

Scrutiny Committee

27 June 2019



Lewes District Council

Time and venue:

2.00 pm in the Ditchling Room at Southover House, Southover Road, Lewes, BN7 1AB

Membership:

Councillor Johnny Denis (Chair); Councillors Matthew Bird (Vice-Chair) Sam Adeniji, Nancy Bikson, Julian Peterson, Robert Banks, Roy Burman, Sylvia Lord, James MacCleary, Ruth O'Keeffe and Christine Robinson

Quorum: 3

Published: Wednesday, 19 June 2019

Agenda

1 Minutes (Pages 5 - 12)

To confirm and sign the minutes of the previous meeting held on 21 March 2019 (attached herewith).

2 Apologies for absence

3 Declarations of Interest

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

4 Urgent Items

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

5 Written questions from councillors

To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).

6 Seaford Health Hub (Pages 13 - 16)

In accordance with 8a of part 4 of the Constitution – Scrutiny procedure rules, Councillors Brett and Adeniji have requested that the Seaford Health Hub be included as an item in the Scrutiny Committee agenda.

- 7 Update on Petition regarding night time noise on the East Quay at Newhaven Harbour**
Verbal update from the Functional Lead, Quality Environment.
- 8 Performance monitoring 2018/2019 - quarter 4** (Pages 17 - 44)
Report of Director of Regeneration and Planning.
- 9 Discussion of Future work programme for 2019/20 (Discussion / Verbal Update)** (Pages 45 - 46)
For the Committee to discuss topics for inclusion in its work programme and agree to consult with relevant bodies, to approve the work programme at the next meeting.
- 10 Forward Plan of Decisions** (Pages 47 - 68)
To receive the Forward Plan of the Cabinet.
- 11 Date of next meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on Thursday, 12 September 2019 in the Ditchling Room, Southover House, Southover Road, Lewes, BN7 1AB, commencing at 2:00pm.

Information for the public

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

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Public participation: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Information for councillors

Disclosure of interests: Members should declare their interest in a matter at the beginning of the meeting.

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

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

Councillor right of address: A member of the Council may ask the Leader, a Cabinet Member or the Chair of a committee or sub-committee any question without notice upon an item of the report of the Cabinet or a committee or subcommittee when that item is being received or under consideration by the Council.

A member of the Council may ask the Chair of a committee or sub-committee a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that committee or subcommittee.

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

Democratic Services

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Scrutiny Committee

Minutes of the meeting held in the Ditchling Room, Southover House, Southover Road, Lewes, BN7 1AB, on 21 March 2019 at 2.00pm

Present:

Councillor Peter Gardiner (Chair)

Councillors Sam Adeniji, Nancy Bikson, Joanna Carter, Nigel Enever, Susan Murray and Julian Peterson

Officers in attendance:

Ed Hele (Functional Lead, Quality Environment)

Peter Sharp (Head of Regeneration)

Linda Farley (Head of Customer First)

Jennifer Norman (Committee Officer)

Leigh Palmer (Interim Head of Planning)

Tim Whelan (Director of Service Delivery)

53 Minutes

The minutes of the meeting held on 7 February 2019 were submitted and approved, and the Chair was authorised to sign them as a correct record.

54 Apologies for absence

An apology for absence had been received from Councillor Robbie Robertson.

55 Declarations of interest

There were none.

56 Urgent items

There were none.

57 Written questions from councillors

There were none.

58 Petition regarding night time noise on the East Quay at Newhaven Harbour

The Committee received a petition with 933 signatures which related to monitoring the dust and noise from the operation of scrap boats on the east quay at Newhaven Harbour at night.

The Functional Lead (Quality Environment) (FLQE) explained that the site named in the petition had been a working port with no restriction regarding hours of operation prior to the current planning regulations which were in place.

The FLQE discussed the Environment Agency's (EA) study of ambient air quality at Newhaven Marina along with its findings, and a letter to the Committee written by the operation managers of the scrap metal business based at Newhaven Harbour, H. Ripley & Co. Hard copies of each document were distributed to all those who were present at the meeting.

Discussion included:

- Noise monitors. The FLQE explained that Ripley's had its own noise monitors as part of a noise management plan with the EA. He further explained that Ripley's agreed that it could do more sorting of scrap metal during the daytime and on the weekend in an effort to reduce noise in the evenings;
- Noise complaints. The FLQE informed the Committee that when the Council received noise complaints, it undertook noise monitoring but that it could also do further noise monitoring in cooperation with Ripley's and the EA if the Committee requested. He clarified that although the Council had noise monitoring machines for small owned/rented properties, it would have to hire noise and dust experts to undertake further noise studies of Newhaven port; and
- The cost of noise monitoring. The FLQE explained that the Council would incur additional costs for several months of noise monitoring with a minimum cost of £5k per location.

Resolved:

Dust:

1. That it be noted that the working port of Newhaven, which permits for recycling of metals, has been in existence for longer than much of the housing on the west bank of Newhaven;
2. That the petition be noted and thanks be given to those who organised it;

3. That the Environment Agency's report and letter from H. Ripley & Co. be noted;
4. That the siting of the sampling devices on the west bank and the prevailing wind from a westerly direction as detailed in the Environment Agency's report, be noted;
5. That it be agreed that the Environment Agency's report , taken on the west bank, showed that dust and particle problems did not exceed the air quality standards on the west bank and that it is reported back to the petitioners by Councillors Julie Carr and Graham Amy;
6. That it be noted that the worst air quality measurements on the Environment Agency's equipment on the west bank were:
 - a) When the wind was blowing from an easterly direction;
 - b) During working hours; and
 - c) Were fugitive emissions such as re-suspension and wind-blown dust;
7. That the Environment Agency, as a result of resolution 6, be requested to place an air quality measuring device on the east bank, either near the housing on the east bank, or at about the same distance from the Ripley site as the measuring device was placed on the west bank, with the express purpose of obtaining a better picture of emissions from a more sensible location as regards emissions from the port (i.e. downwind) and as experienced by housing to the east, noting also that there will be considerably more housing in this direction both of the Barratts' site and the Parker Pen site and a new hotel;

Noise:

8. That it be noted that Ripley have taken its own noise measurements and that Officers ask if Ripley would share the measurements so that Council Officers can provide a report to a future meeting of the Committee;
9. That the Environment Agency be asked to take noise measurements on both the east and west banks, during the working day and during the loading of ships with scrap metal; and
10. That the Council should set up its own noise measuring devices to measure noise during the working day and during the loading of ships in the absence of the completion of resolution 9.

59 Scrutiny Review of affordable workspace and support for the creative sector

The Committee considered the report which presented the findings and recommendations of the Scrutiny Panel Review into the need for affordable workspace across the District and support for the creative sector.

The Head of Regeneration highlighted that the Scrutiny Panel Review, which was chaired by Councillor Joanna Carter, was in response to the large concentration of small and medium sized enterprises (SMEs) including micro enterprises in the local economy and their need for affordable workspace to enable them to prosper; and secondly, interest in best practice examples from other local authorities that the Council could consider to better support the creative economy in the District.

The Head of Regeneration discussed the Panel's objectives and the results of its findings, which were detailed in the report.

The Committee queried whether there was scope to encourage mentoring for entrepreneurs and SMEs. Officers confirmed that mentoring was encouraged and business support services were provided.

The Chair of the Scrutiny Panel Review thanked the Head of Regeneration and his team for putting together the report and for facilitating positive meetings of the Panel.

Resolved:

1. That Council be recommended to adopt a position statement formalising its commitment to supporting the growth of the creative sector;
2. That Council be recommended to formally adopt South East Creative Economy Network's approach to defining affordable workspace;
3. That Council be encouraged to investigate the potential for Meanwhile Use Leases for the temporary use of Council assets, subject to statutory requirements and prior to resolution 5;
4. That Council be encouraged to explore the potential to facilitate the development of new "open workspace" within the District;
5. That Council be recommended to grant a one off financial allocation of £10,000 to investigate the feasibility of Meanwhile Use Leases, including a full business case, to recognise the considerations of the cost of upgrading existing properties to lettable standards in line with existing legislation, ongoing maintenance requirements and any opportunity cost arising from higher value uses being lost within the District, subject to the prior completion of resolution 3;

6. That the Council's Regeneration service continue to work closely with Locate East Sussex and other partner agencies to ensure they continue to collaborate effectively with South East Creative Cultural and Digital Support and the creative sector, be noted; and
7. That all services across the Council continue to raise awareness and inform residents and enterprises of the business support available to them through their business engagement and marketing methods including casework, meetings involving the business community, Council website and District News, be noted.

Reasons:

- 1) To enhance the Council's commitment to growth & prosperity with specific reference to the local creative sector.
- 2) To capitalise on the extensive strategic collaborative work already underway by South East Creative Economy Network and in South East Creative Cultural and Digital Support, in the South East Local Enterprise Partnership area, which the Council is committed to supporting and working with, to address barriers for the creative sector, including the shortage of appropriate workspace and in business support and advice.
- 3) To ensure that existing external agencies and partners are aware of the needs of all aspects of the diverse economy of Lewes District, including emerging opportunities for collaboration with South East Creative Cultural and Digital Support to create a more fit-for-purpose commercial property solution for the sector.
- 4) Although the creative sector is an important part of the local economy of the Lewes District, the sector is responsible for a relatively small proportion of total employment. Support to grow the sector could be beneficial in achieving the Council's Growth and Prosperity objectives.
- 5) To recognise that Meanwhile Use Leases can offer benefits to both the Council and the local economy, but that such uses may have an opportunity cost attached should higher values uses come forward.

60 Scrutiny Transport Panel

The Committee considered the report which sought to clarify the expectations of the Scrutiny Transport Panel and to ascertain whether the Panel was still necessary, or whether its objective could be achieved by means of another process.

The Committee suggested that congestion on the a259 and sustainable transport be considered as part of the 2019/2020 Scrutiny Work Programme by future membership of the Committee.

The Chair expressed his gratitude to Officers, in particular Jazmin Victory (former Scrutiny & Committee Officer) and Jennifer Norman (Committee Officer), for all of their hard work and assistance in Scrutiny matters. He further expressed his gratitude for all of the knowledge that all Council Officers brought to the Committee during his tenure as Chair of the Scrutiny Committee.

Members wished, and Officers agreed, to thank the Chair for all of his hard work and knowledge that he brought to the Committee as Chair and during his years of service as a councillor. All those who were present at the meeting wished the Chair the best of luck in the future.

Resolved:

That the current Scrutiny Transport Panel be dissolved.

Reason:

To make use of the requirement of the Council's Constitution that a Panel be referred back to the Committee, should the Panel's agreed timescale for completing a review become unrealistic.

61 Scrutiny Work Programme

The Committee considered the Scrutiny Work Programme, which set out in-year variations to the Annual Scrutiny Work Programme for the forthcoming year.

Resolved:

That the Scrutiny Work Programme be noted.

Reason:

To demonstrate the Scrutiny Committee's entitlement of in-year variations to the work programme, as indicated by Part 4 Rule 7 (c) of the constitution of the Council.

62 Forward Plan of Decisions

The Committee received the Forward Plan of the Council for the period of 1 March 2019 to 30 June 2019.

Resolved:

That the Forward Plan of the Council for the period of 1 March 2019 to 30 June 2019, be noted.

Reason:

To demonstrate the discharge of the Scrutiny Procedure Rule 9 (d) to have regard to the Forward Plan of Decisions.

63 Date of next meeting

Resolved:

That the next meeting of the Scrutiny Committee scheduled to be held on Thursday, 27 June 2019 in the Ditchling Room, Southover House, Southover Road, Lewes, BN7 1AB, commencing at 2:00pm, be noted.

The meeting ended at 2.50pm.

Councillor Peter Gardiner (Chair)

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Agenda Item 6

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| Report to: | Scrutiny Committee |
| Date: | 27 June 2019 |
| Title: | Inclusion of Seaford Health Hub in the Committee's work programme. |
| Report of: | Legal and Democratic Services |
| Ward(s): | Seaford South |
| Purpose of report: | To provide context to the item being considered and provide guidance on how to proceed with further scrutiny. |
| Officer recommendation(s): | That the Scrutiny Committee consider the request from Councillor, Brett supported by Councillor Adeniji, to consider the Seaford Health Hub and decide whether to include scrutiny of the Seaford Health Hub (as part of the regeneration and development of Sutton Road, Seaford) in the Committee's work programme, and if so how the scrutiny will be carried out and the reporting timeframe. |
| Reasons for recommendations: | The Constitution allows any member of the Council to request that the Scrutiny Committee consider an item for inclusion on the agenda. |
| | Name: Nick Peeters Post title: Committee Officer (Democratic Services) E-mail: nick.peeters@lewes-eastbourne.gov.uk Telephone number: 01323 415272 or 01273 085272 |

1. Introduction

- 1.1 The Council's Constitution, 8a of Part 4 – Scrutiny Procedure Rules, allows for any member of the Council to give written notice to the Head of Democratic Services should they wish an item to be included on the agenda of the Scrutiny Committee. A request was received for the Committee to consider the Scrutiny of the Seaford Health Hub.

2. Background information

- 2.1 In September 2018, Lewes District's Cabinet considered a report on the regeneration and development of Sutton Road, Seaford. The proposed scheme included the creation of a new health space, employment opportunities, and a holistic approach to health and wellbeing for residents. The Cabinet resolved to approve: the business case outlining the investment potential and development

opportunities at Downs Leisure Centre; and the capital investment of £17,200,000 to fund the project up to and including construction.

3. Requests for Review

- 3.1 In accordance with the Council's Constitution, the Chairman of the Scrutiny Committee received a request from Councillor Brett, ward member for Seaford South, asking that the Scrutiny Committee consider a number of concerns she had raised around the Seaford Health Hub development. Councillor Adeniji, also ward member for Seaford South, supported Councillor Brett's request having previously raised a number of his own concerns. These requests can be seen at appendix 1 to the report.
- 3.2 Sarah Roberts (New Initiative Development Officer) will give a presentation at the meeting to provide a background to the project.

4. Financial appraisal

There are no financial implications relating to this report.

5. Legal implications

There are no legal implications relating to this report.

6. Appendices:

Appendix 1 – Requests for review from Councillor Brett and Councillor Adeniji

Appendix 1 - Emails from Councillors Brett and Adeniji in support of Seaford Health Hub as a Scrutiny item

Cllr Brett:

- I have been contacted by a number of residents in my ward who are deeply unhappy about the process and reasoning behind the proposed Health Hub at The Downs Leisure centre. They do not accept that other alternatives have been explored for instance or understand why LDC is proposing to fund something they believe is the responsibility of the NHS. I would therefore ask that this is called in to go on the Agenda of the next meeting of the Scrutiny Committee. I regret I will be overseas when this takes place but I understand that I do not need to be present for this to happen.

Cllr Adeniji:

- Concerns about the business plan and financial viability of the project, as the funding relies on both Seaford GP Surgeries committing to leasing the premises for the as well as a Convenience Store. Scrutiny committee to examine the long term financial viability of the
- Concerns that the NHS will be the main beneficiaries of the proposed Hub as they will be able to dispose of the Dane Road Site and use the proceeds elsewhere.
- Concerns about the effects on the limited green space in Seaford and the loss of Green Space
- Would like the Scrutiny Committee to review some of the concerns raised at the public exhibition organised by Lewes District Council e.g loss of green space, effects on over 60s club, public transport links to the site, negative impact on town centre

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Agenda Item 8

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| Report to: | Scrutiny |
| Date: | 27 June 2019 |
| Title: | Portfolio Progress and Performance Report 2018/19 - Quarter 4 (Jan - March 2019) |
| Report of: | Ian Fitzpatrick, Director of Regeneration and Planning |
| Cabinet member: | Councillor Phil Davis, Portfolio Holder |
| Ward(s): | All |
| Purpose of report: | To consider the Council's progress and performance in respect of key projects and targets for the fourth quarter of the year (Jan-March 2019) as shown in Appendix 1 and make any recommendations to Cabinet in respect to the above. |
| Decision type: | Non-key |
| Officer recommendation(s): | a) progress and performance for Quarter 4 as well as the overall performance for 2018/19 and b) consider the 2019/20 performance measures |
| Reasons for recommendations: | To enable Scrutiny to consider specific aspects of the Council's progress and performance. |
| Contact Officer(s): | Name: Millie McDevitt Post title: Projects and Performance Lead E-mail: Millie.McDevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637 / 01323 415637 |

1 Introduction

- 1.1 The Council has an annual cycle for the preparation, implementation and monitoring of its business plans and budgets. This cycle enables us regularly to review the Council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations.
- 1.2 It is important to monitor and assess progress and performance on a regular basis, to ensure the Council continues to deliver priority outcomes and excellent services to its customers and communities.
- 1.3 This report sets out the Council's performance against its targets and projects for the fourth quarter of 2018/19 (the period running from 1st January to 31st March 2019).

2 Performance in the fourth quarter of 2018/19

- 2.1 Appendix 1 provides a high level summary of progress and performance arranged by Cabinet portfolio. The summary shows where performance and projects are 'on track/on target' and where there are areas of risk, concern or under-performance. Where performance or projects are 'off track/below target', an explanation of the management action being taken to address this is also provided.
- 2.2 Detailed project/performance tracking information is recorded in the Council's performance management information system (Pentana (formerly known as Covalent)). The system uses the following symbols to indicate the current status of projects and performance targets:

-  = Performance that is at or above target;
-  = Project is on track;
-  = Performance that is slightly below target but is within an acceptable tolerance/projects where there are issues causing significant delay or change to planned activities;
-  = Performance that is below target/projects that are not expected to be completed in time or within requirements;
-  = Project has changed or been discontinued;
-  = Data with no performance target.

3 Portfolio Progress and Performance – Quarter 4/ annual out-turn

- 3.1 **The Good News for 2018-19** –  Notable project milestones or service performance achieved include:

- a) Modular accommodation: New bungalows in Peacehaven were delivered as part of this project.
- b)Vote 100: a series of successful high profile and well attended events took place to encourage a greater diversity of public representatives.
- b)Co-mingled recycling: successfully completed and implemented project to bring co-mingled recycling to Lewes District.
- d)Single-use plastics: this project successfully saw a 94% reduction in the use of single use plastics within council offices.

4. Issues

- 4.1 In Q4, areas of the Council's work which missed their targets included housing, re-lets and calls. Focussed intervention work has been taking place and there is improvement in these service areas. External pressures (such as the national

housing crisis and Universal credit pressures) continue to affect the authority. Further details are available in appendix 1.

2019-20

4..2 Appendix 2 lists the projects and performance targets for 2019-20.

5 Financial Appraisal

5.1 Project and performance monitoring and reporting arrangements are contained within existing estimates. Corporate performance information should also be considered alongside the Council's financial update reports (also reported to Cabinet each quarter) as there is a clear link between performance and budgets/resources.

6. Legal Implications

6.1 Comment from the Legal Services Team is not necessary for this routine monitoring report.

7 Risk Management Implications

7.1 It is important that corporate performance is monitored regularly otherwise there is a risk that reductions in service levels, or projects falling behind schedule, are not addressed in a timely way.

8 Equality Analysis

8.1 The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports or as part of programmed equality analysis. The equality implications of projects that form part of the Joint Transformation Programme are addressed through separate Equality and Fairness assessments.

9 Appendices

9.1 Appendix 1 – Portfolio Progress and Performance Report (Quarter four 2018/19).

Appendix 2 - 2019-20 LDC Performance and Projects measures.

Background Papers

[Council Plan 2016 to 2020](#)

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Appendix 1

Lewes District Council Portfolio Progress and Performance Report Quarter 4 2018-2019 (Jan to Mar 2019)

| Key | |
|--|---|
|  Performance that is at or above target Project is on track |  Performance that is below target Projects that are not expected to be completed in time or within requirements |
|  Project has been completed, been discontinued or is on hold |  Performance that is slightly below target but is within an acceptable tolerance Projects : where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks |
|  Direction of travel on performance indicator : improving performance |  Direction of travel on performance indicator : declining performance |
|  Direction of travel on performance indicator : no change |  Data with no performance target |

CPR LDC Regeneration and Business Portfolio: Portfolio Projects and Initiatives

Portfolio Projects and Initiatives

| Project / Initiative | Description | Target completion | Status | Update |
|--|---|-------------------|---|--|
| North Street Quarter | Regeneration of the North Street Quarter area in Lewes to provide over 400 homes; health hub; car park and new commercial space. | Q1 2021/22 |  | <p>The landowners have continued to work to finalise and agree the Land Collaboration Agreement, and to go to the market to secure a developer for the scheme.</p> <p>Applications for the NSQ Phase 2 and 3 Reserved Matters have been submitted to SDNPA and were determined at planning committee of 11th April 2019.</p> <p>NSQL has demolished buildings on its Phase 1 land (8 – 11 Phoenix Place) which has implemented the hybrid planning permission. The remainder of the Phase 1 demolition will take place once a developer is on board.</p> <p>LDC is in the process of securing the remaining third party freehold land interests at the site.</p> |
| Newhaven Port Access Road (ESCC Project) | A new road that will remove port traffic from existing roads to enhance access and economic growth, as well as safeguarding existing residential areas from the impact of port traffic. | Q3 2020/21 |  | In this quarter, construction commenced (7th January) and work is continuing on site with no change to target completion date. A Local Liaison Committee has been set up by ESCC to respond to community concerns and it met for the first time in May 2019. |
| Newhaven Enterprise Zone | NEZ covers 8 key sites of strategic importance with the aim of driving economic growth through the creation of up to 55,000m ² of new employment floorspace, refurbishing 15,000m ² of existing employment floorspace and creating / sustaining up to 2,000 FTE jobs over a 25-year period. | Q4 2041/42 |  | This quarter the NEZ made progress in working with business stakeholders to map out an estate management improvement plan for two of the EZ sites: Avis Way and North Quay. The NEZ also successfully awarded £25k of grant funding to Newhaven community based organisations as part of its annual Community Fund. |
| Newhaven Growth Quarter | A Coastal Communities Funded bid to extend existing premises of Sussex Downs College, Sussex Community Development Association and Newhaven Enterprise Centre on Denton Island in Newhaven, as well as increasing collaboration between users of all three facilities. | Q1 2028/29 |  | All rectification periods now complete. Project for ongoing annual monitoring only. |
| Newhaven Town Centre | Delivery of mixed use regeneration scheme within NEZ. | Q4 2020/21 |  | <p>Architect appointed to help develop concept designs for Newhaven Wellbeing Hub.</p> <p>Brief and Business Case for the Wellbeing Hub aiming to be completed by February 2020.</p> |

| Project / Initiative | Description | Target completion | Status | Update |
|--|--|-------------------|---|---|
| | | | | <p>Clear Sustainable Futures are working towards developing an overarching economic strategy for Newhaven which will help to shape the Wellbeing Hub.</p> <p>A bid was submitted to the High Street Fund at the end of March for the sum of £525K.</p> |
| Seaford Health Hub formerly Downs Leisure Centre | Project to renovate the Downs Leisure Centre to better serve the community's health needs. | Q3 2020/21 |  | Plans being revisited for the site to ensure best use. Potential to include the temporary accommodation unit in Sutton Drove, to allow provision for the 4G pitch, better positioning of the health hub and additional new residential on site. |
| Springman House- Blue light services hub | Relocation of key emergency services to create a blue light services hub that supports delivery of the North Street Quarter. | Q3 2019/20 |  | Heads of terms are being discussed and further design work to be undertaken before sign off. |
| Set up and Energy Services Company (ESCO) for North Street Quarter (LDC) | Establishment of an ESCO to support delivery of the North Street Quarter. | Q3 2019/20 |  | Following the completion of the Heat Network Delivery Unit (HNDU) Study, it is necessary to consider the two recommended options further along with assessing the feasibility of an Energy and Services Company for North Street Quarter. The developer to consider this as part of scheme. |

CPR LDC People and Performance Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Portfolio Projects and Initiatives

| Project / Initiative | Description | Target completion | Status | Update |
|--------------------------------|---|-------------------|---|---|
| Joint Transformation Programme | A major programme to integrate the Eastbourne Borough Council and Lewes District Council workforces, and transform the service delivery model for both organisations. Deliver £2.7m savings while protecting services | Q4 2019/20 |  | <p>The primary focus over the last quarter has been activity to deliver year-end activity through the new Housing Cx system. The successful implementation of the system in December has assisted this process, but the ongoing issues, which are to be expected with the implementation of a new, complex system like this, have presented a number of challenges. Officers and colleagues from Civica have worked hard to resolve these issues and, where this has not been possible within the tight timescale of year-end, contingency plans were deployed to enable the effective delivery of the service and to mitigate impacts on customers.</p> <p>In addition, the JTP Phase 3 plans have progressed well since they were launched on 9 November 2018. All services in scope have completed their consultation exercises with staff - the level of staff engagement was very high - and completed, where necessary, the internal recruitment exercises to fill vacancies within the new structure.</p> <p>The teams working on delivering the aims of the JTP continue to listen and respond to feedback. The Supporting Change Steering Group is driving this continuous improvement and the commitment is to ensure that all feedback is assessed and, where necessary, action is taken.</p> <p>The JTP tackles the same challenges and risks that all change management programmes of this scale and ambition face. Delivery of the transformation is being managed within budget and the £2.8m of savings for JTP Phases 1 and 2 have been achieved and the planned £400,000 of savings/additional income for Phase 3 is on target to be delivered.</p> |
| Lewes District Lottery | A lottery for good causes for Lewes District | Q4 2018/19 |  | We are planning for a launch of the lottery in 2019/20. |

CPR LDC People and Performance Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Key Performance Indicators

| KPI Description | Quarterly target | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | Q4 and annual 2018/19 | | Latest Note | | |
|--|------------------|------------|------------|------------|-----------------------|---|---------------|-----------------|---|
| | | Value | Value | Value | Value | Status | Annual target | Annual out-turn | |
| Average days lost per FTE employee due to sickness | 2.0 days | 1.62 days | 2.11 days | 2.76 days | 2.47 days |  | 8 days | 8.96 days | <p>2.47 days is a reduction from Q3 (2.76) although a slight increase from last year's Q4 (2.18). Only 2 employees were off for the whole Q4 which is a reduction of one from Q3. Removing LDC Waste Services absences, the Q4 figure reduces to 2.38. Waste Services on its own is 3.05 which is a significant reduction from Q3 (5.15), and the nature of the work in this service area generally results in higher levels of sickness than other areas.</p> <p>HR Business Partners continue to support managers in managing attendance issues. The overall 18/19 target was 8 days. The actual figure is 8.96, and if we take Waste Services out the total is 7.93.</p> <p>The average national public sector sickness absence for 2017/18 was 8.5 days and absence rates nationally remain considerably higher in the public sector than in the private sector (5.6 days), manufacturing and production (6.2) or non-profit (7.3). This is partly explained by the general profile of the public sector workforce, the fact that we are more likely to employ staff with a long standing health condition.</p> <p>We are proposing that the target of 8 days remains for 2019/20. Whilst having a sickness target is organisational best practice; the purpose of this target is not for it to act as an entitlement figure, but rather as a figure to reduce over time.</p> |

CPR LDC Environmental Impact Portfolio:

Portfolio Projects and Initiatives

Portfolio Projects and Initiatives

| Project / Initiative | Description | Target completion | Status | Update |
|--|--|-------------------|---|--|
| Clear Futures: Joint Venture for Energy and Sustainability | A joint venture between Eastbourne and Lewes Council and a private sector organisation to deliver local energy and sustainability ambitions for the next 20-30 years. The Joint Venture will follow a programme of work. | Q1 2037/38 |  | A meeting of the JV Steering Board took place on 26 April. It was agreed that Bolton Metropolitan Borough Council would become a new participant. |
| Upper Ouse Flood Protection and Water | 3 year programme of flood protection work across the District | Q4 2018/19 |  | <p>In Q4 there were a number of meetings including:</p> <ul style="list-style-type: none"> -Site meeting and walk over of Wivelsfield Green area with local residents and Parish Councillors - identifying wet spots and locations for NFM projects to reduce risk of community assets and homes in Wivelsfield. - Meeting with Ringmer Parish Council and OART representatives regarding Natural Flood Management and Sustainable Urban Drainage Solutions in Ringmer. <p>Given the nature of projects now looking to deliver and the need to obtain permissions and buy in from affected residents, the project has requested an extension to end of 2022. This would not increase the overall budget however but rather by increasing project length will obtain more targeted spend and improved outcomes.</p> |
| Newhaven Flood Alleviation Scheme (Environment Agency) | Enabling the delivery of key infrastructure projects in Newhaven. | Q4 2019/20 |  | <p>Areas 2,3,4 and 5 now complete.</p> <p>Discussions ongoing with Network Rail regarding flood gate over railway, but good progress being made.</p> |

CPR LDC Finance:

Key Performance Indicators

| KPI Description | Annual Target 2018/19 | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | Q4 2018/19 | | | Latest Note | |
|--|-----------------------|------------|------------|------------|------------|--------|---|-------------|--|
| | | Value | Value | Value | Value | Target | Status | Value | |
| Percentage of Council Tax collected during the year - Lewes | 97.06% | 29.78% | 57.81% | 85.57% | 97.7% | 98.00% |  | 97.7% | The collection rate is slightly below target due to a backlog earlier in the year caused by team changes. |
| Percentage of Business Rates collected during the year - Lewes | 98.50% | 28.59% | 54.64% | 84.07% | 98.13% | 98.50% |  | 98.13% | Collection is 0.37% below the target for the year. This is largely due to an increase in the total number of refunds processed between February (£25k) and March (£42k). The difference of £17k equates to 0.13% of the collection rate. |

CPR LDC Housing Portfolio

Key Performance Indicators Portfolio Projects and Initiatives

Portfolio Projects and Initiatives

| Project / Initiative | Description | Target completion | Status | Update |
|-----------------------|---|-------------------|---|--|
| Modular Accommodation | Delivery of modular housing options. Programme of modular accommodation currently includes Ashington Gardens, Peacehaven and Fort Road Newhaven | Q2 2018/19 |  | Final 3 bungalows now safely delivered to Site B (Ashington Gardens, Peacehaven). Planning consent approved at planning committee in April 2019. JCT Building contract and final fee proposal being prepared. (Fort Road, Newhaven) |

CPR LDC Housing Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Key Performance Indicators

| KPI Description | Annual Target 2018/19 | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | Q4 and annual 2018/19 | | Latest note | |
|--|-----------------------|------------|------------|------------|-----------------------|--------|-----------------|--|
| | | Value | Value | Value | Value | Status | Annual out-turn | Comment |
| DFGs - Time taken from council receiving a fully complete application to the council approving the grant | 28 days | 7 days | 14 days | 10 days | 10 days | | 10 days | The improvement over the quarters reflects tighter control of the processes under the authority's control. Occupational Therapists (OT) started working within the Council in mid-February. |
| Number of Licensed HMO's Inspected per Quarter | 8 | 0 | 4 | 3 | 2 | | 9 | Annual comment: Over the year there were 9 inspections which exceeds the annual target of 8. In Lewes district 11 HMOs were licensed pre Oct, and 5 since Oct. There are more than 16 HMOS in Lewes in total but only 16 require a licence. Legislation changed in October 2018 when the number of storeys for licensing was removed (pre Oct 18 the property needed to be 2 or more storeys). As long as there are 5 or more people sharing some facilities then a licence is required. The licence lasts for 5 years and only has to be inspected once. - |
| Percentage of rent collected during the year (cumulative) | 96% | 90.92% | 93.61% | 94.48% | 97.84% | | 97.84% | Q4 comment: collection exceeds target Annual comment: We have seen an improvement to rent collection in LDC due to the investment in new technology and the improvements that came as a result. |
| The number of days taken to process new housing/council tax benefit claims | 23.0 | 36.1 | 50.0 | 36.9 | 25.1 | | 37.5 | Q4 comment: Whilst the 4th quarter outturn is not on target the processes put in place have meant that February and March's performance was ahead of target. April's processing time was 19.6 days which is within the target. Annual comment: Whilst the yearly outturn is not on target there has been a tremendous improvement since quarter two, when the outturn stood at 50 days, with the performance for February and March being ahead of target. |

| KPI Description | Annual Target 2018/19 | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | Q4 and annual 2018/19 | | Latest note | |
|---|-----------------------|------------|------------|------------|-----------------------|---|-----------------|---|
| | | Value | Value | Value | Value | Status | Annual out-turn | Comment |
| Days to process change of circs. (Housing / Council Tax Benefit) | 8.0 | 9.0 | 12.0 | 13.1 | 3.1 |  | 6.5 | <p>April Position: Ahead of target at 4.6</p> <p>Q4 comment: Performance for the 4th quarter is ahead of target. This is primarily due to our year end processes where we automatically recalculate all claims in 1 day. If we ignore the year-end processes the figure would be approximately 9 days. Performance has improved over the last few months and should continue to show further improvements.</p> <p>Annual comment: The annual outturn is ahead of target which is down to the year-end processing during March of all claims, which amounts to several thousand, in one day. This gives a skewed view of the real performance across the year, which was above the target of 8 days. However, the service is currently improving its performance on both new claims and changes and expect to be ahead of target during 2019/20.</p> |
| Total number of households living in emergency (nightly paid) accommodation | 15 | 13 | 28 | 33 | 48 |  | 30 | <p>Annual comment: It has been a challenging year for Housing Needs and Standards. The number of households in Emergency Accommodation (EA) increased from 13 in Q1 to 48 in Q4.</p> <p>However this increase reflects a national picture. In March 2019 the Local Government Association reported a 70% increase in the number of households in TA, since 2010. Moreover, 80% of Local Authorities have seen an increase in the number of homelessness presentations made to them and a 60% increase in the number of people being placed into emergency and temporary accommodation since the introduction of Homeless Reduction Act in April 18.</p> <p>Whilst homelessness and demand for housing services is relatively low in Lewes district compared to the surrounding areas (e.g. Brighton and Hove, Eastbourne and Hastings) a range of work has been completed or initiated during this performance year to help reduce the EA numbers, such as:</p> <ul style="list-style-type: none"> • Homelessness Pressures Project (e.g. Landlord Rewards and Trainee Caseworker Programme) • EHICL Lettings Solution Sprint • YMCA Accommodation • Rapid Rehousing and Access to Private Rented Sector bids <p>Now that these systems are in place the focus for early-2019/20 is on improving</p> |

| KPI Description | Annual Target 2018/19 | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | Q4 and annual 2018/19 | | | Latest note |
|---|-----------------------|------------|------------|------------|-----------------------|---|-----------------|---|
| | | Value | Value | Value | Value | Status | Annual out-turn | Comment |
| | | | | | | | | the number of successful preventions and reliefs - alongside a range of other work - which will help reduce the overall number of households in EA. |
| Average number of days to re-let LDC Council homes (excluding temporary lets) | 25 | 27 | 32 | 26 | 41 |  | 31 | <p>Q4 comment: The re-let time for Quarter 4 started off above target in January due to one long-term exceptional void which impacted on the performance during that quarter. There were also allocations issues with hard to let retirement housing properties where it took several weeks to find suitable candidates and this impacted on the turnaround time. February was within target. March again had an exceptional void which had been on-going since 2017 and this had a significant impact on the performance during that quarter.</p> <p>Annual comment: The let times this year have been affected by a long-term exceptional void, repair delays and allocation issues with hard to let retirement housing properties where it took several weeks to find suitable candidate.</p> <p>The measures Neighbourhood Housing have put in place over the last 5 months have helped us to monitor performance more closely and has improved the collaborative working between Neighbourhood Housing, Property Services and Allocations. We continue with our weekly meetings and monitoring voids closely</p> |
| Overall tenants' satisfaction | Data only | 88.42% | 90.83% | 84.71% | 85.15% | Data only | 87.44% | <p>Q4 Comment: The figure excludes the neither satisfied / dissatisfied responses</p> <p>Annual comment: average satisfaction figure for the year was 87.44%</p> |
| Net additional homes provided in the District | 160 | | | | 281 |  | 281 | <p>The situation for 2018/19 and going forward has changed in terms of our monitoring and reporting on residential completions.</p> <p>To date, our housing figures have been based on a district wide housing requirement figure of 6,900 net dwellings, as set out in Local Plan Part 1: Joint Core Strategy (2016). However, this figure has now been separated between the 2 local planning authorities covering the district and which are responsible for planning (LDC and SDNPA). The SDNPA are due to adopt in the next couple of months their own Park-wide Local Plan and we hope to adopt our Local Plan Part 2: Site Allocations and Development Management policies (covering the area of district outside the SDNP) this Autumn.</p> <p>As such, we are now measuring completions and targets against the figure of 5,494 net dwellings.</p> <p>Completions for 2018/19 (outside the South Downs National Park) = 281 Target completion for 2019/20 (outside the SDNP) = 245 (rounded)</p> |

CPR LDC Planning Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Portfolio Projects and Initiatives

| Project / Initiative | Description | Target completion | Status | Update |
|------------------------|---|-------------------|---|---|
| Neighbourhood Planning | Work with local communities on neighbourhood Plans, to guide future land use and identify where housing can be built. | Q4 2019/20 |  | <p>Seaford NP: The Regulation 16 Consultation began on Friday 24th May, and will run for 6 weeks until 5th July.</p> <p>Newhaven: The Regulation 16 consultation has finished. The appointed Examiner, Tony Burton, has indicated that the Examination will take until the end of June.</p> <p>Peacehaven and Telscombe: The Qualifying Body, Telscombe Town Council, are applying for funding and support via Locality in order to progress with the Sustainability Appraisal and Strategic Environmental Assessment.</p> <p>Ringmer: The Neighbourhood Planning Officer attended a meeting with the Parish Council in March to discuss minor modifications to the Plan which could be made before the May elections.</p> <p>Chailey: The Regulation 14 Consultation began on May 17th and will run for 6 weeks until June 28th.</p> <p>Wivelsfield: The Lead Member for Planning, Planning Policy Lead and Neighbourhood Planning Officer attended a meeting with interested parties and members of the Parish Council to discuss the Neighbourhood Plan, potential modifications and the process involved.</p> <p>Newick: The Neighbourhood Planning Officer attended a meeting in February to discuss the process of making modifications to the Newick NP and the Parish Council are considering making modifications to the NP.</p> <p>Lewes Town (SDNPA-led and will form part of the SDNPA development plan, not LDC's) : The Lewes Neighbourhood Plan was made on 11 March. The Plan is now part of the SDNP Development Plan.</p> <p>General Neighbourhood Plan information : The Town/Parish Councils and Steering Groups have been advised of the updated five year housing land supply position as at 1 October 2018. The current position provides protection for NP policies following the NPPF's 11 December 2018 cut-off for NPs 'made' two years or more before this date where a Local</p> |

| Project / Initiative | Description | Target completion | Status | Update |
|-------------------------|--|-------------------|---|---|
| | | | | Authority cannot demonstrate a five year housing land supply. The status of the neighbourhood plans is greater if the Council itself has an up to date Local Plan. A Local Plan is deemed to be out of date if the Council cannot demonstrate a 5 year housing land supply. |
| The Local Plan (Part 2) | Local Plan Part 2 will allocate land for different types of development (including new housing and Gypsy and Traveller pitches) as well as land to be protected. | Q3 2019/20 |  | We are awaiting the Inspector's Initial Findings (due end of May)* that will direct the Council to consider main modifications to make the plan sound. Likely modifications include a reduction in the size of the Employment allocation at Newhaven Port, E1 and additional policy criteria for site allocations to provide improved mitigation. We are expecting to take the Main Modifications Report to Cabinet and full Council in July to seek permission to consult and resubmit to Inspectorate. On course for adoption late this year. *-update: received in June 2019 |

CPR LDC Planning Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Key Performance Indicators

| KPI Description | Annual Target 2018/19 | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | Q4 2018/19 | | 2018/19 | Latest Note |
|--|-----------------------|------------|------------|------------|------------|---|---------|--|
| | | Value | Value | Value | Value | Status | | |
| Percentage of major applications determined within 13 weeks (LDC only) | 65% | | 40% | 66.67% | 66.67% |  | 57.14% | Q4 performance of 66.67% was above the target of 65% with 4 out of 6 major applications determined within 13 weeks. Annual performance was below target at 57.14% with 8 out of 14 major applications determined within 13 weeks. |

| KPI Description | Annual Target 2018/19 | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | Q4 2018/19 | | 2018/19 | Latest Note |
|---|-----------------------|------------|------------|------------|------------|---|-----------|--|
| | | Value | Value | Value | Value | Status | | |
| Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined) | 75.00% | 69.64% | 54.17% | 75.00% | 54.93% |  | 61.94% | Q4 performance of 54.93% was below the target of 75% with 39 out of 71 minor planning applications determined within 8 weeks. Annual performance of 61.94% was below the target of 75% with 153 out of 247 minor planning applications determined within 8 weeks. |
| Processing of other planning applications within 8 weeks (LDC/SDNP combined) | 75.00% | 82.44% | 71.19% | 68.50% | 56.12% |  | 69.79% | Q4 performance of 56.12% was below the target of 75% with 110 out of 196 other planning applications determined within 8 weeks. Annual performance of 69.79% was below the target of 75% with 492 out of 705 other planning applications determined within 8 weeks. |
| Percentage of all planning appeals allowed (officer/committee decisions) | 10.0% | | 50.0% | 25.0% | 33.3% |  | 40.0% | In Q4 we received 3 appeal decisions: 2 were dismissed and 1 allowed. The allowed appeal was in Seaford and was an officer delegated decision. The inspector considered that the proposed development would not unduly harm the character or appearance of the host dwelling or the street scene, or impact on the living conditions of the adjacent occupant through loss of light or outlook. Annual performance: 6 out of 15 planning appeals were allowed, giving an overall performance for 2018/19 of 40% against a target of 10%. |
| Outcome of planning appeals (Costs awarded (£)) | | | £1,000.00 | | | | £1,000.00 | Annual costs awarded amounted to £1,000 (Q2). |
| Number of appeals and costs awarded where the Inspector considered there was unreasonable behaviour by the Local Planning Authority | 0 | 0 | 1 | 0 | 0 |  | 1 | Annual performance: One appeal considered unreasonable behaviour in Q2. This related to a residential property in a conservation area. |
| Number of major applications for new housing granted planning permission following appeal (LDC only) | 0 | | 0 | | |  | 0 | Annual performance: There were no major applications for new housing granted planning permission following appeal. |

CPR LDC Waste and Recycling Transformation Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Key Performance Indicators

| KPI Description | Annual Target 2018/19 | Q1 2018/19 | Q2 2018/19 | Q3 2018/19 | 2018/19 | | | Latest Note |
|--|-----------------------|------------|------------|------------|----------|---|-----------------|--|
| | | Value | Value | Value | Q4 Value | Status | Annual out-turn | |
| The average no. of working days taken to remove reported fly tips | 2 | 2.7 | 2.5 | 1.86 | 1.86 |  | 2.23 | <p>Fly tipping and Community issues: January Performance</p> <p>In January 2019, there were a total of 20 confirmed fly tipping reports compared with 14 for the same period the previous year. This shows an increase with the cumulative figure for the year so far up from 113 to 165 an increase of 52.</p> <p>February Performance : There were a total of 24 confirmed fly tipping reports compared with 9 for the same period the previous year. This shows an increase of 15 with the cumulative figure for the year so far up from 165 to 189 an increase of 77 during the year.</p> <p>March performance: There were a total of 26 confirmed fly tipping reports compared with 12 for the same period the previous year. This shows an increase of 14 with the cumulative figure for the year up from 189 to 215 an increase of 91for the year. In recent years the trend has been downwards but this year between 1st April 2018 and 31st March 2019 there has been a marked increase. There has been an impact since October where the ESCC amenity sites have charged for certain items.</p> |
| Percentage of household waste sent for reuse, recycling and composting | 32.00% | 37.58% | 37.07% | 38.74% | 36.34% |  | 37.33% | Performance for Q4 is above the target of 32%. |

CPR LDC Customers and Partners Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Portfolio Projects and Initiatives

| Project / Initiative | Description | Target completion | Status | Update |
|--|---|-------------------------------------|---|--|
| Devolution of Open Spaces | Work with new grounds maintenance contractor, Town and Parish Councils and local volunteers to maintain high quality public parks and community spaces. | Q3 2019/20 Previously Q4 2017/18 |  | <p>Devolution sites to Newhaven Town Council:</p> <p>Valley Road Recreation Ground: Successfully completed in March 2019.</p> <p>Lewes Road Recreation Ground: NTC propose to carry out a specific development and LDC awaits details. Officers to prepare plan to show amended boundary to reflect the previous landfill site.</p> <p>Riverside County Park: ESCC Lead Member decision on lease/management arrangement awaited so that the LDC land arrangements can mirror those terms.</p> <p>East Side Recreation Ground: Ready to be transferred and awaiting a full set of signed documentation from NTC before completion.</p> <p>Drove Park Recreation Ground and Avis Road Recreation Ground: Awaiting regularisation of issues that involve third parties before proceeding further.</p> <p>Devolution sites to Lewes Town Council :</p> <p>Land at Mountfield Road (land not held in Trust), Land at Mountfield Road (land held in Trust), Stanley Turner Recreation Ground (land held in Trust).</p> <p>Officers will approach the Charity Commission in relation to the areas of land held in Trust.</p> <p>Devolution sites to Rural Areas :</p> <p>East Chiltington, Hollycroft Field including play space: Recommended for devolution by Cabinet on the 27 March. Officers to prepare Report on Title for the Parish Council.</p> |
| New Arts and Culture Brand and Tourism offer | | Q4 2018/19 |  | In March, progress continued to be made on boosting the Lewes Tourism offer. Over 90% of the budget set aside for 2018 - 19 has been used creatively, to develop the new Visit Lewes |

| Project / Initiative | Description | Target completion | Status | Update |
|----------------------|-------------|-------------------|--------|--|
| | | | | <p>brand, website, and literature, and to purchase equipment and infrastructure. The new VisitLewes branding has been developed and is currently being rolled out.</p> <p>Part of the budget was also used for green tourism initiatives, working with a local bus company, which will also benefit our partners and NPOs, Charleston and Monks House. It is hoped that the remaining 10% can be used to renovate unused office space at the TIC, which can then be let out to generate an income.</p> <p>Work is well underway on two major Lewes events - the Sussex Gin & Fizz festival, and Artwave. Building on previous success, both projects continue to be developed this year, with double the usual number of visitors expected at the summer 2019 Gin & Fizz festival. Both are currently on schedule and on budget.</p> |

CPR LDC Customers and Partners Portfolio:

Key Performance Indicators Portfolio Projects and Initiatives

Key Performance Indicators

| KPI Description | Annual Target 2018/19 | Q1 | Q2 | Q3 | Q4 | Latest Note | | |
|---|-----------------------|-------|-------|-------|-------|---|-------|--|
| | | Value | Value | Value | Value | Q4 Status | Value | |
| Number of new sign-ups to the Councils' social media channels | 600 | 592 | 454 | 896 | 496 |  | 2,438 | Our social media channels have continued to grow in popularity over the last 12 months, with a particularly large number of people following us around specific events such as |

| KPI Description | Annual Target 2018/19 | Q1 | Q2 | Q3 | Q4 | Latest Note | | |
|---|-----------------------|---------|---------|---------|---------|---|---------|---|
| | | Value | Value | Value | Value | Q4 Status | Value | |
| | | | | | | | | bonfire night. Social media has proved an efficient way for customers to contact the council and for us to quickly and easily disseminate information to a wide audience. |
| Number of people registering for our email service | | 1,235 | 686 | 978 | 697 |  | 3,596 | Q4 and annual comment: The high level of subscriptions to the Gov Delivery email alert service is due to our increased use of this as a platform to communicate with customers, particularly for promoting and feeding back to consultations and for sharing council news. This is aligned with the organisations channel shift objectives. |
| Wave Leisure: Visitors to leisure centres (Annual) | 945,000 | 240,491 | 219,107 | 232,993 | 267,739 |  | 960,330 | |
| Increase the percentage of calls to the contact centre answered within 60 seconds - Lewes | 80% | 38.33% | 21.92% | 51.63% | 56.17% |  | 40.52% | <p>Q4 comment: March's percentage of calls answered within 60seconds increased compared to February. The percentage of calls answered for the quarter has also gone up by 4.54% from 51.63% for Q3 to 56.17% for Q4. The last recruitment event that took place back in December 2018 filled the 7 vacancies at the time with 4 still in training and due to go solo by the end of April. However during this time we have gone back to having 4.5FTE vacancies with CAs leaving the team and some reducing their working hours. With 3FTE approved by CMT for recruitment, the advert will be put out in coming weeks with a hope to have new starters join the team in the next 2-3 months.</p> <p>Annual comment: The Customer Advisors have been working hard on improving the performance month on month. With all temps now gone from customer contact and queue busting no longer taking place Customer Contact will focus on ensuring robust training is cascaded to all members of the team. A new joint annual leave planner has also been implemented from the 1st April which will ensure that we have adequate coverage across sites, though leaving enough dates for all staff to take their entitlement throughout the year.</p> |
| Reduce the numbers of abandoned calls to the contact centre - Lewes | 5% | 24.71% | 27.92% | 16.27% | 15.76% |  | 21.94% | <p>Q4 comment: March's number of abandoned calls decreased when compared to February. The percentage of abandoned calls for the quarter has also gone down by 0.51% from 16.278% for Q3 to 15.76% for Q4. The last recruitment event that took place back in December 2018 filled the 7 vacancies at the time with 4 still in training and due to go solo by the end of April. However during this time we have gone back to having 4.5FTE vacancies with CAs leaving the team and some reducing their working hours. With 3FTE approved by CMT for recruitment, the advert will be put out in coming weeks with a hope to have new starters join the team in the next 2-3 months.</p> |
| Improve our ranking compared to similar authorities in relation to all crime - Lewes | 5 | 1 | 1 | 1 | 1 |  | 1 | Lewes has maintained its ranking as the lowest area for crime per 1000 population compared with other areas in its 'most similar group'. The Community Safety Partnership is reviewing its objectives for the year ahead in light of concerns about the level of organised and drug-related crime and the targeting of young people by County Lines and funding will be targeted to address these issues. An application has now been submitted to the Police and Crime Commissioner to merge Eastbourne and Lewes CSPs. |

LDC Performance and Projects measures: 2019/20

The following pages highlight the performance indicator targets and projects which will be reported on in 2019/20.

1. Environment: Councillor Isabelle Linington (Leader) Projects & Programmes

| Project / Initiative | Description | Target Completion |
|--|--|-------------------|
| Deliver the Upper Ouse flood protection and water prevention project | Programme of flood protection work across the District | Q2 2020/21 |
| Newhaven Flood Alleviation Scheme (Environment Agency) | Enabling the delivery of key infrastructure projects in Newhaven. | Q4 2019/20 |
| Clear Futures: Joint Venture for Energy and Sustainability | A joint venture between Eastbourne and Lewes Council and a private sector organisation to deliver local energy and sustainability ambitions for the next 20-30 years. The Joint Venture will follow a programme of work. | Q4 2037/38 |

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Key Performance Indicators

| KPI Description | Annual Target 2019/20 |
|---|---|
| Total number of reported fly-tipping incidents | 200 |
| Percentage of household waste sent for reuse, recycling and composting | 38% |
| Number of times nitrogen dioxide levels exceed national air quality objectives (200 µg/m ³ hourly mean ave.) | 18 (annual max) – NEW as per Nov 18 Council Motion |
| Sites exceeding recommended national air quality nitrogen dioxide levels (40 µg/m ³ quarterly mean) | Data only with commentary- NEW as per Nov 18 Council Motion |
| Number of times particulate matter levels exceed national air quality objectives (50 µg/m ³ 24 hour ave) | 35 (annual max)- NEW as per Nov 18 Council motion |
| Number of planning apps which contain provision of EV charging points | Data only- NEW as per Nov 18 Council motion |
| Number of planning permissions given where some form of renewable energy is included in the development | Data only- NEW as per Nov 18 Council motion |

2.Regeneration and Business: Councillor Joe Miller Projects & Programmes

| Project / Initiative | Description | Target Completion |
|--------------------------------|---|-------------------|
| Newhaven Enterprise Zone (NEZ) | NEZ covers 8 key sites of strategic importance with the aim of driving economic growth through the creation of up to 55,000m ² of new employment floorspace, refurbishing 15,000m ² of existing employment floorspace and creating / sustaining up to 2,000 FTE jobs over a 25-year period. | Q4 2041/42 |
| Newhaven Town Centre | Delivery of mixed use regeneration scheme within NEZ. | Q4 2020/21 |

3.Strategic Development: Councillor Jim Lord Projects & Programmes

| Project / Initiative | Description | Target Completion |
|--|--|-------------------|
| North Street Quarter | Regeneration of the North Street Quarter area in Lewes to provide over 400 homes; health hub; car park and new commercial space. | Q1 2021/22 |
| Springman House- Blue light services hub | Relocation of key emergency services to create a blue light services hub that supports delivery of the North Street Quarter. | Q3 2019/20 |
| Set up and Energy Services Company (ESCO) for North Street Quarter (LDC) | Establishment of an ESCO to support delivery of the North Street Quarter. | Q3 2019/20 |
| Seaford Health hub (formerly Downs Leisure Centre) | Project to renovate the Downs Leisure Centre to better serve the community's health needs. | Q3 2020/21 |
| Railway Quay | Delivery of mixed use regeneration scheme within NEZ. | Q2 2020/21 |

4.Finance and Corporate: Councillor Phil Davis

| Project / Initiative | Description | Target Completion |
|--|---|-----------------------|
| Devolution of Open Spaces | Work with new grounds maintenance contractor, Town and Parish Councils and local volunteers to maintain high quality public parks and community spaces. | Q3 2019/20 |
| Key Performance Indicators | | Annual Target 2019/20 |
| Average working days lost due to sickness per FTE equivalent staff | | 8 days |
| Percentage of Council Tax collected during the year | | 98% |
| Percentage of Business Rates collected during the year | | 98.5% |
| Percentage of calls to the contact centre answered within 60 seconds | | 80% |
| Social media responsiveness rate | | 90% |
| Number of new sign-ups to social media channels | | 600 |

5.Housing: Councillor Ron Maskell

Key Performance Indicators

| KPI Description | Annual Target 2019/20 |
|---|-----------------------|
| Net additional homes provided (reported annually only not quarterly) | 245 |
| The time taken from the receipt of a fully complete DFG application to the grant being approved | 28 days |
| Total number of households living in emergency accommodation | Data only |
| Overall tenant satisfaction | Data only |
| Rent arrears of current tenants (as a percentage of all rent) | 3% |
| Average number of days to re-let Council homes (excluding temporary lets) | 23 |

6. Planning : Councillor Tom Jones

Key Performance Indicators

| KPI Description | Annual Target 2019/20 |
|--|-----------------------|
| Percentage of major applications determined within 13 weeks | 65% |
| Percentage of Minor applications determined within 8 weeks | 75% |
| Processing of other planning applications within 8 weeks | 75% |
| Percentage of all planning appeals allowed | Data only |
| Percentage of major planning applications allowed on appeal (as a percentage of all MAJOR applications made) | Data only |
| Number of appeals and what costs were awarded where Inspector has considered has considered that there has been unreasonable behaviour by the Local Planning Authority | 0 |

Projects & Programmes

| Project / Initiative | Description | Target Completion |
|------------------------|--|-------------------|
| Neighbourhood Planning | Ongoing with annual review. | Q4 2019/20 |
| Local Plan Part 2 | Local Plan Part 2 will allocate land for different types of development (including new housing and Gypsy and Traveller pitches) as well as land to be protected. | Q3 2019/20 |

7. Community and Partners : Councillor Liz Boorman

Key Performance Indicators

| KPI Description | | Annual Target |
|--|---------------------------------|---------------|
| Average number of days to process new claims for housing/council tax reduction | | 22 days |
| Average number of days to process new claims for change of circumstances | 8 days | |
| Crime: Improve our ranking compared to similar authorities | Target ranking of 1-5 out of 15 | |

Projects & Programmes

| Project / Initiative | Description | Target Completion |
|------------------------|--|-------------------|
| Lewes District Lottery | A lottery for good causes for Lewes District | Q2 2019/20 |

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Scrutiny Annual Work Programme 2019/2020

| Subject | Lead officer | Date of meeting |
|--|---|-----------------|
| Quarter 4 Performance report 2018/19 | Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk | 27 June 2019 |
| Update on Petition regarding night time noise on the East Quay at Newhaven Harbour | Ed Hele (Functional Lead, Quality Environment), ed.hele@lewes-eastbourne.gov.uk | |
| Scrutiny Committee Work Programme | Sarah Lawrence (Senior Committee Officer), sarah.lawrence@lewes-eastbourne.gov.uk | |
| Forward Plan of Decisions | Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk | |

| Subject | Lead officer | Date of meeting |
|---|---|-------------------|
| Quarter 1 Performance report 2019/20 | Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk | 12 September 2019 |
| Chair of the Council's Annual Business Report | Caroline Hanlon (Civic & Member Services Officer), caroline.hanlon@lewes-eastbourne.gov.uk | |
| Local Council Tax Reduction Scheme | Bill McCafferty (Lead for Revenues, Benefits and Service Support, Service Delivery) | |
| Scrutiny Committee Work Programme | Sarah Lawrence (Senior Committee Officer), sarah.lawrence@lewes-eastbourne.gov.uk | |
| Forward Plan of Decisions | Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk | |

| Subject | Lead Officer | Date of meeting |
|---|---|------------------|
| Quarter 2 Performance report 2019/20 | Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk | 28 November 2019 |
| Annual Lewes District Community Safety Partnership Report | Oliver Jones (Strategy & Partnerships Lead), oliver.jones@lewes-eastbourne.gov.uk | |
| Forward Plan of Decisions | Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk | |



Scrutiny Annual Work Programme 2019/2020

| Subject | Lead Officer | Date of meeting |
|--------------------------------------|--|-----------------|
| Quarter 2 Performance report 2019/20 | Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk | 6 February 2019 |
| Council Budget proposals 2019/20 | Homira Javadi (Chief Finance Officer), Homira.Javadi@lewes-eastbourne.gov.uk | |
| Equalities & Fairness Annual Report | Seanne Sweeney (Strategy and Corporate Projects Officer – Thriving Communities), Seanne.Sweeney@lewes-eastbourne.gov.uk | |
| Scrutiny Committee Work Programme | Sarah Lawrence (Senior Committee Officer), sarah.lawrence@lewes-eastbourne.gov.uk | |
| Forward Plan of Decisions | Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbpoirne.gov.uk | |

| Subject | Lead Officer | Date of meeting |
|--------------------------------------|--|-----------------|
| Quarter 2 Performance report 2019/20 | Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk | 19 March 2020 |
| Scrutiny Committee Work Programme | Sarah Lawrence (Senior Committee Officer), sarah.lawrence@lewes-eastbourne.gov.uk | |
| Forward Plan of Decisions | Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbpoirne.gov.uk | |



Lewes District Council

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 June to 30 September 2019

Date of publication:

31 May 2019

Councillor Isabelle Linington: Leader of the Council and Chair of Cabinet. Cabinet member for environment

Councillor Joe Miller: Cabinet member for regeneration and growth

Councillor Phil Davis: Cabinet member for finance and corporate

Councillor Jim Lord: Cabinet member for strategic development

Councillor Liz Boorman: Cabinet member for communities and partners

Councillor Tom Jones: Cabinet member for planning

Councillor Ron Maskell: Cabinet member for housing

Please see the explanatory note appended to this Plan for further information and details of how to make representations and otherwise contact the Council on matters listed in the Plan. Documents referred to will be available at least 5 clear working days before the date for decision.

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|---|
| <p>North Street Quarter update</p> <p>The report will update on progress towards delivery of the North Street Quarter and make recommendations in respect of third party land and property interests to be acquired as part of the scheme.</p> <p>(Lead Cabinet member: Councillor Jim Lord)</p> | All Wards | Key | Cabinet | 10 Jun 2019 | Fully exempt Exempt information reason: 3 | Public consultation has taken place during the planning application stages of the North Street Quarter scheme, and at subsequent points during its detailed development. Public workshops have taken place on proposed improvements to Pells and Mallings Recreation Areas. | Report | <p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Beverley Lucas, Regeneration Specialist – North Street Quarter Tel: 01273 085523 beverley.lucas@lewes.gov.uk</p> |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|--|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| <p>Discretionary Housing Payment (DHP) Policy 2019/2020</p> <p>The new policy will align the policies for EBC and LDC.</p> <p>(Lead Cabinet member: Councillor Ron Maskell)</p> | All Wards | Key | Cabinet | 10 Jun 2019 | Open | Scrutiny Committee | Report | <p>Director of Service Delivery (Tim Whelan)</p> <p>Angy Weaver, Senior Specialist Advisor - Thriving Communities Tel: 01273 085096 angy.weaver@lewes-eastbourne.gov.uk</p> |
| Finance update - | All Wards | Key | Cabinet | 1 Jul 2019 | Open | Not applicable | Report | Chief Finance Officer |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|---|
| <p>performance quarter 4 - 2018-2019</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 4 2018/2019 and explain the impact on the current financial position.</p> <p>Report will include end of year outturn.</p> <p>(Lead Cabinet member: Councillor Phil Davis)</p> | | | | | | | | <p>(Homira Javadi)</p> <p>Brian Mew, Interim Deputy Chief Finance Officer Tel: 01323 415587 brian.mew@lewes-eastbourne.gov.uk</p> |
| <p>Portfolio progress and performance report</p> | All Wards | Non-Key | Cabinet | 1 Jul 2019 | Open | None | Report | Director of Regeneration and Planning |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|--|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|---|
| <p>quarter 4 - 2018-2019</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 4 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Phil Davis)</p> | | | | | | | | <p>(Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk</p> |
| <p>Medium term financial strategy</p> | All Wards | Key | Cabinet | 1 Jul 2019 | Open | Consultation be undertaken as part of a wider | Report | Chief Finance Officer (Homira Javadi) |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|-----------------------------|-----------------------------|-------------------------------|---|---|----------------------------|---|
| To consider and approve the council's medium term financial strategy. (Lead Cabinet member: Councillor Phil Davis) | | | | | | consultation on the council's budget later in the year. | | Brian Mew, Interim Deputy Chief Finance Officer Tel: 01323 415587 brian.mew@lewes-eastbourne.gov.uk |
| Annual treasury management report To receive and approve annual management report and interim review. (Lead Cabinet member: Councillor Phil Davis) | All Wards | Budget and policy framework | Cabinet Full Council | 1 Jul 2019 15 Jul 2019 | Open | Not applicable | Report | Chief Finance Officer (Homira Javadi) Brian Mew, Interim Deputy Chief Finance Officer Tel: 01323 415587 brian.mew@lewes-eastbourne.gov.uk |
| Financial procedure rules Revised rules, requiring | All Wards | Budget and policy framework | Cabinet Full Council | 1 Jul 2019 15 Jul 2019 | Open | Not applicable | Report | Chief Finance Officer (Homira Javadi) Brian Mew, Interim |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|--|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|---|
| Full Council approval. (Lead Cabinet member: Councillor Phil Davis) | | | | | | | | Deputy Chief Finance Officer Tel: 01323 415587 brian.mew@lewes-eastbourne.gov.uk |
| Housing development infills To update the Cabinet on ongoing developments of affordable housing on Council land, and seek additional approvals required. Also to seek approval for development of infills projects. (Lead Cabinet member: Councillor Ron Maskell) | All Wards | Non-Key | Cabinet | 1 Jul 2019 | Open | Newhaven Town Council - Planning Committee 12 th June 2018 | Report | Director of Regeneration and Planning (Ian Fitzpatrick) Leighton Rowe, Development Project Manager Tel: 01323 415367 Leighton.rowe@lewes-eastbourne.gov.uk |
| Lewes District Local Plan Part 2 - Publication of main modifications for consultation | All Wards | Key | Cabinet | 1 Jul 2019 | Open | The modifications will be available on the Council's website and | Report | Director of Regeneration and Planning (Ian Fitzpatrick) Robert King, Senior |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|--|----------------------------|--|
| <p>The Examination Inspector has recommended that a number of modifications should be made to the Local Plan Part 2 in order to make it 'sound'.</p> <p>(Lead Cabinet member: Councillor Tom Jones)</p> | | | | | | hard copies will also be made available at Southover House and at all local libraries. | | Planning Policy Officer Tel: 01273 085455 robert.king@lewes-eastbourne.gov.uk |
| <p>Greater Brighton Economic Board - Admission of New Member to the Board</p> <p>To ratify the appointment</p> | All Wards | Non-Key | Cabinet | 1 Jul 2019 | Open | None | Report | Director of Regeneration and Planning (Ian Fitzpatrick) Peter Sharp, Head of Regeneration |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| <p>of Arun District Council to the Greater Brighton Economic Board.</p> <p>Lead Cabinet member: Councillor Isabelle Livingston</p> | | | | | | | | <p>Tel: 01273 085044 Peter.Sharp@lewes-eastbourne.gov.uk</p> |
| <p>Recommendations from the Climate Change Action Group</p> <p>Following a resolution made at Full Council, 26 November 2018, a cross-</p> | All Wards | Key | Cabinet | 1 Jul 2019 | Open | Recommendations arise from cross-party meetings | Report | <p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383</p> |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|--|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|---|
| <p>party task and finish group was convened to conduct a review of council services with regards to climate change adaptation and mitigation. Four meetings were held between January and April 2019. The report outlines the review process and makes recommendations for service delivery.</p> <p>(Lead Cabinet member: Councillor Isabelle Linington)</p> | | | | | | | | Jane.Goodall@lewes-eastbourne.gov.uk |
| <p>Public consultation on reducing waste and improving recycling rates</p> <p>This report makes recommendations to consult on how we might</p> | All Wards | Key | Cabinet | 1 Jul 2019 | Open | 12 week public consultation recommended in report | Report | <p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk</p> |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| adapt the service to meet the challenging national targets (Lead Cabinet member: Councillor Isabelle Livingston) | | | | | | | | eastbourne.gov.uk |
| Update on tourism activities for Lewes District This report will outline the activities being delivered in 2019/20 and an overview of activities in 2018/19 matched | All Wards | Non-Key | Cabinet | 1 Jul 2019 | Open | Not applicable | Report | Director of Tourism and Enterprise (Philip Evans) Philip Evans, Director of Tourism & Enterprise Tel: 01323 415411 philip.evans@lewes-eastbourne.gov.uk |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|---------------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| against the Lewes Tourism Strategy (Lead Cabinet member: Councillor Liz Boorman) Page 58 | | | | | | | | |
| Waiver of Contract Procedure Rules - 3G All-Weather Pitch Surface Replacement, Downs Leisure Centre To waive contract procedure rules to allow the urgent replacement of the 3G all-weather | Seaford North | Key | Cabinet | 1 Jul 2019 | Fully exempt Exempt information reason: 3 | None | Report | Director of Regeneration and Planning (Ian Fitzpatrick) Mark Langridge Kemp, Senior Manager, Asset Development, Property and Facilities Shared Service Tel: 07900 057102 mark.langridge- |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| pitch surface at Downs Leisure Centre. (Lead Cabinet member: Councillor Phil Davis) | | | | | | | | kemp@eastbourne.gov.uk |
| Enabling the development of Community Assets - Market Tower and 2 Fisher Street Consideration of the freehold disposal of Market Tower to Lewes Town Council. | All Wards | Key | Cabinet | 1 Jul 2019 | Fully exempt Exempt information reason: 3 | Lewes Town Council by 1 July 2019 | Report | Director of Regeneration and Planning (Ian Fitzpatrick) Mark Langridge Kemp, Senior Manager, Asset Development, Property and Facilities Shared Service Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| (Lead Cabinet member: Councillor Liz Boorman) Page 60 | | | | | | | | k |
| Portfolio progress and performance report quarter 1 - 2019-2020 To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 1 2019/20 period. | All Wards | Key | Cabinet | 16 Sep 2019 | Open | None | Report | Director of Regeneration and Planning (Ian Fitzpatrick) Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|--|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|---|
| (Lead Cabinet member: Councillor Phil Davis) Page 61 | | | | | | | | |
| <p>Quarterly financial update: revenue budgets and capital programme</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 1 2019/2020 and explain the impact on the current financial position</p> | All Wards | Key | Cabinet | 16 Sep 2019 | Open | Not applicable | Report | <p>Chief Finance Officer (Homira Javadi)</p> <p>Brian Mew, Interim Deputy Chief Finance Officer Tel: 01323 415587 brian.mew@lewes-eastbourne.gov.uk</p> |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|---|
| (Lead Cabinet member: Councillor Phil Davis) Page 62 | | | | | | | | |
| <p>Wave Leisure Trust Annual Review 2018/2019</p> <p>To seek Cabinet approval of the objectives stated within the 2020-21 Annual Service Statement between Lewes District Council and Wave Leisure Trust.</p> <p>(Lead Cabinet member:</p> | All Wards | Non-Key | Cabinet | 16 Sep 2019 | Open | Not applicable | Report | <p>Director of Tourism and Enterprise (Philip Evans)</p> <p>Mark Langridge Kemp, Senior Manager, Asset Development, Property and Facilities Shared Service Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p> |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|--|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| Councillor Liz Boorman) Page 63 | | | | | | | | |
| <p>Community Asset Transfer Policy</p> <p>For Cabinet to agree a policy regarding the transfer of management and/or ownership of land and buildings from the council to community-based organisations.</p> <p>(Lead Cabinet member: Councillor Liz Boorman)</p> | All Wards | Key | Cabinet | 16 Sep 2019 | Open | None, apart from with the Scrutiny Committee, as this policy provides a formalising of current practice, in line with national guidance, rather than a significant shift in approach. | Report | <p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p> |

Forthcoming decisions

| Title, description and lead cabinet member: | Ward(s): | Decision type: | Decision maker: | Expected date of decision: | Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)) | Consultation arrangements proposed or undertaken (where known): | Documents to be submitted: | Lead Chief Officer/ Contact Officer: |
|---|-----------|----------------|-----------------|----------------------------|---|---|----------------------------|--|
| Page 64 | | | | | | | | |
| <p>Pollinator strategy and reduced pesticides</p> <p>The report recommends the adoption of the Pollinator Strategy and the Reduced use of Pesticides on council land</p> <p>(Lead Cabinet member: Councillor Isabelle Linington)</p> | All Wards | Key | Cabinet | 16 Sep 2019 | Open | None | Report | <p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383</p> <p>Jane.Goodall@lewes-eastbourne.gov.uk</p> |

Explanatory Note

The Council is required to publish information about all key decisions at least 28 days in advance of the decision being taken.

This plan is a list of the decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is updated and re-published monthly.

The forward plan shows details of key decisions intended to be taken by the Cabinet and Chief Officers under their delegated powers.

The plan shows:-

- the subject of the decisions
- what wards are affected
- the decision type
- who will make the decision
- when those decisions will be made
- expected exemption class (open, part exempt or fully exempt.)
- what the consultation arrangements are
- what documents relating to those decisions will be available
- who you can contact about the decision and how to obtain copies of those documents referred to in the plan

What is a key decision?

"Key decisions" relate to a decision, which is likely:-

(1) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area.

What is budget and policy framework?

When a decision is marked as "budget and policy framework", it requires the approval of Full Council.

Confidential and exempt information

From time to time, the forward plan will indicate matters (or part thereof) which may need to be considered in private, during which time the press and public will be excluded. This is in accordance with the provisions of Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Any representations that such matters should not be considered in private should be sent to the contact officer.

Information given to the Council by a Government Department on terms which forbid its disclosure to the public, information which cannot be publicly disclosed by a Court Order and information, the disclosure of which is prohibited by an enactment are all legally defined as “Confidential Information” and must not be disclosed. All other local authority information which it is desired should not be disclosed has to be categorised under one or more of the following “Exempt Information” reasons (as given under Schedule 12A of the Local Government Act 1972) and subject to the public interest test.

| Category | Condition No. |
|--|--|
| 1. Information relating to any individual. | See conditions 9 and 10 below. |
| 2. Information which is likely to reveal the identity of an individual. | See conditions 9 and 10 below. |
| 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information). | See conditions 8, 9, 10 and 12 below. |
| 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. | See conditions 9, 10, 11 and 12 below. |
| 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. | See conditions 9 and 10 below. |
| 6. Information which reveals that the authority proposes— (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment. | See conditions 9, 10 and 12 below. |
| 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. | See conditions 9 and 10 below. |

| Conditions |
|--|
| 8. Information is not exempt information if it is required to be registered under: (a) the Companies Acts (as defined in section 2 of the Companies Act 2006); (b) the Friendly Societies Act 1974; (c) the Friendly Societies Act 1992; (d) the Industrial and Provident Societies Acts 1965 to 1978; (e) the Building Societies Act 1986; or (f) the Charities Act 1993. |

“Financial or business affairs” includes contemplated as well as past or current activities.

9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

10. Information which:

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. “Labour relations matter” means:

(a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or

(b) any dispute about a matter falling within paragraph (a) above;

and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;

“Office-holder”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.

“Employee” means a person employed under a contract of service.

12. “The authority” is a reference to the council or a committee or sub-committee of the council or a joint committee of more than one council.

Further information

The plan is available for inspection, free of charge upon request from Reception at the Council Offices at Southover House, Southover Road, Lewes between 9.00am and 5.00pm on Monday to Friday; Saxon House, Meeching Road, Newhaven between 10.00am and 2.00pm on Monday to Friday; the Tourist Information Centre at 37 Church Street, Seaford between 9.00am and 4.45pm on Monday to Friday and the Information Office, Meridian Centre, Peacehaven between 9.00am and 4.00pm on Monday to Friday and 9.00am to 12.00noon on Saturday, website at <http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/>

If you have any questions about the Forward Plan please contact Simon Russell, Committee and Civic Services Manager, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk

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