

# Lewes District Council



## Council Agenda

**Thursday, 23 April 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 **Thursday, 23 April 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 25 February 2015 (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 25 February 2015 is enclosed – page 5.

## **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 (if any).

## **6 Petitions**

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

## **7 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 (page 7).

## **8 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).*

## **9 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).

## **10 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 25 February 2015.

## **11 Notices of Motion**

In accordance with Council Procedure Rule 13 Councillor O'Keeffe has submitted the following Notice of Motion:

"This Council notes that a thriving natural environment (natural capital) in Lewes District is of great value in providing

- significant health benefits to individual residents and the community as a whole
  
- multiple benefits through ecosystem services for example flood risk reduction, delivery of clean air, micro climate regulation, accessible nature, for the District's economy

The Council therefore resolves to take advantage of any appropriate opportunity within Lewes District [Page 8 of 46](#) of and where possible work with others to enhance these natural systems, for example through the

improvement of green infrastructure (GI) and ecological networks in our stewardship of areas such as our nature reserves and other open spaces that we may have responsibility for, and in stewardship of our housing stock and other buildings.

As a Council we will look to give weight to environmental management and community aspirations together with economic issues in the decision making process so as to embed GI network delivery into the delivery of the Core Strategy and Forward Plan for the District.”.

## **12 Changes to Memberships**

To consider the Report of the Assistant Director of Corporate Services (Report No 58/15 herewith – page 8).

## **13 Electoral Review Update**

To consider the Report of the Assistant Director of Corporate Services (Report No 59/15 herewith – page 11).

## **14 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.



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  
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**CHAIR'S ENGAGEMENTS  
25 February 2014 – 23 April 2015**

Tuesday 3 March	12pm	Chair: To attend the Lewes District Business Awards Launch at Lewes House.
Wednesday 4 March	12pm	Chair and Consort: To attend John Magness and Philip Pople's Retirement Reception at the Corn Exchange.
Saturday 7 March	11am	Chair: To attend the Big Parks opening at Piddinghoe Avenue Sports Park.
Saturday 7 March	7pm	Chair and Consort: To attend the East Sussex Music Service Spring Concert at Eastbourne Winter Gardens.
Monday 9 March	10am	Chair and Consort: To attend Swift Project celebration and exhibition at the Buxted Park Hotel.
Friday 13 March	6.30pm	Chair and Consort: To attend the High Sheriff's End of Term Eats and Drinks reception.
Thursday 19 March	6pm	Chair: To attend SASBAH 50 <sup>th</sup> Anniversary celebrations at Bedes Prep School, Eastbourne.
Friday 20 March	7pm	Chair and Consort: To attend 'My Mayoral Year in Music, Song and Pictures' hosted by the Mayor of Peacehaven at Community House, Peacehaven.
Monday 30 March	4pm	Chair: To attend presentation on Railway Land Wildlife Trust by John Parry at The Linklater Pavillion.
Saturday 11 April	12.30pm	Chair and Consort: To host 'Unsung Heroes' at Newhaven Fort, Newhaven.
Wednesday 15 April	11am	Chair: To attend a visit by HRH Duke of Gloucester at Peacehaven Centenary Park.

Wednesday 15 April	7.30pm	Chair and Consort: To attend Lewes Operatic Society's performance of 'Anything Goes' at Lewes Town Hall.
Saturday 18 April	11am	Vice Chair: To attend the Oyster Project Charity's Annual Awards presentation at Westgate Chapel, Lewes.
Tuesday 21 April	3pm	Chair and Consort: To host a 'tea and cake' thank-you for LDC staff in the Mezzanine, Southover House.
Thursday 23 April	6pm	Chair and Consort: To attend a St. George's Day special church service and dinner hosted by the Royal Society of St. George in Alfriston.

# Meeting of the Council

23 April 2015

## Written Questions from Councillors

### Agenda Item No. 7

In accordance with Council Procedure Rule 12, Councillor Stockdale has submitted the following question which he wishes to ask of the Cabinet Member for Corporate Services, Councillor Smith:

“The transfer of responsibility for Council Tax Support to collecting authorities has resulted nationally in great pressure on the most vulnerable families. Visits from bailiffs, confiscation of furniture, the stress on parents facing court proceedings and the difficulty of keeping up payments is, according to the Children’s Society, having a seriously damaging effect on children and teenagers moving into independent living after being in care.

What steps does Lewes District Council take to avoid damaging children when it goes about its debt collection business? How many council tax payers in receipt of Council Tax Support has it threatened with a demand for the year’s outstanding tax when they are a few days late with an instalment? How many has it taken to court? How many have been visited by bailiffs?”

**Agenda Item No:** 12 **Report No:** 58/15  
**Report Title:** Changes to Memberships  
**Report To:** Council **Date:** 23 April 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  
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**Tel No(s):** 01273 661117

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

To confirm the appointment to Committee memberships.

To confirm the appointments to Outside Body memberships.

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

- 1 That the appointment to the Committee membership, as set out in paragraph 4 of the Report, be confirmed; and
- 3 That the appointments to the Outside Bodies memberships, as set out in paragraphs 7 and 12 of the Report, be noted and confirmed.

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#### **Reasons for Recommendations**

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

#### **Committee membership**

- 2 At the full Council meeting on 25 February 2015, it was reported that following the receipt of a written notice from Councillors Ruth O'Keeffe and Amanda Dean stating that they wished to form an Independent Group (subsequently disbanded), a review of political balance on committees was triggered as a new political group had been constituted.
- 3 Following the review of political balance on committees, the only reallocation of seats required was 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 had formed an Independent Group with Councillor Sam Adeniji.



- 4 The Leader of the Conservative Group has since informed me that their Group wish to appoint Councillor Ruth O’Keeffe to remain on the Landport Bottom Management Committee to fill this seat, until the next review of proportionality in May 2015.
- 5 In accordance with Council Procedure Rules (Procedures for Appointments, page D23, paragraph 3.4), the Assistant Director of Corporate Services has made this appointment which now needs to be confirmed formally by Council.

### **Outside Bodies memberships**

- 6 At the full Council meeting on 25 February 2015, it was reported that following Councillor Page’s resignation, a casual vacancy was created 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.
- 7 The Leader of the Conservative Group has since informed me that their Group wished to appoint Councillor Paul Gander as representative on the Citizens Advice Bureaux, Lewes & Seaford.
- 8 In accordance with Council Procedure Rules for filling a vacancy on an Outside Body (Procedures for Appointments, page D24, paragraph 4.3), the agreement of the other Group Leaders was obtained to the proposed appointment of Councillor Gander and confirmed at the next available Cabinet meeting on 19 March 2015.
- 9 The Council has been asked to appoint a representative to a new Outside Body, iESE Transformation Ltd which provides specialist procurement services to the public sector.
- 10 Following Cabinet’s approval, the Council formally became a member of iESE Transformation Ltd in May 2014. The purpose was to utilise the managed procurement service for high value and strategic procurements and, alongside the public body members, to retain control over the strategic direction and key decisions of the company.
- 11 iESE Transformation Ltd have asked the Council to appoint a representative to attend and vote at general meetings of the company. Under the Companies Act 2006, if the Council is to make such an appointment, it must do so by resolution of its governing body. The Council’s Constitution requires an appointment of this nature to be made by full Council.
- 12 Councillor Rob Blackman has been involved as the Council’s point of contact on strategic issues with the company up until now and so is the proposed representative in his capacity as Leader of the Council. The agreement of the other Group Leaders was obtained to the proposed appointment of Councillor Blackman.

### **Financial Appraisal**

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

### **Legal Implications**

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

### **Sustainability Implications**

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

### **Risk Management Implications**

16 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**

17 This is a routine, procedural Report with no potential for negative impacts. Therefore, an Equality Analysis is not required.

### **Background Papers**

18 None

### **Appendix**

19 None

**Agenda Item No:** 13 **Report No:** 59/15  
**Report Title:** Electoral Review Update  
**Report To:** Council **Date:** 23 April 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](mailto:jackie.gavigan@lewes.gov.uk)  
**Tel No(s):** 01273 661117

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

To update Council on progress with the Electoral Review.

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

- 1 To confirm the membership of the cross-party Electoral Review Working Group;
  - 2 To confirm the scope for the Electoral Review Working Group to consider council size; and
  - 3 To note the timescale of reporting for the submission on council size.
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#### **Reasons for Recommendations**

- 1 To achieve the outcomes of the Electoral Review and to ensure the timetable is met.

#### **Information**

##### **2 Background**

- 2.1 At its meeting on 25 February 2015, full Council agreed that Lewes District Council would undertake an Electoral Review as part of the wider review of all East Sussex authorities.
- 2.2 The Electoral Review will examine and decide the electoral arrangements for:
  - The total number of councillors to be elected to the Council ie. council size.

- The names, number and boundaries of District wards.
- The number of councillors to be elected from each ward.

**2.3** The Local Government Boundary Commission for England (LGBCE) will be giving a presentation to councillors on the Electoral Review prior to this full Council meeting at 1.30pm on 23 April 2015.

### **3 Working Group**

**3.1** It is proposed that the membership of the Working Group to consider council size be representative of all political Groups and comprises Councillors Rob Blackman, Sarah Osborne, Philip Howson and Ruth O’Keeffe.

**3.2** The Working Group will look at the first key issue which is the number of councillors required to run the Council to ensure appropriate levels of governance, scrutiny and community leadership, to come into effect at the next District Council elections scheduled for May 2019.

**3.3** An Electoral Review survey has been circulated to all councillors to complete. The survey captures the time spent on Council duties and enables members to give their views on what size the Council should be in the future.

**3.4** The Working Group will meet to consider the findings of the survey and other considerations needed to formulate our submission on council size. The Group will then put forward its recommendations to Cabinet and Council for consideration.

### **4 Timetable**

**4.1** The timetable for the submission of draft proposals on council size to the LGBCE is 10 July 2015, with final proposals due by 7 August 2015.

**4.2** To meet the timetable, the Working Group will make recommendations on council size to Cabinet on 6 July 2015. The draft submission will then be sent to the LGBCE. The final proposals will be taken to full Council for approval on 16 July 2015.

**4.3** Following that, the second key stage of the Review will be carried out by the LGBCE to consider and consult on proposals for ward patterns, starting from 22 September 2015. Effective proposals on ward boundaries will need to address electoral equality for voters, community interests and identities, and convenient and effective local government.

### **Financial Appraisal**

**5** Part funding of the joint Project Manager required until 2017.

### **Legal Implications**

**6** None over and above those set out in the body of this Report.

### **Sustainability Implications**

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

### **Risk Management Implications**

8 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 Electoral Review are not met.

### **Equality Screening**

9 An Equality Analysis was undertaken on 13 January 2015. The assessment identified only positive impacts as the purpose of the Review is to provide electoral equality and to ensure fair representation at local government elections.

### **Background Papers**

10 None

### **Appendix**

11 None