 2014. The readings taken to mid-November 2014 and the daily average usage figure is shown below.

Date	Days	Reading	Advance	Daily Average (incl cleaning*)
24/06/2014	0	0	0	
07/07/2014	13	352	352	14
15/07/2014	8	589	237	15
30/07/2014	15	1000	411	14
13/08/2014	14	910	910	33
26/08/2014	Counter reset due to vandalism			
01/09/2014	6	263	263	22
04/09/2014	3	127	127	21
06/10/2014	32	1408	1281	20
14/11/2014	39	2295	887	11

* The door counter counts on door closing, therefore assume 2 counts per use (one to enter and close & one to leave and close).

2.9 A condition survey of the public toilets at Western Road was undertaken on the 4th September 2014, details of the defect schedule of costs totalling £21,171 + VAT are shown at Appendix A. The condition survey shows repair costs of £15,401 in Year 1, plus a further £5,770 for lintels, brickwork and redecoration in Year 2. However, in terms of packaging the works, it would be preferable to include the lintel and brickworks in Year 1 also. It should be stressed that the costs provided are estimates for budgeting purposes and the estimates based on a detailed specification may be lower or higher accordingly. Key defects noted within the report are:

- (a)** Water ingress through junctions of pavement light units to roof.
- (b)** Lintel over rear windows failed.
- (c)** Spalling concrete around glass bricks to front elevation.
- (d)** Ceramic wall tiles lose and loss of key in isolated areas.
- (e)** Water ingress damage to electrical wiring and luminaires.
- (f)** Installations and equipment to be fully checked and commissioned before presently closed areas are re-opened.

2.10 The site has been listed under the Community Right to Bid (Assets of Community Value) scheme which allows interested parties time to raise money to bid for sites that become available for disposal.

2.11 Whilst it is not essential to replace the existing sanitary ware and floor tiling, the Wallgate hand drying units are over 20 years old and are rapidly becoming unserviceable, with frequent repairs needed.

Options

- 2.12** Option A: Continue as now. The site is ear-marked for redevelopment but in the meantime could still be used as a single unit and the usage figures would seem to indicate that the single toilet is meeting demands, although the opening hours may require some adjustment. This is the recommended option.
- 2.13** Option B: Re-open the site following repairs. Whilst this option has the advantage that the site re-opens, there would be a capital commitment needed of £21,000 which would divert capital money from other sites requiring improvement and may not be the best use of capital if the proposed redevelopment occurs.
- 2.14** Option C: Re-open the site following repairs and partial refit. This option has the same advantage as option (b) but has the added disadvantage of increased capital costs of up to £40,000 in addition to the £21,171 identified in the condition survey all in year 1 to allow for the refit costs. Should this be the preferred option, there would be a further delay in opening the site to accommodate a tender exercise and construction period.
- 2.15** Option D: Close the facility pending the future disposal of the site. There would be no capital expenditure required and there would be a small revenue saving as the site would no longer require cleaning. While Western Road would lose the facilities, the impact could be mitigated by establishing a community toilet scheme whereby local business are paid a service fee by the Council annually (usually of between £500 and £1,000) to allow members of the public to use their facilities freely. One local business has already indicated that they would be interested in participating.

Financial Appraisal

3

- 3.1** The cost of each of the options for this site is shown above. The recommended option is to maintain the site in its current condition, which will have no budgetary impact.
- 3.2** If the preferred option is to choose to repair and refurbish the public conveniences, the cost would be funded from the general provision in the capital programme for asset maintenance.

Legal Implications

4 Legal comments are contained within the exempt Appendix C.

Sustainability Implications

5

5.1 I have completed the Sustainability Implications Questionnaire and there are no significant effects as a result of these recommendations

Risk Management Implications

6

6.1 There is a risk to LDC reputation with the loss of any facility. The Public Health Act 1936 gives local authorities a power to provide public toilets, but there is no statutory duty to do so.

6.2 This risk could be mitigated by establishing a community toilet scheme within the Western Road \ High Street area of Lewes. Further work would be needed to compare how similar schemes operate in neighbouring authorities.

Equality Screening

7

7.1 The recommendation has a small impact on equalities within the community, across several user groups who may rely on the facility. However this could be mitigated by establishing a Community Toilet Scheme. An Equality Impact Assessment was carried out in early in 2014 and made specific recommendations concerning such a Scheme in the Western Road area.

7.2 Redeveloping the site would mean the loss of disabled, ladies and gents facilities. However, the door counter/usage review has shown that the daily usage is minimal which could be mitigated by using other public toilets in Lewes e.g. Market Tower and Greyfriars. It could be further mitigated if a Community Toilet Scheme was implemented in the area.

7.3 The Equality Assessment for Western Road public toilet showed that the majority of user groups were catered for, with the exception of baby change facilities for men with young children (existing facilities within the ladies) and families.

Background Papers

8 None

Appendices

9 Appendix A: Condition Survey extract

Appendix B: Site photographs

Appendix C: Legal comment (Exempt)

Appendix A: Condition Survey extract

Location	Element	Feature	Attribute	Defect Narrative	Remedial Narrative	Priority Grade	Year Allocation	Health & Safety	Cost Total
Main rear area	Roofs	flat roof : coverings/insulation	pavement lights	Water ingress through joints of pre-cast concrete pavement light panels. Causing damage internally	Rake out seals between pavement light units, grout with epoxy mortar and specialist waterproof compound.	1	1	N	€ 2,520.00
Main rear area	Roofs	flat roof : coverings/insulation	pavement lights	Damaged lens	Specialist repair of damaged lens light or consider continuing waterproof membrane over	1	1	N	€ 350.00
Main rear area	Roofs	flat roof : coverings/insulation	asphalt perimeter to pavement lights	Splits and fractures to perimeter asphalt, water ingress and evidence of repair	Prepare and coat with Decothane and marry to pavement lights and underside of parapet cappings	1	1	N	€ 1,000.00
GEN	Roofs	flat roof : cappings/parapet	concrete cappings	Concrete capping spalled and reinforcement corroded in isolated areas	Concrete repair of spalled copings subject to planning consent provide new powder coated aluminium over lay cappings	1	1	N	€ 1,386.00
South	External Walls	other	other	Precast concrete surround to glass blocks to front elevation. Fractures and spalling to concrete surrounds and cill	Specialist concrete repairs to concrete surrounds and cill	1	1	N	€ 1,800.00
GEN	Ceilings	Ceilings : ground floor	concrete	Water ingress has caused spalling, fractures and staining to beams and ceiling under pavement lights	Specialist concrete repair to beams and ceiling	1	1	N	€ 1,800.00
04	Electrical Services	instalation	wiring	Wiring and luminaires have been damaged by water ingress	Rewire to existing conduits and renew luminaires	1	1	Y	€ 2,000.00
GEN	Internal Walls	walls/partitions : linings/finishes	ceramic wall tiles	Multiple areas of fallen tiles and areas with loss of key. Repairing in patches will be difficult as tiles are the old imperial size and sourcing may not be	Renew areas of missing tiles and hollow areas with loss of key. Consider entire renewal	1	1	N	€ 1,575.00
GEN	Redecorations	redecorations : internal	previously painted surfaces	Following repair works full internal redecoration will be required	Internal redecorations	1	1	N	€ 1,590.00
Asphalt covered front area	Roofs	flat roof : coverings/insulation	asphalt	Front area roof. Splits and fractures to asphalt surface, water ingress	Prepare and coat with Decothane or similar liquid membrane with guarantee	2	1	N	€ 1,300.00
North	External Walls	walls : structure	traditional stone, brick or block	Steel lintels over two rear windows have corroded damaging brickwork, up to 12mm horizontal fracture to pier and reveals of windows	Renew lintels and reconstruct brickwork over including parapet and make good internal surfaces	2	2	N	€ 3,500.00
South	External Walls	finishes	pointing	Isolated areas of eroded pointing to brick parapet	Rake out and re point brickwork	2	2	N	€ 520.00
GEN	Redecorations	redecorations : external	previously painted surfaces	External decorations in mixed condition, but becoming due	External redecorations as part of planned programme	2	2	N	€ 1,750.00

Appendix B: Site Photographs











**Cabinet recommendations for consideration by Council
at the Meeting of the Council on Wednesday, 25 February 2015**

Cabinet – 5 January 2015

58 Meetings Timetable 2015/2016

The Cabinet considered Report No 3/15 which related to the proposed meetings timetable for the 2015/2016 municipal year, a draft of which had been circulated to all Councillors and Chief Officers for comment.

Paragraphs 4 to 9 of the Report set out details of the constraints that had been taken into account when compiling the timetable.

Appendix A to the Report set out a summary of public meetings for 2015/2016 and Appendix B provided the public meetings timetable 2015/2016 by calendar month.

Recommended:

- 58.1** That the meetings timetable for the 2015/2016 municipal year, as shown in Appendices A and B to Report No 3/15, be approved and adopted.

ADCS (to
note)

Reason for the Decision:

To facilitate the smooth running of the Council's business in the municipal year 2015/2016.

† *Councillors are requested to bring with them to the meeting Report No 3/15 which was circulated with the agenda papers for the meeting of the Cabinet on 5 January 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.*

59 Officer Scheme of Delegation

The Cabinet considered Report No 4/15 which proposed the amendment of the Scheme of Delegations in respect of non-housing property matters.

In September 2014, Cabinet had approved the Property Roadmap to align the Council's property management more closely to the Corporate Landlord model which was being implemented by Eastbourne Borough Council. That decision built on the work identified within the Property Strategy adopted by the Council in May 2012.

The Property Strategy would be supported by some Property Policies which were currently in draft form. Those policies set out how the Council would manage the property portfolio and landlord events, including engagement and consultation with interested parties, including Town and Parish Councils. Details relating to the landlord events which were covered by the policies were set out in paragraph 3.2 of the Report.

Furthermore, work had begun to identify inefficiencies within existing processes and ways in which the Council's property could be managed more effectively to deliver the Council's strategic priorities. An element of that work had involved the review of the Scheme of Delegations, the current version of which was set out at Appendix A to the Report.

The Officers had compared the delegated authority process which was undertaken at the Council with neighbouring authorities including Eastbourne Borough Council and East Sussex County Council, as well as neighbouring districts. The schemes were all broadly comparable, with the key differences relating to the financial limits for each transaction. If the Council was to adopt the Scheme that was operated at Wealden District Council, it would reduce some of the pinch points in service delivery but would allow for control and transparency over important or complex transactions.

The Report recommended that the text of the Council's Scheme of Delegations be amended in accordance with the proposals set out in Appendix A to the Report with delegated authority being given to the Director of Corporate Services in consultation with the Assistant Director of Corporate Services, the Director of Finance and the Directors of Business Strategy and Service Delivery, and that the Council adopts the limits and restrictions which were operated at Wealden District Council.

Recommended:

- 59.1** That the text of the Officer Scheme of Delegation as set out in the Council's Constitution, and as shown at Appendix A to Report No 4/15, be amended so as to adopt a Scheme similar to that operating at Wealden District Council in respect of non-housing property transactions and that the associated financial or other limits, as shown at Appendix B to the Report, be approved or amended.

DCS (to note)

It was further

Resolved:

59.2 That, subject to the approval of Recommendation 59.1 above, the Assistant Director of Corporate Services be authorised to make the necessary revisions to the Council's Constitution.

ADCS

Reasons for the Decisions:

Report No 4/15 recommends amending the Officer Scheme of Delegation by adopting the Scheme of Delegation in operation at Wealden District Council. This will enable the Council to align more closely with property transactions managed by Eastbourne Borough Council, which in turn may generate future efficiencies for the Council.

† *The Recommendation, and not the Resolution, in the above Minute is for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 4/15 which was circulated with the agenda papers for the meeting of the Cabinet on 5 January 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.



**Cabinet recommendations for consideration by Council
at the Meeting of the Council on Wednesday, 25 February 2015**

Cabinet – 12 February 2015

75 East Sussex Electoral Review

The Cabinet considered Report No 24/15 which sought Cabinet's views on the Council's participation in a proposed electoral review across East Sussex.

East Sussex County Council had been notified by the Local Government Boundary Commission for England (LGBCE) that it was to be subject to an electoral review prior to the next County Council elections in May 2017. Hastings Borough Council and Wealden District Council had also been notified that they would be required to undergo an electoral review as they had also triggered the criteria. If the Council, together with Rother District Council and Eastbourne Borough Council, agreed to request an electoral review, it was possible that all six authorities could benefit from undergoing a review simultaneously.

There were two primary reasons why authorities would become subject to an electoral review namely:

Electoral inequality – where (through development, movement of people etc.) some councillors represented significantly more, or significantly fewer, electors than other councillors. In such circumstance, the LGBCE intervened and required an electoral review when there were 'significant' levels of electoral inequality between wards or electoral divisions; and

On request – where authorities approached the Commission because they believed that a review would help them deliver more effective local government.

East Sussex County Council met the LGBCE intervention criteria. Wealden District Council and Hastings Borough Council also met the criteria for electoral review and Rother District Council had requested a review. The decision of Eastbourne Borough Council was not yet known. The LGBCE would therefore be seeking to carry out electoral reviews of at least four of the County's local authorities over the next two years. It was likely that the Council might trigger

the criteria in the next few years.

The borough and district councils which did not currently meet the criteria for intervention would have an active role to play in the County Council review. Electorate data and forecasts would be required across the county and elected Members would wish to be involved in drawing up boundaries in their area. There were advantages in respect of the County Council and the district and borough councils being reviewed together, further details of which were set out in paragraph 2.5 of the Report.

In light of the Council having 29% of wards with a variance of over 10%, it would take very little development or movement of people to trigger a review of its boundaries. The Report therefore suggested that it seemed appropriate for the Council to voluntarily agree to take part in the review process, the next steps for which were set out in paragraph 3 of the Report.

Resolved:

- 75.1** That the proposed electoral review of East Sussex County Council, as detailed in Report No 24/15, be noted;
- 75.2** That the Local Government Boundary Commission for England's proposal to carry out an electoral review of Hastings Borough Council and Wealden District Council be noted; and
- 75.3** That Rother District Council's and Eastbourne Borough Council's position as to requesting the Local Government Boundary Commission for England to undertake an electoral review of their councils, as set out in paragraph 2.4 of the Report, be noted.

It was further

Recommended:

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|-------------|---|----------------------|
| 75.4 | That the Council undertake an electoral review of its own ward boundaries as part of the wider review of all East Sussex authorities; | ADCS
(to
note) |
| 75.5 | That a countywide project team of officers be established to work with the Local Government Boundary Commission for England and oversee the review; and | ADCS
(to
note) |
| 75.6 | That a project manager be appointed and be funded in equal shares by all councils involved in the review. | ADCS
(to
note) |

Reasons for the Decisions:

To ensure that the Local Government Boundary Commission for England timetable is met and to achieve economies of scale by working together with neighbouring authorities.

† *The Recommendations, and not the Resolutions, in the above Minute are for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 24/15 which was circulated with the agenda papers for the meeting of the Cabinet on 12 February 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.

76 Independent Remuneration Panel – Members’ Allowances Scheme

The Cabinet considered Report No 25/15 relating to the recommendations of the Independent Remuneration Panel (IRP) in respect of Members’ Allowances.

Councils were required to establish and maintain an IRP, the purpose of which was to make recommendations to the local authority about the allowances to be paid to its councillors. Regulation 19.1 of the Local Authorities (Members’ Allowances) (England) Regulations 2003 required the Council to have regard to the recommendations made to it by an IRP before it agreed or amended its Members’ Allowances Scheme.

When Council had considered the previous full report of the IRP in November 2010, the agreed basic allowance, special responsibility allowances and the dependent carers’ allowance rates were subject to index linking, an arrangement which should not be relied upon for more than four years. A full review of the Scheme was therefore anticipated for 2014.

The IRP had subsequently been appointed by the Cabinet and Council and had met on 11 and 12 December 2014. A copy of its report was set out at Appendix A to Report No 25/15.

Notification of the review had been given to each Town and Parish Council within the District. No specific matters were raised in response thereto and, as such, the Panel was not requested to review and/or make recommendations on the current allowances of any such Town or Parish Council.

Resolved:

76.1 That the report and recommendations of the Council’s Independent Remuneration Panel, together with the financial appraisal of the Head of Finance, as set out in Report No 25/15, be noted.

It was further

Recommended:

76.2 That the report of the Council’s Independent Remuneration Panel, together with the financial appraisal of the Head of Finance, as set out

ADCS
(to

in Report No 25/15, be noted, and the recommendations set out therein, be agreed.

note)

Reason for the Decisions:

To comply with the Local Authorities (Members' Allowances) (England) Regulations 2003.

† *The Recommendation, and not the Resolution, in the above Minute is for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 25/15 which was circulated with the agenda papers for the meeting of the Cabinet on 12 February 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.

Agenda Item No: 12(ii)



**Cabinet recommendations for consideration by Council
at the Meeting of the Council on Wednesday, 25 February 2015**

Cabinet – 12 February 2015

68 Annual Treasury Management Strategy Statement and Investment Strategy 2015/2016 to 2017/2018

The Cabinet considered Report No 17/15 which set out details of the proposed Treasury and Investment Strategies for 2015/2016 to 2017/2018, a copy of which was set out at Appendix 1 to the Report.

The draft Strategy Statement set out the background to the Council's treasury management activity in respect of the wider economy and the Council's current and projected financial position. It detailed the approach which would be taken to borrowing and the investment of cash balances. It explained the risks which were inherent in treasury management and how they were to be mitigated.

The content of the draft Strategy Statement followed the requirements of the Chartered Institute of Public Finance and Accountancy's revised Code of Practice which was published in November 2011, and had been prepared with the general support of Arlingclose, the Council's Treasury advisers.

The Audit and Standards Committee had considered the draft Strategy Statement at its meeting on 26 January 2015, in line with the Code of Practice's recommendation that the annual Treasury Strategy should be subject to scrutiny. However, that Committee's review had not encompassed the Prudential Indicators, some of which were subject to final calculation pending the finalisation of the draft Capital Programme.

The Audit and Standards Committee's attention had been drawn to Arlingclose's observations, details of which were set out in paragraph 2.2 of Report No 17/15 and which were incorporated in the draft Strategy Statement. The Committee had no specific comments to draw to Cabinet's attention.

The Chair of the Audit and Standards Committee, Councillor Eiloart, expressed concerns about the lowering of limits in response to the European

Union Bank Recovery and Resolution Directive. The Director of Finance undertook to provide regular Reports to the Audit and Standards Committee and Cabinet in respect of all investments made. The Director of Finance also explained that the Council would increase use of Internal Borrowing by repaying a £5m variable rate loan as previously reported to Cabinet. That would further reduce investment risk.

Resolved:

- 68.1** That the Director of Finance be requested to keep the current minimum credit rating for investments under review and include the results thereof in future Finance Update Reports to Cabinet and the Audit and Standards Committee. DF

Recommended:

- 68.2** That the Treasury Management Strategy Statement and Investment Strategy 2015/2016 to 2017/2018, as set out at Appendix 1 to Report No 17/15, be adopted;. DF (to note)

- 68.3** That the Council's 'Prudential Indicators' for the year be those set out in Appendix B of the Strategy document; DF (to note)

- 68.4** That the Council's level of affordable borrowing, determined in accordance with the Local Government Act 2003, be subject to the following limits: DF (to note)

	2015/2016	2016/2017	2017/2018
Authorised limit for external debt	£76.5m	£76.5m	£76.5m

- 68.5** That the Council's approach to allocating debt and associated costs between the Housing Revenue Account and General Fund be as set out in Section 9 of the Strategy Statement; and DF (to note)

- 68.6** That the Council's Minimum Revenue Provision be calculated as set out in Section 13 of the Strategy Statement. DF (to note)

Reasons for the Decisions:

The Council has adopted the Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management. In accordance with the Code of Practice, the Cabinet approves an Annual Treasury Strategy Statement before the start of each financial year. This includes an Investment Strategy for the year ahead (which Government guidance notes should be adopted by full Council) as well as 'Prudential Indicators' which are required to be set in order to comply with the 'Prudential Code for Capital Finance in Local Authorities' (The Prudential Code). The majority of these indicators are an essential element of an integrated treasury management strategy.

The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 place a duty on local authorities to make a prudent provision for debt redemption. Guidance has been issued by the Secretary of State on determining 'Minimum Revenue Provision'

† *The Recommendations, and not the Resolution, in the above Minute are for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 17/15 which was circulated with the agenda papers for the meeting of the Cabinet on 12 February 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.

69 General Fund Revenue Budget 2015/2016

The Cabinet considered Report No 18/15 relating to the Medium Term Budget Outlook and the 2015/2016 General Fund Revenue Budget.

Delivering the Deficit Reduction Plan remained a national priority. On 3 December 2014, the Chancellor of the Exchequer had given his annual Autumn Statement to Parliament, further details of which were set out in paragraph 1.2 of the Report.

The provisional Local Government Finance Settlement for 2015/2016 confirmed that the central government core grant to run local services nationally would fall by 14%. However, the fall for shire districts nationally was 15% which was the same as the Council's reduction. Such reduction excluded the availability of the New Homes Bonus Funding Stream which was reflected within each Council's overall Spending Power figures. Many councils, including the Council, were rebalancing budgets to reflect the reduction in core funding.

Appendix A to the Report set out details of the Council's Financial Principles and Objectives in its Medium Term Financial Strategy which were used as part of the framework to guide estimate preparation and compilation of the Medium Term Budget Outlook.

The Localism Act 2011 had introduced a requirement for referenda to approve or veto council tax increases that exceeded limits set out by the Secretary of State and which had been approved by Parliament in "principles" which were defined for the following financial year.

The Secretary of State had indicated that the threshold for 2015/2016 was 2% for principal authorities. The referenda position remained under consideration for Town and Parish Councils and a decision thereon would be made following consideration of responses to the Provisional Settlement. The Lead Cabinet Councillor had written to the Minister requesting that Town and Parish Councils be excluded from any referenda requirement.

The Government was making [Page 80 of 62](#) the grant available for councils which froze council tax bills in England in 2015/2016 which was equivalent to a 1%

increase in the 2014/2015 council tax and was payable for 2015/2016. Paragraph 5 of the Report set out details relating to the Council's council tax requirement for 2015/2016.

An Independent Peer Review of the Special Expense process had been completed and the report was published on the Council's website at www.lewes.gov.uk/council/21887.asp. It had concluded that the Council had complied with the council tax setting legislation.

The General Fund Budget Summary for next year was set out at Appendix B to the Report and the table in paragraph 6.2 of the Report provided an analysis of the high level movement in the budget from 2014/2015 to 2015/2016, further details of which were provided in the Report. The 2015/2016 draft budget had been prepared in accordance with the framework which was outlined in paragraph 6.3 of the Report.

The Government had stated its position that the economy would grow throughout the period of the next Parliament and that public sector funding would continue to reduce. The Autumn 2014 statement confirmed that further public sector funding reductions were to be expected. Appendix J to the Report showed the Council's savings plan through to 2020.

The savings for 2015/2016 would mainly be derived from the Organisational Development programme and from the introduction of a 2% vacancy savings target. The gross savings for the year were likely to deliver a recurring saving of £400,000, £100,000 of which would be retained to ensure adequate provision to cover forthcoming changes in the back office service arrangements and to enhance the joint working initiative with Eastbourne Borough Council which would deliver further savings in future years.

The Medium Term Budget Outlook and detailed commentary were set out at Appendix E to the Report. The Outlook built upon the estimate for 2015/2016 and set out the stated assumptions. 2015/2016 delivered an aggregate reduction in the Band D tax comprising a tax freeze for the General Expenses and a reduction in the aggregate requirement for Special Expenses.

The Council Tax Collection Fund Balance and the Non Domestic Rates Collection Fund Balance were key components of the Council Tax setting process. A principle of the Medium Term Financial Strategy was to achieve a zero balance (or as close as was possible) each year. There was an estimated credit balance of £403,010 on the Council Tax Collection Fund which could be utilised during the 2015/2016 budget setting process. The surplus would be redistributed to the preceptors as detailed in paragraph 12.2 of the Report.

The statutory Non Domestic Rating Return (NNDR1) was submitted before the deadline of 31 January. It was not available until January each year and it needed to be returned certified by the Chief Finance officer before 31 January. The retained rates income estimate would normally be approved by Cabinet which the meetings cycle did not readily facilitate. Cabinet was therefore requested to delegate completion and return of future NNDR1 returns to the Council's Chief Finance Officer in consultation with the Leader which, if approved, required the Council's Constitution to be updated accordingly.

The Chief Finance Officer was the Council's principal financial advisor who had statutory responsibilities in relation to the administration of the Council's financial affairs in accordance with Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988. Paragraph 15 of the Report set out the Report of the Chief Finance Officer in respect of the Council's budget proposals which had been prepared in accordance with the Council's policy framework and reviewed by Corporate Directors, Heads of Service, Lead Councillors and the Scrutiny Committee. The Council remained focused on delivering its deficit reduction programme. The opinion of the Chief Finance Officer was that the estimates were robust for the purpose of determining the statutory calculations which were required by section 32 of the Local Government Finance Act 1992

Paragraph 16.4 of the Report set out details relating to the implications of the extended Business Rates Transitional Relief Scheme for 2015/2016 and 2016/2017.

The Cabinet received the recommendations of the Scrutiny Committee at its meeting held on 15 January 2015 relating to the context in which the 2015/16 General Fund and Housing Revenue Account budgets and the Capital Programme had been prepared.

Resolved:

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| 69.1 | That the recommendations of the Scrutiny Committee at its meeting held on 15 January 2015 relating to the context in which the 2015/16 General Fund and Housing Revenue Account budgets and the Capital Programme had been prepared, be received and noted; | |
| 69.2 | That the detailed contributions to reserves and use of reserves, as set out in Appendices D, F, G, H and I to Report No 18/15, be approved; | DF |
| 69.3 | That the recommendations of the budget Scrutiny Committee be agreed; | DF |
| 69.4 | That the Council Tax and Business Rates Collection Fund balances to be returned in 2015/2016 be noted; | |
| 69.5 | That the implications of the public sector funding outlook and impact upon the Council's Medium Term Budget Outlook through to 2019/2020 be noted; | |
| 69.6 | That the statutory report of the Director of Finance as required by section 25(1) of the Local Government Act 2003, as set out in paragraph 15 of the Report, be approved; | DF |
| 69.7 | That an extension of the Transitional Business Rate Relief scheme for small and medium properties be adopted in line with the guidance published by the Department for Communities and Local Government in January 2015; | DF |
| 69.8 | That a recurring £100,000 be set aside when the savings target for 2015/2016 is exceeded by that amount, in order to fund the costs of enhancing the joint working arrangement with Eastbourne Borough | DF |

Council;

- | | |
|---|---|
| <p>69.9 That the recommendations of the Independent Peer Review of Special Expenses be accepted;</p> <p>69.10 That Special Expenses be charged on the basis of estimates alone and not adjusted to reflect actual costs;</p> <p>69.11 That completion of the statutory Non Domestic Rates Return (NNDR1) with retained rating income of £25,066,082, be noted; and</p> <p>69.12 That approval of NNDR1 returns be delegated to the Council's Chief Finance Officer in consultation with the Leader and the Constitution be updated to reflect this.</p> | <p>DF</p> <p>DF</p> <p></p> <p>DF/
ADCS</p> |
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It was further

Recommended:

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| <p>69.13 That an aggregate Council Tax requirement of £6,632,448 (a Council Tax reduction of 1.5% for the aggregate Lewes District Council Council Tax Requirement) be approved, comprising</p> <p style="margin-left: 20px;">a. A General Expenses Council Tax requirement of £6,020,459 (a Council Tax freeze for Lewes District Council's General Expenses).</p> <p style="margin-left: 20px;">b. A Special Expenses Council Tax Requirement of £611,989; and</p> <p>69.14 That, following publication of the Final 2015/2016 Local Government Finance Settlement, the Director of Finance be authorised to make the necessary adjustments to maintain the general Expenses Council tax requirement at the above level and to report any adjustments to the next Cabinet meeting.</p> | <p>DF (to note)</p> <p></p> <p></p> <p>DF (to note)</p> |
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Reasons for the Decisions:

Cabinet is required to approve the estimates in accordance with the Council's Constitution. The budget Report No 18/15 sets out the level of General Fund revenue resources needed to support the Council's priorities and services.

The Council has a statutory duty to determine its Council Tax Requirement and level of Council Tax for the coming year. Cabinet makes a recommendation to Council on this matter having taken account of the Director of Finance's statutory report on the adequacy of reserves and balances.

† *The Recommendations, and not the Resolutions, in the above Minute are for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 18/15 which was circulated with the agenda papers for the meeting of the Cabinet on 12 February 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.

70 Housing Revenue Account Budget 2015/2016

The Cabinet considered Report No 19/15 relating to the Housing Revenue Account Budget 2015/2016.

The national Housing Revenue Account self-financing system allowed all income generated to be kept locally and available to fund the maintenance and management of the housing stock, service debt and acquire and provide additional Social Housing.

The budgets had been prepared on the basis of the national Housing Revenue Account Accounting Code of Practice and incorporated Restructured Rents, Supporting People and Service Charges.

The Housing Revenue Account Budget 2015/2016 was in line with the Business Plan and the Council's proposed policy on restructured rents. The budget included a contribution to finance the capital programme of £820,000 and showed an estimated balance in hand at the year end of £2,517,770. The average increase in dwelling rents was 2.83%.

A provision of 2.2% had been made for movements in the pay bill in line with the national settlement. Salary budgets also allowed for contractual salary increments.

The budgeted employer's pension contribution rate for 2015/2016 was the same as that proposed by the actuary following the three yearly review of the East Sussex Pension Fund which had ended in December 2013.

Inflation had been provided to cover known price changes such as utility and contractual commitments. Furthermore, the items referred to in paragraphs 3.5 to 3.11 of the Report had been provided in the budget.

The budget layout complied with national accounting requirements and included explanatory notes within the body of the budgets. An explanation of items included within the expenditure headings was set out in paragraph 4.1 of the Report.

The Cabinet received the recommendations of the Scrutiny Committee at its meeting held on 15 January 2015 relating to the context in which the 2015/16 General Fund and Housing Revenue Account budgets and the Capital Programme had been prepared.

Resolved:

- 70.1** That the recommendations of the Scrutiny Committee at its meeting held on 15 January 2015 relating to the context in which the 2015/16 General Fund and Housing Revenue Account budgets and the Capital Programme had been prepared, be received and noted.

It was further

Recommended:

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|-------------|--|--------------|
| 70.2 | That the Housing Revenue Account budgets for 2015/16, as set out at Appendices 1 to 6 to Report No 19/15, be approved; | DF (to note) |
| 70.3 | That an average dwelling rent increase of 2.83%, as set out in paragraph 9 of the Report, be approved and be effective from 6 April 2015 which is in line with the proposed Council policy on rent restructuring; | DF (to note) |
| 70.4 | That all new tenancies, excluding tenancy transfers, be let at formula rent from 6 April 2015, as referred to in paragraph 9.7.2 of the Report; | DF (to note) |
| 70.5 | That an increase of 2.8% in Affordable Rents be approved and be effective from 6 April 2015, as referred to in paragraph 11 of the Report; | DF (to note) |
| 70.6 | That an average garage rent increase of 2.3% be approved and be effective from 6 April 2015, as referred to in paragraph 12 of the Report, which is in line with the Business Plan and current Council policy on garage rentals; | DF (to note) |
| 70.7 | That an increase of 2.3% in Private Sector Leased Property rents be approved and be effective from 6 April 2015, as referred to in paragraph 13 of the Report; | DF (to note) |
| 70.8 | That revised Service Charges be implemented and be effective from 6 April 2015, as referred to in paragraphs 14 to 19 of the Report. | DF (to note) |

Reason for the Decisions:

To enable the Council to fulfill its legal obligations to produce a balanced Housing Revenue Account for 2015/2016.

† *The Recommendations, and not the Resolution, in the above Minute are for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 19/15 which was circulated with the agenda papers for the meeting of the Cabinet on 12 February 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.

71 The Capital Programme 2014/2015 to 2017/2018

The Cabinet considered Report No 20/15 relating to the revised 2014/2015 Capital Programme, the 2015/2016 Capital Programme, the outline Capital

Programme 2016/2017 to 2017/2018 and the associated Prudential Indicators.

As part of the annual budget cycle the Cabinet considered what level of capital support to allocate to its Policy Programme. It also considered the medium term position in relation to likely capital needs and available resources.

Part 1 of the Local Government Act 2003 had introduced a framework for local authority capital expenditure and financing namely, the 'Prudential Capital Finance System'. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, which defined that system, required local authorities to follow the 'Prudential Code for Capital Finance in Local Authorities' (the Prudential Code) when taking their decisions. The Prudential Code required authorities to set a number of Prudential Indicators before the beginning of each financial year. Further details relating to the Prudential Capital Finance System were set out in paragraph 3 of the Report.

The 2014/2015 Capital Programme was set out at lines 1 to 104 of Appendix 1 to the Report which totalled £16.594m. That sum included the full cost of implementing new capital schemes, however some of that expenditure would fall into 2015/2016 and, possibly, into later years. Five amendments were proposed to the 2014/2015 Capital Programme, further details of which were set out in paragraph 4.3 of the Report.

Details relating to a projection of the resources which would be available at 1 April 2015 to fund capital expenditure were set out in the table in paragraph 5.1 of the Report.

The Prudential Code required local authorities to plan their capital expenditure programme for at least three years ahead for which the most detailed information was available for the first year.

The recommended Capital Programme for 2015/2016 to 2017/2018 was set out at Appendix 2 to the Report. However, it was important to note that the items shown for 2016/2017 and 2017/2018 were provisional, the reasons for which were set out in paragraph 6.1 of the Report.

Paragraph 6.6 of the Report provided details in respect of the General Fund Capital Programme for which the Non-Housing Programme, as set out at lines 36 to 44 of Appendix 2 to the Report, had a proposed value in 2015/2016 of £5.584m.

The Cabinet received the recommendations of the Scrutiny Committee at its meeting held on 15 January 2015 relating to the context in which the 2015/16 General Fund and Housing Revenue Account budgets and the Capital Programme had been prepared.

Resolved:

- 71.1** That the recommendations of the Scrutiny Committee at its meeting held on 15 January 2015 relating to the context in which the 2015/16 General Fund and Housing Revenue Account budgets and the Capital Programme had been prepared, be received and noted.

It was further

Recommended:

- | | | |
|-------------|--|--------------|
| 71.2 | That the revised 2014/2015 Capital Programme of £16.594m at Appendix 1 to Report No 20/15, be approved; | DF (to note) |
| 71.3 | That the 2015/2016 Capital Programme of £15.666m at Appendix 2 to the Report, be approved; | DF (to note) |
| 71.4 | That the outline Capital Programme 2016/2017 to 2017/2018 of £15.031m at Appendix 2 to the Report, be approved; and | DF (to note) |
| 71.5 | That the Prudential Indicators in respect of the Capital Programme, as detailed in paragraph 7 of the Report, be approved and adopted for 2015/2016. | DF (to note) |

Reasons for the Decisions:

As part of the annual budget cycle the Cabinet considers what level of capital support to allocate to its Policy Programme. It also considers the medium term position in relation to likely capital needs and available resources. The Council's Constitution requires Cabinet to make a recommendation to Council on the level of the Capital Programme budget.

Part 1 of the Local Government Act 2003 introduced a framework for local authority capital expenditure and financing, the 'Prudential Capital Finance System'. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, which define this system, requires local authorities to follow the 'Prudential Code for Capital Finance in Local Authorities' (the Prudential Code) when taking their decisions. The Prudential Code requires authorities to set a number of 'Prudential Indicators' before the beginning of each financial year.

† *The Recommendations, and not the Resolution, in the above Minute are for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 20/15 which was circulated with the agenda papers for the meeting of the Cabinet on 12 February 2015. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.

Meeting of the Council

25 February 2015

RECOMMENDATIONS FROM CABINET

(Agenda Item No. 12(ii))

Details of proposed amendments received from Councillor Osborne:

General Fund Revenue Budget 2015/2016 Amendments

- 1. I MOVE THAT £50,000 be allocated for the creation of a Village Agents scheme, and that the Scrutiny Committee undertake to scope and research this work and seek out partnerships in advance of this time;**

Rural isolation and the provision of services for older and vulnerable people in our District is not just an issue for Lewes District Council but also for partners like East Sussex and the NHS Clinical Commissioning Group for the area.

The Village Agents project in Gloucestershire County Council recruited local volunteers to work ten hours per week for a small stipend. They would then proactively meet and speak to people in their area (usually part of a ward or parish) and offer them support in making sure their homes were warm, ensuring they were receiving all the benefits to which they were entitled and encouraging and organising social events.

The Gloucestershire project is estimated to have saved the County approximately £1.29m in health and social care costs over two years where the costs of the scheme were only £680,000. The agents are also estimated to have increased residents spending power by £800,000 through increasing benefit uptake. For each £1 of money spent the programme is estimated to have generated a return of £3.10.

Lewes District Council is at a significant inflection point for the implementation of community preventative-focussed services in our area. As Councillors we are locally connected and we understand our wards and parishes. As a group and as a Council we can take a lead in this area, bring together partners and make a significant difference to our District as a whole.

2. I MOVE THAT £20,000 is allocated for the development and implementation of a pilot selective landlord licensing scheme in Lewes District;

The number of owner occupiers across Lewes District decreased by over 6% between 2001 and 2011 and this trend is expected to have accelerated since this period. Shelter has calculated that if wages had gone up at the same rate as house prices in England the average salary would be £29,000 higher.

Wage stagnation and house price increases have meant that first-time buyers are all but priced out of the market, and are consequently forced into private renting.

Lewes District also has a chronic and unalleviated shortage of affordable housing both for sale and rent in urban and rural areas.

The landlord sector in the UK is not professionalised - 30% of landlords own only one property. A selective licensing scheme would require all landlords to register with the Council, provide details about their properties and themselves and ensure that adequate measures were in place to ensure their tenants are safe and secure. The cost of the license would be set at a level proportionate to the cost of running the scheme.

This should not be regarded as a threat to landlords. It is a professionalisation of this industry. Reputable landlords should welcome efforts to root out unscrupulous individuals who can undercut their business by offering dangerous and overcrowded properties, often to vulnerable individuals.

Selective licensing would also drive a reduction in anti-social behaviour by requiring landlords to actively intervene in tenancies, and the Council and partners would provide escalated support for landlords.

Implementing this scheme would indicate to families, workers and young people looking to move to the area that Lewes District is proactive about securing the well-being of residents, as well as driving the regeneration of the District.

- 3. I MOVE THAT £2,300 be allocated to ensure that all Council employees are paid above the Living Wage;**
- 4. I MOVE THAT £5000 be allocated to investigate and determine the implications and opportunities for the Council becoming an accredited Living Wage Authority;**

The Council only has a very small number of employees who are paid below the Living Wage of £7.85. I propose that we allocate funds to ensure that their wages are increased above this point immediately.

Brighton and Hove City Council are a Living Wage employer and request businesses participating in procurement activities to provide information on their levels of Living Wage compliance. We should allocate funds to investigate how we can promote the Living Wage alongside our other economic regeneration activities, and the extent to which we can encourage businesses in our supply chain and our contractors to become Living Wage organisations also.

- 5. I MOVE THAT the resources for the first three amendments be met from the "as yet uncommitted" budget for Service Priorities of £241,200 in 2015/2016 as shown at line 15a of Appendix B;**
- 6. I MOVE THAT the £2,300 recurring cost of paying the Living Wage in 2015/2016 be met from the "as yet uncommitted" budget for Service Priorities of £241,200 as shown at line 15a of Appendix B and included in the base budget in future years.**

Details of a proposed amendment received from Councillor Eiloart:

To allocate a budget of £30,000 for a review of the impact of the following plans, and to make recommendations on the adoption of new objectives and targets:

1. The Climate Change Adaption And Mitigation Plan 2009-2016, 2. The Lewes District Council travel plan, 3. The 2009 Air Quality Action Plan.

With a view to (a) reducing the environmental impact of the Council, and of the District as a whole, and (b) reducing costs, or increasing revenues from energy generation or other services. To be funded from the budget for Service Priorities.

Agenda Item No: 12(iii) **Report No:** 29/15
Report Title: Setting the Council Tax
Report To: Council **Date:** 25 February 2015
Leader of the Council: Councillor Rob Blackman
Ward(s) Affected: All
Report By: John Magness, Director of Finance
Contact Officer(s)-
Name(s): John Magness
Post Title(s): Director of Finance
E-mail(s): john.magness@lewes.gov.uk
Tel No(s): 01273 484467

Purpose of Report:

To explain to Council the process for determining the level of General Fund Council Tax Requirement and Council Tax for 2015/2016.

Officers Recommendation(s):

- 1 That Council approves an aggregate Council Tax requirement of £6,632,448 (a Council Tax reduction of 1.5% for the aggregate Lewes District Council "Council Tax Requirement"), comprising
 - a. A General Expenses Council Tax requirement of £6,020,459 (a Council Tax freeze for Lewes District Council's General Expenses).
 - b. A Special Expenses Council Tax Requirement of £611,989.
- 1 That Council approves the resultant band D tax rates as set out in Appendices E and F and the draft Council Tax resolution at Appendix G.

Reasons for Recommendations

- 1 In setting the Council Tax for 2015/2016, the Council needs to determine the level of the General Fund Council Tax Requirement for the year. The Localism Act 2011 also requires local authorities to determine whether their basic amount of council tax for a year is excessive.
- 2 At its meeting on 4 December 2013, the Council agreed to implement a system of 'Special Expenses' in respect of the cost of General Fund Open Spaces. In setting the basic of amount of council tax for 2015/2016, 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'.

Information

3 General Fund Summary for 2015/2016

- 3.1** At its meeting on 12 February 2015 Cabinet considered the amount of the aggregate General Fund Council Tax Requirement for 2015/2016. The aggregate Council Tax Requirement is used to determine the amount of the Band D council tax for the year. The aggregate Council Tax Requirement comprises two elements. The majority part is General Expenses. The remainder is attributed to Special Expenses.
- 3.2** Cabinet has recommended that the General Expenses element of the Council Tax is frozen in 2015/2016, an option which will allow the Council to receive a special grant from the Government of £75,459, which is the equivalent of the income which would be generated from a 1% council tax increase (Appendix A line 19g).
- 3.3** The summary of the budget proposal on which the Council Tax freeze is based is presented at Appendix A. Key elements are:
- Line 10b: Budget savings with a value of £561,000 to be delivered in 2015/2016
 - Line 12: grant with a total value of £236,600 to be paid to Town and Parish Councils to mitigate the impact on their local council tax amounts of the reduction in the Taxbase arising from the Council Tax Reduction Scheme.
 - Line 15a: £241,200 to support the implementation of service priorities. This budget can also be used to fund non-recurring items of either revenue or capital expenditure.
 - Line 17: the Council's net income from Business Rates Retention, on a comparable basis to 2014/2015 is projected to be £2,806,858.
 - In 2015/2016, the East Sussex District and Borough Councils, along with East Sussex County Council and East Sussex Fire Authority have agreed to establish an East Sussex Business Rates Pool, which enables a greater share of business rates to be retained locally and used for the purposes of stimulating economic growth. It is estimated that this Council's share of additional retained income, redistributed from the local Pool will be £200,000 (line 18).
 - Line 19a: £1,703,960 to be received as Revenue Support Grant from the Government, a reduction of £621,240 compared with 2014/2015.
 - Line 19c: £1,376,500 to be received as New Homes Bonus from the Government, an increase of £207,400 compared with 2014/2015.
 - Line 20b: the Council's share of the estimated Collection Fund surplus at 31 March 2015 is £65,050, which is to be returned to council taxpayers in 2015/2016.
 - Line 22: £397,555 of the General Fund Working Balance to be used. The projected General Fund Working Balance at 31 March 2015 is £1,194,795 (line 25).
- 3.4** The amount to be raised from Council Taxpayers in respect of General Fund services is £6,632,448 (line 20a). This equates to an average annual Band D Council Tax of £189.61 for 2015/2016 (incorporating both General Expenses and Special Expenses), a reduction of 1.5% compared with 2014/2015.

3.5 In recommending the budget proposal, Cabinet considered the medium term budget outlook. The budget outlook requires a savings target of £2.665m for 2015/2016 to 2019/2020. The delivery of the savings target will deliver a sustainable recurring base budget, with no call on the working balance and no reliance on Revenue Support Grant from the Government.

3.6 Section 65 of the Local Government Finance Act 1992 requires the Council to consult with representatives of Non-Domestic Ratepayers before setting the Council Tax for the year. Accordingly, the Leader of the Council has sent a briefing note explaining the Council's overall revenue and capital spending plans and the proposed Council Tax to representatives of the local business community and invited comments.

4 Schedule of General Fund Reserves

4.1 In addition to the General Fund Working Balance, the Council retains reserves to support revenue and capital expenditure. The total value of General Fund Reserves at 1 April 2015 is projected to be £7.430m. £2.466m is contributed to reserves in 2015/2016. £0.796m is used for revenue purposes and £2.884m for capital purposes. The total value of General Fund Reserves at 31 March 2016 reduces to £6.216m.

4.2 A statement showing each of the Councils reserves and how they are to be used through to March 2016 is attached at Appendix B.

5 Special Expenses

5.1 The Council introduced a system of 'Special Expenses' in respect of the cost of General Fund Open Spaces, with effect from 1 April 2014. As a result, the cost of each Open Space will be charged, through the Council Tax, only to the residents of the Town/Parish area in which that Open Space is located.

5.2 The Special Expenses to be charged in each Town/Parish area of the District in 2015/2016 are shown in Appendix C. In total, £611,989 is to be charged as Special Expenses, allocated across seven local areas within the District as shown below.

Part of the District	(a) Total cost 15/16 £	(b) Taxbase 15/16	(c)=(a)/(b) Special Expense 15/16 Band D £	(d) Special Expense 14/15 Band D £
Lewes	313,665	5,861.1	53.52	66.42
Newhaven	152,551	3,396.5	44.91	47.14
Telscombe	51,564	2,416.6	21.34	24.49
Seaford	53,564	9,203.9	5.82	5.40
Peacehaven	39,392	4,405.8	8.94	10.23
Chailey	1,068	1,264.3	0.84	0.92
Hamsey	185	242.5	0.76	1.21
TOTAL SPECIAL EXPENSES	611,989	34,979.8	-17.50	-20.37

5.3 The cost of Open Spaces which will be charged as Special Expenses is derived from the 2015/2016 budget, including the cost of the grounds maintenance contract, site specific items (eg water supplies) and provision for direct costs (eg repairs to fences and

tree planting) and management costs. Cabinet has agreed that two sites (Landport Bottom and Malling Recreation Ground) will be devolved to Lewes Town Council and one site (The Forges) to Ringmer Parish Council by 31 March 2015. As a result, the Council will no longer incur any expenditure on these sites and no Special Expenses will be chargeable in respect of them.

- 5.4** The aggregate of Special Expenses has reduced by £94,261 between 2014/2015 and 2015/2016. There are two reasons for this. The first is the devolution of three sites with a total cost of £53,999. The second reason is the lower costs attributable to retendering the grounds maintenance contract.

6 The Council Tax Resolution

- 6.1** The schedule of Town and Parish precepts for 2015/2016 is shown at Appendix D. A summary of all preceptors' requirements is shown at Appendix E.
- 6.2** The draft determinations to be made in accordance with the Local Government Finance Act 1992 are shown at Appendix F. This information forms the basis of the Council Tax Draft Resolution shown at Appendix G.
- 6.3** The Localism Act 2011 introduced a requirement for a local authority to determine whether its basic amount of council tax for a financial year is excessive, in which case a local referendum would be needed. The Secretary of State has confirmed that the 2015/2016 referendum trigger point is to be a 2% increase in Council Tax, or higher.
- 6.4** The 'excessiveness' calculation is made by reference to the District Council's proposed council tax requirement which includes its own Special Expenses, but excludes Town and Parish Council precepts. As noted in paragraph 3.4, this basic amount of tax for 2015/2016 at £189.61 is lower than the 2014/2015 level and is not, therefore, excessive.
- 6.5** The Council is entitled to a Council Tax Freeze grant because the basic amount of council tax, excluding Town and Parish Council precepts is frozen.

Financial Appraisal

- 7** This is covered in the paragraphs above and the 'General Fund Revenue Estimates' report to Cabinet dated 12 February 2015.

Legal Implications

- 8** These are as shown in the 'General Fund Revenue Budget' report to Cabinet. In addition, the Local Government Finance Act 1992 requires the Council, by 11 March 2015 to make a series of calculations in respect of its budget and council tax amounts for 2015/2016. These are set out in Appendix G.

Sustainability Implications

- 9** I have not completed the Sustainability Implications questionnaire as this Report is exempt from the requirement because it is a strategic budget report.

Risk Management Implications

- 10** This is as shown in the 'General Fund Revenue Estimates' report to Cabinet.

Equality Screening

- 11** This is as shown in the 'General Fund Revenue Budget' report to Cabinet.

Background Papers

General Fund Revenue Budget 2015/2016 – Cabinet Report 12 February 2015

<http://lewes.cmis.uk.com/cmis5/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/563/Committee/190/Default.aspx>

Department for Communities and Local Government 'The Referendums Relating to Council Tax Increases (Principles) Report (England) 2015/2016

<https://www.gov.uk/government/publications/council-tax-referendum-principles-report-2015-to-2016>

Appendices

Appendix A : 2015/2016 General Fund Budget Summary

Appendix B : Statement of Council Reserves and how they are used through to March 2016.

Appendix C : Special Expenses 2015/2016

Appendix D : Schedule of Town and Parish Council Precepts

Appendix E : Summary of all Preceptors' Requirements

Appendix F : Local Government Finance Act Determinations

Appendix G : Council Tax Draft Resolution

2015/2016 General Fund Budget Summary

LINE NO.	LEWES DISTRICT COUNCIL GENERAL FUND SERVICES SUMMARY	2013/2014 ACTUAL £	2014/2015 BUDGET £	2015/2016 BUDGET £
	Service Expenditure Analysis			
1	- Central Services	1,007,191	1,243,200	1,357,200
2	- Cultural and Related Services	2,482,998	2,359,800	2,050,500
3a	- Environmental and Regulatory Services	4,229,689	4,509,800	4,194,500
3b	- Environmental and Regulatory Services - Environment Agency Levy	123,530	127,200	127,200
4	- Highways and Transport Services	(277,710)	(316,800)	(257,200)
5	- Housing General Fund Services	1,525,727	1,609,200	1,382,600
6a	- Planning Services	1,395,264	1,266,400	1,336,100
6b	- Supporting Business Growth	-	-	370,000
7	- Corporate and Democratic Core	2,660,015	2,147,200	2,031,500
8	- Non-Distributed Costs : general	122,481	165,100	134,400
9	Net Service Expenditure	13,269,185	13,111,100	12,726,800
10a	Use or Working balance assuming mid year delivery of savings (on average)	-	255,000	280,000
10b	- Non-Distributed Costs : Savings target	-	(511,000)	(561,000)
11	COST OF SERVICES	13,269,185	12,855,100	12,445,800
12	Other Operating Income and Expenditure - Town and Parish LCTS Grant	337,885	278,300	236,600
13	Financing and Investment Income and Expenditure	(904,664)	(758,300)	(829,500)
14	COST BEFORE TRANSFERS TO/(FROM) RESERVES	12,702,406	12,375,100	11,852,900
15a	Contribution to Service Priorities	-	390,000	241,200
15b	Transfers from Earmarked Reserves	(2,812,307)	(1,033,700)	(795,800)
15c	Transfers to Earmarked Reserves	4,212,536	2,414,030	2,466,000
16	NET EXPENDITURE REQUIREMENT	14,102,635	14,145,430	13,764,300
	TAXATION AND NON-SPECIFIC GRANT INCOME			
17	Retained Business Rates and Section 31 Grants	(2,480,002)	(2,444,930)	(2,806,858)
18	Contribution from the East Sussex Business Rates Pool for Economic Development initiatives	-	-	(200,000)
19	Government Grants			
19a	- Revenue Support Grant	(2,945,151)	(2,325,200)	(1,703,960)
19b	- Compensation for Business Rates Multiplier Cap	-	(21,200)	-
19c	- New Homes Bonus	(877,754)	(1,169,100)	(1,376,500)
19d	- New Homes Bonus returned funding	-	(6,900)	-
19e	- Council Tax Freeze Grant 2013/14	(75,459)	-	-
19f	- Council Tax Freeze Grant 2014/15	-	(76,100)	-
19g	- Council Tax Freeze Grant 2015/16	-	-	(75,459)
19h	- Housing Benefit Administration Subsidy	(592,976)	(521,800)	(484,800)
19i	- Council Tax Support New Burdens Funding	(58,000)	(76,400)	(21,670)
19j	- Community Right to Challenge	(8,551)	(8,500)	-
19k	- Community Right to Bid	(7,851)	(7,900)	-
19l	- Ad Hoc Grants	(25,247)	-	-
20	Council Tax Income			
20a	- Lewes District Council Precept on the Collection Fund - LDC after Collection Fund Surplus	(6,628,241)	(6,673,400)	(6,632,448)
20b	- Lewes District Council Collection Fund Surplus	(64,759)	(64,990)	(65,050)
21	TOTAL TAXATION & NON-SPECIFIC GRANT INCOME	(13,763,991)	(13,396,420)	(13,366,745)
22	TRANSFER (TO) / FROM WORKING BALANCE	338,644	749,010	397,555
23	Working Balance as at 1 April		2,415,600	1,592,350
24	Transfer (From) / To Working Balance		(749,010)	(397,555)
25	Working Balance as at 31 March		1,666,590	1,194,795
26	Taxbase		34,670.70	34,979.80
27	Band D Council Tax (line 20a/line26)		-192.48	-189.61

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A Statement of Council Reserves and how they are used through to 31 March 2016

Ref	Reserve	Updated Budget 2014/2015					Budget 2015/2016					
		Balance at 1 April 2014	Contribution to reserve	Used for revenue	Used for capital	Total Use of reserve	Balance at 31 March 2015	Contribution to reserve	Used for revenue	Used for capital	Total Use of reserve	Balance at 31 March 2016
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	General Fund											
1	Budget Carry Forward	74	0	(74)	0	(74)	0	0	0	0	0	0
2	Building Control Charging Scheme	81	21	0	0	0	102	47	0	0	0	149
3	Change Management and Spending Power	2,396	1,196	(538)	(1,723)	(2,261)	1,331	1,377	(123)	(1,300)	(1,423)	1,285
4	Clean and Green Reserve	26	0	(5)	0	(5)	21	0	0	0	0	21
5	Corporate Building Repairs	190	50	(50)	0	(50)	190	46	(46)	0	(46)	190
6	Housing Benefit standards and improvements	864	105	(29)	0	(29)	940	105	(56)	0	(56)	989
7	Insurance	165	27	(4)	0	(4)	188	27	0	0	0	215
8	Leisure Buildings Repairs	100	50	(67)	0	(67)	83	50	(67)	0	(67)	66
9	Leisure Trust	258	50	0	(76)	(76)	232	50	0	0	0	282
10	All Weather Pitch Reserve	121	20	0	0	0	141	20	0	0	0	161
11	Leisure Trust Buildings Maintenance	198	80	(100)	0	(100)	178	80	(100)	0	(100)	158
12	Newhaven Enterprise Centre Reserve	71	13	0	0	0	84	13	0	0	0	97
13	Community Safety Partnership Fund	37	22	(57)	0	(57)	2	0	0	0	0	2
14	Housing and Planning Delivery Grant	41	0	0	0	0	41	0	0	0	0	41
15	Major Planning Applications Reserve	56	0	0	0	0	56	0	0	0	0	56
16	PSL/Homelessness Initiatives	28	34	(10)	0	(10)	52	29	(5)	0	(5)	76
17	Recycling Reserve	354	0	0	0	0	354	0	0	0	0	354
18	Revenue Equalisation and Asset Maintenance	2,006	252	(398)	(943)	(1,341)	917	252	(119)	(200)	(319)	850
19	Southover Grange Gardens	41	0	0	0	0	41	0	0	0	0	41
20	Vehicle Replacement Reserve	2,008	320	0	(422)	(422)	1,906	320	0	(1,334)	(1,334)	892
21	Strategic Priority Fund	390	147	(235)	(175)	(410)	127	0	(60)	0	(60)	67
22	Business Rate Equalisation	371	0	(50)	0	(50)	321	0	(220)	0	(220)	101
	<i>Partnership Projects</i>											
23	Denton Island Reclamation	75	0	0	0	0	75	0	0	0	0	75
24	Newhaven Fort Refurbishment	15	0	0	(15)	(15)	0	50	0	(50)	(50)	0
25	West Quay Development	48	0	0	0	0	48	0	0	0	0	48
26	General Fund Sub-total	10,014	2,387	(1,617)	(3,354)	(4,971)	7,430	2,466	(796)	(2,884)	(3,680)	6,216
	HRA											
27	Major Repairs Reserve	1,424	4,424	0	(5,121)	(5,121)	727	4,421	0	(4,525)	(4,525)	623
28	Total	11,438	6,811	(1,617)	(8,475)	(10,092)	8,157	6,887	(796)	(7,409)	(8,205)	6,839

NOTE: Table excludes Developer and other third party contributions held pending use. [Page 47 of 62](#)

Town/Parish Area Special Expenses - Site Listing

	2014/15 £	2015/16 £	Change
Lewes			
Barons Down	49	83	34
Bell Lane	6,095	8,160	2,065
Castle Banks	254	417	163
Grange Road	39	19	-20
Jubilee Gardens	782	1,238	456
Landport Bottom, Lewes (TO BE DEVOLVED)	5,723	0	-5,723 D
Landsdown Place	95	161	66
Lewes Library Site	917	706	-211
Lewes Railway Land LNR	39,459	32,954	-6,505
Malling Railway Cutting	1,327	785	-542
Malling Street	5,499	7,781	2,282
Phoenix Causeway / Little East Street	9,412	14,233	4,821
Southover Grange Gardens	74,974	90,120	15,146
The Gallops	2,208	3,762	1,554
Timberyard Lane	998	1,076	78
Valence Road	188	320	132
Waite Close	564	781	217
Watergate Lane	53	76	23
Malling Rec incl Lewes Skate Park (TO BE DEVOLVED)	44,456	0	-44,456 D
Stanley Turner	96,159	76,633	-19,526
Convent Field	100,999	74,360	-26,639
Sub-total	<u>390,250</u>	<u>313,665</u>	<u>-76,585</u>
Newhaven			
Avis Road Rec	4,597	7,960	3,363
Castle Hill, Newhaven	2,205	1,345	-860
Court Farm Road Island	233	364	131
Denton Island	13,664	12,769	-895
Drove Park	2,840	1,462	-1,378
Huggets Green (West Quay)	5,007	6,645	1,638
Meeching Down Open Space	5,253	9,727	4,474
Newhaven Town Centre	3,252	4,708	1,456
Riverside Park	692	393	-299
Valley Road / Parkour	5,916	4,650	-1,266
West Quay (South) Open Space	503	721	218
Denton Rec	3,531	7,213	3,682
Eastside Rec	27,901	31,375	3,474
Fort Road Rec, Outdoor Gym and Skate park	83,086	63,219	-19,867
Sub-total	<u>158,680</u>	<u>152,551</u>	<u>-6,129</u>
Telscombe			
Fairlight Avenue	56	28	-28
Telscombe Cliff tops	16,351	18,495	2,144
Telscombe Playing Fields	42,123	33,041	-9,082
Sub-total	<u>58,530</u>	<u>51,564</u>	<u>-6,966</u>

Town/Parish Area Special Expenses - Site Listing

	2014/15 £	2015/16 £	Change
Seaford			
Alfriston Road OS	1,115	675	-440
Anthonyms Close	206	345	139
Aquila Park	2,541	485	-2,056
Bowden Rise	834	1,399	565
Brickfields, Seaford	2,931	1,266	-1,665
Chalvington Close Verge	354	593	239
Chalvington Field	8,646	12,142	3,496
Foster Close OS	1,033	775	-258
Hurdis Road	640	1,307	667
Katherine Way Open Space	1,027	1,790	763
Micklesfield OS	3,731	4,777	1,046
Normansal Park OS	935	1,585	650
Rookery Way	421	705	284
Seaford Close	484	811	327
St. Crispians	5,772	7,125	1,353
Valley Dip Play Area	5,444	3,945	-1,499
Downs Rec	13,166	13,839	673
Sub-total	<u>49,280</u>	<u>53,564</u>	4,284
Peacehaven			
Firle Road Walkway	1,520	1,890	370
Lake Park	2,722	3,404	682
Meridian Park	30,766	16,516	-14,250
Peacehaven Cliff Tops	9,232	17,582	8,350
Sub-total	<u>44,240</u>	<u>39,392</u>	-4,848
Chailey			
The Martlets, South Chailey	1,150	1,068	-82
Ringmer			
The Forges (TO BE DEVOLVED)	3,820	0	-3,820 D
Hamsey			
The Malthouse, Cooksbridge	300	185	-115
TOTAL	<u>706,250</u>	<u>611,989</u>	-94,261

D = Special Expenses will not be charged in 2015/2016 as a result of the devolution of these sites.

Following devolution, the Town/Parish Councils will bear the cost of managing and maintaining the sites as part of their own budget requirements.

TOWN AND PARISH COUNCILS
- COUNCIL TAX PRECEPTS, BAND D TAXBASE AND BAND D COUNCIL TAX

2014/15 COUNCIL TAX PRECEPT £	2014/15 BAND D TAX BASE number	2014/15 BAND D COUNCIL TAX £	TOWN / PARISH	2015/16 COUNCIL TAX PRECEPT £	2015/16 BAND D TAX BASE number	2015/16 BAND D COUNCIL TAX £
27,239	602.1	45.24	Barcombe	29,116	619.5	47.00
46,142	1,252.6	36.84	Chailey	46,963	1,264.3	37.15
67,512	1,110.0	60.82	Ditchling	82,522	1,110.0	74.34
4,539	186.5	24.34	East Chiltington	4,539	188.8	24.04
459	70.8	6.48	Falmer	500	68.8	7.27
8,296	116.0	71.52	Firle	8,887	118.5	75.00
9,416	175.6	53.62	Glynde and Beddingham	9,804	176.9	55.42
17,350	248.5	69.82	Hamsey	17,696	242.5	72.98
0	90.4	0.00	Iford	0	91.7	0.00
47,841	423.6	112.94	Kingston	47,865	427.0	112.10
750,466	5,875.4	127.73	Lewes	780,496	5,861.1	133.16
344,332	3,366.3	102.29	Newhaven	352,429	3,396.5	103.77
51,976	1,069.3	48.61	Newick	52,340	1,065.5	49.12
368,692	4,323.3	85.28	Peacehaven	375,721	4,405.8	85.28
7,791	128.7	60.54	Piddinghoe	10,322	127.7	80.83
42,126	641.5	65.67	Plumpton	52,102	658.5	79.12
89,468	1,799.9	49.71	Ringmer	89,468	1,827.1	48.97
8,719	210.5	41.42	Rodmell	8,809	212.7	41.42
0	41.0	0.00	St Anne Without	0	41.3	0.00
0	31.2	0.00	St John Without	0	32.9	0.00
516,194	9,114.1	56.64	Seaford	521,314	9,203.9	56.64
0	23.1	0.00	Southease	0	23.2	0.00
9,666	250.2	38.63	South Heighton	9,666	258.1	37.45
2,900	78.7	36.85	Streat	3,323	79.8	41.64
0	8.3	0.00	Tarring Neville	0	10.1	0.00
220,838	2,390.0	92.40	Telscombe	220,881	2,416.6	91.40
6,269	161.1	38.91	Westmeston	6,404	160.2	39.98
56,957	882.0	64.58	Wivelsfield	52,963	890.8	59.46
2,705,188	34,670.7	78.02		2,784,130	34,979.8	79.59
		(average)				(average)

COUNCIL TAX PRECEPT REQUIREMENTS	Council Tax Precepts			Band D Council Tax		
	2014/15 £	2015/16 £	Change £	2014/15 £	2015/16 £	Change £
Lewes District Council (LDC)						
LDC Council Tax Requirement (including Special Expenses*)	6,673,400	6,632,448	(40,952)	192.48	189.61	-2.87
Add Town and Parish Councils	2,705,188	2,784,130	78,942	78.02	79.59	1.57
Total Lewes District Council	9,378,588	9,416,578	37,990	270.50	269.20	-1.30
East Sussex County Council	40,942,283	42,113,231	1,170,948	1,180.89	1,203.93	23.04
East Sussex Fire Authority	2,893,270	2,975,732	82,462	83.45	85.07	1.62
Sussex Police & Crime	4,892,729	5,033,943	141,214	141.12	143.91	2.79
TOTAL COUNCIL TAX PRECEPT REQUIREMENTS	58,106,870	59,539,484	1,432,614	1,675.96	1,702.11	26.15
Special Expenses*						
LDC Council Tax Requirement	6,673,400	6,632,448	(40,952)	192.48	189.61	-2.87
Less: Total amount to be charged as Special Expenses	(706,250)	(611,989)	94,261	(20.37)	(17.50)	2.87
Council Tax (General Expenses) to be levied on all LDC taxpayers	5,967,150	6,020,459	53,309	172.11	172.11	0.00
Band D taxbase and increase				34,670.7	34,979.8	309.1
- percentage increase						0.89%

LEWES DISTRICT COUNCIL
PRECEPT FOR 2015/2016

Calculations Required under Local Government Finance Act 1992

Item	Section	Description	£	£
s.31A Calculation of Council Tax Requirement				
		<u>Expenditure</u>		
1		LDC revenue expenditure to be charged to revenue accounts	81,233,160	
2		Parish and Town Council precepts	2,784,130	
3	s.31A(2)(a)			84,017,290
4	s.31A(2)(b),(c),(d)	Contributions re. contingency, balances and reserves		2,466,000
5				86,483,290
<u>Income</u>				
6	s.31A(3)(a)	Revenue income including grants to credit to revenue accounts	75,316,967	
7	s.31A(3)(b)	Collection Fund surplus	65,050	
8	s.31A(3)(d)	Use of reserves	1,684,695	
9				77,066,712
10	s.31A(4)	Council Tax Requirement (R)		9,416,578

s.31B Calculation of basic amount of council tax including local precepts				
11	s.31B(1)	R Council Tax Requirement	9,416,578	
12		T Taxbase	34,979.8	
13		R / T Basic amount of Council Tax incl local precepts and Special Expenses B		269.20

s.34 Calculation of basic amount of council tax excluding local precepts				
14	s.34(2)	Total of Town and Parish precepts	2,784,130	
15		Total of LDC expenditure to be charged as Special Expenses	611,989	
16		A Aggregate amount of all Special Items	3,396,119	
17		T Taxbase	34,979.8	
18		B - (A / T) Basic amount of Council Tax excl local precepts and Special Expenses		172.11

APPENDIX G

COUNCIL TAX

DRAFT RESOLUTION

Section A

1. That the expenses incurred by the Council set out in paragraph 2 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.

2.

Town/Parish area	Special Expense 2015/2016 £
Lewes	313,665
Newhaven	152,551
Telscombe	51,564
Seaford	53,564
Peacehaven	39,392
Chailey	1,068
Hamsey	185
Total	611,989

Section B

1. That:-
 - (a) the revenue estimates for 2015/2016;
 - (b) the revised 2014/2015 Capital Programme;
 - (c) the Capital Programme 2015/2016 to 2017/2018
 - (d) the Prudential Indicators in respect of the capital programme;as reported elsewhere on this Council Agenda, be approved.
2. That it be noted that the following amounts have been calculated for the year 2015/2016 in accordance with regulations made under Sections 31(B)(4) and 34(4) of the Local Government Finance Act 1992 as amended:-
 - (a) 34,979.8 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 as amended, as its Council Tax base for the year (Item T in the formula in Section 31B of the Local Government Finance Act 1992)

(b) <u>Part of the Council's area</u>	<u>Tax Base</u>
<u>Parishes of:-</u>	
Barcombe	619.5
Chailey	1,264.3
Ditchling	1,110.0
East Chiltington	188.8
Falmer	68.8
Firle	118.5
Glynde/Beddingham	176.9
Hamsey	242.5
Iford	91.7
Kingston	427.0
<u>Towns of:-</u>	
Lewes	5,861.1
Newhaven	3,396.5
Parish of Newick	1,065.5
Town of Peacehaven	4,405.8
<u>Parishes of:-</u>	
Piddinghoe	127.7
Plumpton	658.5
Ringmer	1,827.1
Rodmell	212.7
St. Ann Without	41.3
St. John Without	32.9
Town of Seaford	9,203.9
<u>Parishes of:-</u>	
Southeast	23.2
South Highton	258.1
Streat	79.8
Tarring Neville	10.1
Town of Telscombe	2,416.6
<u>Parishes of:-</u>	
Westmeston	160.2
Wivelsfield	890.8

being 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.

3. That the following amounts be now calculated by the Council for the year 2015/2016 in accordance with Sections 31A to 37 of the Local Government Finance Act 1992, as amended:-

- (a) £86,483,290 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act
- (b) £77,066,712 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
- (c) £9,416,578 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula in Section 31B of the Act)
- (d) £269.20 being the amount at 3(c) above (Item R) all divided by the amount at 2(a) above (Item T), 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) £3,396,119 being the aggregate amount of all special items referred to in Section 34(1) of the Act
- (f) £172.11 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 2(a) above (Item T), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates

(g) Parts of the Council's area

	£		£
Barcombe	219.11	Piddinghoe	252.94
Chailey	210.10	Plumpton	251.23
Ditchling	246.45	Ringmer	221.08
East Chiltington	196.15	Rodmell	213.53
Falmer	179.38	St. Ann Without	172.11
Firle	247.11	St. John Without	172.11
Glynde/Beddingham	227.53	Seaford	234.57
Hamsey	245.85	Southeast	172.11
Iford	172.11	South Heighton	209.56
Kingston	284.21	Streat	213.75
Lewes	358.79	Tarring Neville	172.11
Newhaven	320.79	Telscombe	284.85
Newick	221.23	Westmeston	212.09
Peacehaven	266.33	Wivelsfield	231.57

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h) Parts of the Council's area

	Ratio Band	6/9 A £	7/9 B £	8/9 C £	9/9 D £	11/9 E £	13/9 F £	15/9 G £	18/9 H £
Barcombe		146.07	170.42	194.76	219.11	267.80	316.49	365.18	438.22
Chailey		140.07	163.41	186.76	210.10	256.79	303.48	350.17	420.20
Ditchling		164.30	191.68	219.07	246.45	301.22	355.98	410.75	492.90
East Chiltington		130.77	152.56	174.36	196.15	239.74	283.33	326.92	392.30
Falmer		119.59	139.52	159.45	179.38	219.24	259.10	298.97	358.76
Firle		164.74	192.20	219.65	247.11	302.02	356.94	411.85	494.22
Glynde/Beddingham		151.69	176.97	202.25	227.53	278.09	328.65	379.22	455.06
Hamsey		163.90	191.22	218.53	245.85	300.48	355.12	409.75	491.70
Iford		114.74	133.86	152.99	172.11	210.36	248.60	286.85	344.22
Kingston		189.47	221.05	252.63	284.21	347.37	410.53	473.68	568.42
Lewes		239.19	279.06	318.92	358.79	438.52	518.25	597.98	717.58
Newhaven		213.86	249.50	285.15	320.79	392.08	463.36	534.65	641.58
Newick		147.49	172.07	196.65	221.23	270.39	319.55	368.72	442.46
Peacehaven		177.55	207.15	236.74	266.33	325.51	384.70	443.88	532.66
Piddinghoe		168.63	196.73	224.84	252.94	309.15	365.36	421.57	505.88
Plumpton		167.49	195.40	223.32	251.23	307.06	362.89	418.72	502.46
Ringmer		147.39	171.95	196.52	221.08	270.21	319.34	368.47	442.16
Rodmell		142.35	166.08	189.80	213.53	260.98	308.43	355.88	427.06
St Ann Without		114.74	133.86	152.99	172.11	210.36	248.60	286.85	344.22
St John Without		114.74	133.86	152.99	172.11	210.36	248.60	286.85	344.22
Seaford		156.38	182.44	208.51	234.57	286.70	338.82	390.95	469.14
Southeast		114.74	133.86	152.99	172.11	210.36	248.60	286.85	344.22
South Heighton		139.71	162.99	186.28	209.56	256.13	302.70	349.27	419.12
Streat		142.50	166.25	190.00	213.75	261.25	308.75	356.25	427.50
Tarring Neville		114.74	133.86	152.99	172.11	210.36	248.60	286.85	344.22
Telscombe		189.90	221.55	253.20	284.85	348.15	411.45	474.75	569.70
Westmeston		141.39	164.96	188.52	212.09	259.22	306.35	353.48	424.18
Wivelsfield		154.38	180.11	205.84	231.57	283.03	334.49	385.95	463.14

being the amounts given by multiplying the amounts at 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. That it be noted that for the year 2015/2016 the major precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwelling shown below:-

Precepting Authority	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
East Sussex County Council	802.62	936.39	1,070.16	1,203.93	1,471.47	1,739.01	2,006.55	2,407.86
Sussex Police & Crime Commissioner	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82
East Sussex Fire Authority	56.71	66.17	75.62	85.07	103.97	122.88	141.78	170.14

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2015/2016 for each of the categories of dwellings shown below:-

	Bands £ Ratio	40,000	52,000	68,000	88,000	120,000	160,000	320,000	>320,000
		6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
		A £	B £	C £	D £	E £	F £	G £	H £
Barcombe		1,101.34	1,284.91	1,468.46	1,652.02	2,019.13	2,386.25	2,753.36	3,304.04
Chailey		1,095.34	1,277.90	1,460.46	1,643.01	2,008.12	2,373.24	2,738.35	3,286.02
Ditchling		1,119.57	1,306.17	1,492.77	1,679.36	2,052.55	2,425.74	2,798.93	3,358.72
East Chiltington		1,086.04	1,267.05	1,448.06	1,629.06	1,991.07	2,353.09	2,715.10	3,258.12
Falmer		1,074.86	1,254.01	1,433.15	1,612.29	1,970.57	2,328.86	2,687.15	3,224.58
Firle		1,120.01	1,306.69	1,493.35	1,680.02	2,053.35	2,426.70	2,800.03	3,360.04
Glynde/Beddingham		1,106.96	1,291.46	1,475.95	1,660.44	2,029.42	2,398.41	2,767.40	3,320.88
Hamsey		1,119.17	1,305.71	1,492.23	1,678.76	2,051.81	2,424.88	2,797.93	3,357.52
Iford		1,070.01	1,248.35	1,426.69	1,605.02	1,961.69	2,318.36	2,675.03	3,210.04
Kingston		1,144.74	1,335.54	1,526.33	1,717.12	2,098.70	2,480.29	2,861.86	3,434.24
Lewes		1,194.46	1,393.55	1,592.62	1,791.70	2,189.85	2,588.01	2,986.16	3,583.40
Newhaven		1,169.13	1,363.99	1,558.85	1,753.70	2,143.41	2,533.12	2,922.83	3,507.40
Newick		1,102.76	1,286.56	1,470.35	1,654.14	2,021.72	2,389.31	2,756.90	3,308.28
Peacehaven		1,132.82	1,321.64	1,510.44	1,699.24	2,076.84	2,454.46	2,832.06	3,398.48
Piddinghoe		1,123.90	1,311.22	1,498.54	1,685.85	2,060.48	2,435.12	2,809.75	3,371.70
Plumpton		1,122.76	1,309.89	1,497.02	1,684.14	2,058.39	2,432.65	2,806.90	3,368.28
Ringmer		1,102.66	1,286.44	1,470.22	1,653.99	2,021.54	2,389.10	2,756.65	3,307.98
Rodmell		1,097.62	1,280.57	1,463.50	1,646.44	2,012.31	2,378.19	2,744.06	3,292.88
St Ann Without		1,070.01	1,248.35	1,426.69	1,605.02	1,961.69	2,318.36	2,675.03	3,210.04
St John Without		1,070.01	1,248.35	1,426.69	1,605.02	1,961.69	2,318.36	2,675.03	3,210.04
Seaford		1,111.65	1,296.93	1,482.21	1,667.48	2,038.03	2,408.58	2,779.13	3,334.96
Southeast		1,070.01	1,248.35	1,426.69	1,605.02	1,961.69	2,318.36	2,675.03	3,210.04
South Heighton		1,094.98	1,277.48	1,459.98	1,642.47	2,007.46	2,372.46	2,737.45	3,284.94
Streat		1,097.77	1,280.74	1,463.70	1,646.66	2,012.58	2,378.51	2,744.43	3,293.32
Tarring Neville		1,070.01	1,248.35	1,426.69	1,605.02	1,961.69	2,318.36	2,675.03	3,210.04
Telscombe		1,145.17	1,336.04	1,526.90	1,717.76	2,099.48	2,481.21	2,862.93	3,435.52
Westmeston		1,096.66	1,279.45	1,462.22	1,645.00	2,010.55	2,376.11	2,741.66	3,290.00
Wivelsfield		1,109.65	1,294.60	1,479.54	1,664.48	2,034.36	2,404.25	2,774.13	3,328.96

Section C

1. That the Council's relevant basic amount of council tax for 2015/2016 is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

Agenda Item No: 14 **Report No:** 30/15
Report Title: Changes to Memberships
Report To: Council **Date:** 25 February 2015
Ward(s) Affected: All
Report By: Catherine Knight, Assistant Director of Corporate Services
Contact Officer(s)-

Name(s): Jackie Gavigan
Post Title(s): Head of Democratic Services
E-mail(s): jackie.gavigan@lewes.gov.uk
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Purpose of Report:

To report a change in the membership of the Council.

To report a change in the composition of the Liberal Democrat Group and the Independent Group.

To confirm the changes and appointments to Committee memberships.

Officers Recommendation(s):

- 1 To note that notice was received from Councillor James Page stating that he wished to resign as a councillor from Lewes District Council.
 - 2 To note that notices have been received from Councillor Amanda Dean stating that she no longer wishes to be treated as a member of the Liberal Democrat Group or the Independent Group, and that she wishes to be treated as an Independent councillor.
 - 3 That the changes to the Committee memberships, as set out in paragraphs 13 and 15 of the Report, be confirmed and noted.
-

Reasons for Recommendations

- 1 To comply with the Council's legal duties and to implement changes in accordance with the Constitution.

Change to membership of the Council

- 2 In December 2014, the Chief Executive received written notice from Councillor James Page stating that he wished to resign as a councillor from Lewes District Council.

- 3 In accordance with electoral legislation, as the vacancy occurred within six months before the day on which Councillor Page would regularly have retired, a by-election cannot take place and the vacancy will be filled at the next ordinary elections in May 2015.
- 4 Councillor Page's resignation creates a casual vacancy for an Outside Body representative on the Citizens Advice Bureaux (CAB), Lewes & Seaford. Councillor Page had been the representative since May 2011 so was a Conservative councillor when first appointed to this Outside Body. On this basis, the Leader of the Conservative Group has been asked to put forward a representative.
- 5 In accordance with Council Procedure Rules for filling a vacancy on an Outside Body (Procedures for Appointments, page D24, paragraph 4.3), once Councillor Blackman has proposed a representative, the agreement of the other Group Leaders will be sought to the proposed appointment, pending confirmation at the next available Cabinet meeting.

Change to composition of Political Groups

- 6 The Chief Executive received written notice from Councillor Amanda Dean stating that she no longer wished to be treated as a member of the Liberal Democrat Group and that she wished to be treated as an Independent councillor.
- 7 The Chief Executive received a further written notice from Councillors Ruth O'Keeffe and Amanda Dean stating that they wished to form an Independent Group, as opposed to being standalone Independent councillors. Receipt of this notice triggered a review of the Council's political balance on committees as a new political group had been constituted.
- 8 The Chief Executive received a subsequent written notice from Councillor Amanda Dean stating that she no longer wished to be treated as a member of the Independent Group and that she wished to revert to being treated as an Independent councillor.
- 9 As Councillor Dean no longer wishes to be treated as a member of the Independent Group, this results in the demise of the Independent Group (as a political group must comprise two or more members) and its entitlement to seats on committees in its own right.
- 10 The political composition of the Council is now as follows:
 - Conservative Group – 19
 - Liberal Democrat Group – 17
 - UKIP Group – 2
 - Independent members – 2
- 11 The political proportionality figures for Committees and Other Bodies which reflect the Council's current composition are attached. For information, the Group Leaders have confirmed their wish to maintain the current position regarding previously gifted seats until the next review of proportionality in May

2015, namely one seat on Planning Applications Committee (gifted to Councillor O’Keeffe by the UKIP Group), one seat on Scrutiny Committee (gifted to Councillor O’Keeffe by the Conservative Group) and one seat on Scrutiny Committee (gifted to the Conservative Group by the UKIP Group, and occupied by Councillor Cyril Sugarman).

Committee memberships

- 12 The seats occupied by Councillor Dean on the Devolution Committee, Planning Applications Committee, Scrutiny Committee and Housing Consultative Panel continue to be seats which are allocated to the Liberal Democrat Group.
- 13 The Leader of the Liberal Democrat Group has informed me that their Group wish to make changes to these committee memberships as follows:
 - 13.1 **Devolution Committee** – Councillor Jon Stockdale to replace Councillor Amanda Dean.
 - 13.2 **Planning Applications Committee** – Councillor Michael Chartier to replace Councillor Amanda Dean.
 - 13.3 **Scrutiny Committee** – Councillor Steve Saunders to replace Councillor Amanda Dean.
 - 13.4 **Housing Consultative Panel** – Councillor Ian Eiloart to replace Councillor Amanda Dean.
- 14 In accordance with Council Procedure Rules (Procedures for Appointments, page D23, paragraph 3.4), the Assistant Director of Corporate Services has made these appointments which now need to be confirmed formally by Council.
- 15 Following the review of political balance on committees, the only reallocation of seats required is the gain of one seat by the Conservative Group on Landport Bottom Management Committee, which was previously allocated to Councillor Ruth O’Keeffe when she formed an Independent Group with Councillor Sam Adeniji.
- 16 The Leader of the Conservative Group has been asked to indicate who his Group wish to appoint to the Landport Bottom Management Committee to fill this seat.

Financial Appraisal

- 17 There are no financial implications arising from this Report.

Legal Implications

- 18 None over and above those set out in the body of this Report.

Sustainability Implications

- 19 There are no significant effects as a result of this Report.

Risk Management Implications

- 20** If the recommendations are not implemented, the main risk will be that the Council fails to meet its legal duties and the requirements of the Constitution are not met.

Equality Screening

- 21** No potential negative impacts were identified as a result of this Report. Therefore, a full Equality Analysis is not required.

Background Papers

- 22** None

Appendix

- 23** Current political balance on memberships of Committees and Other Bodies

Political Proportionality

Political Composition of the Council (February 2015)

	Number	Proportion
Conservative Group	19	47.50%
Liberal Democrat Group	17	42.50%
UKIP Group	2	5.00%
Independent Member	1	2.50%
Independent Member	1	2.50%
	40	100%

Part 1 - Committees	Membership	Con	LD	UKIP	Cllr O'Keeffe	Cllr Dean
Audit and Standards Committee	7	4 (3.3)	3 (3)	0 (0.4)	0 (0.2)	0 (0.2)
Devolution Committee	7	3 (3.3)	4 (3)	0 (0.4)	0 (0.2)	0 (0.2)
Employment Committee	5	3 (2.4)	2 (2.1)	0 (0.3)	0 (0.1)	0 (0.1)
Licensing Committee	10	5 (4.8)	4 (4.3)	1 (0.5)	0 (0.3)	0 (0.3)
Planning Applications Committee	11	5 (5.2)	5 (4.7)	1 (0.6)	0 (0.3)	0 (0.3)
Scrutiny Committee	11	5 (5.2)	5 (4.7)	1 (0.6)	0 (0.3)	0 (0.3)
Total number of seats	51					
Result of applying proportionality across all Committees [principle (c)]		25	23	3	0	0
Seats allocated on whole Council proportionality [principle (d)]	#	25 (24.225)	23 (21.675)	3 (2.55)	0 (1.275)	0 (1.275)
Adjustment to be made to Committee memberships	*	0	0	0	0	0
Part 2 - Other Bodies	Membership	Con	LD	UKIP	Cllr O'Keeffe	Cllr Dean
Housing Consultative Panel	4	2 (1.9)	2 (1.7)	0 (0.2)	0 (0.1)	0 (0.1)
Housing Working Party (Council)	7	4 (3.3)	3 (3)	0 (0.4)	0 (0.2)	0 (0.2)
Landport Bottom Management Committee	4	1 (1.9)	2 (1.7)	1 (0.2)	0 (0.1)	0 (0.1)
Planning User Group	3	2 (1.4)	1 (1.3)	0 (0.2)	0 (0.1)	0 (0.1)
Total number of seats	18					
Result of applying proportionality across all Committees [principle (c)]		9	8	1	0	0
Seats allocated on whole Council proportionality [principle (d)]		9 (8.55)	8 (7.65)	1 (0.9)	0 (0.45)	0 (0.45)
Potential adjustment to be made to Other Bodies memberships		0	0	0	0	0