

## **Cabinet**

### **Minutes of meeting held remotely on 9 July 2020 at 2.30 pm**

#### **Present:**

Councillor Zoe Nicholson (Chair)

Councillors James MacCleary (Vice-Chair), Matthew Bird, Julie Carr, Chris Collier, Johnny Denis, William Meyer, Emily O'Brien and Ruth O'Keeffe

#### **Officers in attendance:**

Robert Cottrill (Chief Executive), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Peter Finnis (Assistant Director for Corporate Governance), Catherine Knight (Assistant Director of Legal and Democratic Services), Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Leigh Palmer (Interim Head of Planning), Kate Richardson (Strategy and Partnership Lead for Sustainability), Simon Russell (Committee and Civic Services Manager) and Sara Taylor (Regeneration Officer)

#### **Also in attendance:**

Councillor Isabelle Linington (Leader of the Opposition) and Councillor Joe Miller (Chair of Policy and Performance Advisory Committee)

### **80 Minutes of the meeting held on 11 June 2020**

The minutes of the meeting held on 11 June 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

### **81 Apologies for absence**

None were reported.

### **82 Declarations of interest**

None were declared.

### **83 Order of business**

The Chair agreed to consider agenda item 7 (Matters referred to the Cabinet) at the end of the listed agenda items to enable Councillor Meyer to speak on the item.

**84 Portfolio progress and performance report quarter 4 - 2019-2020**

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning considering the Council's progress and performance in respect of key projects and targets contained in the Corporate Plan for the fourth quarter of the year, detailed at appendix 1 to the report.

It was detailed in the report that performance outturn had been affected to a degree at the end of the performance quarter due to the Covid-19 pandemic however services for the most part were able to maintain their performance levels. This was achieved simultaneously with the revised ways of working and Council response to Covid-19. Thanks were conveyed to Jo Harper, Head of Business Planning and Performance and her team for their work as part of the Council's response, detailed in the report.

The Deputy Chief Executive and Director of Regeneration and Planning provided an update on the key performance indicators that had performed below target during this period. Further commentary was included at appendix 1 to the report.

Cabinet members highlighted the key performance indicators that had performance at or above the target during the period including the Newhaven Enterprise Zone and increased social media responsiveness rate.

When compared to performance from the previous year, the Council had significantly improved its service and response times in a number of areas including benefit processing times, call handling times and disabled facilities grants approvals.

Referral from the meeting of the Policy and Performance Advisory Committee (PPAC), held on 29 June 2020 was presented by Councillor Joe Miller, Chair of PPAC and considered by Cabinet during their discussions.

The Cabinet unanimously agreed to accept an additional recommendation from PPAC and this was detailed at resolution (2). Cabinet members was advised by Councillor O'Keeffe that correspondence in her capacity as a County Councillor had indicated a change in policy at waste sites, now allowing cyclists to enter with a small trailer.

**Resolved (Non-key decision):**

- (1) To note progress and performance for quarter 4
- (2) That the Cabinet member for Recycling, Waste and Open Spaces, communicate with East Sussex County Council, as the responsible authority for the management of household waste and recycling centres, to request that the centres accept waste taken by residents on foot or by bicycle.

**Reason for decisions:**

To enable Cabinet members to consider specific aspects of the Council's progress and performance.

## 85 Revised Local Development Scheme

The Cabinet considered the report of the Director of Regeneration and Planning seeking their endorsement of the revised Local Development Scheme and recommendation to Full Council for approval.

A referral from the meeting of the Policy and Performance Advisory Committee (PPAC), held on 29 June 2020 was considered by Cabinet during their discussions.

### **Recommended to Full Council (Budget and policy framework):**

- (1) To endorse the Revised Local Development Scheme as set out at Appendix 1 to the report, and recommend its approval by Full Council as the Revised Local Development Scheme for that part of Lewes District outside of the South Downs National Park with effect from 20 July 2020;
- (2) To recommend to Full Council that the approved Revised Local Development Scheme is published by Lewes District Council;
- (3) To endorse, and recommend to Full Council, the revocation of the previous Local Development Scheme (approved by Lewes District Council on 26 November 2018).

### **Reason for decisions:**

To update the current Local Development Scheme to ensure that it reflects the most up-to-date position regarding the preparation of the Lewes District Local Plan in accordance with the requirements of Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

## 86 Newhaven Local Employment and Training Technical Guidance Note

The Cabinet considered the report of the Director of Regeneration and Planning seeking their agreement to adopt the pilot Newhaven Local Employment and Training Technical Guidance Note (TGN), following endorsement by the Planning Applications Committee on 10 June 2020.

Thanks were conveyed to officers for their work in producing the TGN.

In response to a question from visiting member, Councillor Linington, it was advised that the pilot scheme needed to be proportionate and not disadvantage the smaller companies.

### **Resolved (Key decision):**

- (1) To adopt the Newhaven Local Employment and Training TGN, subject to Recommendation 2 (below), as set out at Appendix 1 to the report.

(2) To note the comments made by the Planning Applications Committee on 10 June 2020 as set out in Paragraph 4.2 of the report and note that the pilot TGN will be closely monitored by Officers.

(3) To delegate authority to the Head of Regeneration, in consultation with the Lead Cabinet Member for Planning and Director of Regeneration and Planning to make any minor or technical adjustments found necessary in the Newhaven Local Employment and Training TGN.

**Reason for decision:**

Newhaven is a focus for regeneration and is home to an Enterprise Zone. There is a high level of development planned. Equally, Newhaven has lower skills on average amongst its working age population compared to surrounding areas.

The level of development planned is likely to generate employment in the construction and operational phases of development. This is an opportunity to recruit local people and offer training and development, particularly for those who are seeking employment or a career change. Pre-employment programmes provide dedicated training and a guaranteed interview to those who are often furthest from the job market. The adoption of the pilot TGN will enable local employment and training policy to be tested to establish if it is beneficial for Newhaven residents.

**87 Recovery planning**

The Cabinet considered the report of the Director of Regeneration and Planning seeking their view on plans being developed to support the sustainable and economic recovery of the District and the Council following Covid-19 lockdown period.

The Leader of Lewes District Council would be hosting a summit on July 17 to develop detailed plans for a sustainable economic and social recovery across the district, post Covid-19 lockdown. Key statutory, voluntary, community and business representatives would be invited and the plans would compliment countywide recovery planning, led by East Sussex County Council.

A referral from the meeting of the Policy and Performance Advisory Committee (PPAC), held on 29 June 2020 was considered by Cabinet during their discussions.

**Resolved (Non-key decision):**

To note the report, and in particular;

(a) The work to reprioritise the Corporate Plan over the summer (paragraph 3.4 of the report)

(b) The commissioning of the Centre for Local Economic Strategies to support our implementation of community wealth building principles into all our key priorities as a council (paragraph 3.5 of the report)

(c) The Recovery Summit to be held in July 2020 (paragraph 3.6 of the report)

(d) Particular areas of future focus (paragraph 3.8 of the report), and

(e) The intention to revise the focus of future performance reporting (paragraph 4.2 of the report).

**Reason for decision:**

The Covid-19 pandemic and associated lockdown has resulted in a significant downturn in the local economy and subsequent impact on local people. This report sets out what the council plans to do, in its community leadership role, to tackle this in the Lewes District.

**88 Climate change and sustainability strategy framework**

The Cabinet considered the report of the Director of Regeneration and Planning providing sight of the climate change and sustainability strategy framework to be made available for stakeholder engagement work.

The Council declared a Climate Emergency in July 2019, with a target of becoming a fully resilient and net-zero Council by 2030.

The full strategy is scheduled to return to Cabinet, following a programme of stakeholder engagement, running from August to October 2020.

Kate Richardson, Strategy & Partnership Lead (Sustainability) presented the report and clarified that the baseline emissions for the district, detailed in appendix 1 to the report was incorrect and had been recalculated as 458 ktCO<sub>2</sub>e. Cabinet was advised that the full report from the council's consultants Anthesis would be circulated to Councillors once completed and published to the council's website.

A referral from the meeting of the Policy and Performance Advisory Committee (PPAC), held on 29 June 2020 was considered by Cabinet during their discussions.

Visiting member, Councillor Linington addressed the Cabinet and commented on the lack of specific targets contained in the framework. Councillor Bird responded that a large number of actions had already been carried out and targets followed, given the severity of the Climate Emergency. The framework detailed in the document represented an exciting and ambitious programme of engagement and had been shaped with assistance from the Sustainability Expert Panel.

**Resolved (Key decision):**

(1) To agree the timeline for the production of the Climate Change and Sustainability Strategy, adjusted in light of the Covid-19 pandemic, as described in paragraph 1.4 of the report.

(2) To approve the strategy framework for targeted stakeholder engagement, as summarised in paragraph 5.1 of the report.

(3) To approve the public engagement period of 10 weeks from 24th August 2020.

**Reason for decision:**

To progress towards the aims of the Climate Emergency Resolution agreed by Council in July 2019.

**89 Matters referred to the Cabinet**

Cabinet considered the report of the Call-in Panel in relation to the decision made by Cabinet at its previous meeting on the HRA Capital Programme – Housing Delivery Update report.

The report was presented by visiting member, Councillor Joe Miller, Chair of the Panel.

It was commented that advice was currently being sought with regards to the potential risk of delay to the delivery of the contract as a result of Covid-19.

Cabinet unanimously agreed to accept the Panel's recommendation and this was detailed below.

**Resolved:**

To accept the following recommendation from the Call-in Panel held on 6 July 2020 for the Cabinet decision made at its meeting on 11 June 2020 in relation to the HRA Capital Programme – Housing Delivery Update report.

(1) That should the Cabinet proceed with the revised scheme proposal for Saxonbury it considers the option of a fixed price contract with the chosen contractor.

**Reason for decision:**

To provide financial assurance to the Council and to mitigate any changes in internal or external conditions.

**90 Message of thanks**

As this was their last Cabinet meeting of the municipal year as Chair, Councillor Zoe Nicholson expressed thanks to Catherine Knight, Assistant Director for Legal and Democratic Services for her support in chairing Cabinet meetings and also to officers for their work in delivering and facilitating remote meetings.

The meeting ended at 3.49 pm

Councillor Zoe Nicholson (Chair)