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To the Members of the Borough Council

You are summoned to attend an **ordinary meeting** of the **Eastbourne Borough Council to be held at the Town Hall, Eastbourne**, on **Wednesday, 22 February 2017** at **6.00 pm** to transact the following business.

Agenda

1. Minutes of the meeting held on 16 November 2016.

2. Declarations of members' interests.

Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct (please see note at end of agenda).

3. Mayor's announcements.

4. Notification of apologies for absence.

5. Public right of address.

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

6. Order of business.

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

7. Sovereign by-election 24 November 2016: To welcome newly elected Councillor Paul Metcalfe.

This election was called following the resignation of former Councillor Ray Blakebrough who resigned on 6 October 2016. The results of the election were as follows:

Name of candidate	Description	Number of votes recorded
Roger Bury HOWARTH	Liberal Democrats	528
Paul Stewart METCALFE (elected)	The Conservative Party Candidate	1276
Louis THORBURN	Labour Party	152

The number of rejected ballot papers was as follows:-

Reason for rejection	Number rejected
Want of official mark	0
Voting for more than one candidate	1
Writing or mark by which an elector could be identified	0
Unmarked or void for uncertainty	7
Total rejected	8

Councillor Metcalfe's term of office will expire on the 4th day after the ordinary day of election (i.e. the first Thursday in May) in the year 2019.

8. Council budget and setting of the council tax for 2017/18. (Pages 1 - 4)

Report of Councillor Mattock on behalf of the Cabinet.

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

- (a)** Council budget: Minute extracts. (Pages 5 - 12)

Extracts from the minutes of the Cabinet meeting held on 8 February 2017 and Scrutiny Committee held on 30 January 2017.

- (b)** Council housing rent setting and outline of the housing revenue account budget: Minute extracts. (Pages 13 - 18)

Extracts from the minutes of the Cabinet meeting held on 8 February 2017 and Scrutiny Committee held on 30 January 2017.

9. Matters referred from Cabinet or other council bodies.

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

- (a)** Treasury management and prudential indicators 2017/18. (Pages 19 - 20)

Report of Councillor Gill Mattock on behalf of the Cabinet.

- (b)** Tourist accommodation retention supplementary planning document. (Pages 21 - 24)

Report of Councillor Steve Wallis on behalf of the Cabinet.

- (c)** Local development scheme 2017-2020. (Pages 25 - 26)

Report of Councillor Steve Wallis on behalf of the Cabinet.

- (d)** Change management - human resources policy. (Pages 27 - 28)

Report of Councillor Troy Tester on behalf of the Cabinet.

10. Motions.

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

- (a)** Adoption of the International Holocaust Remembrance Alliance definition of anti-Semitism.

Motion submitted by Councillor Tutt:-

The Council welcomes the Government's announcement that it has signed up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on anti-Semitism. The Council recognises the importance of understanding and supporting all endeavours to shape and advance Holocaust education and remembrance, to understand how anti-Semitism manifests itself and pledging support to combat those behaviours. To this aim the Council will adopt and apply the IRHA's definition of anti-Semitism as follows:

"Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

(b) Downland farms.

Motion submitted by Councillor Taylor:-

"The Conservative group call upon Eastbourne Borough Council to hold a referendum on the proposed sale of the Downland Farms, and let local people decide."

11. Discussion on minutes of council bodies.

Members of the Council who wish to raise items for discussion (council procedure rule 14) on any of the minutes of the meetings of formal council bodies listed below must submit their request to the Head of Local Democracy no later than 10.00 am on Wednesday 22 February 2017. A list of such items (if any) will be circulated prior to the start of the meeting.

The following are appended to this agenda:-

- (a)** Minutes of meeting of Planning Committee held on 15 November 2016. (Pages 29 - 32)
- (b)** Minutes of meeting of Conservation Area Advisory Group held on 22 November 2016. (Pages 33 - 36)
- (c)** Minutes of meeting of Audit and Governance Committee held on 30 November 2016. (Pages 37 - 40)
- (d)** Minutes of meeting of Scrutiny Committee held on 5 December 2016. (Pages 41 - 44)
- (e)** Minutes of meeting of Planning Committee held on 13 December 2016. (Pages 45 - 48)
- (f)** Minutes of meeting of Cabinet held on 13 December 2016. (Pages 49 - 68)

- (g)** Minutes of meeting of General Licensing Committee held on 9 January 2017. (Pages 69 - 72)
- (h)** Minutes of meeting of Conservation Area Advisory Group held on 10 January 2017. (Pages 73 - 76)
- (i)** Minutes of meeting of Planning Committee held on 17 January 2017. (Pages 77 - 84)
- (j)** Minutes of meeting of Scrutiny Committee held on 30 January 2017. (Pages 85 - 90)
- (k)** Minutes of meeting of Cabinet held on 8 February 2017. (Pages 91 - 110)

(Note: The minutes of the meeting of the Conservation Area Advisory Group to be held on 21 February 2017 will be submitted to the next ordinary meeting of the Council on 17 May 2017.)

12. Exclusion of the public.

The remainder of the business of the council concerns the consideration of the confidential proceedings of council bodies. As such, discussion is likely to disclose exempt information within the categories specified either beneath the item or within the open summary of the relevant minutes. Furthermore, in relation to paragraph 10 of schedule 12A, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The public, therefore, should be excluded from the remainder of the meeting.

13. Discussion of confidential minutes of council bodies.

(See note at item 11 above). A list of items raised by members (if any) will be circulated prior to the start of the meeting.

The following are appended to this agenda:-

- (a)** Confidential minutes of meeting of Cabinet held on 13 December 2016. (Pages 111 - 112)



Robert Cottrill
Chief Executive

Guidance notes:

Public right of address - A request by a member of the public to speak on a matter which is listed on the agenda must be **received** by no later than 12 noon on Monday, 20 February 2017. The request should be made to Local Democracy at the address listed below. The request may be made by phone, fax, letter or electronic mail. For further details on the rules about speaking at meetings please contact Local Democracy.

Items for discussion - Members of the Council who wish to raise items for discussion on any of the minutes of council bodies attached to the meeting agenda, are required to notify the Head of Local Democracy by 10am on Wednesday, 22 February 2017.

Disclosure of interests - Members should declare their interest in a matter at the beginning of the meeting, and again, at the point at which that agenda item is introduced.

Members must declare the existence and nature of any interest.

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

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

Further information – Councillor contact details, committee membership lists and other related information are also available from Local Democracy.

Local Democracy – 1 Grove Road, Eastbourne, BN21 4TW
Tel (01323) 415003/415021. Text Relay: 18001 01323 410000
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For general Council enquiries telephone (01323) 410000
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Website at www.eastbourne.gov.uk

Meeting:	COUNCIL
Date:	Wednesday 22 February 2017
Subject:	COUNCIL BUDGET AND SETTING OF THE COUNCIL TAX FOR 2017/2018
Report of:	Councillor Gill Mattock, lead Cabinet Member for Finance

The Council is asked to consider the reports to Cabinet, as included in the draft budget book (please see note* below) and also the Cabinet minutes and resolutions from the meeting held on 8 February 2017 (items 8a and 8b to this agenda).

* Note: The draft budget book 2017/18 has been circulated to all Members of the Council. A copy has also been deposited at the Town Hall Reception for public inspection purposes and on the Council's website.

The reports may also be viewed on the Council's website at:

<http://democracy.eastbourne.gov.uk/ieListMeetings.aspx?CId=125&Year=0>

(Go to the listing for the Cabinet meeting held on 8 February 2017)

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

The resolutions in this report, which must include the requirements of all precepting authorities, are based on the recommendations made to those Authorities and the budget approved by the Police and Crime Commissioner for Sussex. As the meeting of East Sussex Fire Authority will not be held until 14 February 2017, **their figures are currently left blank and it will be necessary to issue replacement resolutions once this information has been received.**

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

Authority	Precept/Demand		2017/18 Band D Council Tax	Change over 2016/17	
	£	%	£	£	%
Eastbourne Borough Council	7,901,500		232.92	4.41	1.93
East Sussex County Council	44,587,954		1,314.36	62.46	4.99
Sussex Police Authority	5,221,114		153.91	5.00	3.36
East Sussex Fire Authority					
Total					

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

1. The recommendations as detailed in the reports from the Chief Finance Officer and the Senior Head of Community to Cabinet on 8 February 2017:

- (i) The General Fund net expenditure for 2017/18 of £14,533,700 and the growth and savings proposals.
- (ii) The charge for council tax for Eastbourne Borough Council Band D change to £232.92; an increase of 1.93%.
- (iii) Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2016/17 and the budget for 2017/18, rents and service charges, arrangements for finalising Eastbourne Homes' management fee and annual plan.
- (iv) General Fund capital programme as set out in the report of the Chief Finance Officer.
- (v) The Treasury Management Strategy and Prudential Indicators.

2. That consequent upon a General Fund budget of £14,533,700 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £232.92 calculated as follows:

	£'000	£'000
Gross Expenditure:		
General Fund		81,968
HRA		15,642
Business Rates payable to Government		11,180
		<u>108,790</u>
Less Income:		
Service Income	(83,418)	
Government Formula Grant	(944)	
Other Government Grants	(2,105)	
Business Rates income	(14,292)	
Collection Fund Surplus (Council Tax)	(130)	
		<u>(100,888)</u>
COUNCIL TAX REQUIREMENT		<u><u>7,901</u></u>
Band 'D' Council Tax		£232.92

The statutory resolutions relating to this matter are given at paragraphs 3 and 4 below.

- 3. That it be noted that at its meeting on 13 December 2016 the Cabinet (in exercise of powers delegated to them by the Council) delegated the final determination of the Council Tax Base to the Chief Finance Officer. This has been set at an amount of 33,923.7 Band 'D' equivalent properties for the year 2017/18 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended).
- 4 Calculate that the Council Tax requirement for the Council's own purposes for 2017/18 as £7,901,500.

5. That the following amounts be now calculated by the Council for the year 2017/18 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

(a)	£108,789,970	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	£100,888,470	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£7,901,500	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£232.92	being the amount at 5(c) above (Item R), all divided by Item T (4 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

6. To note that East Sussex County Council, East Sussex Fire and Rescue Authority and Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below.
7. That the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992, as amended, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2017/18 for each of the categories of dwellings. :

Valuation Bands								
EASTBOURNE BOROUGH COUNCIL								
A	£155.28	B	£181.16	C	£207.04	D	£232.92	
E	£284.68	F	£336.44	G	£388.20	H	£465.84	
EAST SUSSEX COUNTY COUNCIL								
A	£876.24	B	£1,022.28	C	£1,168.32	D	£1,314.36	
E	£1,606.44	F	£1,898.52	G	£2,190.60	H	£2,628.72	
POLICE AND CRIME COMMISSIONER FOR SUSSEX								
A	£102.61	B	£119.71	C	£136.81	D	£153.91	

E	£188.11	F	£222.31	G	£256.52	H	£307.82
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EAST SUSSEX FIRE AND RESCUE AUTHORITY

A		B		C		D	
E		F		G		H	

AGGREGATE OF COUNCIL TAX REQUIREMENTS

A		B		C		D	
E		F		G		H	

7. Determine that the Council's basic amount of Council Tax for 2017/18 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2017/18 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.

For a copy of the report please contact Local Democracy at 1 Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 415021.
E-mail: localdemocracy@eastbourne.gov.uk

For further information please contact Alan Osborne, Deputy Chief Executive Tel. (01323) 415149

Minute extracts

Meeting: **Cabinet**

Date: **8 February 2017**

***70 General fund revenue budget 2017/18 and capital programme 2016/21.**

70.1 Councillor Ballard addressed the cabinet of the subject of homelessness. She referred to the recent government announcement of £50m additional funding to councils and asked what steps were being taken by the council to secure a share of these funds. Councillor Shuttleworth reported that the council had successfully bid for £470,000 of funding and upon the council's ongoing work with local partners to address the problem of homelessness.

70.2 Cabinet considered the report of the deputy chief executive (and chief finance officer) setting out the general fund revenue budget proposals for 2017/18 and a rolling 3-year capital programme 2016/21. The medium term financial strategy (MTFS) had been revised in July 2016 and the cabinet had agreed a draft 2017/18 budget proposal last December. The MTFS and resulting draft budget had been subject to extensive consultation and previously reported to cabinet and members of the scrutiny committee. The council's scrutiny committee had noted the contents of the current report at their meeting on 30 January 2017.

70.3 The budget was the product of various plans and strategies as part of an integrated and corporate planning process and was linked principally to:

- The medium term financial strategy (MTFS)
- Asset management plans
- The corporate plan
- Workforce strategy
- Treasury management strategy
- Service plans
- Housing revenue account business plan
- Joint transformation programme with Lewes District Council

70.4 The chief finance officer had a legal responsibility to give positive assurances on the robustness of the estimates used in the budget and the level of reserves. He commented that if the recommendations in his report

were agreed then these assurances would prevail. The only area to note was that part of the increased budget for income from investment property (c.£1m) was still subject to contract. Any further actions arising from this risk would be reported to cabinet as part of the normal corporate performance monitoring.

70.5 The budget proposals included:

- An increase in the council tax in 2016/18 of 1.9%; the first second for 6 years.
- Dealing with reductions in government funding of £1.5m.
- Overall savings/new income totalling £2m (13% of the net budget).
- Efficiency savings of £0.5m (3% of the net budget).
- Inflation and unavoidable costs of £0.4m (2.5% of the net budget).
- Other recurring service growth of £0.3m.
- Non recurring service investments met from reserves of £0.5m.
- General reserves averaging in excess of £4m (against a minimum recommended of £2m).
- Capital receipts of £0.5m invested in new capital schemes.

70.6 The budget represented management of financial risks by:

- Building on a favourable outturn position.
- Balancing the base budget requirement without needing to use reserves for recurring expenditure.
- Identifiable and deliverable savings with accountability and no general unidentified targets.
- Reserves above the minimum level.
- Providing the funding required for the joint transformation programme to deliver the future savings required by the MTFS as well as capital investments in revenue generating assets.

70.7 The underlying methods of local government financing had changed significantly in recent years including the wrapping up of grants in the base 'standard funding assessment' notably:-

- The council tax freeze grants (2011-15).
- Some new burdens grants.
- Homelessness grant.

For Eastbourne the headline figures of the government settlement were:

- A further reduction in revenue support grant of £0.9m (50%) to £0.9m (reduced from £10.4m in 2010).
- Reduction in new homes bonus of £0.2m from the 2016/17 level.
- Eastbourne would receive the second largest reduction nationally in "spending power" in the 4 year period to 2020.
- The government headline figure was a reduction of 16.4%, however this took into account the ability to raise council tax, predicted growth in the tax base as well as increases in the new homes bonus.
- The real reduction was therefore over 40% over the period to 2020.

70.8 The national non-domestic business rate (NNDR) base had remained static largely as a result of the continued provision for appeals and

resulting collection fund deficit, despite an inflationary increase which was linked to the September 2016 RPI and an overall increase of 11% in the gross rateable values. The government had revalued the business rates base and overall this had little effect on the retained business rates for the council. As part of the review into 100% retention of business rates the government would reassess the 'needs formula' to reflect demand for services and adjust redistribution accordingly.

70.9 The government had announced that the council would receive £0.840m in total of new homes bonus (NHB) due to the growth in housing in the area (a reduction of £200,000 on the projection). The settlement consultation reduced the period from 6 to 5 years that NHB was payable as well as a minimum threshold of 0.4% increase in band D equivalents before qualifying. The government had approved the council's joint efficiency statement and application for the 4 year settlement (to 2020). Over 97% of councils had opted for the fixed settlement including all neighbouring authorities.

70.10 It was proposed that council tax increase by 1.9% for 2017/18; which would result in a band D rate of £232.92 (an increase of £4.41 over the whole year). This would be the second increase in 6 years. The council was required to give an indication of likely future council tax rises. It was still expected that council tax would rise by no more than 2% per annum for each of the next three years. This was the government's target for inflation and also the current ceiling on rises that would otherwise require a referendum in order to exceed up to a £5 per year increase on a band D (an additional £30,000 per annum). Within this context, for 2017/18, the council would raise £7.9m from its share of the council tax. This was determined by multiplying the council tax base of band D equivalent dwellings by the band D tax rate of £232.92. This was unchanged from the tax base setting report submitted to cabinet on 13 December last. In addition, there would be a distribution of £130,000 payable by the council to the collection fund due to a small collection fund surplus.

70.11 A summary of the resources available was given, as shown below:

	£'m
Government formula grant	(1.0)
Other grants	(0.3)
Retained business rates (normal)	(3.1)
New homes bonus	(0.9)
Section 31 grants	(0.9)
Contribution from business rate reserve	(0.3)
Collection fund surplus	(0.1)
Council tax	(7.9)
Total resources available (rounded)	<u>(14.5)</u>

In order to achieve a balanced budget without using reserves, the council would need to set a net expenditure budget for 2017/18 of £14.5m.

70.12 In addition to the general grant distributed through the new formula grant system, which was given towards financing the council's net expenditure, the government also provided some specific grants. These specific grants would fund in part or in full, service costs.

Grant	2016/17 £'m
Housing benefit subsidy	(c.50.0)
Housing benefit administration	(0.5)

Housing benefit subsidy was intended to reimburse the council for the awards of benefit it made to eligible tenants in both the private and public rented sector. Not only was this by far the largest single specific grant that the council received, but it was performance related. It was noted that the council had maintained its good performance in recent years. A new system of universal credits was due to be completed by 2019 which would see the caseload moved to the Department for Work and Pensions. Currently only new applicants were put on universal credit. The main rollout of universal credit in Eastbourne was due in 2017. The administration grant had been reduced by c.5% per annum for the last 6 years from £0.8m to £0.5m. The caseload had reduced only marginally in that time, and additional complexity had been introduced as part of the welfare reform programme. It was noted that the former homelessness grant (to assist with prevention and to find alternative accommodation other than bed and breakfast) had now been subsumed into the main grant system. The government did announce a special grant for homelessness prevention during 2016/17. Homelessness presented a significant financial risk to the council as not all costs were funded by housing benefit.

70.13 New homes bonus, introduced in 2011/12 at £187,000 had grown to £1.040m in 2016/17. Awards were now guaranteed for 5 years and the government had top-sliced an amount equivalent to 0.4% growth to divert resources to upper tier authorities for adult care services. Further reductions down to approximately £400,000 per annum were expected by 2020.

70.14 The detailed budget proposals were set out in appendix 1 to the report. Movement from the 2016/17 budget to the 2017/18 proposed budget were summarised as follows:

Movement from 2016/17 base budget:	£m	£m total
Change in resources:		
Government grants	1.5	

Council tax	<u>(0.2)</u>	1.3
Cost increases:		
Inflation and unavoidable costs	0.4	
Other growth and changes in income	<u>0.3</u>	0.7
Savings:		
Efficiency savings	(0.5)	
Increased income/other changes	<u>(1.5)</u>	(2.0)
		<u>0</u>

70.15 Details of proposed growth and savings were given in full in appendix 2 to the report. The proposals set out in the report would allow full council on 22 February to approve a balanced budget in line with available resources and without the need to use reserves.

70.16 The council now followed a rolling 3-year financial planning cycle and the service and financial plans had been set out in detail for 2017/18. The next MTFS due in July would project forward a further 3 years and continue to provide the basis of service and financial planning for the medium term. It was noted that the significant level of the savings required for the next MTFS had already been identified. Further reports to cabinet would detail the business plans under the joint transformation programme. The government had set out a revised 4-year programme of reductions in funding and the council's current MTFS already took account of this overall however the MTFS would be refreshed in July following the year end closedown.

70.17 The report detailed the principal financial risks the council was likely to face, as follows:

- Housing benefit performance.
- Welfare reform
- Inflation on goods and services.
- Income from services linked to customer choice (theatres, tourism; sports centres, car parking).
- Legal challenges.
- Savings or new income streams being delayed.
- Excessive demand for services.
- Failure to realise capital receipts to finance the capital programme.

70.18 On an exception basis, information on each of the risk areas identified above, together with any new and significant risks that might emerge over the course of the year, would be included in each financial performance report to cabinet and scrutiny during the 2017/18 financial year. A corporate contingency budget of £120,000 for unbudgeted expenditure or reductions in income had been allowed. This was in addition to the known inflation that had been built into service budgets.

70.19 The chief finance officer was obliged to report on the adequacy of the proposed financial reserves, and determine the minimum level required. There was no statutory minimum requirement, but reserves had to be set at a prudent level given the activities of individual councils and potential liabilities that they faced or might face in the future, i.e. a risk based approach. The council's earmarked reserves were reviewed at least annually for adequacy. If at any time the adequacy was in doubt the chief finance officer was required to report on the reasons, and the action, if any, that he considered appropriate. The council would always seek to contain any unforeseen additional costs within allocated annual budgets, including the contingency budget. However, it was proposed that, in addition, the minimum level of general reserves should be set at £2m. Should the budget recommendations be followed, the level of general fund reserves was projected at over £4m by March 2018. In addition to acting as a potential buffer against future risks, this should create further opportunities for one off investments in the future. The council had followed a process of consolidating its reserves into the corporate reserves above. This better facilitated corporate priority planning. The only other reserves that the council held had specific obligations attached (e.g. Section 106/partnership contributions).

70.20 The principles for formulating the capital programme were set out in the budget report to cabinet last December and the updated programme was given in appendix 3 to the report (proposed new schemes were shown in red text) and showed a projected outturn for 2016/17 of £32.759m; a total budget for 2017/18 of £39.839m; £40.554m for 2018/19; £26.529m for 2019/20; and £1.376 for 2020/21. The council had a policy of only using borrowing for schemes that were 'invest to save' and could generate enough savings or additional income to service the financing costs. In addition to schemes that qualified for borrowing, the council had a further £500,000 of capital receipts to apply to the programme. The housing revenue account (HRA) capital programme was set out in another report on the agenda (see minute 72 below) and was financed entirely from HRA resources. Once approved it would be amalgamated with the general fund programme. No future capital receipts had been factored into the available resource where there was not a significant chance of them materialising. There would be opportunities to supplement the programme as the 3-year period progressed.

70.21* Resolved (budget and policy framework): That full council, at their meeting on 22 February 2017, be recommended to approve the following:

(a) A general fund budget for 2016/17 (revised) and 2017/18 (original) as set out in appendix 1 to the report including growth and savings proposals for 2017/18 as set out in appendix 2 to the report.

(b) An increase in the council tax for Eastbourne Borough Council of 1.9%

resulting in a 'Band D' charge of £232.92 for 2017/18.

(c) A general fund capital programme and financing 2016/21 as set out in appendix 3 to the report.

(d) Notes that the council's 'section s.151 officer' has signed off the budget proposals as outlined in paragraph 70.4 above.

Meeting: **Scrutiny**

Date: **30 January 2017**

23. General Fund 2017/18 and Capital Programme 2016/20.

Part extract only:

Queries were raised on the following points:

New investment income - The Deputy Chief Executive advised that income would be generated as part of the Estates function of the Council. Further investment opportunities were being considered across Eastbourne, a strategy the Council had been pursuing for the last 18 months. An update was reported to Cabinet in December.

Contingency budget for Risk; specifically breaches of legislations such as Health and Safety and Human Rights - The Deputy Chief Executive advised that this historically related to discrepancies in benefits payments and subsequent fines imposed by the Department of Work and Pensions (DWP). A great deal of work had been undertaken to resolve this matter and it was now considered that the allocated contingency was sufficient.

Business rate appeals – The Financial Services Manager advised that this had now been reduced to a total of approximately 150 appeals outstanding; however, the 1 April 2017 would see the introduction of a new rating system which would likely open a new raft of appeals.

Capital Programme; the differences between the committed and uncommitted sums and the expectations of Capital Receipts – the Deputy Chief Executive advised that committed spend referred to items where contracts were in place. In addition Members were advised that the expectation of capital receipts was unchanged from the programme adopted by Full Council in 2016.

The recommendations were noted.

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www.eastbourne.gov.uk

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Minute extracts

Meeting: **Cabinet**

Date: **8 February 2017**

***72 Housing revenue account (HRA) budget and rent setting 2017/18 and HRA capital programme 2016/20.**

72.1 Cabinet considered the report of the deputy chief executive (and chief finance officer) and director of service delivery in respect of the rents, service charges and heating costs to be set for all of the council's housing tenants. The report outlined the revenue account budget proposals for 2017/18 and housing capital programme 2017/20 and arrangements for agreeing Eastbourne Homes Limited's (EHL) management fee and delivery plan. The report reflected the recommendations made by Eastbourne Homes Limited in relation to the increase in rent levels, service and other charges.

72.2 The HRA was a statutory ring-fenced account that represented all landlord functions. The HRA was required to be self-financing, which meant that expenditure had to be entirely supported from rental and other income. The main tool for the future financial management of the HRA was the 30-year business plan.

72.3 The business plan was last reported to cabinet in December 2015 and at that time outlined the financial implications of the Housing and Planning Act 2016 and the Welfare Reform and Work Act 2016. This included the proposals for a 4 year 1% decrease in rents, pay to stay and high value council house levy. The business plan had since been updated to reflect the 2016/17 approved budget. At the time the business plan had been updated there was still considerable uncertainty over the pay to stay and high value council house levy. A ministerial statement made on 21 November 2016 announced that the government had reviewed the pay to stay policy and decided that it would not be introduced on a compulsory basis as originally planned.

72.4 The budget proposals did not include the impact of the high value council house levy, as the government had not yet issued any consultation proposals or a start date on which to model potential impacts. Government messages on this policy had been mixed, but it

would appear unlikely that this would be implemented before the end of this financial year. The impacts of this policy were substantial and should the government bring forward proposals, the business plan would be updated and reported back to members.

72.5 The HRA revenue budget (appendix 1 to the report) had been produced based on the policies set out in the HRA 30-year business plan and showed an overall surplus of £449,000 for 2016/17. The budget was performing better than expected due to various initiatives to control expenditure, including a reduction in the management fee payable to EHL, lower than anticipated interest rates and higher rental income from affordable rents. The 30 year business plan and the HRA budget policy allowed for a contribution into the housing regeneration and investment reserves to meet future major works demands and other strategic housing related outcomes. This was set at £924,000 for 2016/17, and £500,000 for 2017/18. This would be reviewed again when the business plan was updated in the autumn. The major repairs reserve was funded from cash backed depreciation of £4m plus inflation per year and was expected to break-even in the short term, but should start to exceed capital spending requirements in the medium term, in order to provide sufficient resources to fund the demands of the asset management plan in the longer term.

72.6 The HRA debt outstanding at 31 March 2016 was £41m, rising to £42.9m by 31 March 2018; the maximum borrowing permitted under the self-financing settlement. The majority of the new borrowing of £1.5m would be completed by 31 March 2017 and would be external debt at fixed interest rates, leaving just a balance of £0.4m to be taken in 2017/18. The increase in borrowing was to support the housing and economic development programme (HEDP). The additional interest payable from this borrowing would be funded from the additional rental as the properties are let. The council's treasury management advisors were predicting that the current low levels of interest rates would continue into 2017/18 and the interest budget had been prepared on this basis.

72.7 The original 30-year business plan had assumed that from 2016/17 to 2028/29 an average debt repayment of £2.8m per annum would be funded from the HRA. This was no longer viable due the rent decrease and other government housing initiatives, however, if possible when opportunities arose consideration would be given to using any surplus funds for the repayment of debt or to be used to reinvest in housing properties in lieu of new borrowing.

72.8 The HRA outturn for 2016/17 was expected to deliver a £426,000 surplus, a positive variance of £133,000 over the original budget. This was mainly as a result of the decrease in the take up of the under occupation scheme, a reduction in the provision required for bad debts and the net effect of the new support people charge. The HRA business

plan was based on a policy for a minimum level of HRA balance of £1m to maintain a prudent level of reserve to ensure that the HRA remained sustainable in the longer term and was able to deal with any risks posed by the current economic climate.

72.9 The Welfare Reform and Work Act 2016 required that rents on social housing properties be reduced by 1% a year for a four year period from 2016/17. Rents for shared ownership properties were excluded, however, the terms of the lease for these properties linked rents to the social rented properties and a 1% reduction would be applied to these properties.

72.10 For properties in shared blocks these charges covered common services such as communal heating, lighting, equipment maintenance contracts, cleaning and grounds maintenance. In older persons sheltered accommodation the charges additionally included on-site co-ordinators, lift maintenance contracts, communal furniture and carpets maintenance and internal redecorations. These costs were charged separately from the rent. For general needs properties in blocks the proposed average service charge increase was 2.49% to ensure that costs relating to communal areas are fully recovered. To ensure that tenants did not experience an extreme rise in service charges any individual block increase would be capped at 10%. For retirement court properties in blocks, the average service charge increase would be 7.14% to ensure that costs relating to communal areas were fully recovered. This was an average increase in costs of £2.72 per unit, per week.

72.11 In May 2016, Supporting People withdrew their funding from the council's sheltered housing units. As a result of this, the on-site co-ordinators service was at risk of not being able to continue the vital work within the sheltered housing blocks. Consultation had been carried out with residents, who voted to reduce the on-site co-ordinator service by 1 member of staff and pay an additional cost of £7.50 per unit per week, to keep the service running. Following the cabinet decision in March 2016, it was now recommended that the current support charge of £7.50 per unit per week remain at that level for 2017/18.

72.12 Heating costs for older persons sheltered accommodation were set in line with known price decreases predicted by the Department of Energy and Climate Control (DECC). It was recommended that the average charge decrease is 9.25%. This was an average decrease of 61p per week for tenants who paid these charges.

72.13 Water charges were also set in line with the known price decrease predicted by DECC and it was recommended that the average charge increase is 1.07%. This was an average increase of 5p per week for tenants who paid these charges.

72.14 Following the previous year's rent increases, garage void debt was slowly increasing and the number of garage voids continued to increase. A desk top appraisal completed by Eastbourne Homes Ltd showed that the rent currently being charged was sufficient to cover the annual garage repairs expenditure on a yearly basis. When benchmarking garage rent costs with other authorities, it was found that the garage rents that EBC charged were slightly above the average rent charged for garages amongst the other authorities. It was therefore recommended that no increase is applied to garage rents for 2017/18 in an effort to improve garage take-up.

72.15 Total budgeted expenditure on the HRA capital programme was planned at £4,206,300 for 2017/18. The major works element of the programme was in line with the asset management plan and the self financing business plan model with funding from the major repairs reserve. Cabinet had previously agreed a total budget of £14m for the housing and economic development programme (HEDP). All schemes were expected to be completed by the end of the current year, but any slippage to this programme would be re-profiled as part of the year end process. This programme would be funded from borrowing, capital receipts and Housing and Communities Agency (HCA) grant. This programme had now come to an end as there were no further HRA resources available, any new schemes would be undertaken by the Eastbourne Housing Investment Company.

72.16 The EHL management fee covered both operational and administration costs as well as cyclical maintenance. The revised fee for 2016/17 was £7,361,000. It was proposed that the management fee would remain the same in 2017/18; the Board of Eastbourne Homes Ltd was, however, considering whether it could be reduced.

72.17 The council was obliged to ensure that all tenants were given 28 days notice of any changes to their tenancy including changes to the rent they pay. The council's scrutiny committee had also noted the contents of the report at their meeting on 30 January 2017.

72.18* Resolved (budget and policy framework): That full council, at their meeting on 22 February 2017, be recommended to approve the following:

(a) The HRA budget 2017/18 and revised 2016/17, as set out in appendix 1 to the report;

(b) that social and affordable rents (including shared ownership) are decreased by 1% in line with the change in government policy;

(c) that service charges for general needs properties are increased by 2.49%;

(d) that service charges for older persons' sheltered accommodation are decreased by 7.14% to reflect a reduction in actual costs as well as notification of a reduction in heating and water costs;

(e) that the support charge for sheltered housing residents remains at £7.50 per unit, per week;

(f) that heating costs are set at a level designed to recover the estimated actual cost;

(g) that water charges are set at a level designed to recover the estimated cost of metered consumption;

(h) that garage rents are not increased this year to improve increasing garage voids;

(i) a scheme to move new garage tenancies to market rent values for the 2017/18 financial year is examined;

(j) that delegated authority be granted to the director of service delivery, in consultation with the lead cabinet members for community services and finance and the financial services manager to finalise Eastbourne Homes' management fee and delivery plan; and

(k) the HRA capital programme as set out in appendix 2 to the report.

Meeting: **Scrutiny**

Date: **30 January 2017**

24. Housing Revenue Account 2017/18.

Part extract only:

Queries were raised on the following points:

Garage Rents and voids – the Financial Services Manager advised that the reason for the voids was unknown; however it may be contributable to the poor state of repair in some areas. The Deputy Chief Executive advised that the Asset Management Plan would be undertaking a review of the current garage provision to consider the options available. The Financial Services Manager agreed to advise the committee regarding the number of Council owned garages following the meeting.

Eastbourne Homes Management fee – The Deputy Chief Executive

advised that the fee had not changed for the last 6 years and that the fee not only covered the management and administration of the stock but repairs and maintenance of the housing stock. The HRA was benchmarked against other similar authorities including Wealden and Lewes. Eastbourne Homes were also included in the Joint Transformation Programme and the Board had agreed that staff would be shared between Eastbourne and Lewes to improve efficiency.

The recommendations were noted.

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Meeting: Council

Date: Wednesday 22 February 2017

Subject: Treasury management and prudential indicators 2017/18

Report of: Councillor Gill Mattock on behalf of the cabinet

The council is asked to consider the minute and resolution of the cabinet meeting held on 8 February 2017 as set out below.

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

<http://democracy.eastbourne.gov.uk/ieDocHome.aspx?bcr=1>

The council is recommended to:-

Approve the treasury management strategy and annual investment strategy ; the methodology for calculating the minimum revenue provision; the prudential and treasury indicators; and the specified and non-specified investment categories as set out in the report to cabinet.

**Minute extract
CABINET 8 February 2017**

***71 Treasury management and prudential indicators 2017/18.**

71.1 Cabinet considered the report of the deputy chief executive (and chief finance officer) seeking approval to the council's borrowing and investment strategies in line with legislative and other regulatory requirements as described in the report. The council was required to receive and approve, the prudential and treasury indicators and treasury strategy as part of the budget setting process each year. This covered:

- The capital plans (including prudential indicators).
- A minimum revenue provision policy (how residual capital expenditure was charged to revenue over time).
- The treasury management strategy (how the investments and borrowings were to be organised) including treasury indicators.
- An investment strategy (the parameters on how investments were to be managed).

71.2* Resolved (budget and policy framework): That full council, at

their meeting on 22 February 2017, be recommended to approve the following:

- (a) The treasury management strategy and annual investment strategy as set out in the report;
- (b) the methodology for calculating the minimum revenue provision set out at paragraph 2.3 of the report;
- (c) the prudential and treasury indicators as set out in the report; and
- (d) the specified and non-specified investment categories listed in appendix 2 to the report.

For a copy of the report please contact Local Democracy at 1 Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 415022 or 415021.
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E.mail: alan.osborne@eastbourne.gov.uk

(der\P:\council\17.02.22\treasury management)

Meeting: Council

Date: Wednesday 22 February 2017

Subject: Tourist accommodation retention supplementary planning document.

Report of: Councillor Steve Wallis on behalf of the cabinet

The council is asked to consider the minute and resolution of the cabinet meeting held on 8 February 2017 as set out below.

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

<http://democracy.eastbourne.gov.uk/ieDocHome.aspx?bcr=1>

The council is recommended to:-

(1) Adopt the to adopt the tourist accommodation retention supplementary planning document.

(2) Revoke the assessment of financial viability of tourist accommodation supplementary planning guidance, as set out in appendix 5 to the report to cabinet.

(3) Agree that any minor or technical adjustments found necessary in the tourist accommodation retention SPD be delegated to the director of regeneration and planning in consultation with the lead cabinet member.

(4) Agree the terms of reference for a tourist accommodation consultative group, as set out in appendix 3 to the report to cabinet.

**Minute extract
Cabinet 8 February 2017**

***73 Tourist accommodation retention supplementary planning document (SPD).**

73.1 Cabinet considered the report of the director of regeneration and planning considering the need for a change of planning policy approach to tourist accommodation as a result of changes in the tourism market and visitor behaviour. The formulation of new planning policy could only take

place through a local plan. As the next local plan was not due to be adopted until 2019, it was not possible to create a new policy for tourist accommodation at this current time, however, the production of a new supplementary planning document would allow a new interpretation of the existing policy, which would allow a new policy position to be provided.

73.2 Eastbourne was one of the largest providers of tourist accommodation in the south east outside London, and had the 26th highest supply of hotel rooms in the country. Eastbourne had a significant stock of tourist accommodation, including 46 hotels, 60 guesthouses and 144 self-catering units, amounting to approximately 3,500 bedrooms. Over 90% of Eastbourne's hotels and guesthouses/B&Bs were located within the area along the seafront defined as the tourist accommodation area. The majority of the rooms (81%) were located within hotels. Although there was one 5-star and two 4-star hotels in Eastbourne, the majority of supply was concentrated towards the lower end of the market in the 3-star, 2-star and budget categories.

73.3 Since 2008, there had been a change in tourist behaviour and trends, with a focus on multiple breaks for shorter durations, and increasing expectations of quality of accommodation. This had led to a decrease in the proportion of trips to seaside destinations, as the tourist accommodation in these locations was often not up to the quality and standard that modern-day visitors expected. The conclusion of a tourist accommodation study undertaken in 2015 was that there was a need to rebalance and diversify the supply of tourist accommodation with future emphasis on quality rather than quantity. This would allow Eastbourne's tourist accommodation to develop more organically and in turn appeal to and attract new markets. A rebalancing of the supply required a more flexible approach to managing the tourist accommodation. In order to allow the gradual reduction of poor quality stock in more secondary locations and help stimulate investment in better quality accommodation, appealing to a broader range of visitors, a change of policy approach was required.

73.4 The new planning policy position would help the tourist accommodation stock remain fit for purpose and meet the requirements of current and future visitors. A tourist accommodation retention SPD had therefore been published for consultation between 23 September and 4 November 2016. A total of 17 representations were submitted from 10 respondents. A full list of the representations received and responses was provided as appendix 1 to the report. It was not considered that any of the representations raised any major issues, although some minor amendments were proposed to the SPD. A schedule of changes to the draft SPD was provided as appendix 2 to the report.

73.5 The formation of a tourist accommodation consultative group, consisting of representatives from the Eastbourne Hospitality Association, council officers and a local property agent, would help to provide a trade perspective on proposals and ensure the quality and standard of applications for the loss of tourist accommodation so that they could be determined more swiftly.

73.6 The SPD would need to be adopted by full council before it could be used in the determination of planning applications. The assessment of financial viability of tourist accommodation supplementary planning guidance, which the new SPD would replace, would also need to be revoked.

73.7* Resolved (budget and policy framework): (1) That the tourist accommodation retention supplementary planning document (SPD), as set out in appendix 4 to the report, be endorsed and that full council, at their meeting on 22 February 2017, be recommended to adopt the document.

(2) That full council be recommended to revoke the assessment of financial viability of tourist accommodation supplementary planning guidance, as set out in appendix 5 to the report.

(3) That full council be recommended that any minor or technical adjustments found necessary in the tourist accommodation retention SPD be delegated to the director of regeneration and planning in consultation with the lead cabinet member.

(4) That the terms of reference for a tourist accommodation consultative group, as set out in appendix 3 to the report, be agreed.

For a copy of the report please contact Local Democracy at 1 Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 415022 or 415021.
E-mail: localdemocracy@eastbourne.gov.uk

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Meeting: Council

Date: Wednesday 22 February 2017

Subject: Local development scheme 2017-2020.

Report of: Councillor Steve Wallis on behalf of the cabinet

The council is asked to consider the minute and resolution of the cabinet meeting held on 8 February 2017 as set out below.

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

<http://democracy.eastbourne.gov.uk/ieDocHome.aspx?bcr=1>

The council is recommended to:-

(1) Adopt the local development scheme 2017-2020 as set out in appendix 1 to the report to cabinet.

(2) Agree that any minor or technical adjustments to the local development scheme found necessary be delegated to the director of regeneration and planning in consultation with the lead cabinet member.

**Minute extract
Cabinet 8 February 2017**

***74 Local development scheme 2017-2020.**

74.1 Councillor Jenkins addressed the cabinet and thanked officers for their work in preparing the report. He noted the recently published government white paper and expressed concern that Eastbourne would find it difficult to find additional land for new housing given the physical constraints of sea and Downs. He believed the council was unfairly penalised when sites with existing planning consent were not developed. He also expressed concern at potential changes to the community infrastructure levy (CIL) arrangements.

74.2 Cabinet considered the report of the director of regeneration and planning concerning the local development scheme (LDS); the council's timetable for the production of planning policy documents. The LDS

covered a 3-year period from 2017-2020 and outlined the planning documents to be produced with the key dates and milestones. The LDS must be made publicly available and kept up-to-date.

74.3 The current LDS (February 2016) was no longer up-to-date and needed to be revised to take into account changes in circumstance and timetable relating to local plan production. A new LDS had been prepared, covering the period 2017-2020. This focused on the production of a new local plan, which was anticipated to be adopted towards the end of 2019.

74.4* Resolved: (budget and policy framework): (1) That full council, at their meeting on 22 February 2017, be recommended to adopt the local development scheme 2017-2020 as set out in appendix 1 to the report.

(2) That any minor or technical adjustments to the local development scheme found necessary be delegated to the director of regeneration and planning in consultation with the lead cabinet member.

For a copy of the report please contact Local Democracy at 1 Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 415022 or 415021.
E-mail: localdemocracy@eastbourne.gov.uk

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(der\P:\council\17.02.22\ local development scheme)

Meeting: Council

Date: Wednesday 22 February 2017

Subject: New organisational development policy - change management.

Report of: Councillor Troy Tester on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 8 February 2017 as set out below.

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

<http://democracy.eastbourne.gov.uk/ieDocHome.aspx?bcr=1>

The council is recommended to:-

Approve the revised change management policy.

**Minute extract
Cabinet 8 February 2017**

*** New organisational development policy - change management.**

76.1 Cabinet considered the report of the assistant director of human resources and organisational development. Eastbourne and Lewes councils had jointly committed to bringing their policies and procedures together as part of the joint transformation programme (JTP) which was an important step towards aligning the councils people and business practices. This proposed new policy had taken the best aspects of Eastbourne and Lewes’s current change management policies and pulled them together into an updated version which was now fit to support the organisations through the next period of change.

76.2 A copy of the policy was appended to the report. The council’s joint staff committee had agreed this policy at a meeting in November 2016.

76.3* Resolved: That full council at their meeting on 22 February 2017 be recommended to approve the policy.

For a copy of the report please contact Local Democracy at 1 Grove Road,
Eastbourne, BN21 4TW. Tel. (01323) 415022 or 415021.
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Tuesday, 15 November 2016
at 6.00 pm



Planning Committee

Present:-

Members: Councillor Murray (Chairman) Councillor Sabri (Deputy-Chairman)
Councillors Choudhury, Jenkins, Miah, Robinson, Taylor and Ballard
(as substitute for Murdoch)

75 Minutes of the meeting held on 18 October 2016.

The minutes of the meeting held on 18 October 2016 were submitted and approved and the Chairman was authorised to sign them as an accurate record.

76 Apologies for absence.

Councillor Murdoch.

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

There were none.

78 2-4 Moy Avenue. Application ID: 160929.

Proposed refurbishment and extension to existing telephone exchange building and the construction of two part three, part four storey buildings to the rear to provide a total of 95 one and two bedroom flats, with 91 on site car parking spaces – **ST ANTHONYS**. 36 objections and one letter of support had been received.

South East Water raised no objection to the application in principle. They had requested, by way of additional conditions, further information regarding the impact on surface and ground water quality with a hydrogeological risk assessment for the site, and phase 2 site investigations to identify historic contamination details of piling methods on the site.

The lead local flood authority raised no objection in principle and requested by way of condition, information relating to the SUD system.

An additional condition relating to access to the flat roofs on the blocks of flats for emergency and maintenance only was also suggested.

Ms Clarke addressed the committee in objection stating that there were too many units proposed for the site and that the development was out of keeping with the surrounding area. The increased traffic would increase the

danger for pedestrians and the access/egress had a restricted view. Ms Clarke also stated that the proposed extension would be too high, resulting in overlooking and a loss of light and privacy to the surrounding properties.

Ms Mason addressed the committee in objection stating that the development was excessive in size and number of units proposed. There would be an increase in parking and other traffic issues, with the access being too close to a 'blind' corner. Ms Mason also stated that the scheme would result in overlooking and loss of light for neighbouring properties.

Councillor Tutt, Ward Councillor, addressed the committee in objection stating that the scheme would be an overdevelopment. The increased traffic would exacerbate the existing parking and pedestrian safety issues. Councillor Tutt stated that the residents were in support of the redevelopment of the site, with a scheme sympathetic to the neighbouring residents and current issues as stated.

Mr Mohsin, Architect, addressed the committee in response stating that the scheme had been designed in consultation with the Council's Planning department with the aim of regenerating a dilapidated area. Mr Mohsin also advised that a consultation exercise had been carried out with residents to address their concerns with regarding to overlooking and loss of light. Amenity space had been provided within the site, and the redevelopment of the existing building reduced the impact of demolition activities.

The committee discussed the application, and whilst they agreed with the redevelopment of the site in principle, it was felt that the proposed scheme was an overdevelopment and out of keeping with the surrounding properties.

NB: Councillor Taylor requested a named vote.

RESOLVED: (By 5 votes to 1 with 2 abstentions. For: Councillors Choudhury, Miah, Murray, Robinson and Sabri. Against: Councillor Taylor. Abstentions: Councillors Ballard and Jenkins). That permission be refused on the grounds that 1) By virtue of the scale of development, the number of units, the height, bulk and mass of the proposed buildings on the site (blocks 2 and 3) the proposal is considered an unneighbourly over development of the site with an overbearing relationship, detrimental to the amenity of the occupiers of surrounding residential properties by way of loss of light, outlook, privacy from overlooking to properties and their rear gardens contrary to saved policy HO20 of the Borough Plan 2007, Policy B2 of the Core Strategy Local Plan 2013 and paragraph 17 of the National Planning Policy Framework 2012. 2) By virtue of the height, scale, bulk and mass of the proposed buildings the development is out of character with the prevailing pattern of development in the surrounding area contrary to saved policies UHT1 and UHT2 of the Borough Plan 2007, policy D10a of the Core Strategy Local Plan 2013 and paragraph 58 of the National Planning Policy Framework 2012.

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

79 Update on Housing Delivery.

The committee considered the report of the Director of Regeneration and Planning providing Members with an update on housing delivery and the current position in relation to the Five Year Housing Land Supply.

Members noted that the Core Strategy planned for the delivery of 5,022 net additional dwellings between 2006 and 2027. As of the end of the second quarter 2016/2017 (30 September 2016), a total of 2,451 units had been delivered. This left 2,571 units to be delivered until the end of the plan period, at an annual average of 245 units per year.

In the second quarter of 2016/17, a total of **38** new dwellings were completed. Of those 38 completed units, 27 units were at the Meadows View development on Kings Drive. The remaining 11 new dwellings were provided across five other development sites. Housing completions over the quarter had been low, with a total of 78 units for the first half of 2016/17.

Since the adoption of the Core Strategy 2013/14 and the target of 240 units per year, a trend of under-delivery had been identified over the last two years. The delivery target was only exceeded three times in 14 quarters, with the average annual target only exceeded once.

At the end of quarter two of 2016/17, there were **689** net additional dwellings with permission that had yet to commence across **93** sites and included:

- 142 units at Sovereign Harbour
- 102 units at Bedfordwell Road Depot
- 61 units at the former Caffyns site on Upperton Road
- 36 units at 2-4 Moy Avenue
- 35 units at St Anne's House, St Anne's Road

At the end of the second quarter of 2016/17, there were **160** units under construction across **35** development sites and included:

- 30 remaining units at Meadows View, Kings Drive
- 16 units at 27 St Leonards Road
- 9 units at Koala on King Edwards Parade

The committee was advised that the annual requirement over the remaining plan period was 245 units per year, and therefore the five year requirement

was 1,225 units. The additional 5% buffer equated to an additional 61 units, making the Five Year Housing Land Supply requirement for Eastbourne **1,286** units.

The current assessment of the Five Year Housing Land Supply identified that as of 30 September 2016, Eastbourne had a supply of housing land equivalent to 849 units. This meant that Eastbourne currently had a **3.47 year** supply of housing land (or 66% of the Five Year Housing Land Supply requirement).

Members were advised that as a Five Year Housing Land Supply could not be demonstrated, current policies could not be relied on to justify reasons for refusal. This would therefore mean there was a significant risk that future planning refusals for residential developments would be overturned at appeal.

As the under delivery of housing continued, and with the low rate of sites being granted permission, it would mean it would be very difficult for a Five Year Housing Land Supply to be identified in the near future.

All sites built were removed from the Five Year Housing Land Supply and additional sites needed to be granted permission to replace them. Evidence suggested that only 78% of units granted were eventually built.

Housing delivery could be boosted through the identification of new sites with housing potential, which may in turn encourage landowners to submit applications, and address wider issues that may have prevented sites coming forward. The process for identifying sites was underway through the Strategic Housing and Employment Land Availability Assessment due to be completed in April 2017.

RESOLVED: That the report be noted.

80 Appeal Decisions.

1. 48 Rockhurst Drive. The appeal was allowed by the Inspector.
2. 55 Friday Street. The appeal was dismissed by the Inspector.
3. 182 – 184 Seaside. The appeal was allowed by the Inspector.

81 South Downs National Park Authority Planning Applications.

There were none.

The meeting closed at 7.17 pm

Councillor Murray (Chairman)

Tuesday, 22 November 2016
at 6.00 pm



Conservation Area Advisory Group

PRESENT:-

Councillor Rodohan (Chairman) and Councillors Belsey and Smart

OFFICERS:

Mr C Connelley, Specialist Advisor - Conservation

30 Minutes of the meeting held on 4 October 2016.

The minutes of the meeting held on 4 October 2016 were submitted and approved and the Chairman was authorised to sign them as a correct record.

31 Apologies for absence.

An apology for absence was reported from Mr Howell.

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

None were declared.

33 Planning Applications for Consideration.

The Specialist Advisor for Conservation reported on planning applications for consideration in Conservation Areas. The Group's comments were set out in the schedule below.

1) 160998, (PPP), ST LUCIA, 75 ROYAL PARADE, EASTBOURNE, EAST SUSSEX, BN22 7AE

Cons Area: Town Centre and Seafront

Proposal: Construction of 2 balconies at 1st floor level fronting Addingham Road.

CAAG Comments: No objections raised.

2) 161155, (PPP), BEACH ADJACENT TO BOWLING GREEN IN ROYAL PARADE, EASTBOURNE, BN21 1HA

Cons Area: Town Centre and Seafront

Proposal: Construction of 3 volley ball courts.

CAAG Comments: It was agreed to defer this item to the next meeting, allowing time for a detailed heritage statement to be undertaken and submitted.

3) 161133, (LBC), EASTBOURNE RAILWAY STATION, TERMINUS ROAD, EASTBOURNE, BN21 3QJ

Cons Area: Upperton

Proposal: Refurbishment works at Eastbourne Station including the addition of a new entrance on the northern arcade of the building, extensions to the roof of the building over the new entrance, relocating stairs to the basement, opening up a historic entrance door into the station on Ashford Road and refurbishment works to the exterior station canopy.

CAAG Comments: Given the complexity of the scheme it was agreed that comments on this application be deferred until clarification be given on various details including the drop off, access points and location of the historic door on the Arndale Centre side of the station. The Group also requested that a site visit be arranged in advance of the next meeting.

4) 161223, (PP), MOIRA HOUSE SCHOOL, UPPER CARLISLE ROAD, EASTBOURNE, BN20 7TE

Cons Area: Meads

Proposal: Introduction of a perimeter fence to a recently constructed complex of 4 grass tennis courts. The fence will be chain-link in style with 4 access gates to the site.

CAAG Comments: No objections raised.

5) 161130, (PP), 13 MARINE LODGE, EASTBOURNE, BN22 7AU

Cons Area: Town Centre and Seafront

Proposal: Creation of a second floor with an additional flat and bicycle shed.

CAAG Comments: No objections raised.

By virtue of Section 100B(4) of the Local Government Act 1972, the Chairman was of the opinion that the following recently received applications, which were not listed on the agenda, should be considered in order that the application might be referred to the Planning Committee at the earliest opportunity.

6) 161106 , 9 MEADS STREET, EASTBOURNE, EAST SUSSEX, BN20 7QY: PRE-APPLICATION ADVICE

Cons Area: Meads

Proposal: Replacement of existing shop front.

CAAG Comments: No objections were raised and the Group were pleased that the applicant had consulted with officers on recommended details including heritage paint colours. The Group were advised that a shopfront guide was being formulated, encouraging new traders to operate to a higher standard.

NOTED.

34 New Listings

The Specialist Advisor for Conservation advised that Historic England had applied for two war memorials in Eastbourne to be listed as part of a national scheme:

- St Saviour's War Memorial, Eastbourne, St Saviour and St Peter's Church, South Street, Eastbourne, East Sussex
- Eastbourne War Memorial, Memorial Roundabout, South Street, Eastbourne, East Sussex

The Group were advised that the Council would be submitting further evidence to support the listings.

NOTED.

35 Dates of future meetings - All at 6.00 p.m. at the Town Hall

The date of the next meeting was confirmed as the 10 January 2017.

The meeting closed at 6.48 pm

Councillor Rodohan (Chairman)

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Wednesday, 30 November
2016
at 6.00 pm



Audit and Governance Committee

Present:-

Members: Councillor Swansborough (Chairman), Councillor Sabri (Deputy-Chairman) and Councillors Belsey (as substitute for Ballard), Choudhury, di Cara, Dow, Holt and Taylor

19 Minutes of the meeting held on 21 September 2016.

The minutes of the meeting held on 21 September 2016 were submitted and approved and the Chairman was authorised to sign them as a correct record.

20 Apologies for absence.

An apology for absence was reported from Councillor Ballard.

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

None were declared.

22 Polling Districts and Polling Places Review.

The Committee considered the report of the Senior Local Democracy Officer regarding polling arrangements in respect of polling district RNA of Ratton Ward as a consequence of the Local Government Boundary Commission for England's final recommendation to transfer a small part of the district into Hampden Park ward.

A 6 week consultation was held ending on 18 November 2016 and further details were contained in the report along with responses received during the consultation.

Following the review the arrangements would be implemented in time for the forthcoming county council elections on 4 May 2017 and the borough elections in May 2019. The Committee was advised that the new area would be designated as a new polling district known as HPD, however any borough by-election held prior to May 2019 would have to be conducted on the old ward boundary.

RESOLVED: (Unanimous) (1) That the acting Returning Officer's proposal in respect of the polling district RNA (Ratton Ward) be approved.

(2) That the Senior Electoral Services Officer, on behalf of the acting Returning Officer and Electoral Registration Officer, be authorised to implement the committee's decision in respect of the review.

23 Devonshire Park Project - Risk Management Arrangements.

The Committee received a presentation from Graham Cook, Programme Manager and Eleanor Clarke, Project Manager for Focus Consultants relating to the risk management arrangements for the Devonshire Quarter redevelopment.

The Committee were given an overview of the project's composition, construction timeline and business case. They were advised of the clear and comprehensive governance structure in place and the risk register maintained for the whole programme. Project specific registers were agreed with contractors and formed part of a regular contract monitoring process. The Programme register was regularly reviewed at both Project Team and Steering Group level and any change in key or significant risks was reported to the Project Board. The Committee was notified that at Programme level there were 100 risks. The Committee were then given an overview of the top risks attached to the project and the measures put in place.

The Catering Contract that formed part of the business case would create new cafes on site and service the improved conference business with high quality catering. The Committee was advised that recognised national contractors would be used in order to sell the conference business to delegates. In the event that a contractor failed to meet the standards required, quality threshold built into the tender process would put a mechanism in place to close the contract if the situation didn't improve.

The Committee thanked the Programme Manager and the Project Manager for their presentation. A copy of the presentation would be circulated to the Committee following the meeting.

NOTED.

24 Internal Audit Report to 30th September 2016.

The Committee considered the report of the Internal Audit Manager regarding a summary of the activities of Internal Audit for the year 1 April 2016 to 30 September 2016.

A list of all final audit reports issued from 1 April 2016 to 30 September 2016 and the level of assurance attained were detailed in the report. The Committee was advised that the assurance levels were given at the time of the initial report and did not reflect the findings at follow up. None of the reports had been given an assurance level of inadequate.

Audit work carried out to date against the audit plan to the end of September 2016 was set out in appendix A. Main points from the appendix were summarised in the report.

Further information on reports issued in final during the year with an assurance level below "Performing Well" was set out in Appendix B, with any issues highlighted in the reviews which informed the assurance level given. The Committee was reassured that this status was the assurance level given at the time the final report was issued and did not reflect recommendations that had been addressed.

Appendix C detailed the outstanding recommendations and client comments of reviews that had been given an inadequate assurance level after follow ups. Comments from the Corporate Management Team (CMT) and Heads of Service had also been included. The Committee were pleased that the reconciliation of beer tokens sold to cash taken had been carried out.

Work undertaken by the Corporate Fraud team and East Sussex Counter Fraud Hub, along with an update on shared services with Lewes District Council was detailed in the report.

The Committee asked whether the incorrect benefit identified in appendix D had affected any residents. The Internal Audit Manager advised that the amount identified had not been paid out to residents.

RESOLVED: (Unanimous) That the report be noted.

25 Risk Management.

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

The Strategic Risk Register had been taken to Corporate Management Team (CMT) on 1 November 2016 for the regular quarterly review and the updated register was appended to the report.

At the last meeting it was reported that CMT had recommended that time be set aside at the next review of the register to discuss risk SR-001 – No political continuity/consensus with regard to organisational objectives. This was in view of the differing political landscapes at Eastbourne and Lewes. CMT agreed that given the increased activity with the Joint Transformation Programme the likelihood score should be raised from a 1 to a 2 and the impact from a 2 to a 3. The risk would continue to be monitored as the Joint Transformation Programme progresses.

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

26 Treasury Management Mid-Year Review.

The Committee considered the report of the Chief Finance Officer regarding a mid-year review of the Council's treasury management activity for 2016/17.

The report had been prepared in compliance with Chartered Institute of Public Finance and Accountancy's (CIPFA's) code of practice on treasury management and provided an economic update for the first six months of the year. The report reviewed the council's treasury management strategy statement and annual investment strategy, its capital expenditure,

investment portfolio, borrowing strategy, debt rescheduling and compliance with treasury and prudential limits. Further details were contained in the report.

The Committee referenced the 2016/17 revised estimate of £84.8 million in relation to borrowing activity. It was clarified that this was the Council's need to borrow and did not reflect the actual amount the Council was borrowing. As at 30 September 2016, the Council's net borrowing was £53 million and that was expected to rise to £62.9 million by the end of the year.

RESOLVED: (Unanimous) That the report be noted.

The meeting closed at 7.07 pm

Councillor Swansborough
(Chairman)

Monday, 5 December 2016
at 6.00 pm



Scrutiny Committee

Present:-

Members: Councillor di Cara (Chairman) Councillor Holt (Deputy-Chairman)
Councillors Belsey, Miah, Murray, Rodohan, Sabri and Smart

13 Minutes of the meeting held on 5 September 2016.

The minutes of the meeting held on 5 September 2016 were submitted and approved, and the Chairman was then authorised to sign them as an accurate record.

14 Apologies for absence.

There were none.

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

There were none.

16 Eastbourne Community Safety Plan.

The Committee considered the report of the Director of Service Delivery regarding the current performance of the Eastbourne Community Safety Partnership (ECSP) under the updated Eastbourne community safety plan. The report also outlined issues that might potentially impact future crime and anti-social behaviour (ASB) performance.

Members noted that whilst overall crime had substantially reduced from 2005/06 to 2013/14, due to Sussex Police changing recording procedures in response to national guidelines, a substantial increase in overall crime had been reported in 2014/15 performance year. However, this increase had now levelled out and performance compared favourably when compared to similar towns.

The current plan (2014/17) had been developed in consultation with key partners including the police and other members of the ECSP. A copy of the action plan was attached as appendix A, and the priorities for 2016/17 and measurement criteria were attached as appendix C of the report. Plan targets were reviewed at the end of each performance year and key performance targets had been incorporated into the relevant sections of the Council's corporate plan.

With reference to the Home Office iQuanta data, which compared numerous categories of crime with other towns similar to Eastbourne, appendix B of the report, indicated Eastbourne compared favourably. June 2016 quarterly data showed:

- 3rd lowest – overall crime
- 1st lowest – burglary
- 5th lowest – robbery
- 5th lowest – shoplifting
- 1st lowest – vehicle crime
- Below median – violent crime

In late 2015 the police and crime commissioner for Sussex had recommended that merging options be investigated to reflect the new policing district boundaries and make efficiency savings. Eastbourne, Lewes and Wealden CSPs had supported establishing a new strategy group encompassing all three whilst enhancing and maintaining the district joint action groups to deliver a local focus. A soft merger had taken place within performance year 2016/17 with a business case for full merger to be presented in 2017/18.

The committee was advised that there would be a focus on cyber crime and scams which was expected to become a major part of the partnership's work in the future with the particular need to protect the elderly and vulnerable.

Members requested further information with regard to the criteria with which authorities were allocated into their Most Similar Group. The Community Safety Officer agreed to circulate this following the meeting.

With regard to cyber crime the committee discussed methods of informing the public to be more aware of the dangers of online crime, given the majority of cyber crime was usually only detected after the fact. Members noted that whilst it would be difficult for Community Safety teams to investigate cyber crime the appropriate action was to take preventative measures through continued advice and information.

The committee was advised that of the £26.3K community safety budget, £17k had been spent this year to date. The Community Safety Officer advised that it would still be possible to make bids for funding to JAG (Joint Action Group).

Councillor Holt expressed his thanks to the team targeting antisocial behaviour in Devonshire Ward, the residents had noticed a vast improvement and appreciated their efforts.

RESOLVED: 1) That the ECSP's achievements and the future risks and opportunities to performance be noted.

2) That the updated 2014/2017 Community Safety Plan, with continued delegated implementation authority to Director of Service Delivery, be endorsed.

17 Corporate Performance - Quarter 2 2016/17.

The Committee considered the report of the Chief Executive and Chief Finance Officer regarding the Council's performance against Corporate Plan priority actions, performance indicators and targets for Quarter 2 2016/17.

Appendix 1 to the report provided an overview of current Corporate Plan performance information for Corporate Projects, Performance Indicators (PIs) and Devolved Budgets.

Members were advised that in order to monitor and manage the delivery of the priority aims stated within the Corporate Plan, a performance score card had been created in Covalent to combine corporate projects and their actions and performance indicators.

Of the Corporate Plan indicators reported this quarter, 6 were off target (red), 3 were "near miss" (amber) and 8 were on target (green).

The PIs currently showing as off target were:

- CD_156 Number of households living in temporary accommodation
- CS_010 Calls to 410000 answered within 30 seconds
- CS_011 Telephone call abandonment rate
- DE_154 Net additional homes provided
- DE_157a Processing of planning applications: Major applications
- TL_017a Redoubt visitors – paying visitors

A query was raised regarding the completion date for EBC_PR_033 Parks and open spaces signage. Members were advised that the scheme was on target to complete by March 2017, with activity being more evident in the Quarter 3 report, in January 2017.

A further query was raised regarding the variance in the corporate finance budget of £53K. The committee was advised that this related to the Council's responsibility to pay a contribution to MMI (Municipal Mutual Insurance), the council's former insurers. Whilst the policy was no longer 'live' potential claims could still be raised and Council responsibility had therefore not ended. In addition, the refurbishment of Princes Park was also highlighted as an overspend. Members were advised that the scheme had been funded by Costal Community Grant. Where schemes were showing as overspent, it was possible to divert funding from other schemes funded from this grant, as had happened in this case. All spending on major schemes were monitored using Covalent and in cases where costs had increased by more than 10%, Cabinet approval would need to be sought to authorise additional funding.

Financial performance relating to the General Fund, Housing Revenue Account, Capital Programme, Collection Fund and Treasury Management was also detailed in the report.

RESOLVED: (Unanimous) That the following be noted:

- i) The performance against national and local Performance Indicators and Actions from the 2016/20 Corporate Plan.
- ii) The General Fund, HRA and Collection Fund financial performance for the quarter ended September 2016, as set out in sections 3, 4 & 6.
- iii) The transfer from earmarked reserve as set out in paragraph 3.5.
- iv) The capital programme as set out in Appendix 3.
- v) The Treasury Management performance as set out in section 7.

18 Update - A27 Task Group.

The committee considered the updated scope for the A27 and agreed the suggested amendments.

Members discussed Highways England current consultation exercise regarding the proposed improvements to the section of the A27 east of Lewes. Members noted that Highways England had not factored Wealden's emerging Local Plan when conducting their feasibility study and that given the numbers of new houses proposed close to the Polegate section of the A27, Members felt that Highways England should now revisit their initial assessment of the improvements required.

The Local Democracy Officer advised Members that she was currently in the process of arranging a presentation by Jon Wheeler, Team Manager for Strategic Economic Infrastructure at East Sussex County Council in January 2017, to advise members of the work of the A27 Reference Group. Members also requested that an invitation be extended to Highways England to attend the same meeting.

RESOLVED: 1) That the A27 Task Group scope be amended as set out in the report 2) That Highways England be invited to attend a meeting with Members in January 2017.

The meeting closed at 7.05 pm

Councillor di Cara (Chairman)

Tuesday, 13 December 2016
at 6.00 pm



Planning Committee

Present:-

Members: Councillor Murray (Chairman) Councillor Sabri (Deputy-Chairman)
Councillors Choudhury, Jenkins, Miah, Murdoch and Ballard (as
substitute for Taylor)

82 Minutes of the meeting held on 15 November 2016.

The minutes of the meeting held on 15 November 2016 were submitted and approved and the Chairman was authorised to sign them as an accurate record.

83 Apologies for absence.

Councillor Taylor.

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

There were none.

85 2 Fort Lane. Application ID: 160794.

Development of 7 residential units and 16 car parking spaces, located on 2 adjacent sites in Fort Lane: SITE A - Unit 2, located on east side of Fort Lane & SITE B - located to rear of 2 - 6 Myrtle Road, west side of Fort Lane, comprising: 4x 2 bed terraced houses, 1x 3 bed house (Site B) 1 x 2 bed houses (Site A). (REVISED SCHEME WITH AMENDMENTS TO ORIGINAL PROPOSAL)– **DEVONSHIRE.**

Two additional representations had been received which were not reflected in the committee report.

One letter of objection drew attention to the issues associated with high levels of on street parking in the area surrounding the development.

A further representation expressed concern about a loss of amenity as a result of the proposed development, that the existing rear passageway between the site and Myrtle Road be retained, and that car parking and waste storage be provided in the proposed development.

These issues were dealt with in the committee report.

Ms Weeks addressed the committee in objection stating that the parking issues would remain despite the reduction in the scale of the development and the increase in parking spaces. Ms Weeks felt that the regeneration of the industrial units would be more appropriate.

Mr Benyahya addressed the committee in support stating that the residents in neighbouring streets were in favour of the development and that the amended scheme, with the additional parking, would be sufficient for the new development. Mr Benyahya felt that the regeneration of this area would remove the antisocial behaviour in Fort Lane.

Mr Seath, agent for the applicant advised that the industrial units were now empty. There were often problems with deliveries to units and staff parking on the site. Fly tipping and antisocial behaviour had become an issue and it was anticipated that the scheme would greatly improve the area for all the neighbouring residents.

Members discussed the application and whilst they were in favour in principle, there were some concerns about the future removal of the obscure glass. The committee was advised that this could be dealt with by the Enforcement team.

RESOLVED: (By 4 votes to 1 with 2 abstentions) That permission be granted subject to the following conditions: 1) Development within 3 years 2) Development in accordance with approved plans 3) Areas of waste storage to set out on approved plans prior to occupation 4) Parking and turning areas provided prior to occupation 5) Details of cycle parking approved and occupied prior to occupation 6) Details of a) site investigation and b) remedial works provided prior to commencement of development 7) Details of a verification report demonstrating implementation of remediation prior to occupation 8) Development to be monitored and maintained in accordance with remediation measures approved 9) Contamination to be reported to Local Planning Authority 10) Obscure glass to be retained permanently 11) Parking to be retained permanently for residents and users 12) Working hours – Monday to Friday 8-6, Saturday 8-1 13) PD rights removed: Rear extensions 14) PD rights removed: Windows.

86 Victoria Drive Bowling Club, 153 Victoria Drive. Application ID: 160788.

Outline application for the development of a medical centre with all matters reserved except access (revised scheme) – **OLD TOWN**.

A petition of objection signed by 485 signatures, 48 letters of objection and 15 letters of support were received during the first round of consultation. During the second round of consultation two letters of support and no letters of objection had been received.

A further objection was submitted by Moore Planning on 25th November 2016 on behalf of the Victoria Drive and Eastbourne Ladies Bowls Club. The objections reinforced their earlier comments and were summarised as follows:

- The loss of playing field space was considered inappropriate.
- The applicant's assessment was considered to be insufficient in demonstrating why the loss of the playing field was justifiable as only Bowling facilities were assessed in the application enclosures, not all playing fields across the town.
- The loss of playing fields without adequate assessment were not permitted by Eastbourne Borough Council policies.
- In the interests of the wider community, the application should be refused.

Mr Moore addressed the committee in objection stating that the scheme was not acceptable in principle as the site was designated as a playing field and development on this site was contrary to Council policy. Mr Moore also felt that there was insufficient information available regarding the development.

Mr Henty addressed the committee in objection stating that the bowling green was important for the local community, which hosted many County tournaments. Mr Henty also referenced the petition objecting to the medical centre signed by 485 people.

Dr Gaffney addressed the committee in support stating that the nearby surgery was no longer fit for purpose and that a new medical centre would be able to cater for a large number of residents and provide specialist clinics to cater for changing patient requirements.

Mr Weis addressed the committee in support stating that it was essential to be able to provide the right services of the right quality for the residents of Eastbourne that were DDA compliant. Community facilities away from hospitals were increasing in demand and a medical centre would provide this vital service.

David Onions, agent for the applicant, addressed the committee in response stating that the current scheme was an outline application at this stage to establish if the site was suitable. The aim was to improve facilities for residents.

The committee was advised that the land was privately owned and that a notice to quit had been served to the Bowls Club. The landowner did not intend on granting a licence to bowl after 2017.

RESOLVED: (By 5 votes to 2) That subject to a S106 Legal Agreement regards the Highway issues and Local Labour Initiatives, permission be granted and be subject to the following conditions: 1) Time 2) Drawing 3) Reserved matters 4) Materials 5) Access construction 6) Parking provision 7) Detailed surface water drainage 8) Foul water drainage 9) SuDS management and maintenance plan 10) No unauthorised infiltration of surface water 11) Infiltration testing 12) Winter groundwater measures 13) Development evidence submitted (drainage) 14) Construction traffic management plan 15) Wheel washing 16) Turning space 17) Cycle parking areas 18) Visibility splays (access) 19) Travel plan (linked to S106) 20) Arboricultural assessment 21) Tree protection plan 22) No materials, machinery or equipment onsite until authorised tree protection is in place

23) Hard and soft landscaping (incl. boundary treatments) 24) Design and details of foundations 25) Tree planting 26) No bonfires 27) Archaeological works 28) External plant or equipment 29) External lighting

Informative:

- 1) S106 between applicant and ESCC (Highways)
- 2) S106 between applicant and EBC (Regeneration)
- 3) Licence (Highway access)

87 South Downs National Park Authority Planning Applications.

There were none.

88 Appeal Decisions.

- 1) 2 Uplands Road. The appeal was dismissed by the Inspector.
- 2) 4 Nuthatch Road. The appeal was dismissed by the Inspector.
- 3) 15 Hartfield Road. The appeal was dismissed by the Inspector.

RESOLVED: That the appeals be noted.

The meeting closed at 7.30 pm

Councillor Murray (Chairman)

Cabinet



Minutes of meeting held on Tuesday, 13 December 2016 at 6.00 pm

Present:-

Councillors **David Tutt** (Chairman and Leader of the Council), **Gill Mattock** (Deputy Chairman and Deputy Leader of the Council), **Margaret Bannister**, **Alan Shuttleworth**, **Troy Tester** and **Steve Wallis**.

49 Minutes of the meeting held on 9 November 2016.

The minutes of the meeting held on 9 November 2016 were submitted and approved and the chairman was authorised to sign them as a correct record.

50 Declarations of interests by members.

Declarations of disclosable pecuniary interests (DPIs) by members as required under section 31 of the Localism Act and other interests as required by the council's code of conduct and regulation 12(2)(d) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Councillor Tutt declared personal (and non-prejudicial interest) in matters relating to minute 56 (housing investment company - joint working arrangements) as he was a council appointed non-executive director of Eastbourne Housing Investment Co. Ltd.

51 Sovereign Centre - proposals for improvement and future management.

51.1 The chairman reported upon representations that he had received from users of the Sovereign Centre. He gave an assurance that officers would organise further consultation with user groups and other interested parties on the design detail and in particular that of water based activities in the new centre.

51.2 Councillor Freebody addressed the cabinet and commended the proposal, acknowledging the viability of the business case and welcoming the promised further consultation. He questioned why cabinet had not been asked to consider other options for the renewal of the existing centre and spoke of the need to ensure that the new centre would have minimal impact on the neighbouring locality. The chairman replied saying it would not have been appropriate to bring this matter before cabinet at an earlier stage given the need to fully explore the viability of the different options and choice of location. Councillor Mattock referred to the prior involvement of the council's strategic property board (having cross-party membership) in receiving reports on the progress of this project and consideration of the different options.

51.3 Cabinet considered the report of the director of tourism and enterprise considering the business case for the construction of a new leisure centre to replace the Sovereign Centre and the future management of the new centre. The existing centre (opened in the 1970s with a large extension added in the 1980s) was let to the Eastbourne Leisure Trust (ELT) which had appointed Serco to operate the Centre. The lease and contracts would expire in April 2019.

51.4 In late 2015 the council commissioned FMG Consultants/GT Architects, to carry out a high-level review and business case development to test the options for the future of the centre. The review showed that both a refurbishment of the centre or, the construction of a new centre on the adjacent car park were viable. However, refurbishment was necessarily a compromise, would not completely address the operational issues caused by the layout of the building, was a higher risk than new build and would cause considerable disruption to the service during construction. Both ELT and Serco had expressed a preference for re-development. A new build option was therefore taken forward for detailed investigation. In order to test that a contract with a new operator could fund the revenue costs of constructing a new centre, it would be essential to run an operator procurement in parallel with taking forward the design and procurement of any new building.

51.5 A project team of officers drawn from tourism, planning, property, legal and finance had worked with external consultants, architects and quantity surveyors to develop a cost effective scheme which met the requirements of the revenue business case. The brief to the design team was as follows:

- To create a high profile centre adjacent to the existing site which both served the needs of the town's growing population and provided a new destination, to build on our already ambitious plans for the town's economic regeneration.
- The centre to be of a robust design, with a minimum 40 year life, which recognised the marine environment it was located within and the heavy footfall it would attract.
- The design of the centre should optimise the use of internal space to drive the highest possible commercial returns per m2.
- To integrate into the design where possible links with the seafront promenade to reinforce the council's strategy for improving the visitor offer east of the Pier.

51.6 The report outlined the range of facilities the new centre would be expected to offer and key factors influencing design and location. The report was accompanied by plans showing an initial draft design and layout of the proposed new centre. The project team would be undertaking further work to refine aspects of the design and layout in the light of market testing of certain optional items and the outcome of further stakeholder and statutory consultations. The timetable for the construction of the new centre had the following key milestones:

- Completion of stage 3 design for planning application – April 2017.
- Planning approval – October 2017.

- Procurement of construction contractor – May 2017 – December 2017.
- Construction – December 2017 –September 2019.
- Demolition of existing centre - Oct 2019 – March 2020.

These dates were dependent on an immediate start on the next phase of work immediately following the cabinet decision, prompt input and decision making by all statutory bodies and a successful contractor procurement process.

51.7 The replacement of the existing skate park adjacent to the Sovereign Centre was an outstanding issue. It was estimated that this would cost £200,000. Construction would take place in 2017/18.

51.8 The project team had considered a range of options for the future management of the council's leisure centres. They had also worked with an officer of Lewes DC to consider whether there were any opportunities for a shared approach. All the leisure centres in Lewes were currently managed by a not for profit trust (Wave Leisure). The contract for this was due to end in April 2021. The project team recommend that a tendering exercise for the Sovereign Centre be started immediately after the council's decision on whether to replace the Sovereign Centre. Further investigation of the options to manage Motcombe Pool, the council's dry side centres and the centres owned/operated by Lewes DC could then take place in the period January to March 2017.

51.9 At present external consultation had been limited to the board of ELT, 5 major national/regional leisure operators and certain user groups (Eastbourne Swimming Club, Sama Organisation, Eastbourne Voluntary Lifeguards, Eastbourne College, Jurgen Matthes and the Young at Heart Club). All would be sent a newsletter setting out the aspirations and timetable for the new development and commitment to keep the existing pool open until 2019. ELT had made a positive and strongly argued response to the council's consultation and the points made by ELT were set out in full in the report together with the project team's response.

51.10 The objective for the initial business case was for the service to break-even under any new contracting arrangements. The estimated capital cost of the scheme was £24.48 million inclusive of professional fees, surveys, equipment and other costs and the provision of a replacement skate-park. The initial business case projected that the long term annual revenue cost of the new centre would be £12,000 per annum. This was based on a payment by an operator being sufficient to cover an estimated debt cost of £1.2 million per annum. This assumed interest at a rate of 4% (the current PWLB rates were between 2.5% and 3% depending on the term). By comparison, the annual net cost to the council of the existing centre was some £340,000. Whilst no proposals had been made nor allowance made for the potential redevelopment of the current Sovereign Centre site, there was clearly a value attached to a site of some 1.8 hectares which would become free in early 2020.

51.11 In conclusion, the report indicated that the development of a new leisure centre adjacent to the Sovereign site would address the weaknesses in design of the current centre; spend capital on a new building with a 40 year life rather than addressing maintenance issue on a building dating from the 1970/80s; provide additional facilities which would extend the leisure offer to both residents and visitors; and provide a building which was attractive to commercial operators and so able to fund the revenue costs of the capital investment. Procurement of a new operator by late 2017 would ensure that the business case had been market tested and that the operator could contribute to the final design of the new centre.

51.12 Resolved (key decision): (1) That the construction of a new leisure centre adjacent to the Sovereign Centre be approved.

(2) That full council be recommended to include £24.48m in the capital programme to fund the construction of the new centre and replacement of the adjacent skatepark.

(3) That the proposed procurement of a new operator for the new centre be approved.

(4) That the commencement of the public procurement processes referred to in the report to deliver the new centre and a new operator be approved.

(5) That the director of tourism and enterprise in consultation with the lead cabinet members for tourism and enterprise and finance, the chief finance officer and the lawyer to the council be given delegated authority to work on the detailed development, management and approval of the public procurement processes to be followed and of all the procurement documentation required to deliver the project: Such delegation to include approval to allowing exceptions to the council's contract procedure rules should that be necessary.

(6) That officers be instructed to investigate options for the joint management of Motcombe Pool and the dry side centres together with the centres owned and/or operated by Lewes District Council.

(Note: Councillor Tester was not present for this item of business)

52 Corporate performance, quarter 2, 2016/17.

52.1 Councillor Freebody addressed the cabinet. He restated his view, made at a previous meeting of the cabinet, that the 66% progress figure shown for the Sovereign Harbour community centre project was misleading, given that a start had yet to be made on site. He commended the council for putting action plans in place to mitigate the impact of increasing levels of homelessness. He questioned why the performance figures for telephone answering and call abandonment had not improved. The chairman said he believed that the government's welfare and housing policies were contributing to the worsening problem of homelessness and that he would welcome Councillor Freebody's

support in asking the local member of parliament to seek changes in government policy. He acknowledged the issue around telephone call performance, drew attention to the recruitment of additional staff and commented that a large majority of calls were dealt with at first point of contact.

52.2 Cabinet considered the report of the chief executive and chief finance officer reviewing the council's performance against corporate plan priority indicators and action targets, financial performance of general fund revenue expenditure, housing revenue account and capital programme and treasury management activities for the second quarter of 2016/17. Appendix 1 gave detailed information on non-financial performance indicators and highlighted those giving cause for concern. Councillor Mattock highlighted the figure of 689 dwelling units where planning permission had been granted but development had yet to commence. She said that there was a need nationally for pressure to be placed on developers to build. Councillor Shuttleworth referred to current housing initiatives including the contribution being made through the activities of the council's Eastbourne Housing Investment Company, the joint bid to government by Sussex councils for homeless prevention funding and the rough sleepers' initiative. He echoed the chairman's call for a change in government policy to address homelessness.

52.3 General fund performance for the year to September showed a variance of £122,000 on net expenditure which was a movement of £173,000 compared to the position reported at the end of the first quarter in June. Service expenditure had a variance of £22,000 mainly as a result of:-

- Municipal Mutual Insurance scheme of arrangement levy £47,000.
- Bed and breakfast accommodation £40,000.
- Airbourne £66,000.
- Customer First savings (£74,000).
- Catering increase in net income (£50,000).

The contingency fund currently stood at £125,800; which was available to fund inflationary increases and any future unforeseen one-off areas of expenditure during the year. This might however be required to fund any under-achievement in the joint transformation programme savings target for the year if financial benefits from the programme were delayed. The projected outturn showed a variance of £296,000. This was within 2% of the net budget and was within an acceptable tolerance level. However management continued to manage this position to ensure that this final outturn position was maintained. Approval was sought for transfer of £8,000 from reserves for Hampden Park sports centre court resurfacing in required in 2016/17.

52.4 Housing revenue account performance was currently above target by £115,000; this was mainly due to the new properties let at affordable rents not included in the budget (£37,000), a reduction required for the provision for bad debts (£54,000), and the slow take up of the under occupation scheme (£33,000). Other small variances were being carefully monitored.

52.5 The detailed capital programme was shown in appendix 3. Actual expenditure was low compared to the budget, due to delays in the start dates of various major projects. Expenditure was expected to increase as schemes progressed, however spending patterns would be reviewed at quarter 3 and re-profiled into the 2017/18 year where appropriate. The capital programme had been amended from that approved by cabinet in September to reflect new approved schemes, re-profiling of acquisition of land and buildings and removal of Princes Park which had now been included in the coastal communities schemes.

52.6 Council tax collection was currently showing a £977,000 surplus, a variance of 1.25%. This was due to a combination of factors including better performance against the collection allowance within the council tax base and a reduction in the council tax reduction scheme caseload. The business rates deficit of £433,000 was as a result of the number of outstanding business rate for outstanding appeals. The total number of appeals outstanding as at 30 September 2016 was 291 with a total rateable value of £23.5m. The deficit represented 1.66% of the total debit for the year.

52.7 The detailed mid-year review report had been submitted to the council's audit and governance committee on 30 November 2016 in compliance with CIPFA's code of practice for treasury management. A summary of the main points from the current economic background, interest rate forecasts, investment and borrowing performance was given in the report.

52.8 Resolved (key decision): (1) That performance against national and local performance indicators and actions from the 2016-20 corporate plan be agreed.

(2) That the general fund, housing revenue account and collection fund financial performance for the quarter ended September 2016, as set out in sections 3, 4 and 6 of the report, be agreed.

(3) That the transfer from earmarked reserve, as set out in paragraph 3.5. of the report, be approved.

(4) That the capital programme, as set out in appendix 3 to the report, be approved.

(5) That the treasury management performance, as set out in section 7 of the report, be agreed.

53 Council budget 2017/18 - draft budget proposals.

53.1 Councillor Freebody addressed the cabinet and asked whether the proposed 2017/18 budgeted costs for software and levy administration costs to support the proposed business improvement district would be recoverable and funded in due course through the levy receipts.

53.2 Cabinet considered the report of the chief finance officer summarising the main elements of the emerging 2017/18 revenue budget and capital programme that had arisen from the corporate and service financial planning process to date. Each year the council consulted a range of stakeholders on its detailed draft budget proposals for the following financial year. This followed consultation on the corporate plan and medium term financial strategy (MTFS). Cabinet was asked to give initial responses to the consultations at this meeting and finally on 8 February 2016 in order to recommend a final budget and additions to the existing capital programme for 2017/18 to the council on 22 February 2016.

53.3 The council's medium term financial strategy (MTFS), agreed in July 2016, modelled the overall reduction in government support by 30% to 40% over the life of the current parliament (2016/20). The incoming government's 'stability budget' in July appeared to confirm this projection, subject to the comprehensive spending review taking place this autumn covering the period to 2020. At the time of writing the report neither the chancellor's autumn statement nor the resulting local government settlement was available, however there had been a ministerial announcement that an overall 30% reduction in government funding for the Department of Communities and Local Government (DCLG) had been agreed. Whilst the Council has elected to a fixed settlement for the period to 2020 DCLG had yet to announce figures for:-

- Business rates retention (general reward based retention).
- New homes bonus (general reward allocation based on new homes).
- Specific grants (e.g. housing benefit administration grant).

53.4 The council was, with other East Sussex authorities, part of a single business rates pool which allowed the council to increase its business rates retention over and above the national scheme (worth approximately £100,000 in 2015/16 and projected at £200,000 per annum thereafter). The additional retention supported growth initiatives in the council's capital programme.

53.5 The MTFS strategy set out a further 4-year rolling programme with savings targets of £2.7m recurring by 2019/20 (in addition to over £6m of recurring savings achieved in setting the 2011-2016 budgets). The overarching 'DRIVE' programme formed the basis of councils efficiency agenda and the sustainable service delivery strategy (SSDS) was a major component of the programme, which would deliver savings over the life of the current MTFS. The council's move towards shared services and integration with Lewes District Council was set to contribute a further £1m of savings over the next 3 years. These savings, together with savings from procurement and 'channel shift', provided the main emphasis of the current SSDS. The service and financial planning process was a rolling 3-year period to reflect the MTFS, which as well as providing £500,000 per annum to reflect growth in the capital programme was well developed to meet the overall target of £3m over the current plan to 2020.

53.6 Once the budget proposals had been adopted in February, service plans would be updated and resource allocations reviewed in the light of any changes required by corporate plan priorities or the budget. The council's performance management systems would be used to monitor progress with quarterly reports to cabinet.

53.7 The current strategy set out a rolling 3-year plan to:

- Deal with the anticipated reduction in the government support of a further 30% from the 2016/17 level.
- Integrate fully the service and financial planning process with the main change programmes under joint transformation programme.
- Deal with unavoidable growth in service demands.
- Maintain front line services to the public.
- Make further recurring savings of £3m per annum by 2019/20.
- Maintain at least a minimum level of reserves of £2m.
- Use surplus reserves in the medium term for:
 - Invest to save projects.
 - Smooth the requirement for savings over the cycle of the MTFS.
 - Invest in one off service developments in line with the corporate plan.
- Benchmark fees and charges against the service standard where possible.
- Reinvest in value adding priority services when headroom is created.
- Set council tax rises at the level of target inflation (CPI target 2%).
- Maintain a strategic change fund to finance the DRIVE programme in order to increase efficiency.
- Maintain a strategic change fund to finance the transformation programme in order to increase efficiency.
- Maintain an economic regeneration reserve to finance external interventions that promote economic activity.
- Use borrowing to support the capital programme only on a business case basis.
- Continue the process of priority based budgeting to target investment and differential levels of savings targets at services according to priority.
- Identify new income streams to supplement diminishing resources.

53.8 The final settlement in respect of revenue support grant (RSG) and retained business rates for 2017/18 were not yet known, together with numerous other grant announcements not yet made. The following assumptions were made in the draft budget:-

Year	2017/18
	£m
RSG	(0.9)
Retained business rates/section 31 grants	(4.9)
Other grants	(0.3)
New homes bonus	(1.0)
Council tax	(8.1)
Total	(15.2)

53.9 The service and financial planning had culminated in the four service areas presenting their plans to the cabinet and shadow cabinet in November. In response the challenge set out in the MTFS, the service and financial planning process had identified proposed savings of £1.140m (7% of net spend) (shown in appendix 1 to the report). These were categorised as:-

	<u>£m</u>
Efficiency savings	(0.495)
Increases in income	(0.645)
Total	<u>(1.140)</u>

A total of £0.653m of service growth was proposed categorised as follows (as shown in appendix 2 to the report):-

	<u>£m</u>
Corporate inflation	0.320
Other growth	<u>0.261</u>
Total	<u>0.581</u>

53.10 The draft budget assumed a rise in council tax for 2017/18 of 1.9% consistent with the MTFS. The proposals also included £546,000 of non-recurring service investment to be financed directly from reserves (shown in appendix 2 to the report). The requirement to hold a referendum might apply if any proposed tax rise were 2% or greater (the government might announce cap on council tax rises as part of settlement) or £5 per annum.

53.11 The proposal also included £0.497m of non-recurring service investment to be financed directly from general reserves as well as £0.646m to be financed from the Devonshire Park reserve (as shown in appendix 2 to the report).

53.12 The following summarised the effect of the proposed changes:-

	<u>Proposal</u> <u>£m</u>
Base budget 2016/17	15.8
Growth (outlined in para. 4.3 of report)	0.6
Savings (outlined in para. 4.2 of report)	(1.1)
Net budget requirement:	<u>15.3</u>
Funded by:	
Government grants/retained rates	(7.1)
Council tax (band D £224.19)	<u>(8.1)</u>
Total resources:	<u>(15.2)</u>

53.13 It was recommended that should the resources allocated by way of retained business rates and RSG differ from the assumptions, the suggested strategy would be to make the additional resources available to the capital programme. Should the resources be less than the assumptions then they should first reduce the addition to the capital programme resources, then reduce the contingency by up to £100,000 and beyond that, a further review of the service and financial plans would be required to identify additional savings/reduced growth.

53.14 The council currently financed its capital programme from capital receipts and grants and contributions. There was currently £0.5m of internal identifiable capital resources available for the next 4 years. It was intended that any headroom created by the 2017/18 revenue budget would be reinvested in the capital programme. In addition to these resources, borrowing was permitted on a business case basis where savings or new income generated from a scheme could repay the capital costs. Additional individual schemes to be added to the capital programme linked to priorities would be developed as part of the development of the corporate plan in December/January and contained in the final budget and capital programme proposals to be agreed by the full council in February. It was also noted that unlike the council tax, the capital programme could be varied at any time and that there were duties under certain schemes to consult with those affected before schemes were commenced. As well as schemes financed from internal resources, the corporate plan would include schemes financed from external resources.

53.15 Resolved: (key decision): (1) That the draft budget proposals be agreed for consultation.

(2) That the approach to dealing with changes in the expected resources available for the 2017/18 budget, as detailed in para. 5.3 of the report, be agreed.

(3) That, subject to there being no material change in the government settlement, cabinet is minded to propose a council tax rise of 1.9% for 2017/18 to make a band D charge £232.92 for council services.

(4) To note that there are a lot of announcements yet to be finalised by government and that currently the proposed budget is showing a gap of £91,000 between the resources available and the draft budget.

(5) That the strategy to close the gap, as shown in paragraph 5.3. of the report, be agreed.

(6) That the leader of the council write to the local member of parliament seeking her support in opposing any move by government to transfer the benefit of the new homes bonus from district to county councils.

54.1 Cabinet considered the report of the deputy chief executive. The council was required to set its council tax base and the expected business rate income for the forthcoming year. These calculations were used as the basis for the amount of income the council will precept from the collection fund. The council tax base for Eastbourne was calculated by multiplying the 'relevant amount' by the 'collection rate'.

54.2 The relevant amount was the estimated full year equivalent number of chargeable dwellings within the borough. This was expressed as the equivalent number of 'band D' dwellings with 2 or more liable adults. For 2017/18 this totalled 34,793.5 equivalent properties. (The relevant amount had increased by 237 (0.68%) band D equivalent dwellings from 2016/17. This reflected expected growth in the number of taxable properties of 80 plus the effect of the changes to the council's local council tax reduction scheme (LCTRS). The effect of these changes had resulted in an increase to the total number of chargeable dwellings of 244.)

54.3 The collection rate was the council's estimate of the proportion of the overall council tax collectable for 2017/18 that would ultimately be collected. This was expressed as a percentage. The current level of council tax collection and the forecast of a surplus balance on the collection fund indicated that the current collection rate of 97.25% should be adjusted upwards to 97.5% going forwards. Taking the relevant amount of 34,793.5 and applying a collection rate of 97.5% produced a council tax base for 2017/18 of 33,923.7.

54.5 The Local Government Finance Act 2012 had introduced a new system for the local retention of business rates. This meant that the council was required to formally approve the expected business rate income for the forthcoming year. The estimate for the 2017/18 financial year must be approved by 31 January 2017. The report described how the net rate income for 2017/18 would be calculated.

54.6 Currently the business rates were based on the valuation list produced in 2010; this list was now in the process of being updated and new valuations would be effective from 1 April 2017. Along with the revaluation the process for making appeals had been changed; this was intended to stop speculative appeals and speed up the process. Once all the facts had been checked as being correct, the ratepayer would have the responsibility to provide evidence as to why the rateable value should be changed. It was unknown at this time how many appeals would be received. The council still had a number of appeals outstanding from the current list, which would be carried forward until settled. The provision for appeals would need to cover both existing and new appeals.

54.7 The actual 'NNDR1' form for 2017/18 had not yet been received and until all the unknown issues mentioned above were resolved it was not possible to model the amount of expected business rate income for 2017/18. However on the assumption that income levels would be the same an indicative figure for net business rates yield of £35.6m could be expected. The allocation would be in the proportion of:

- 50% to central government.
- 40% to the local billing authority (this council).
- 10% to the other precepting authorities (9% to the county and 1% to the fire authority).

54.8 The amount of business rates income payable to the general fund was calculated by deducting tariff and levy payments from the amount of the local share of net business rate yield. The system of tariff or top up payment was to redress the balance of business rate income nationally to ensure that no local authority was worse off as a result of its business rates at the outset of the rates retention scheme in 2013. The levy rate allowed authorities to retain their growth in an equivalent proportion to its baseline revenue. The levy had been set at 50% of the growth business rates income over the baseline allowance set by government.

54.9 The Department for Communities and Local Government was proposing, through adjustments to the tariff/top up, to counteract the changes to the rateable value and the multiplier, to make it revenue neutral for local authorities. This authority currently made a tariff payment. Given the uncertainty about the amount of business rate yield and the tariff payment it was not possible at this time to calculate the amount that would be credited to the general fund. These figures would be confirmed once the final NNDR1 had been completed in January and the government grant settlement figures received later this month.

54.10 The council worked within a business rate pool with the other East Sussex borough and district councils, East Sussex County Council and East Sussex Fire Authority. Under pooling, the levy as set out above would be payable to the pool rather than to the government, and redistributed to participating authorities in accordance with the agreed memorandum of understanding. This money would be used to fund economic development. The first half year monitoring of the pool showed that overall the forecast levy payments across all authorities was £2,120m (down £174,000 from the original NNDR1 figures supplied in January). Eastbourne's share of the pool was expected to be £180,000.

54.11 As at 31 March 2016 the collection fund showed deficit of £206,003 (£1,403,477 council tax surplus and £1,609,480 business rates deficit). £352,606 was being recovered across council tax and business rates preceptors during 2016/17, leaving a balance of £146,607 to be distributed in 2017/18. The council had to estimate the overall surplus/deficit at 31 March 2017 and inform the precepting authorities in January 2017 of this estimate in order that the amount was included in the 2017/18 precept figures. Current monitoring figures indicated a surplus by 31 March 2017 of £976,687 for council tax; this would be revised in January and the results reported to members as part of the budget report to the February cabinet.

54.12 The calculation on the business rate income element of the collection fund currently indicated a deficit balance of £433,324 as a result of a bigger than anticipated provision for outstanding appeals. The

calculation would be revised for January and the results reported to members as part of the budget report to the February cabinet.

54.13 Resolved (key decision): (1) That a provisional council tax base of 33,923.7 for 2017/18.

(2) To note the indicative retained business rates income of for 2017/18, as set out in the report.

(3) That the chief finance officer, in consultation with the lead cabinet member for finance, be authorised to determine the final amounts for the council tax base and retained business rates income for 2016/17.

55 Active Eastbourne strategy.

55.1 Cabinet considered the report of the director of tourism and enterprise. The draft 'Active Eastbourne Strategy' had been developed by Sport Eastbourne and its partners including East Sussex County Council and Active Sussex to set out the aims and priorities for activities in Eastbourne. An initial consultation event had been held at the end of May 2016 to discuss the strategy and key priorities. Representatives of leisure trusts, sports clubs and voluntary organisations discussed the priorities and potential areas for action. The draft strategy had 4 objectives:-

- To support inactive people to be more active.
- To encourage people to stay active.
- To promote volunteering, training and professional development.
- To improve local facilities and amenities.

55.2 It was proposed that an Active Eastbourne Partnership be established to take forward delivery of the strategy. An Active Eastbourne network would also meet from time to time to share ideas, information and resources. The strategy would be a conduit for applying for funds through various funding streams.

55.3 The draft strategy would be sent to those who attended the consultation event in May to seek their feedback. Key stakeholders, including the University of Brighton, local sports clubs, leisure trusts and voluntary organisations would be contacted for their views. The draft strategy would also be published on the council's website for comment and feedback from the public. A copy of the draft strategy was appended to the report.

55.4 Resolved (key decision): (1) That the draft Active Eastbourne Strategy be published for consultation.

(2) That the director of tourism and enterprise in consultation with the lead cabinet member for tourism and enterprise be given delegated authority to approve amendments to the strategy, subject to final consultation.

56 Housing investment company - joint working arrangements.

56.1 Cabinet considered the report of the director of service delivery seeking approval for the development of a new joint housing and regeneration investment company with Lewes District Council (LDC). The government had recently introduced a series of measures which would reduce income, and restrict the council's housing revenue account (HRA) of its ability to afford the interest and principal repayments associated with additional borrowing to fund new homes for rent or shared ownership. As a result, councils were considering how to bring forward new homes and invest in ways that did not impact adversely on the HRA. The council also recognised that there was a role to play in taking up opportunities for commercial development where this might have a regenerative effect and/or assist the council in meeting strategic housing priorities.

56.2 Establishing a joint LDC/EBC (Eastbourne Borough Council) housing investment company (HIC) would simplify the sharing of necessary officer skills in managing future projects, allow the councils to choose to share risk on larger ventures and provide a stronger financial platform for activities in new commercial areas. The HIC would be wholly owned by the councils and any investment decisions would require EBC and/or LDC lending approval before development or purchase began, subject to appraisal, therefore the council would only approve schemes it was willing to support.

56.3 It was proposed that the new HIC would run alongside and separate to the existing EBC owned Eastbourne Housing Investment Company Limited (EHICL). The council would consider investment routes and the best vehicle to take forward schemes as part of the viability process. The new HIC would be supported by the housing and economic development partnership (HEDP) officer team (a joint initiative between EBC and Eastbourne Homes Limited) which provided development expertise that had already delivered over 100 affordable homes in Eastbourne.

56.4 Details of risk management, costs and legal implications were given in the report.

56.5 Resolved (key decision): (1) That the director of service delivery and the assistant director of legal and democratic services, in consultation with the lead cabinet member for housing and their counterpart at Lewes District Council be given delegated authority to undertake work to set up a joint Lewes District Council/Eastbourne Borough Council wholly owned housing investment company (HIC).

(2) That the director of service delivery be authorised to procure specialist advice as necessary up to a value of £30,000, this being the estimated cost of advice on setting up the joint HIC together with costs of developing the business case and investment proposals.

(3) That any investment proposals to be reported back to cabinet for approval.

57 Bridgemere Centre.

57.1 Cabinet considered the report of the director of service delivery seeking approval for allocation of £20,000 capital funding for the Bridgemere Centre to facilitate community ownership of the centre on a sustainable basis.

57.2 The Bridgemere Centre was built in the mid-1980s with support from the council. The centre is located on Environment Agency land in Bridgemere Road and offered local residents a wide range of services including a breakfast and after school club, a parent and toddler group, 'Bridgebuilders' activities for adults with learning disabilities, activities for teenagers, and an indoor bowls club. Following the collapse of the original community association, the local community church took on the management of the building in the late 1990s.

57.3 Since taking on the lease of the building, the Bridgemere Centre Ltd. faced increases in rent imposed by successors to Southern Water, currently the Environment Agency, from £1,500 to £9,500. The centre trustees had found it increasingly difficult to generate the income required to pay this level of rent and had been negotiating with the Environment Agency to purchase the freehold of the property. This offered a more sustainable future for the centre. They had succeeded in agreeing a reduced purchase price of £95,000 for the freehold of the site and building.

57.4 The centre trustees had secured a grant of £20,000 and loans from the community church of £45,000 and £10,000 from an individual supporter towards the purchase price and legal costs. They had approached the council asking for a grant or loan of £20,000 to make up the shortfall.

57.5 It was proposed that a sum of £20,000 be offered as a one-off grant to the Bridgemere Centre Ltd. to enable them to purchase the freehold subject to the certain conditions as set out in the report. These primarily related to ensuring continued use of the building as a community centre. The purchase of the freehold should allow the Bridgemere Centre Ltd. to run the centre on a sustainable financial footing in the future and would remove the need to continue supporting the centre with grants, freeing up an average of £3,000 a year, thereby covering the costs of this investment within 7 years.

57.6 Resolved (key decision): That the use of £20,000 capital funding to facilitate community ownership of a community centre on a sustainable basis be approved.

58 Disabled facilities grants: Enabling disabled people to live independently.

58.1 Councillor Freebody addressed the cabinet welcoming the extra grant funding and highlighting the benefit of helping people to remain in their own homes.

58.2 Cabinet considered the report of the director of service delivery proposing changes to the council's approach to funding disabled facilities and adaptations in the light of recent government changes to the funding arrangements and an increase in the monies made available. Nationally funding was set to double in the period 2015 to 2020. In Eastbourne this increased the disabled facilities grant (DFG) budget from £769,450 in 2015/16 to £1.2 million in 2016/17 with expectations that this level of funding would, at a minimum, be maintained for the next 3 years. Since the increase in DFG budget the demand for the existing service had not increased and with the removal of ring fencing there was a greater opportunity to make best use of surpluses within the fund by 'top-slicing' an amount to use at the council's discretion, supporting innovative projects in the town to improve the lives of our disabled residents.

58.3 To supplement the existing programme of 'mandatory' DFGs it was proposed to establish a discretionary fund in partnership with the East Sussex Better Together programme (a joint initiative between East Sussex County Council and the clinical commissioning groups to transform health and social care services in East Sussex over the next 3 years with a combined budget of £850m.). Funding of £600,000 from the DFG budget for this discretionary fund was proposed, made up as follows:-

- Fast track minor adaptations - £100,000.
- Discretionary grant for new developments and home relocation - £250,000.
- Discretionary grant for capital improvements of existing care facilities - £200,000.
- Project co-ordinator support - £50,000 incl. on costs.

Should any project exceed or be below expected demand, funding would be reallocated in the programme up to the £600,000 limit.

58.4 Aims included reducing delays in hospital discharge arrangements by allowing fast tracking the provision of such items as stair-lifts and specialist toilets; help in moving home when it was not reasonable or practicable to adapt the existing home to fully meet a person's needs; allowing for disabled needs to be met by developers when building new homes; and assistance to care home owners to convert a proportion of their homes into a space that could facilitate nursing care.

58.5 The amount needed to cover the council's requirement to deliver 'mandatory' DFG's was forecast to be £600,000 for 2016/17 based on previous years demand. It was considered that was enough DFG funding left to cover the cost of this project in 2016/17 and 2017/18. However, should there be a change in funding from central government the project would be reviewed.

58.6 Resolved (key decision): (1) That the following changes to the existing private housing policy and use of disabled facilities grant funding be approved:

- Introduction of a discretionary grant element which will allow the introduction of a fast track adaptations approach in line with best

practice from the National Audit Office, DCLG and Department of Health (DOH).

- Enhanced delivery of adaptations in the development of new housing, housing investment and care facilities in the town.

(2) That the director of service delivery be granted delegated authority to take any and all steps necessary for, and incidental to, the implementation and management of the changes approved above.

59 East Sussex building control partnership.

59.1 Cabinet considered the report of the director of service delivery proposing a further agreement with the East Sussex Building Control Partnership for 5 years. The council had entered into a 5-year agreement with Wealden District Council to deliver building control services, via the East Sussex Building Control Service (ESBCP). The agreement was due to terminate on 31 March 2017. Under the arrangement, Wealden District Council took the lead on management and employment issues. The service had performed well and there were no concerns about Wealden's ability to deliver it.

59.2 Rother District Council and Hastings Borough Council had had a partnership agreement in place which would end in March 2017. Due to a vacancy, the manager of the ESBCP had managed that partnership as well for some months. Therefore, it was a logical step for both Hastings Borough Council and Rother District Council to consider joining the ESBCP. Given the joint transformation project, Lewes District Council was also considering joining the ESBCP so that both Eastbourne's and Lewes's building control services would be fully integrated.

59.3 An extended partnership board would be created, with representation from each council who would have one vote each. The current proposal was that Wealden as host would have a casting vote. Each authority would be represented by their portfolio cabinet member, but in their absence, the lead officer for that authority could deputise and represent the authority's interests (at present both the portfolio holder and lead officer had a vote). The Board would meet on a twice yearly basis.

59.4 Wealden District Council had previously advised of their intention to explore alternative methods of service delivery, and if this was approved by the new board, then during the 5-year agreement, a business case would be forthcoming to consider a local authority trading company. At the appropriate time, and if this issue was pursued, a further report would be brought to cabinet for consideration.

59.5 A staff restructure would be required. The current establishment across the 5 authorities was 30.3 FTEs, and the proposal for the new structure was 28.7 FTEs. However due to the current vacancy level and on-going turnover of staff, Wealden had assured the incoming partners that there would be no staff redundancies. Eastbourne's share of the

management fee would be £68,000 per annum, a reduction of £4,000 over the current fee.

59.6 Resolved (key decision): (1) That the new agreement for the East Sussex Building Control Partnership for five years be approved.

(2) That the director of service delivery in consultation with the assistant director for legal and democratic services, be given delegated authority to negotiate and finalise the agreement.

60 Land and property acquisitions and investment.

60.1 Cabinet considered the report of the director regeneration and planning proposing a property acquisition and investment strategy (PAIS) for adoption by the council. In line with the council's commitment to achieve a sustainable asset base, it was continually reviewing its portfolio to maximise the yield from its assets as well as exploring investment opportunities to secure future revenue opportunities for the council. The council's medium term financial strategy target for new income generation by 2020 is £1m. Management of the council's property assets would go part-way to meeting that target, but it was clear that a step-change was needed by way of property acquisitions to generate new revenue opportunities.

60.2 At a time when interest rates were at an historic low, borrowing for investment would appear to be prudent, as long as the investment was profitable; fitted within the framework of the council's social and corporate goals; was subject to proper risk management; and the investment strategy was balanced by prudence and transparency. To reduce any risks the PAIS would incorporate a number of principles:-

- That the yield from the investment should achieve a return to the council at a specific % above the cost of capital borrowing, and after servicing the purchase costs, to be agreed on a case by case basis by the council's section 151 officer.
- Due diligence checks are to be carried out on each acquisition to include the analysis of:
 - (a) The minimum length of the unexpired lease terms.
 - (b) Tenant covenant strength and credit checks.
 - (c) Asset maintenance liability and building condition.
 - (d) Legal encumbrances, including 3rd party rights and covenants.
 - (e) Planning and/or regeneration potential.
- That investment risk is spread over a range of property assets to include:
 - (a) Retail – risks to be mitigated by selecting schemes in the right locations.
 - (b) Commercial, with opportunities for conversion, or part-conversion to residential.
 - (c) Industrial – risks to be mitigated by selecting schemes in good locations and where future capital investment costs are identified.

- The asset base is to be balanced with the overall aim to achieve 70% of assets held as a long-term investment and 30% trading for profit.

60.3 The council had been presented with a number of potential acquisitions. Some of these opportunities were on the open market, but others might be secured by private negotiation. An addendum to this report had been circulated in the confidential part of the agenda setting out the current opportunities. The opportunities were not inter-dependent and might not all come to fruition. Should all of the opportunities be worth pursuing, the effect on successful completion could mean a net positive variation to the revenue budget of up to £2m per annum commencing 2017/2018. A decision to proceed with any of these potential acquisitions would only be made by the director in accordance with the delegation set out in resolution (4) below and subject to compliance with the PAIS and completion of due diligence checks.

60.4 To provide surety over long term finance costs, at the detailed due diligence stage, the council would explore other options for borrowing in line with the treasury management strategy to include new forms of institutional funding. It was unlikely that these would be required, but would however provide important background to the councils' mid to long term capital financing requirements and ensure the council had a clear benchmark in making treasury management related decisions. The Council could utilise capital receipts of prudential borrowing to finance its capital programme and therefore investments had to be affordable and risk managed. Any borrowing required would be managed within the council's treasury management strategy approved by council annually.

60.5 Resolved (key decision): (1) That the proposed property acquisition and investment strategy (PAIS) be adopted for inclusion in the Council's asset management plan.

(2) That up to £30,000,000 within the Council's capital programme be set aside for the acquisition of land and property that meets the objectives of the PAIS.

(3) That up to £100,000 from the economic regeneration reserve be set aside to undertake due diligence work (to include surveys, legal, and other professional fees) relating to property acquisition, in the event that the expenditure cannot be capitalised.

(4) That the director of regeneration and planning, in consultation with the lead cabinet member for corporate and strategic services, the strategic property board and the council's section 151 officer, be given delegated authority to negotiate and finalise land and property acquisitions.

*Notes: (1) The confidential addendum to this report remains confidential.
(2) Exempt information reasons: 3 - information relating to the financial or business affairs of any particular person (including the authority*

holding that information) and 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).

61 Exclusion of the public.

Resolved: That the public be excluded from the remainder of the meeting as otherwise there was a likelihood of disclosure to them of exempt information as defined in schedule 12A of the Local Government Act 1972. The relevant paragraphs of schedule 12A and descriptions of the exempt information are shown in minute 60 above and beneath the items below. *(The requisite notice having been given under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)*

62 Redundancy and redeployment policy - update.

62.1 Cabinet noted that one employee was subject to the procedure at present. They noted the actions taken to manage implications of change for displaced individuals through support, redeployment and assistance with self-marketing under the redundancy and redeployment procedure and the use of the procedure in managing the change resulting from implementation of the joint transformation programme.

*Notes: (1) The full minute of the above item is set out in the confidential section of these minutes. The report remains confidential.
 (2) Exempt information reasons 1 and 2 – Information relating to an individual or likely to reveal the identity of an individual.*

63 Housing and economic development partnership - Improvement programme.

63.1 Cabinet agreed proposals for the fit-out and letting of Princes Park café to the University of Brighton.

*Notes: (1) The full minute of the above item is set out in the confidential section of these minutes. The report remains confidential.
 (2) Exempt information reasons: 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information) and 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).*

The meeting closed at 7.25 pm

Councillor David Tutt
Chairman

Monday, 9 January 2017
at 6.00 pm



General Licensing Committee

Members: Councillor Dow (Chairman) and Councillors Belsey, Coles, Freebody, Holt, Murdoch, Murray, Robinson and Swansborough

7 Minutes of the meeting held on 5 October 2015.

The minutes of the meeting held on 5 October 2015 were submitted and approved and the Chairman was authorised to sign them as a correct record.

8 Apologies for absence.

Apologies for absence were reported from Councillor Rodohan and Smart.

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

None were declared.

10 Urgent items of business.

A request to add an urgent item of business to the agenda relating to the reintroduction of a taxi forum was proposed by Councillor Belsey and seconded by Councillor Freebody.

The proposal was approved unanimously by the Committee and added as an item to the agenda.

11 Adoption of Standard Licence Conditions for Riding Establishments.

The Committee considered the report of the Senior Specialist Advisor regarding the adoption of standard licence conditions for Riding Establishments.

The Council has the power to adopt its own set of standard conditions to be attached to any licences issued to proprietors of Riding Establishments and to inspect these establishments at all reasonable times in order to ensure that their premises are and remained suitable. Any licences are issued for a maximum period of one year. The proposed set of conditions were attached at appendix 1 to the report.

The Council had received its first Riding Establishment licence for a number of years in September 2016. The licence was granted following inspection

and issued with statutory conditions required by the Riding Establishment Act 1964 and those recommended by the veterinary surgeon.

The Committee agreed that a standard set of conditions would ensure a consistent approach to the licensing of such premises; improve public safety and welfare of the animals.

RESOLVED: (Unanimous) That the standard set of licence conditions be adopted.

12 Hackney Carriage and Private Hire Penalty Points Scheme.

The Committee considered the report of the Senior Specialist Advisor regarding consideration of introducing a Penalty Points Scheme.

It was proposed to implement a penalty points scheme to improve the levels of compliance within the trade and subsequently improve the standards, safety and protection of the travelling public. The proposed penalty points scheme was attached at appendix 1 to the report. It was designed to record misdemeanours and act as a record of a driver's behaviour and conduct so as to ascertain whether they remain fit and proper to hold the relevant licence.

If approved the scheme would be subject to a three month consultation period and would be open to the trade and members of the public. It was suggested that the scheme be directed to the Disability Involvement Group as part of the consultation.

Peter Smith, Taxi Driver addressed the Committee in general support of the scheme however suggested some amendments. He stated that a breach of item 18 and invalidating your insurance should result in 12 points being awarded, matching item 9. He also requested that items 6, 22, 23, 24, 31, 41 be amended to award points to the driver in addition to the vehicle owner or operator. It was proposed by Councillor Murray and seconded by Councillor Swansborough to endorse the scheme subject to the amendments suggested by Mr Smith. This was approved unanimously by the Committee.

The Committee discussed several points in the scheme that could be perceived as subjective. The Senior Specialist Advisor clarified that there was an appeal process to any points awarded.

The Committee also requested that a report be brought back to a future meeting following the consultation process.

RESOLVED: (Unanimous)(1) That the Committee endorse the scheme, outlined in the report, subject to the amendments requested by Mr Smith.

(2) That the consultation process be approved and report brought back to Committee following its conclusion to make a final determination on the scheme's implementation.

13 Hackney Carriage and Private Hire Licensing Fee and Charges 2017-2019.

The Committee considered the report of the Manager for Performance and Specialist Advisory and Senior Specialist Advisor regarding the proposed hackney carriage and private hire licence fees, detailed in the report.

A copy of the current fees and charges was attached to the report at Appendix 1. There was no increase in fees proposed and this was detailed in the report. Figure 2 of the report forecasted a net surplus of £36,834 by the end of 2019/2020. The Licensing team intended to use the surplus made in 2014-2017 to carry out initiatives such as implementing the proposed penalty points scheme, undertaking an enhanced enforcement role, additional training and resourcing an additional Specialist Advisor on Licensing and Enforcement. It was proposed by Councillor Dow and seconded by Councillor Belsey that officers investigate the possibility of using the surplus to recruit an administrator to support the Licensing function. Officers agreed to investigate and report back to the Committee.

RESOLVED: (Unanimous) (1) That the publication of the proposed hackney carriage and private hire licence fees detailed in the report in accordance with statutory requirements be approved.

(2) That the fees outlined come into effect from 1 April 2017.

(3) That officers investigate the possibility of using part of the surplus to fund an administrative post in support of the licensing function.

14 Taxi Livery Policy.

The Committee received a verbal report from the Senior Specialist Advisor regarding the Council's Taxi Livery Policy.

The Senior Specialist Advisor reported that a member of the trade who operated larger vehicles had requested the ability to use a larger sign than was currently permitted under the Livery Policy.

The Committee unanimously agreed not to undertake a review of the Livery Policy and instead delegated responsibility to the Senior Specialist Advisor and the Chair of Licensing Committee to resolve this individual case.

RESOLVED: (Unanimous) That power be delegated to the Senior Specialist Advisor in consultation with the Chair of Licensing Committee to resolve the individual case discussed.

15 Taxi Forum.

The Committee discussed Councillor Belsey's proposal of reintroducing the taxi forum. The taxi forum offered an opportunity for members of the trade to meet with Council officers and discuss any issues that had arisen.

It was proposed by Councillor Belsey and seconded by Councillor Freebody to reintroduce the taxi forum and initially trial meetings twice a year. The Committee were unanimously in support of the proposal.

RESOLVED (Unanimous): That the taxi forum be introduced and initially take place twice a year.

16 Date of future meeting.

The Chairman proposed that the next meeting of the Licensing Committee be moved to the 20 March 2017. This was agreed unanimously by the Committee.

RESOLVED: (Unanimous) That the date of the next Licensing Committee be moved from 13 March 2017 to 20 March 2017.

The meeting closed at 7.12 pm

Councillor Dow (Chairman)

Tuesday, 10 January 2017
at 6.00 pm



Conservation Area Advisory Group

PRESENT:-

Councillor Rodohan (Chairman) and Councillors Belsey and Swansborough

OFFICERS:

Mr C Connelley, Specialist Advisor – Conversation
Mr N Holdsworth, Specialist Advisor - Planning

ADVISORS:

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

36 Minutes of the meeting held on 22 November 2016.

The minutes of the meeting held on 22 November 2016 were submitted and approved and the Chairman was authorised to sign them as a correct record.

37 Apologies for absence.

An apology for absence was reported from Councillor Smart.

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

None were declared.

39 Planning Applications for Consideration.

The Specialist Advisor for Conservation reported on planning applications for consideration in Conservation Areas. The Group's comments were set out in the schedule below.

1) 161133, (LBC), EASTBOURNE RAILWAY STATION, TERMINUS ROAD, EASTBOURNE, BN21 3QJ

Cons Area: Town Centre and Seafront

Proposal: Refurbishment works at Eastbourne Station including the addition of a new entrance on the northern arcade of the building, extensions to the roof of the building over the new entrance, relocating stairs to the

basement, opening up a historic entrance door into the station on Ashford Road and refurbishment works to the exterior station canopy.

CAAG Comments: The Group's original scheduled site visit had been cancelled due to strike action. It was agreed that the site visit would now take place on the 17th January.

2) 161243, (PP) 34 MEADS STREET, EASTBOURNE, EAST SUSSEX, BN20 7QY

Cons Area: Meads

Proposal: to install a combination of illuminated and non-illuminated signage at the Co-Op, specifically 3 X illuminated fascia Logo Only illuminated, 1 X Non-illuminated acrylic letters, 1 X Internally illuminated projector, 1 X Non-illuminated Post Office projector, 2 X Non-illuminated Wall Mounted Aluminium Pane.

CAAG Comments: The Group raised no objections to the proposal and felt it would enhance the area. As a further improvement it was suggested that officers engage with the applicant's design team and explore the possibility of reducing the use of food advertising imagery on the shop windows.

3) 161155, (PP), BEACH ADJACENT TO BOWLING GREEN IN ROYAL PARADE, EASTBOURNE, BN21 1HA

Cons Area: Town Centre and Seafront

Proposal: Construction of 3 volley ball courts.

CAAG Comments: The Group were supportive of the proposal and noted the modifications made to mitigate the effect of the volleyball courts on the historic setting. The group also invited the applicant to consider options for the structure during close season.

4) 161326, (LBC), OUR LADY OF RANSOM RC CHURCH, 2-4 GRANGE ROAD, EASTBOURNE

Cons Area: Town Centre and Seafront

Proposal: Proposed internal alterations and infill of small light well to The Presbytery.

CAAG Comments: No objections raised.

5) 161364, (PP), 8 CHISWICK PLACE, EASTBOURNE, BN21 4NH

Cons Area: Town Centre and Seafront

Proposal: To demolish existing single garage, move rear garden boundary within site and erect 2 storey two bedroom detached dwelling.

CAAG Comments: The Group raised objections to the proposal and were concerned about its relationship with the adjoining buildings, the loss of townscape vista and alterations to the boundary wall.

6) 161321(VARIATION OF CONDITIONS)/161424, COURTLANDS HOTEL, 3-5 WILMINGTON GARDENS, EASTBOURNE

Cons Area: College

Proposal: To consider design changes to an agreed planning application.

CAAG Comments: The Group were supportive of the proposal in principle but had concerns about a number of aspects of the design, most notably

the prominent roof extension to the front of the property, which was seen as visually unappealing. The Group also strongly objected to the proposed replacement of timber sash windows with UPVC in this prime conservation area. The applicant was also invited to explore the possibility of installing string courses. The porch design was, however, commended.

7) 161339, (PP), 3-5 CARLISLE ROAD, EASTBOURNE, EAST SUSSEX, BN21 4BT

Cons Area: Town Centre and Seafront

Proposal: Extension to rear of property to create enlarged kitchen restaurant and repositioning of female WC.

CAAG Comments: The Group considered the proposal did not invite significant conservation-related commentary and declined to comment on the application.

8) 161317, (PP) ARUNDEL HOTEL, 43-47 CARLISLE ROAD, EASTBOURNE

Cons Area: College

Proposal: Proposed change of use from hotel (C1) to serviced holiday apartments (C1), managers accommodation, together with alterations and side extensions.

CAAG Comments: The Group raised objections to the proposal, which they felt would be out of keeping with the neighbouring buildings and surrounding area, with a loss of symmetry to the terrace.

NOTED.

40 New Listings

The Specialist Advisor for Conservation advised that the Eastbourne War Memorial, Memorial Roundabout, South Street had been picked up by Historic England as part of the national scheme that was reported at the previous meeting.

NOTED.

41 Dates of future meetings - All at 6.00 p.m. at the Town Hall

The date of the next meeting was confirmed as the 21 February 2017.

The meeting closed at 7.43 pm

Councillor Rodohan (Chairman)

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Tuesday, 17 January 2017
at 6.00 pm



Planning Committee

Present:-

Members: Councillor Murray (Chairman) Councillor Sabri (Deputy-Chairman)
Councillors Choudhury, Jenkins, Miah, Murdoch, Robinson and Taylor

89 Minutes of the meeting held on 13 December 2016.

The minutes of the meeting held on 13 December 2016 were submitted and approved and the Chairman was authorised to sign them as an accurate record.

90 Apologies for absence.

There were none.

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

There were none.

92 Site 3, Atlantic Drive, Sovereign Harbour. Application ID: 161092.

Fishing quay comprising buildings with fisherman's working areas, storage and chiller space, and office accommodation on upper floors, with separate visitor centre and associated development. (Previous Application 130442)

RESOLVED: (Unanimous) That permission be granted subject to a S106 agreement covering local labour issues and the following conditions: 1) The development hereby permitted shall begin before the expiration of three years from the date of permission. 2) The development hereby permitted shall be carried out in accordance with the approved drawings submitted on 22nd September 2016

B037.06A – General Site and Block Plans

B037.07 – Pedestrian, Public Transport and Cycle Routes

B037.08 – General Site Arrangement and Site Uses

B037.09 – Building One and Visitors Centre Plans

B037.10 – General Elevations Building One and Visitors Centre

B037.11 – Building Two Plans

B037.12 – General Elevations Building Two

B037.14A – Full Elevations North and South Street Scene

B037.16 – Waterfront Access Detail

3) No development shall take place until samples of the materials to be used in the external surfaces of the development hereby permitted have

been submitted to and approved in writing by the Local Planning Authority
 4) The development shall be carried out in accordance with the approved details++ 5) No development shall take place until details of the following have been submitted to and approved in writing by the Local Planning Authority:

- The proposed methods of demolition, piling, recycling activities and dust suppression and all other construction methods associated with the development;
- Noise and vibration monitoring arrangements - to be self-monitoring by the applicants - for the key demolition and construction phases; and
- Measures, methods of working and the means of screening the site that will be employed to minimise disturbance to neighbouring properties during all demolition and construction work++

6) No development shall take place until a construction environmental management plan has been submitted to and approved by the Local Planning Authority. The development shall thereafter be carried out in accordance with the approved details ++ 7) Prior to demolition works commencing on site a Construction Traffic Management Scheme shall be submitted to and approved by the Local Planning Authority in consultation with the Highway Authority. This shall include the size of vehicles, routing of vehicles and hours of operation. (Given the restrictions of the access and the approach road the hours of delivery/collection should avoid peak traffic flow times)++ 8) No development shall take place within the application site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation including a timetable for the investigation, which has been submitted by the applicant and approved in writing by the Local Planning Authority and the works shall be undertaken in accordance with the approved details++ 9) No development shall commence until details of a Phase II soil investigation (as recommended in the submitted Preliminary Soil Investigation Report) is submitted to and approved in writing by the Local Planning Authority. If contamination is found to be present, then details of a remediation strategy detailing how this unsuspected contamination shall be dealt with shall be submitted to and approved by the Local Planning Authority prior to the commencement of excavation work++ 10) No development shall commence until full details of the proposed SUDS system shown in the supporting Drainage Strategy is submitted and approved in writing by the Local Planning Authority in consultation with Southern Water and the Lead Local Flood Authority. The works shall be fully implemented in accordance with the approved details++ 11) No development shall commence until full details of a lighting strategy is submitted to and approved by the Local Planning Authority and thereafter implemented in accordance with the approved details. The submitted scheme shall include details of times of illumination of all lights, road lighting, floodlighting, security lighting, signage and any variations in brightness. Thereafter the lighting shall continue to be operated only in accordance with the approved details, and no additional lighting shall be installed unless first approved in writing by the Local Planning Authority++ 12) No development shall commence until full details of the refuse and recycling facilities have been submitted to and approved in writing by the Local Planning Authority. The facilities shall be provided in accordance with the approved details prior to the

commencement of the use++ 13) a) No works or development shall take place until full details of both hard and soft landscape proposals have been submitted to and approved by the Local Planning Authority. These details shall include, as appropriate:

- Proposed finished levels or contours;
- Means of enclosure;
- Car parking layouts;
- Other vehicle and pedestrian access and circulation areas;
- Hard surfacing materials;
- Minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting);
- Proposed and existing functional services above and below ground (e.g. drainage, power, communication cables, pipelines, etc. indicating lines, manholes, supports etc.);
- Retained historic landscape features and proposals for restoration, where relevant;
- Planting plans;
- Written specifications (including cultivation and other operations associated with plant and grass establishment);
- Schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate;
- Implementation timetables.

b) All hard and soft landscape works shall be carried out in accordance with the approved details and to a reasonable standard in accordance with the relevant recommendations of appropriate British Standards or other recognised Codes of Good Practice. The works shall be carried out prior to the occupation of any part of the development or in accordance with the timetable agreed with the Local Planning Authority. Any trees or plants that, within a period of five years after planting, are removed, die or become, in the opinion of the Local Planning Authority, seriously damaged or defective, shall be replaced as soon as is reasonably practicable with others of species, size and number as originally approved, unless the Local Planning Authority gives its written consent to any variation++ 14) Prior to occupation of the development, full details of the proposed boundary treatment shall be submitted to and approved in writing by the Local Planning Authority. The works shall be fully implemented in accordance with the approved details++ 15) That any car parking and loading and unloading area and access thereto shown on the approved plan a shall be properly constructed with a surface material to be agreed by the Local Planning Authority and marked out and shall be available for use prior to the use/development hereby approved being first occupied 16) The development hereby permitted shall not be occupied until the cycle parking facilities shown on the approved plans have been fully implemented and made available for use. The cycle parking facilities shall thereafter be retained for use by the occupants of, and visitors to, the development at all times. 17) If during development, contamination not previously identified, is found to be present at the site then no further development (unless otherwise agreed in writing by the Local Planning Authority) shall be carried out until the developer has submitted, and obtained approval for, an addendum to the Method Statement. This addendum must detail how this unsuspected contamination shall be dealt with 18) That, while the development hereby permitted is being carried out, a suitable hard standing shall be provided with wash-down facilities for cleaning the wheels of vehicles and any accidental accumulation of mud on the highway caused by

such vehicles shall be removed without delay and in no circumstances left beyond the end of the working day 19) Notwithstanding the approved Noise Impact Assessment, external noise levels from items of new mechanical services and external plant equipment shall not exceed $L_{Aeq,T} = 35\text{dB}$ at any time at a distance of 1 metre from the nearest residential dwelling 20) That no demolition, site clearance or building operations shall take place except between the hours of 8.00 a.m. and 6.00 p.m. on Mondays to Fridays and 8.00 a.m. and 1.00 p.m. on Saturdays and that no works in connection with the development shall take place unless previously been agreed in writing by the Local Planning Authority 21) There shall be no burning of any waste on site at any time 22) No development shall take place until details of the arrangements for the servicing of the site have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details++ 23) The development hereby permission shall be carried out in strict accordance with the Flood Risk Assessment dated June 2013 22) Prior to the commencement of the approved development the details of all plant and machinery (e.g. air conditioning, refrigeration units, extraction system) including predicted noise level shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details++ 24) Prior to the commencement of the development hereby permitted details of the construction access to the site and locations and size of any temporary structures shall be submitted to and approved in writing by the Local Planning Authority, thereafter the works shall be undertaken in accordance with the approved details++ 25) Prior to the operational use of the development hereby permitted details of directional signage shall be submitted to and approved in writing by the Local Planning Authority prior to the display of any such advertisement, and shall be carried out as approved++ 26) Prior to the commencement of the development hereby permitted details of the proposed foundations to all buildings/structures shall be submitted to and approved in writing by the Local Planning Authority, thereafter the works shall be undertaken in accordance with the approved details++ 27) Prior to the commencement of the approved development details of temporary structures or hoardings shall be submitted to and approved in writing by the Local Planning Authority. The works/development shall be carried out in accordance with the approved details++ 28) Prior to the commencement of the approved development details of finished floor levels and details of any changes to the site levels shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details++ 29) That, before the development hereby approved is commenced; details of measures for bird deterrent shall be submitted to and approved by the Local Planning Authority. The approved measures shall be implemented before the building is first brought into use and retained as such thereafter++ 30) The visitors Centre hereby approved shall not be open to customers/visitors outside the following times: 07.00am and 10.00pm Monday to Sunday including Bank Holidays

Informative:

1. The vegetation between the footway and the secure compound to the east of the vehicle access should be a type that will not grow or be kept at a height under 600mm to ensure adequate visibility.

2. A formal application for connection to the public sewerage system is required in order to service this development, Please contact Southern Water, Sparrowgrove House, Sparrowgrove, Otterbourne, Hampshire SO21 2SW (Tel: 0330 303 0119) or www.southernwater.co.uk.
3. Your attention is specifically drawn to the conditions above marked ++. These conditions require the submission of details, information, drawings, etc. to the Local Planning Authority prior to the commencement of any development on the site or, require works to be carried out prior to the commencement of the development or use. Failure to observe these requirements will result in a contravention of the terms of the permission and the Local Planning Authority may take appropriate enforcement action to secure compliance. You are advised that sufficient time for the Authority to consider the details needs to be given when submitting an application to discharge conditions. A period of between five and twelve weeks should be allowed. A fee of £97 is payable for each submission to discharge conditions.

93 Local Development Scheme 2017- 2020.

The committee considered the report of the Director of Regeneration and Planning seeking the Planning Committee's views on the Local Development Scheme 2017-2020 due to be considered by Cabinet on 8 February 2017.

Members were advised that the Local Development Scheme (LDS) was the Council's timetable for the production of planning policy documents. It covered a three year period from 2017 to 2020 and outlined the policy documents to be produced with the key dates and milestones.

Local Planning Authorities were required to produce a LDS under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS must specify (among other matters) the documents which, when prepared, would comprise the Local Plan for the area. The LDS must be made publicly available and kept up-to-date. The current LDS was approved in February 2016 and progress against the LDS was monitored on an annual basis through the Authority Monitoring Report (AMR). The AMR had recognised that some documents identified in the LDS were no longer being produced and that there had been some minor slippage in the preparation of the Local Plan. The Government had recently introduced monitoring the progress of local plan preparation. This monitoring would take place against the LDS and it was therefore necessary to amend the current LDS by April 2017.

Eastbourne's current Local Plan, the Core Strategy, was adopted in 2013. The National Planning Policy Framework (NPPF) was clear that housing policies should not be considered up-to-date if the local planning authority could not demonstrate a five-year supply of deliverable housing sites. As at 31 October 2016, Eastbourne was only able to demonstrate a 3.47 year supply of housing land. The lack of a five-year housing land supply in Eastbourne meant that the Council's Local Plan policies could not be considered as up-to-date, as outlined in the NPPF.

The implications of not having an up to date Local Plan was that the Council may lose control over what development takes place in the Borough. The Five Year Housing Land Supply was a material planning consideration in the determination of planning applications, and if the Council was unable to demonstrate a five year supply of housing land there was a significant risk that refusals of planning permission for residential development could be overturned on appeal.

The report further detailed the progress against the 2016 LDS including the current progress on the new plan. The new LDS covering the period from 2017 to 2020 was provided at appendix 1 to the report.

The timetable for the preparation of the new Local Plan in the updated LDS was as follows:

- Evidence gathering and on-going engagement: July 2016 – July 2017
- Issues and Options Consultation: October – November 2017
- Publication: September 2018
- Submission: January 2019
- Examination: May 2019
- Adoption: November 2019

RESOLVED: That Cabinet be advised that the Local Development Scheme 2017 to 2020 is supported and endorsed by the Planning Committee.

94 Tourist Accommodation Retention Supplementary Planning Document.

The committee considered the report of the Director of Regeneration and Planning seeking Members views on the Tourist Accommodation Retention Supplementary Planning Document (SPD) due to be considered by Cabinet on 8 February 2017.

The draft Tourist Accommodation Retention SPD had been presented to Planning committee previously on 21 June and 30 August 2016 and had been published for consultation between 23 September and 4 November 2016. A total of 17 representations were submitted from 10 respondents. It was not considered that any of the representations raised any major issues, although some minor amendments were proposed to the SPD.

The committee was advised that there was a need for a change of planning policy approach to tourist accommodation as a result of changes in the tourism market and visitor behaviour since the policy was adopted.

The committee was advised that a Tourist Accommodation Consultative Group, had been established, consisting of representatives from the Eastbourne Hospitality Association, Council officers and a local property agent, which would help provide a trade perspective on future proposals and ensure the quality and standard of applications for the loss of tourist accommodation so that they could be determined more swiftly.

The SPD would need to be adopted by Full Council before it could be used in the determination of planning applications. The Assessment of Financial Viability of Tourist Accommodation SPG, which the new SPD would replace, would also need to be revoked.

It was reported to committee that appendix 1 of the report 'Representation TAR_SPD/02' recommended that the threshold for 'lifestyle' businesses be eight letting bedrooms. This had been contested by the Eastbourne Hospitality Association (EHA) suggested that the threshold should be set at 15 letting rooms. Officers were happy to accept the views of the EHA and amend the final document to include the threshold for 'lifestyle' businesses as being 15 letting rooms.

Members agreed that good quality accommodation was an essential part of the tourism offer in Eastbourne. Some Members raised concerns regarding the loss of bed spaces particularly in light of the enhanced conference facilities currently being developed at the Devonshire Park site.

RESOLVED: That Cabinet be advised the Tourist Accommodation Retention SPD is supported and endorsed by the planning committee.

95 Summary of Performance for the Planning Service for 2016.

The committee considered the report of the Director of Regeneration and Planning seeking Members views on the Tourist Accommodation Retention Supplementary Planning Document (SPD) due to be considered by Cabinet on 8 February 2017.

The draft Tourist Accommodation Retention SPD had been presented to Planning Committee previously on 21 June and 30 August 2016 and had been published for consultation between 23 September and 4 November 2016. A total of 17 representations had been submitted from 10 respondents. It was not considered that any of the representations raised any major issues, although some minor amendments were proposed to the SPD.

The committee was advised of proposals to change the planning policy approach to tourist accommodation as a result of changes in the tourism market and visitor behaviour since the policy was adopted.

The committee was advised that a Tourist Accommodation Consultative Group had been established, consisting of representatives from the Eastbourne Hospitality Association, Council officers and a local property agent, which would help provide a trade perspective on future proposals and ensure the quality and standard of applications for the loss of tourist accommodation so that they could be determined more swiftly. (This sentence is a bit long)

The SPD would need to be adopted by Full Council before it could be used in the determination of planning applications. The Assessment of Financial Viability of Tourist Accommodation SPG, which the new SPD would replace, would also need to be revoked.

It was reported to committee that appendix 1 of the report 'Representation TAR_SPD/02' recommended that the threshold for 'lifestyle' businesses be eight letting bedrooms. This had been contested by the Eastbourne Hospitality Association (EHA) who had suggested that the threshold should be set at 15 letting rooms. This had been accepted and the final document amended to include the threshold for 'lifestyle' businesses as being 15 letting rooms.

Members agreed that good quality accommodation was an essential part of the tourism offer in Eastbourne. Some Members raised concerns regarding the loss of bed spaces, particularly in light of the enhanced conference facilities currently being developed at the Devonshire Park site.

RESOLVED: That Cabinet be advised the Tourist Accommodation Retention SPD is supported and endorsed by the planning committee.

96 South Downs National Park Authority Planning Applications.

There were none.

97 Appeal Decisions.

- 1) East Beach Hotel. The Inspector dismissed the appeal.

The meeting closed at 6.38 pm

Councillor Murray (Chairman)

Monday, 30 January 2017
at 6.00 pm



Scrutiny Committee

Present:-

Members: Councillor di Cara (Chairman) Councillor Holt (Deputy-Chairman)
Councillors Miah, Murray, Rodohan, Sabri, Smart and Metcalfe (as
substitute for Belsey)

19 Minutes of the meeting held on 5 December 2016.

The minutes of the meeting held on 5 December 2016 were submitted and approved, and the Chairman was then authorised to sign them as an accurate record.

20 Matters Arising.

The Local Democracy Officer updated the committee regarding the progress of the A27 Review and advised that the final report of the Task Group would be presented to the 5 June Scrutiny Committee. The invitation to Jon Wheeler, Team Manager for Strategic Economic Infrastructure at East Sussex County Council and Lead for the A27 Reference Group, and Highways England would be extended to the same meeting.

NOTED.

21 Apologies for absence.

Councillor Belsey.

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

There were none.

23 General Fund 2017/18 and Capital Programme 2016/20.

The committee considered the report of the Deputy Chief Executive which detailed General Fund budget proposals for 2017/2018 and the Capital Programme 2016/2021 due to be submitted to Cabinet on 8 February 2017.

Members were advised that the report set out the general fund revenue budget proposals for 2017/18 and a rolling three year capital programme 2016/21.

The budget proposals included:

- An increase in the Council Tax in 2017/ 18 of 1.9%, the second increase in six years.
- Dealing with reductions in Government funding of £1.5m
- Overall savings/new income totalling £2m (13% of the net budget)
- Efficiency savings of £0.5m (3% of the net budget)
- Inflation and unavoidable costs of £0.4m (2.5% of the net budget)
- Other recurring service growth of £0.3m
- Non recurring service investments met from reserves of £0.5m
- General Reserves averaging in excess of £4m (against a minimum recommended of £2m)
- Capital resources of £0.5m invested in new capital schemes

The budget represented continued management of financial risks by:

- Building on a balanced outturn position
- Balancing the base budget requirement without needing to use reserves for recurring expenditure
- Identifiable and deliverable savings with accountability and no general unidentified targets
- Reserves above the minimum level
- Providing the funding required for the Joint Transformation Programme to deliver the future savings required by the MTFS as well as capital investments in revenue generating assets

Members were reminded that the underlying methods of Local Government financing had changed significantly in recent years including the wrapping up of grants in the base "Standard Funding Assessment" notably the council tax freeze grants (2011-15), some new burdens grants and the Homelessness grant.

For Eastbourne the headline figures of the Government settlement were:

- A further reduction in revenue support grant of £0.9m (50%) to £0.9m (reduced from £10.4m in 2010)
- Reduction in new homes bonus of £0.2m from the 2016/17 level
- Eastbourne would receive the second largest reduction nationally in "spending power" in the 4 year period to 2020
- The Government headline figure was a reduction of 16.4%, however this took into account the ability to raise council tax, predicted growth in the tax base as well as increases in the new homes bonus
- The real reduction was therefore over 40% over the period to 2020

The Government had announced that Eastbourne would receive £0.840m in total of new homes bonus (NHB) due to the growth in housing in the area (a reduction of £200k on the projection).

The proposal was for an increase in council tax of 1.9% for 2017/18 which resulted in a Band D rate of £232.92 for Council services. This was the second increase in 6 years.

Queries were raised on the following points:

New investment income - The Deputy Chief Executive advised that income would be generated as part of the Estates function of the Council. Further investment opportunities were being considered across Eastbourne, a strategy the Council had been pursuing for the last 18 months. An update was reported to Cabinet in December.

Contingency budget for Risk; specifically breaches of legislations such as Health and Safety and Human Rights - The Deputy Chief Executive advised that this historically related to discrepancies in benefits payments and subsequent fines imposed by the Department of Work and Pensions (DWP). A great deal of work had been undertaken to resolve this matter and it was now considered that the allocated contingency was sufficient.

Business rate appeals – The Financial Services Manager advised that this had now been reduced to a total of approximately 150 appeals outstanding; however, the 1 April 2017 would see the introduction of a new rating system which would likely open a new raft of appeals.

Capital Programme; the differences between the committed and uncommitted sums and the expectations of Capital Receipts – the Deputy Chief Executive advised that committed spend referred to items where contracts were in place. In addition Members were advised that the expectation of capital receipts was unchanged from the programme adopted by Full Council in 2016.

RESOLVED: That the following be noted:

- 1) The General Fund budget for 2016/17 (Revised) and 2017/18 (original) as set out Appendix 1 of the report including growth and savings proposals for 2016/17 as set out in Appendix 2 of the report.
- 2) An increase in the Council Tax for Eastbourne Borough Council of 1.9% resulting in a Band D charge of £232.92 for 2017/18.
- 3) General Fund capital programme 2016/21 as set out in Appendix 3 of the report.
- 4) Section s151 Officers sign off as outlined in 1.6 of the report.

24 Housing Revenue Account 2017/18.

The committee considered the report of the Deputy Chief Executive (Chief Finance Officer) and Director of Direct Services which detailed the Housing Revenue Account (HRA) budget proposals, rent levels, service charges and heating costs for 2017/18, and the HRA Capital Programme 2016/20. The 2017/18 budget was attached at Appendix 1 of the report.

The 2017/18 budget showed a surplus of (£449k) from (£292k) in 2016/17, a change of (£157k) which was mainly due to the factors listed below.

The major changes between the 2016/17 and the 2017/18 budgets were:

Income increases and expenditure reductions:

- Support charge (offset by increase in management fee) (£86k)
- Reduction in the transfer to the Housing Regeneration and Investment Reserve (£424k)

Increase in expenditure and income reductions:

- 1% rent reductions £116k
- Interest payments £64k
- Management fee form new support charge £42k
- Depreciation £94k

Members noted that the HRA budget was performing better than expected in the 30 year business plan due to various initiatives to control expenditure below that assumed in the business plan, lower than anticipated interest rates and higher rental income from affordable rents. Members were requested to consider this with caution however, as the financial consequences of the high value council house levy were still unknown. Currently the government's intention in regrading this scheme was unclear and the Council was still waiting for details. The cost had been estimated at around £6m per year for four years.

The underlying HRA surplus had decreased between 2016/17 and 2017/18 due to the 1% rent decrease of £116k, increased borrowing costs resulting from the capital programme spending for 2016/17 of £64k and increase in the depreciation charge of £94k. The levels of HRA balance and Housing Regeneration and Investment Reserve as at 31.3.18 were forecast to be £5m and £1.8m respectively. The Major Repairs Reserve was forecast to breakeven as expenditure was expected to equal contributions for 2017/18.

The committee noted that the rent levels had been prepared in accordance with the government's requirement to reduce rents by 1% a year for each of the four years from 2016-17 based on the rent charge as at 8 July 2015. Service charges, heating and water charges were fixed weekly amounts set at a level to recover the expected actual cost to be incurred for the respective properties in the forthcoming year. The Support charge was recommended to be retained at the 2016/17 level and Garage rents would not be increased.

The total budgeted expenditure on the HRA Capital Programme was planned at £4.2m for 2017/18. All new capital expenditure was solely on major repairs, which was funded from cash backed depreciation, as borrowing would have reached the maximum allowed within the self-financing settlement. The Major Repairs programme was in line with the Asset Management Plan and HRA business plan model.

Queries were raised on the following points:

Garage Rents and voids – the Financial Services Manager advised that the reason for the voids was unknown; however it may be contributable to the poor state of repair in some areas. The Deputy Chief Executive advised that the Asset Management Plan would be undertaking a review of the current garage provision to consider the options available. The Financial Services Manager agreed to advise the committee regarding the number of Council owned garages following the meeting.

Eastbourne Homes Management fee – The Deputy Chief Executive advised that the fee had not changed for the last 6 years and that the fee not only covered the management and administration of the stock but repairs and maintenance of the housing stock. The HRA was benchmarked against other similar authorities including Wealden and Lewes. Eastbourne Homes were also included in the Joint Transformation Programme and the Board had agreed that staff would be shared between Eastbourne and Lewes to improve efficiency.

RESOLVED: That the following be noted.

- 1) The HRA budget for 2017/18 and revised 2016/17 as set out in Appendix 1 of the report.
- 2) That social and affordable rents (including Shared Ownership) be decreased by 1% in line with a change in government policy.
- 3) That service charges for general needs properties be increased by 2.49%.
- 4) That service charges for the Older Persons Sheltered Accommodation be decreased by 7.14% to reflect a reduction in actual costs as well as notification of a reduction in heating and water costs.
- 5) That the Support charge for Sheltered Housing Residents remained at £7.50 per unit, per week.
- 6) That heating costs be set at a level designed to recover the estimated actual cost.
- 7) That water charges be set at a level designed to recover the estimated cost of metered consumption.
- 8) Garage rents would not be increased this year, to improve increasing garage voids.
- 9) That delegated authority be given to the Chief Executive, in consultation with the Cabinet Portfolio holders for Community Services and Financial Services and the Financial Services Manager, to finalise Eastbourne Homes' Management Fee and Delivery Plan.
- 10) The HRA Capital Programme as set out in Appendix 2 of the report.

The meeting closed at 6.37 pm

Councillor di Cara (Chairman)

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Cabinet



Minutes of meeting held on Wednesday, 8 February 2017 at 6.00 pm

Present:-

Councillors **David Tutt** (Chairman and Leader of the Council), **Gill Mattock** (Deputy Chairman and Deputy Leader of the Council), **Margaret Bannister**, **Alan Shuttleworth** and **Troy Tester**.

66 Minutes of the meeting held on 13 December 2016.

The minutes of the meeting held on 13 December 2016 were submitted and approved and the chairman was authorised to sign them as a correct record.

67 Apologies for absence.

An apology for absence was reported from Councillor Steve Wallis.

68 Declarations of interests by members.

Declarations of disclosable pecuniary interests (DPIs) by members as required under section 31 of the Localism Act and other interests as required by the council's code of conduct and regulation 12(2)(d) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

No declarations were made.

69 Questions by members of the public.

Ms Penny Shearer, an Eastbourne resident, asked a question concerning the council's proposed sale of the Downland farms and the council's intentions following the outcome of consultation. The question was answered by the chairman who referred to the forthcoming public consultation on this matter in the Eastbourne Review.

70 * General fund revenue budget 2017/18 and capital programme 2016/21.

70.1 Councillor Ballard addressed the cabinet of the subject of homelessness. She referred to the recent government announcement of £50m additional funding to councils and asked what steps were being taken by the council to secure a share of these funds. Councillor Shuttleworth reported that the council had successfully bid for £470,000 of funding and upon the council's ongoing work with local partners to address the problem of homelessness.

70.2 Cabinet considered the report of the deputy chief executive (and chief finance officer) setting out the general fund revenue budget

proposals for 2017/18 and a rolling 3-year capital programme 2016/21. The medium term financial strategy (MTFS) had been revised in July 2016 and the cabinet had agreed a draft 2017/18 budget proposal last December. The MTFS and resulting draft budget had been subject to extensive consultation and previously reported to cabinet and members of the scrutiny committee. The council's scrutiny committee had noted the contents of the current report at their meeting on 30 January 2017.

70.3 The budget was the product of various plans and strategies as part of an integrated and corporate planning process and was linked principally to:

- The medium term financial strategy (MTFS)
- Asset management plans
- The corporate plan
- Workforce strategy
- Treasury management strategy
- Service plans
- Housing revenue account business plan
- Joint transformation programme with Lewes District Council

70.4 The chief finance officer had a legal responsibility to give positive assurances on the robustness of the estimates used in the budget and the level of reserves. He commented that if the recommendations in his report were agreed then these assurances would prevail. The only area to note was that part of the increased budget for income from investment property (c.£1m) was still subject to contract. Any further actions arising from this risk would be reported to cabinet as part of the normal corporate performance monitoring.

70.5 The budget proposals included:

- An increase in the council tax in 2016/18 of 1.9%; the first second for 6 years.
- Dealing with reductions in government funding of £1.5m.
- Overall savings/new income totalling £2m (13% of the net budget).
- Efficiency savings of £0.5m (3% of the net budget).
- Inflation and unavoidable costs of £0.4m (2.5% of the net budget).
- Other recurring service growth of £0.3m.
- Non recurring service investments met from reserves of £0.5m.
- General reserves averaging in excess of £4m (against a minimum recommended of £2m).
- Capital receipts of £0.5m invested in new capital schemes.

70.6 The budget represented management of financial risks by:

- Building on a favourable outturn position.
- Balancing the base budget requirement without needing to use reserves for recurring expenditure.
- Identifiable and deliverable savings with accountability and no general unidentified targets.
- Reserves above the minimum level.

- Providing the funding required for the joint transformation programme to deliver the future savings required by the MTFS as well as capital investments in revenue generating assets.

70.7 The underlying methods of local government financing had changed significantly in recent years including the wrapping up of grants in the base 'standard funding assessment' notably:-

- The council tax freeze grants (2011-15).
- Some new burdens grants.
- Homelessness grant.

For Eastbourne the headline figures of the government settlement were:

- A further reduction in revenue support grant of £0.9m (50%) to £0.9m (reduced from £10.4m in 2010).
- Reduction in new homes bonus of £0.2m from the 2016/17 level.
- Eastbourne would receive the second largest reduction nationally in "spending power" in the 4 year period to 2020.
- The government headline figure was a reduction of 16.4%, however this took into account the ability to raise council tax, predicted growth in the tax base as well as increases in the new homes bonus.
- The real reduction was therefore over 40% over the period to 2020.

70.8 The national non-domestic business rate (NNDR) base had remained static largely as a result of the continued provision for appeals and resulting collection fund deficit, despite an inflationary increase which was linked to the September 2016 RPI and an overall increase of 11% in the gross rateable values. The government had revalued the business rates base and overall this had little effect on the retained business rates for the council. As part of the review into 100% retention of business rates the government would reassess the 'needs formula' to reflect demand for services and adjust redistribution accordingly.

70.9 The government had announced that the council would receive £0.840m in total of new homes bonus (NHB) due to the growth in housing in the area (a reduction of £200,000 on the projection). The settlement consultation reduced the period from 6 to 5 years that NHB was payable as well as a minimum threshold of 0.4% increase in band D equivalents before qualifying. The government had approved the council's joint efficiency statement and application for the 4 year settlement (to 2020). Over 97% of councils had opted for the fixed settlement including all neighbouring authorities.

70.10 It was proposed that council tax increase by 1.9% for 2017/18; which would result in a band D rate of £232.92 (an increase of £4.41 over the whole year). This would be the second increase in 6 years. The council was required to give an indication of likely future council tax rises. It was still expected that council tax would rise by no more than 2% per annum for each of the next three years. This was the government's target for inflation and also the current ceiling on rises that would otherwise require a referendum in order to exceed up to a £5 per year increase on a band D (an additional £30,000 per annum). Within

this context, for 2017/18, the council would raise £7.9m from its share of the council tax. This was determined by multiplying the council tax base of band D equivalent dwellings by the band D tax rate of £232.92. This was unchanged from the tax base setting report submitted to cabinet on 13 December last. In addition, there would be a distribution of £130,000 payable by the council to the collection fund due to a small collection fund surplus.

70.11 A summary of the resources available was given, as shown below:

	£'m
Government formula grant	(1.0)
Other grants	(0.3)
Retained business rates (normal)	(3.1)
New homes bonus	(0.9)
Section 31 grants	(0.9)
Contribution from business rate reserve	(0.3)
Collection fund surplus	(0.1)
Council tax	(7.9)
Total resources available (rounded)	<u>(14.5)</u>

In order to achieve a balanced budget without using reserves, the council would need to set a net expenditure budget for 2017/18 of £14.5m.

70.12 In addition to the general grant distributed through the new formula grant system, which was given towards financing the council's net expenditure, the government also provided some specific grants. These specific grants would fund in part or in full, service costs.

Grant	2016/17 £'m
Housing benefit subsidy	(c.50.0)
Housing benefit administration	(0.5)

Housing benefit subsidy was intended to reimburse the council for the awards of benefit it made to eligible tenants in both the private and public rented sector. Not only was this by far the largest single specific grant that the council received, but it was performance related. It was noted that the council had maintained its good performance in recent years. A new system of universal credits was due to be completed by 2019 which would see the caseload moved to the Department for Work and Pensions. Currently only new applicants were put on universal credit. The main rollout of universal credit in Eastbourne was due in 2017. The administration grant had been reduced by c.5% per annum for the last 6 years from £0.8m to £0.5m. The caseload had reduced only marginally in that time, and additional complexity had been introduced as part of the welfare reform programme. It was noted that the former homelessness grant (to assist with prevention and to find alternative accommodation other than bed and breakfast) had now been subsumed into the main grant system. The government did announce a special grant for homelessness prevention during 2016/17.

Homelessness presented a significant financial risk to the council as not all costs were funded by housing benefit.

70.13 New homes bonus, introduced in 2011/12 at £187,000 had grown to £1.040m in 2016/17. Awards were now guaranteed for 5 years and the government had top-sliced an amount equivalent to 0.4% growth to divert resources to upper tier authorities for adult care services. Further reductions down to approximately £400,000 per annum were expected by 2020.

70.14 The detailed budget proposals were set out in appendix 1 to the report. Movement from the 2016/17 budget to the 2017/18 proposed budget were summarised as follows:

Movement from 2016/17 base budget:	£m	£m total
Change in resources:		
Government grants	1.5	
Council tax	<u>(0.2)</u>	1.3
Cost increases:		
Inflation and unavoidable costs	0.4	
Other growth and changes in income	<u>0.3</u>	0.7
Savings:		
Efficiency savings	(0.5)	
Increased income/other changes	<u>(1.5)</u>	(2.0)
		<u>0</u>

70.15 Details of proposed growth and savings were given in full in appendix 2 to the report. The proposals set out in the report would allow full council on 22 February to approve a balanced budget in line with available resources and without the need to use reserves.

70.16 The council now followed a rolling 3-year financial planning cycle and the service and financial plans had been set out in detail for 2017/18. The next MTFS due in July would project forward a further 3 years and continue to provide the basis of service and financial planning for the medium term. It was noted that the significant level of the savings required for the next MTFS had already been identified. Further reports to cabinet would detail the business plans under the joint transformation programme. The government had set out a revised 4-year programme of reductions in funding and the council's current MTFS already took account of this overall however the MTFS would be refreshed in July following the year end closedown.

70.17 The report detailed the principal financial risks the council was likely to face, as follows:

- Housing benefit performance.
- Welfare reform

- Inflation on goods and services.
- Income from services linked to customer choice (theatres, tourism; sports centres, car parking).
- Legal challenges.
- Savings or new income streams being delayed.
- Excessive demand for services.
- Failure to realise capital receipts to finance the capital programme.

70.18 On an exception basis, information on each of the risk areas identified above, together with any new and significant risks that might emerge over the course of the year, would be included in each financial performance report to cabinet and scrutiny during the 2017/18 financial year. A corporate contingency budget of £120,000 for unbudgeted expenditure or reductions in income had been allowed. This was in addition to the known inflation that had been built into service budgets.

70.19 The chief finance officer was obliged to report on the adequacy of the proposed financial reserves, and determine the minimum level required. There was no statutory minimum requirement, but reserves had to be set at a prudent level given the activities of individual councils and potential liabilities that they faced or might face in the future, i.e. a risk based approach. The council's earmarked reserves were reviewed at least annually for adequacy. If at any time the adequacy was in doubt the chief finance officer was required to report on the reasons, and the action, if any, that he considered appropriate. The council would always seek to contain any unforeseen additional costs within allocated annual budgets, including the contingency budget. However, it was proposed that, in addition, the minimum level of general reserves should be set at £2m. Should the budget recommendations be followed, the level of general fund reserves was projected at over £4m by March 2018. In addition to acting as a potential buffer against future risks, this should create further opportunities for one off investments in the future. The council had followed a process of consolidating its reserves into the corporate reserves above. This better facilitated corporate priority planning. The only other reserves that the council held had specific obligations attached (e.g. Section 106/partnership contributions).

70.20 The principles for formulating the capital programme were set out in the budget report to cabinet last December and the updated programme was given in appendix 3 to the report (proposed new schemes were shown in red text) and showed a projected outturn for 2016/17 of £32.759m; a total budget for 2017/18 of £39.839m; £40.554m for 2018/19; £26.529m for 2019/20; and £1.376 for 2020/21. The council had a policy of only using borrowing for schemes that were 'invest to save' and could generate enough savings or additional income to service the financing costs. In addition to schemes that qualified for borrowing, the council had a further £500,000 of capital receipts to apply to the programme. The housing revenue account (HRA) capital programme was set out in another report on the agenda (see minute 72 below) and was financed entirely from HRA resources. Once approved it would be amalgamated with the general fund programme. No future capital receipts had been factored into the available resource where

there was not a significant chance of them materialising. There would be opportunities to supplement the programme as the 3-year period progressed.

70.21* Resolved (budget and policy framework): That full council, at their meeting on 22 February 2017, be recommended to approve the following:

(a) A general fund budget for 2016/17 (revised) and 2017/18 (original) as set out in appendix 1 to the report including growth and savings proposals for 2017/18 as set out in appendix 2 to the report.

(b) An increase in the council tax for Eastbourne Borough Council of 1.9% resulting in a 'Band D' charge of £232.92 for 2017/18.

(c) A general fund capital programme and financing 2016/21 as set out in appendix 3 to the report.

(d) Notes that the council's 'section s.151 officer' has signed off the budget proposals as outlined in paragraph 70.4 above.

71 * Treasury management and prudential indicators 2017/18.

71.1 Cabinet considered the report of the deputy chief executive (and chief finance officer) seeking approval to the council's borrowing and investment strategies in line with legislative and other regulatory requirements as described in the report. The council was required to receive and approve, the prudential and treasury indicators and treasury strategy as part of the budget setting process each year. This covered:

- The capital plans (including prudential indicators).
- A minimum revenue provision policy (how residual capital expenditure was charged to revenue over time).
- The treasury management strategy (how the investments and borrowings were to be organised) including treasury indicators.
- An investment strategy (the parameters on how investments were to be managed).

71.2* Resolved (budget and policy framework): That full council, at their meeting on 22 February 2017, be recommended to approve the following:

(a) The treasury management strategy and annual investment strategy as set out in the report;

(b) the methodology for calculating the minimum revenue provision set out at paragraph 2.3 of the report;

(c) the prudential and treasury indicators as set out in the report; and

(d) the specified and non-specified investment categories listed in appendix 2 to the report.

72 * Housing revenue account (HRA) budget and rent setting 2017/18 and HRA capital programme 2016/20.

72.1 Cabinet considered the report of the deputy chief executive (and chief finance officer) and director of service delivery in respect of the

rents, service charges and heating costs to be set for all of the council's housing tenants. The report outlined the revenue account budget proposals for 2017/18 and housing capital programme 2017/20 and arrangements for agreeing Eastbourne Homes Limited's (EHL) management fee and delivery plan. The report reflected the recommendations made by Eastbourne Homes Limited in relation to the increase in rent levels, service and other charges.

72.2 The HRA was a statutory ring-fenced account that represented all landlord functions. The HRA was required to be self-financing, which meant that expenditure had to be entirely supported from rental and other income. The main tool for the future financial management of the HRA was the 30-year business plan.

72.3 The business plan was last reported to cabinet in December 2015 and at that time outlined the financial implications of the Housing and Planning Act 2016 and the Welfare Reform and Work Act 2016. This included the proposals for a 4 year 1% decrease in rents, pay to stay and high value council house levy. The business plan had since been updated to reflect the 2016/17 approved budget. At the time the business plan had been updated there was still considerable uncertainty over the pay to stay and high value council house levy. A ministerial statement made on 21 November 2016 announced that the government had reviewed the pay to stay policy and decided that it would not be introduced on a compulsory basis as originally planned.

72.4 The budget proposals did not include the impact of the high value council house levy, as the government had not yet issued any consultation proposals or a start date on which to model potential impacts. Government messages on this policy had been mixed, but it would appear unlikely that this would be implemented before the end of this financial year. The impacts of this policy were substantial and should the government bring forward proposals, the business plan would be updated and reported back to members.

72.5 The HRA revenue budget (appendix 1 to the report) had been produced based on the policies set out in the HRA 30-year business plan and showed an overall surplus of £449,000 for 2016/17. The budget was performing better than expected due to various initiatives to control expenditure, including a reduction in the management fee payable to EHL, lower than anticipated interest rates and higher rental income from affordable rents. The 30 year business plan and the HRA budget policy allowed for a contribution into the housing regeneration and investment reserves to meet future major works demands and other strategic housing related outcomes. This was set at £924,000 for 2016/17, and £500,000 for 2017/18. This would be reviewed again when the business plan was updated in the autumn. The major repairs reserve was funded from cash backed depreciation of £4m plus inflation per year and was expected to break-even in the short term, but should start to exceed capital spending requirements in the medium term, in order to provide sufficient resources to fund the demands of the asset management plan in the longer term.

72.6 The HRA debt outstanding at 31 March 2016 was £41m, rising to £42.9m by 31 March 2018; the maximum borrowing permitted under the self-financing settlement. The majority of the new borrowing of £1.5m would be completed by 31 March 2017 and would be external debt at fixed interest rates, leaving just a balance of £0.4m to be taken in 2017/18. The increase in borrowing was to support the housing and economic development programme (HEDP). The additional interest payable from this borrowing would be funded from the additional rental as the properties are let. The council's treasury management advisors were predicting that the current low levels of interest rates would continue into 2017/18 and the interest budget had been prepared on this basis.

72.7 The original 30-year business plan had assumed that from 2016/17 to 2028/29 an average debt repayment of £2.8m per annum would be funded from the HRA. This was no longer viable due the rent decrease and other government housing initiatives, however, if possible when opportunities arose consideration would be given to using any surplus funds for the repayment of debt or to be used to reinvest in housing properties in lieu of new borrowing.

72.8 The HRA outturn for 2016/17 was expected to deliver a £426,000 surplus, a positive variance of £133,000 over the original budget. This was mainly as a result of the decrease in the take up of the under occupation scheme, a reduction in the provision required for bad debts and the net effect of the new support people charge. The HRA business plan was based on a policy for a minimum level of HRA balance of £1m to maintain a prudent level of reserve to ensure that the HRA remained sustainable in the longer term and was able to deal with any risks posed by the current economic climate.

72.9 The Welfare Reform and Work Act 2016 required that rents on social housing properties be reduced by 1% a year for a four year period from 2016/17. Rents for shared ownership properties were excluded, however, the terms of the lease for these properties linked rents to the social rented properties and a 1% reduction would be applied to these properties.

72.10 For properties in shared blocks these charges covered common services such as communal heating, lighting, equipment maintenance contracts, cleaning and grounds maintenance. In older persons sheltered accommodation the charges additionally included on-site co-ordinators, lift maintenance contracts, communal furniture and carpets maintenance and internal redecorations. These costs were charged separately from the rent. For general needs properties in blocks the proposed average service charge increase was 2.49% to ensure that costs relating to communal areas are fully recovered. To ensure that tenants did not experience an extreme rise in service charges any individual block increase would be capped at 10%. For retirement court properties in blocks, the average service charge increase would be 7.14% to ensure that costs relating to communal areas were fully

recovered. This was an average increase in costs of £2.72 per unit, per week.

72.11 In May 2016, Supporting People withdrew their funding from the council's sheltered housing units. As a result of this, the on-site co-ordinators service was at risk of not being able to continue the vital work within the sheltered housing blocks. Consultation had been carried out with residents, who voted to reduce the on-site co-ordinator service by 1 member of staff and pay an additional cost of £7.50 per unit per week, to keep the service running. Following the cabinet decision in March 2016, it was now recommended that the current support charge of £7.50 per unit per week remain at that level for 2017/18.

72.12 Heating costs for older persons sheltered accommodation were set in line with known price decreases predicted by the Department of Energy and Climate Control (DECC). It was recommended that the average charge decrease is 9.25%. This was an average decrease of 61p per week for tenants who paid these charges.

72.13 Water charges were also set in line with the known price decrease predicted by DECC and it was recommended that the average charge increase is 1.07%. This was an average increase of 5p per week for tenants who paid these charges.

72.14 Following the previous year's rent increases, garage void debt was slowly increasing and the number of garage voids continued to increase. A desk top appraisal completed by Eastbourne Homes Ltd showed that the rent currently being charged was sufficient to cover the annual garage repairs expenditure on a yearly basis. When benchmarking garage rent costs with other authorities, it was found that the garage rents that EBC charged were slightly above the average rent charged for garages amongst the other authorities. It was therefore recommended that no increase is applied to garage rents for 2017/18 in an effort to improve garage take-up.

72.15 Total budgeted expenditure on the HRA capital programme was planned at £4,206,300 for 2017/18. The major works element of the programme was in line with the asset management plan and the self financing business plan model with funding from the major repairs reserve. Cabinet had previously agreed a total budget of £14m for the housing and economic development programme (HEDP). All schemes were expected to be completed by the end of the current year, but any slippage to this programme would be re-profiled as part of the year end process. This programme would be funded from borrowing, capital receipts and Housing and Communities Agency (HCA) grant. This programme had now come to an end as there were no further HRA resources available, any new schemes would be undertaken by the Eastbourne Housing Investment Company.

72.16 The EHL management fee covered both operational and administration costs as well as cyclical maintenance. The revised fee for 2016/17 was £7,361,000. It was proposed that the management fee

would remain the same in 2017/18; the Board of Eastbourne Homes Ltd was, however, considering whether it could be reduced.

72.17 The council was obliged to ensure that all tenants were given 28 days notice of any changes to their tenancy including changes to the rent they pay. The council's scrutiny committee had also noted the contents of the report at their meeting on 30 January 2017.

72.18* Resolved (budget and policy framework): That full council, at their meeting on 22 February 2017, be recommended to approve the following:

- (a) The HRA budget 2017/18 and revised 2016/17, as set out in appendix 1 to the report;
- (b) that social and affordable rents (including shared ownership) are decreased by 1% in line with the change in government policy;
- (c) that service charges for general needs properties are increased by 2.49%;
- (d) that service charges for older persons' sheltered accommodation are decreased by 7.14% to reflect a reduction in actual costs as well as notification of a reduction in heating and water costs;
- (e) that the support charge for sheltered housing residents remains at £7.50 per unit, per week;
- (f) that heating costs are set at a level designed to recover the estimated actual cost;
- (g) that water charges are set at a level designed to recover the estimated cost of metered consumption;
- (h) that garage rents are not increased this year to improve increasing garage voids;
- (i) a scheme to move new garage tenancies to market rent values for the 2017/18 financial year is examined;
- (j) that delegated authority be granted to the director of service delivery, in consultation with the lead cabinet members for community services and finance and the financial services manager to finalise Eastbourne Homes' management fee and delivery plan; and
- (k) the HRA capital programme as set out in appendix 2 to the report.

73 * Tourist accommodation retention supplementary planning document.

73.1 Cabinet considered the report of the director of regeneration and planning considering the need for a change of planning policy approach

to tourist accommodation as a result of changes in the tourism market and visitor behaviour. The formulation of new planning policy could only take place through a local plan. As the next local plan was not due to be adopted until 2019, it was not possible to create a new policy for tourist accommodation at this current time, however, the production of a new supplementary planning document would allow a new interpretation of the existing policy, which would allow a new policy position to be provided.

73.2 Eastbourne was one of the largest providers of tourist accommodation in the south east outside London, and had the 26th highest supply of hotel rooms in the country. Eastbourne had a significant stock of tourist accommodation, including 46 hotels, 60 guesthouses and 144 self-catering units, amounting to approximately 3,500 bedrooms. Over 90% of Eastbourne's hotels and guesthouses/B&Bs were located within the area along the seafront defined as the tourist accommodation area. The majority of the rooms (81%) were located within hotels. Although there was one 5-star and two 4-star hotels in Eastbourne, the majority of supply was concentrated towards the lower end of the market in the 3-star, 2-star and budget categories.

73.3 Since 2008, there had been a change in tourist behaviour and trends, with a focus on multiple breaks for shorter durations, and increasing expectations of quality of accommodation. This had led to a decrease in the proportion of trips to seaside destinations, as the tourist accommodation in these locations was often not up to the quality and standard that modern-day visitors expected. The conclusion of a tourist accommodation study undertaken in 2015 was that there was a need to rebalance and diversify the supply of tourist accommodation with future emphasis on quality rather than quantity. This would allow Eastbourne's tourist accommodation to develop more organically and in turn appeal to and attract new markets. A rebalancing of the supply required a more flexible approach to managing the tourist accommodation. In order to allow the gradual reduction of poor quality stock in more secondary locations and help stimulate investment in better quality accommodation, appealing to a broader range of visitors, a change of policy approach was required.

73.4 The new planning policy position would help the tourist accommodation stock remain fit for purpose and meet the requirements of current and future visitors. A tourist accommodation retention SPD had therefore been published for consultation between 23 September and 4 November 2016. A total of 17 representations were submitted from 10 respondents. A full list of the representations received and responses was provided as appendix 1 to the report. It was not considered that any of the representations raised any major issues, although some minor amendments were proposed to the SPD. A schedule of changes to the draft SPD was provided as appendix 2 to the report.

73.5 The formation of a tourist accommodation consultative group, consisting of representatives from the Eastbourne Hospitality Association, council officers and a local property agent, would help to provide a trade perspective on proposals and ensure the quality and standard of applications for the loss of tourist accommodation so that they could be determined more swiftly.

73.6 The SPD would need to be adopted by full council before it could be used in the determination of planning applications. The assessment of financial viability of tourist accommodation supplementary planning guidance, which the new SPD would replace, would also need to be revoked.

73.7* Resolved (budget and policy framework): (1) That the tourist accommodation retention supplementary planning document (SPD), as set out in appendix 4 to the report, be endorsed and that full council, at their meeting on 22 February 2017, be recommended to adopt the document.

(2) That full council be recommended to revoke the assessment of financial viability of tourist accommodation supplementary planning guidance, as set out in appendix 5 to the report.

(3) That full council be recommended that any minor or technical adjustments found necessary in the tourist accommodation retention SPD be delegated to the director of regeneration and planning in consultation with the lead cabinet member.

(4) That the terms of reference for a tourist accommodation consultative group, as set out in appendix 3 to the report, be agreed.

74 * Local development scheme 2017-2020.

74.1 Councillor Jenkins addressed the cabinet and thanked officers for their work in preparing the report. He noted the recently published government white paper and expressed concern that Eastbourne would find it difficult to find additional land for new housing given the physical constraints of sea and Downs. He believed the council was unfairly penalised when sites with existing planning consent were not developed. He also expressed concern at potential changes to the community infrastructure levy (CIL) arrangements.

74.2 Cabinet considered the report of the director of regeneration and planning concerning the local development scheme (LDS); the council's timetable for the production of planning policy documents. The LDS covered a 3-year period from 2017-2020 and outlined the planning documents to be produced with the key dates and milestones. The LDS must be made publicly available and kept up-to-date.

74.3 The current LDS (February 2016) was no longer up-to-date and needed to be revised to take into account changes in circumstance and timetable relating to local plan production. A new LDS had been

prepared, covering the period 2017-2020. This focused on the production of a new local plan, which was anticipated to be adopted towards the end of 2019.

74.4* Resolved: (budget and policy framework): (1) That full council, at their meeting on 22 February 2017, be recommended to adopt the local development scheme 2017-2020 as set out in appendix 1 to the report.

(2) That any minor or technical adjustments to the local development scheme found necessary be delegated to the director of regeneration and planning in consultation with the lead cabinet member.

75 Eastbourne local lottery.

75.1 Councillor Freebody addressed the cabinet on his concerns at the possible impact a council run lottery could have upon existing local charity lotteries, asked about take-up levels of other council lotteries and for clarification about the type of lottery operation proposed. He also asked if schemes such as this could be seen as encouraging gambling. The chairman replied saying he believed the planned lottery would allow many smaller local charities the opportunity of participating in this type of fund raising. He mentioned that Aylesbury Vale's lottery currently benefited some 138 local causes and the number was growing. He did not believe that the proposed lottery would encourage problem gambling.

75.2 Cabinet considered the report of the director of service delivery proposing the launch of an online Eastbourne local lottery to help fund discretionary support for community organisations and to enable good causes to raise funds directly. A local authority was allowed to run a lottery to raise funds to cover anything for which it has the power to incur expenditure (for example, local community projects, arts centres or parks and leisure facilities) and must be licensed by the Gambling Commission under the Gambling Act 2005.

75.3 Due to the costs of distribution and sales the lottery would need to be operated online and the suggested model would operate at two levels:-

Eastbourne lottery – operating council-wide with profits generated distributed through existing mechanisms to local good causes. Players selecting this option would not specify a group to benefit from the proceeds and the funding would be distributed by the council to existing council funding commitments.

Specific Eastbourne good causes – this version would enable groups to 'sign-up' to take part in the lottery specifically raising the 50% share for their good cause. By signing up they will have their own web page for the lottery helping them engage with players and raising income. Players buying tickets through specific web pages would know that the profits were for that specific good

cause. This option removes a hurdle for groups who might struggle otherwise to take part in their own lotteries for example, holding licences and setting up the necessary infrastructure. The proposed criteria to be used in deciding whether or not to allow organisations to become part of the lottery with given in appendix 1 to the report.

75.4 There were two options for the delivery of the lottery, either in-house or through an external lottery manager (ELM). Based on the lack of in-house expertise the preferred option was to engage an ELM. Based on the advice given in the report, it was proposed that the Eastbourne lottery would provide a weekly draw of £1 tickets and two modes of operation – specific good cause or no specific good cause.

75.5 Resolved (key decision): That the director of service delivery, in consultation with the lead cabinet member, be given delegated authority to set up an Eastbourne local lottery in line with the proposals set out in the report, including the engagement of an external lottery manager and an on-line weekly draw of £1 tickets.

76 * New organisational development policy - change management.

76.1 Cabinet considered the report of the assistant director of human resources and organisational development. Eastbourne and Lewes councils had jointly committed to bringing their policies and procedures together as part of the joint transformation programme (JTP) which was an important step towards aligning the councils people and business practices. This proposed new policy had taken the best aspects of Eastbourne and Lewes's current change management policies and pulled them together into an updated version which was now fit to support the organisations through the next period of change.

76.2 A copy of the policy was appended to the report. The council's joint staff committee had agreed this policy at a meeting in November 2016.

76.3* Resolved: That full council at their meeting on 22 February 2017 be recommended to approve the policy.

77 Exclusion of the public.

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

78 Community grants programme - small grants.

78.1 Cabinet considered the report of the director of service delivery on the small grants element of the community grants programme. It was

proposed that a budget of £60,000 continue to be made available. Given the financial constraints on the council at present, the proposed budget continued to protect the voluntary and community sector as a whole from significant reductions in spending on their activities by this council.

78.2 In addition to the small grants programme, cabinet had previously agreed major grants for the three years to 2018/19 as follows:

	£
Citizen's Advice Bureau	115,000
BHT Eastbourne Housing Advice	56,500
Eastbourne and Wealden YMCA	40,000
Salvation Army	30,000
Shinewater Shaftesbury Centre	4,000
3VA	14,000
Total:	259,500

78.3 It was reported that the council also supported voluntary and community organisations in a variety of other ways including:

- The award of rent support grants to some organisations occupying council properties to the value of £142,795.
- Discretionary rate relief awards to voluntary and community sector occupying premises in the town with a budget in 2016/17 of £145,598.
- Allocation of £90,000 each year to the council's devolved ward budget scheme, with ward councillors were able spend up to £10,000 on quick fix one-off works or initiatives to improve the lives of local residents. Local residents could make suggestions on how this money should be spent by contacting their local councillor.

In total the council's direct support to voluntary and community organisations amounted to approximately £621,000 at a time when spending in other areas had been significantly reduced.

78.4 The current housing and community grants policy agreed by cabinet in 2015 set out the eligibility criteria for applications. These were designed to reflect the limited budget available and the wide demand for funding within the voluntary and community sector. The aim is to encourage volunteering and support the work of the voluntary and community sector in Eastbourne and new initiatives to meet local needs. Applications for large capital items could not be considered. Similarly applications for services which duplicated existing services and were available and funded elsewhere were ineligible. There must also be a clear financial need for funding and organisations with large unrestricted reserves or which made a significant surplus could not be funded. The policy also excluded any organisation which itself awarded grants to other organisations. Applicants are also required to have adequate governance and equality policies in place. Applicants were also required to have adequate governance, equality, safeguarding and health and safety policies in place as well as insurance covering their activities.

78.5 Submissions of interest were invited for projects which would address the following agreed priorities:

- Projects designed to promote inclusion and the needs of those communities and groups protected under current equality legislation.
- Projects which provide mental health services with a particular focus on young people.
- Projects to reduce social isolation in vulnerable people.
- Community buildings – one off small grants to help voluntary organisations increase the involvement of local residents as volunteers to help run the buildings and/ or new activities within those buildings; or to develop business plans to put them on a more sustainable financial footing.

78.6 Forty-six expressions of interest had been submitted totalling £335,052. Eight were judged ineligible or did not address the agreed priorities. Of the 38 organisations invited to apply in full 35 applications were received totalling £278,406, almost five times the funding available.

78.7 The grants policy stated that small grants were not awarded for core funding, but were designed to support new activities and projects and for one year only. A number of the applications received were ineligible as they related to ongoing activities, including a number where East Sussex County Council and other commissioners had withdrawn funding. Some others were for funding for projects or services already provided or eligible for funding from other sources such as Department for Work and Pensions or the Council's own devolved ward budgets.

78.8 The grants policy set out the process and criteria against which eligible applications were to be assessed with 40% based on the degree to which the project proposals showed they would address a need in line with the agreed priorities, 20% based on quality issues such as planning, consultation and the approach to equality and diversity, 20% based on the expected impact of the project proposed, and 20% on value for money including the value of other funding, volunteer time and other funding 'in kind' and shared resources through effective partnering.

78.9 The following recommendations were made by the council's grants task group:

	£
Trees Community Association	6,800
Old Town Library	6,400
Linking Lives	4,600
Eastbourne Access Group	1,500
Age Concern Eastbourne	4,600
Memory Lane	2,600
Now!	5,000
Stay Up Late	4,600
Possability People	4,800
Albion In The Community – Albion Goals	3,800
SASBAH	1,200
Families for Autism	3,500
Care for the Carers	4,000
Football Therapy Eastbourne	2,300
Culture Shift	3,800
Bourne Out	500

78.10 The recommended allocations reflect the relevance of the application to the priorities agreed and the quality of the application itself. A list of the applications not recommended for approval was given in the report together with details of funding approved in 2016/17.

78.11 The task group recommended that cabinet approve the following priorities for the small grants programme in 2018/19.

- Projects which promote the inclusion of groups protected under the Equality Act 2010.
- Initiatives designed to develop volunteering and/ or self-help activity which need funding to get started and will focus on one or more of the following:-
 - Improving people's mental health and wellbeing.
 - Supporting carers.
 - Reducing social isolation.
 - Tackling financial exclusion.
 - Tackling digital exclusion.

78.12 Resolved (key decision): (1) That the proposals for the award of small grants as recommended by the grants task group and set out above be approved.

(2) That the reasons given by the task group for the allocation of funding based on an assessment against the criteria set out in the council's community and housing grants policy be endorsed.

(3) That it be noted that the foregoing resolutions are subject to the approval by full council at their meeting on 22 February 2017 of the council's budget for 2017/18.

(4) That the priorities for the award of small grants in 2018/19 be agreed.

(5) That the recommended reduction in the maximum grant level (an upper limit of £5,000 per application; replacing the current limit of £10,000) be approved and the revised community and housing grants policy (appendix A to the report) be endorsed.

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

(2) The above minute and associated report to cabinet was made public following the cabinet's decision.)

The meeting closed at 6.55 pm

**Councillor David Tutt
Chairman**

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By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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