

# Full Council

## 24 February 2021



Working in partnership with **Eastbourne Homes**

Quorum: 7

*Published: Tuesday, 16 February 2021*

To the Members of the Borough Council

You are summoned to attend an ordinary meeting of Eastbourne Borough Council to be held as a Remote Meeting on Microsoft Teams to transact the following business.

**PLEASE NOTE: This will be a 'virtual meeting', held on Microsoft Teams remotely in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations.**

**Instructions on how to join the meeting have been circulated separately for members of the Council and Officers participating.**

**Members of the press and public can view the meeting on YouTube by clicking on the link provided on the agenda page on the Council's website or calling the number provided.**

## Agenda

- 1 Welcome and Introductions.**
- 2 Notification of apologies for absence.**
- 3 Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct (please see note at end of agenda).**
- 4 Minutes of the meeting held on 18 November 2020. (Pages 7 - 18)**

To receive and sign as a correct record the minutes of the last meeting.
- 5 Public right of address.**

The Mayor to report any requests received from a member of the public under council procedure rule 11 in respect of any referred item or motion listed below.
- 6 Mayor's announcements. (Pages 19 - 20)**

A list of the Mayor's announcements in respect of his activities since the last meeting is attached for information.

## **7 Order of business.**

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

## **8 Other matters referred from Cabinet or other council bodies.**

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

### **(a) Council Budget and Setting of the Council Tax for 2021/22. (Pages 21 - 38)**

Report of Councillor Holt on behalf of the Cabinet. Referred from Cabinet on 10 February 2021. To include decisions in respect of:

- General Fund Budget 2021/22 and Capital Programme.
- Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2021/22 and HRA Capital Programme 2020-24; and
- Treasury Management and Prudential Indicators 2020/21, Capital Strategy and Investment Strategy.

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

### **(b) Local Council Tax Reduction Scheme. (Pages 39 - 40)**

Report of Councillor Shuttleworth on behalf of the Cabinet. Referred from Cabinet on 2 December 2020.

### **(c) Approval of Licensing Fees and Charges 2021-22. (Pages 41 - 48)**

Report of Councillor Rodohan on behalf Licensing Committee held on 18 January 2021.

## **9 Motions.**

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

### **(a) Motion 1 - Use of Emergency Accommodation in Eastbourne**

Motion submitted by Councillor Shuttleworth:

“Eastbourne Borough Council calls upon Brighton and Hove City Council to end their policy of placing large numbers of homeless people into emergency accommodation in Eastbourne over recent months.

Apart from the detrimental effect on those people who are placed so far from their support services, the policy has impacted significantly upon local health, housing, police, adult social care, children’s and other support services.

Brighton and Hove City Council must find alternative accommodation in Brighton using the Ministry of Housing Communities and Local Government funding provided to the City Council for this purpose.”

**10 Calendar of Meeting 2021/22. (Pages 49 - 50)**

To agree the proposed Calendar of Meetings for 2021/22.

**Please note:** The Council dates will be subject to final approval at the annual meeting of the Council, in accordance with legislation.

**11 Special Urgency Decisions by Cabinet Members. (Pages 51 - 56)**

Report of the Leader on three Cabinet Member decisions made under special urgency powers during the last three months and reported in accordance with Section 17.3 of the Council's Access to Information Procedures Rules. Copies of the decision notices for the following matters are attached for information:

- [Local Restrictions Support Grants](#) – 12 November 2020
- [Additional Restrictions Grant Scheme](#) – 19 November 2020
- [Local Restrictions Support Grant 'Open'](#) - 2 December onwards – 23 December 2020

**12 Discussion on minutes of council bodies.**

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

The following are appended to this agenda:

- (a) **Minutes of Planning Committee - 20 October 2020. (Pages 57 - 60)**
- (b) **Minutes of Scrutiny Committee - 2 November 2020. (Pages 61 - 64)**
- (c) **Minutes of Cabinet - 4 November 2020. (Pages 65 - 68)**
- (d) **Minutes of Planning Committee - 24 November 2020. (Pages 69 - 72)**
- (e) **Minutes of Audit and Governance Committee - 26 November 2020. (Pages 73 - 76)**
- (f) **Minutes of Cabinet - 2 December 2020. (Pages 77 - 80)**
- (g) **Minutes of Planning Committee - 15 December 2020. (Pages 81 - 82)**
- (h) **Minutes of Licensing Committee - 18 January 2021. (Pages 83 - 88)**
- (i) **Minutes of Planning Committee - 26 January 2021. (Pages 89 - 92)**

## 13 Date of Next Meeting

The next meeting of Full Council is scheduled to take place on 19 May 2021 at 6 pm.



**Robert Cottrill**  
Chief Executive

## Information for the public

### Accessibility:

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.

### Public participation:

Up to 15 minutes will be allowed at ordinary meetings of the Council during which members of the public may ask questions. Questions must be received by midday two working days before the day of the meeting and include the name and address of the questioner and the organisation they represent, email and telephone number, and must be in accordance with section 10 of the Council Procedure Rules. Please contact Democratic Services (see end of agenda) for further information. At remote meetings, any questions will be read out at the meeting by the Chair or an Officer.

## Information for Councillors

### Items for discussion:

Members of the Council who wish to raise items for discussion on any of the minutes of council bodies attached to the meeting agenda, are required to notify Democratic Services by 10am on the day of the meeting.

### 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 Teams meeting when the matter is being considered (unless he/she has obtained a dispensation).

## Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

Email: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

**Telephone:** 01323 410000

**Council website:** <https://www.lewes-eastbourne.gov.uk/>

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Working in partnership with **Eastbourne Homes**

## Full Council

**Minutes of meeting held remotely on 18 November 2020 at 6.00 pm.**

### **Present:**

Councillor Steve Wallis (Mayor).

Councillors Sammy Choudhury (Deputy Mayor), Caroline Ansell, Margaret Bannister, Colin Belsey, Helen Burton, Penny di Cara, Peter Diplock, Jonathan Dow, Tony Freebody, Stephen Holt, Jane Lamb, Robin Maxted, Paul Metcalfe, Md. Harun Miah, Colin Murdoch, Jim Murray, Amanda Morris, Pat Rodohan, Dean Sabri, Alan Shuttleworth, Robert Smart, Colin Swansborough, Barry Taylor, David Tutt, Candy Vaughan and Rebecca Whippy.

### **Officers in attendance:**

Robert Cottrill (Chief Executive), Oliver Dixon (Head of Legal Services), Sarah Lawrence (Senior Committee Officer), Simon Russell (Head of Democratic Services), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning) and Peter Finnis (Former Assistant Director for Governance and Corporate Services and Monitoring Officer).

### **1 Welcome**

The Mayor welcomed all Councillors to the first online Full Council meeting and advised that the meeting was being held remotely on Microsoft Teams in accordance with government regulations.

### **2 Period of Silence**

Prior to the start of the formal business the Mayor advised that he wished to hold a short period of silence in memory of Honorary Alderman Aubrey Vickers who had passed away in August following a short illness. Councillor Tutt and Councillor Belsey paid tribute to him for his work on the Borough and County Councils over 50 years, and for his friendship and service to the area. In addition, Councillor Belsey asked for Councillors to remember Colette Cullen, wife of Derek Cullen, former Borough Councillor and Mayor, who had passed away this week.

The Mayor held a short period of silence in memory of both Honorary Alderman Aubrey Vickers and Colette Cullen.

### **3 Introductions and notification of apologies for absence.**

The Mayor invited Members to introduce themselves for those watching and listening to the meeting.

No apologies for absence were received.

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

Councillor Belsey declared a personal interest in Motion 1 – NHS Walk in Centre as he was the Chair of the East Sussex Health Overview Committee which was due to consider the matter shortly and for which he would not wish to have pre-determined the issue. As a result, Councillor Belsey indicated he would leave the meeting during the discussion on the motion and would not vote.

Councillor Shuttleworth declared a personal interest as a member of the East Sussex Health Overview Committee which was due to consider the matter shortly, but advised that he did not consider that this would predetermine his position and he would participate in the discussion on Motion 1 and vote.

Councillor Taylor declared a personal and prejudicial interest in relation to Motion 3 – Carers' Rights, as his family were involved in nursing care, residential care and day care and would be leaving the meeting for this item.

A question was raised as to whether all Councillors had a pecuniary interest in item 10, Members Allowances Scheme, but the Head of Legal Services advised that this applied to all Councillors, and therefore did not need to be declared.

**5 Minutes of the meeting held on 19 February 2020**

The minutes of the meeting held on 19 February 2020 were presented and the Mayor was authorised to sign them as a correct record.

**6 Public right of address.**

The Mayor advised that public speeches had been submitted as follows, and would be read out at the start of the relevant items:

- On Item 11 (a) Completion of the Winter Gardens, a speech from Chris Leach, Chair of the Eastbourne Society.
- On Item 12 (b) Motion 2 - Government Planning White Paper, a speech from Dennis Scard, Chair of the Meads Community Association.
- On Item 12 (d) Motion 4 - Council meetings, a speech from Dennis Scard, Chair of the Meads Community Association.

**7 Mayor's announcements.**

The Mayor drew attention to the list of the mayoral engagements attended since the last meeting set out in the agenda.

The Mayor thanked all the Councillors, Group Leaders, Caroline Ansell as the



local MP, Officers, volunteers, charity representatives and residents for their response during the Covid-19 in serving the local community. He offered his condolences and prayers for the families of all those who have sadly lost their lives during this difficult time.

## **8 Order of business.**

The business proceeded in accordance with the agenda.

## **9 Designation of Monitoring Officer**

Councillor Tutt moved and Councillor Smart seconded the recommendations in the report to designate Oliver Dixon, the Head of Legal Services as the statutory Monitoring Officer.

The Mayor paid tribute to Peter Finnis, who had retired from the Council after 40 years, thanking him for his support and guidance, and welcomed Mr Dixon to the Monitoring Officer role.

Councillor Tutt confirmed he had no hesitation in proposing Oliver Dixon for the role. Councillor Tutt extended his thanks to two officers who had retired earlier this month. First, he thanked Catherine Knight (formerly the Assistant Director - Legal and Democratic Services) who had worked for Lewes for many years and then latterly for both Lewes and Eastbourne, over 27 years in total. Councillor Tutt then paid tribute to Peter Finnis (formerly the Council Monitoring Officer and Assistant Director – Governance and Corporate Services) and offered his sincere thanks on behalf of both Councillors and Officers for all Peter had done to shape the Council over his 40 years of service.

Councillor Smart in seconding the recommendation, thanked Peter Finnis for his excellent work on behalf of Eastbourne and its residents and wished him well in his retirement, and welcomed Oliver Dixon to his new role.

The recommendation was put to the Council and agreed unanimously.

**Resolved** –That the Council designates Oliver Dixon, the Head of Legal Services, to be its statutory Monitoring Officer with immediate effect.

## **10 Proposal for a Joint Staff Advisory Committee and Joint Appointments and Appeals Committee**

Councillor Swansborough moved and Councillor Lamb seconded the recommendations in the report to set up a new Joint Staff Advisory Committee and a Joint Appointments and Appeals Committee, which would consolidate into one place discussion of matters relating to the single shared workforce which operated across both Councils.

The recommendation was put to the Council and agreed unanimously.

**Resolved -**

- 1) To approve the Terms of Reference for a new Joint Staff Advisory Committee to replace the current Joint Staff Committee, as set out in Appendix 1 to the report;
- 2) To approve the Terms of Reference for a Joint Appointments and Appeals Committee as set out in Appendix 2 to the report;
- 3) To delegate to the Assistant Director – HR and Transformation and the Head of Democratic Services authority to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies as set out in Appendix 3 to the report, and to delegate specific functions to the Head of Paid Service and Assistant Director – HR and Transformation in accordance with paragraphs 1.1 to 1.3 of Appendix 3 to the Report; and
- 4) That appointments be made to the Committee as set out in paragraphs 2.4 and 2.5 of the report.

**11 Conservation Area Advisory Group (CAAG) - Proposed changes to Terms of Reference and Status**

Councillor Rodohan moved and Councillor Smart seconded the recommendations in the report to expand the remit and change the status of the Conservation Area Advisory Group (CAAG) in order to enable more flexible discussion and a broader input of knowledge into the decision-making process in respect of matters affecting Conservation Areas and Listed Buildings.

The recommendation was put to the Council and agreed unanimously.

**Resolved –**

- 1) That Council approves the revised Terms of Reference in respect of remit and membership, set out in Appendix 1 to the report;
- 2) That Council approves the change in status of Conservation Area Advisory Group (CAAG) from ‘Formal Committee’ to ‘Informal Forum’ as set out in section 4 of the report; and
- 3) That the Head of Democratic Services be authorised to make the necessary changes to the Council’s Constitution in order to give effect to these changes.

**12 Members Allowance Scheme - Independent Remuneration Panel Report**

The Council received for consideration the report by an Independent Remuneration Panel (IRP) making recommendations in respect of the Members Allowance Scheme, and the report of the Head of Democratic Services setting out the options available to the Council.

Councillor Tutt moved and Councillor Holt seconded a proposal sent out in an addendum circulated in advance of the meeting, to reject the recommendations of the Panel relating to an uplift in basic and special responsibility allowances, due to the current financial climate. However, it was proposed that this be revisited in February 2023, to enable consideration of whether the allowances needed to be updated ahead of the next elections, for the recruitment of

Councillors from a wide range of backgrounds.

Councillor Freebody and Councillor Holt spoke in support of the proposal and thanked the IRP for its work.

The recommendation was put to the Council and agreed unanimously.

**Resolved -**

- 1) Having considered the recommendations of the Independent Remuneration Panel (IRP), the Council is grateful to the Panel for its work, but determines that it would not be in the best interest of the Council or the Town to accept them in full given the current financial challenges facing the Council whilst responding to the Covid 19 pandemic;
- 2) The Council resolves as follows in relation to the recommendations:
  - a) That the basic allowance and special responsibilities allowances be as set out in the current scheme of allowances, and uplift recommended by the IRP be rejected;
  - b) To accept the recommendation that no Councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances;
  - c) To accept the Panel's recommendations in relation to travelling and subsistence allowances, Dependent Carers Allowances, the proposed policy to support parental leave, and the continuation of the current IT allowance;
  - d) To agree that the above changes made to the allowances scheme will be implemented with effect from the beginning of the 2020-21 financial year, and to revoke the current scheme of allowances from the same date.
- 3) That the Head of Democratic Services be authorised to make the necessary amendments to the Council's Members' Allowances Scheme;
- 4) That the report and recommendations of the IRP be re-considered by Full Council at the end of the current administration in February 2023; and
- 5) That thanks be conveyed to the Panel for the work undertaken and report produced.

**13 Matters referred from Cabinet or other council bodies.**

**13a Completion of Winter Garden Redevelopment**

At the start of this item the public speech received from Chris Leach, Chair of the Eastbourne Society was read out.

Councillor Bannister moved and Councillor Smart seconded the recommendation referred from Cabinet meeting held on 16 March 2020, to support Option 2 for the completion of the Winter Garden redevelopment. In moving the recommendation, Councillor Bannister responded to the points

made by Mr Leach and invited him to participate in a 'Winter Gardens Recovery Group'. She advised that the proposals were proceeding with the assistance of a Government grant.

Councillor Smart in seconding the recommendation outlined his concerns that the project had been delayed until this point and as to the budget involved.

Councillor Tutt responded to the points made by Councillor Smart in relation to budget for the project.

The recommendation was put to the Council and agreed unanimously.

**Resolved** - To agree Option 2 for the completion of the Winter Gardens Redeveloped, as detailed in the Cabinet report to the meeting on 16 March 2020.

### **13b Treasury Management Annual Report 2019/20**

Councillor Holt moved and Councillor Tutt seconded the recommendation referred from Cabinet meeting held on 18 November 2020, to approve the Annual Treasury Management report for 2019/20 and to approve the 2019/20 prudential and treasury indicators.

The item was discussed by Members and put to a vote and approved by 15 votes for, 9 votes against and 1 abstention as follows.

**Resolved –**

- 1) To agree the Annual Treasury Management report for 2019/20; and
- 2) To approve the 2019/20 prudential and treasury indicators included in the Cabinet Report to the meeting on 18 November 2020.

### **14 Motions.**

#### **14a Motion 1 - NHS Walk in Centre**

Councillor Holt moved and Councillor Rodohan seconded the motion set out on the agenda, to ask the Clinical Commissioning Group to withdraw its proposal to close the walk-in and GP service at Eastbourne Station Health Centre.

Councillor Ansell moved and Councillor Di Cara seconded an alternative recommendation, which had been circulated to all Councillors, as below:

“Eastbourne Borough Council calls upon the NHS Clinical Commissioning Group (CCG) to guarantee the continuing service of the Eastbourne Station Health Centre until at least 2023. This will provide important continuity of care in the pandemic and its aftermath, safeguard general capacity and, secure the expertise of the ESHC in the fight against the virus, notably to play a significant role in any prospective COVID vaccination programme. Further, ahead of any decision to close the ESHC, that the CCG satisfy 3 public confidence tests:

1. Plans for a town centre satellite centre practice envisaged by the new Old Town super practice, Victoria Medical Centre, have been agreed and delivered.
2. Talks with partnership groups such as the Salvation Army and others whose premises could be used to provide outreach GP and wider health support to vulnerable groups, have been concluded and services negotiated and commissioned.
3. Demonstrate that GP provision in the town centre reflects prospective town centre housing development, circa 1000 new households. That current town centre GP practices have been able to re-open their lists.

When these tests have been satisfied, the CCG to go back out to local public consultation.”

In considering the amendment, Councillor Tutt asked the Mayor if he would consider holding a short adjournment in order to enable Councillor Holt and Councillor Ansell to discuss the potential for a shared revised motion incorporating the best of both versions. With the agreement from Councillor Holt and Councillor Ansell, the Mayor agreed to adjourn the meeting for 10 minutes, and to return to the matter to the end of the meeting.

When returning to this item, Councillor Holt moved and Council Ansell seconded a revised motion. This was put to the Council and agreed unanimously.

**Resolved that:**

“Eastbourne Borough Council calls upon the NHS Clinical Commissioning Group (CCG) to withdraw its proposal to close the walk in and GP service at Eastbourne Station Health Centre.

We believe that the current consultation process is flawed and has understated the importance of the existing GP and Walk-In service in the town centre. Many of the patients using the Walk-In centre are not registered patients and would be unable to take part in any consultation.

The Walk-In centre in delivering a vital service for many homeless people including those who are part of the Rough Sleeping Initiative, and for those who have no fixed home address and may not be registered with GP practices. Many of these people have multiple complex needs and have established a link with the station health service. Without this, many people would simply stop accessing health services or would put pressure on the Primary Care service at the DGH, as their health problems escalate.

The Walk-In service provides a unique access to healthcare not replicated elsewhere in the town and is an important safety net for patients who cannot gain an appointment at other GP surgeries. Our key industry is Tourism and the Walk-In centre provides a vital and accessible facility for anyone taken ill whilst visiting out town. It is also an important service to people with learning disabilities, mental health issues or who may be living in temporary

accommodation in our town, all of whom may need help from a GP but may be unable to book an appointment in advance.

The Walk In Centre would provide important continuity of care in the pandemic and its aftermath, safeguard general capacity and, secure the expertise of the ESHC in the fight against the virus, notably to play a significant role in any prospective COVID vaccination programme.

Further, ahead of any decision to close the ESHC, that the CCG satisfy 3 public confidence tests:

1. Plans for a town centre satellite centre practice envisaged by the new Old Town super practice, Victoria Medical Centre, have been agreed and delivered.
2. Talks with partnership groups such as the Salvation Army and others whose premises could be used to provide outreach GP and wider health support to vulnerable groups, have been concluded and services negotiated and commissioned.
3. Demonstrate that GP provision in the town centre reflects prospective town centre housing development, circa 1000 new households. That current town centre GP practices have been able to re-open their lists.

When these tests have been satisfied, the CCG to go back out to local public consultation.”

(**Note** - Councillor Belsey left the room during the discussion of the item and took no part in the vote on this matter).

[The meeting was adjourned for a period of 10 minutes at 7.30 pm during the discussion of this item]

#### **14b Motion 2 - Government Planning White Paper 'Planning for the Future'**

At the start of this item the public speech received from Dennis Scard, Chair of the Meads Community Association was read out.

Councillor Shuttleworth moved and Councillor Murray seconded the motion set out on the agenda, to call upon the Government to respond to the concerns expressed by the Local Government Association and Councils up and down the Country about proposals in the Government White Paper 'Planning for the Future'.

Councillor Smart moved and Councillor Ansell seconded an amendment to the recommendation, which had been circulated to all Councillors, as below:

“1. To amend the first paragraph of the motion to read:

“Eastbourne Borough Council calls upon the Government to respond to the concerns expressed by the Local Government Association and

Councils up and down the country about proposals for “Changes to the current planning system” and in the Government White Paper “Planning for the future”, and welcomes positive points from the White Paper, particularly those that support our ambition to be a carbon neutral town by 2030.”

2. To delete the detailed points that follow after this paragraph.“

The Council discussed the motion and the amendment.

The amendment was put to a vote and lost (9 votes for, 16 votes against, 1 abstention, 1 unable to cast a vote due to connectivity issues).

The original motion was then put to the vote and carried by 17 votes for, 0 votes against and 10 abstentions, as follows.

**Resolved that:**

“Eastbourne Borough Council calls upon the Government to respond to the concerns expressed by the Local Government Association and Councils up and down the country about proposals in the Government Planning White Paper ‘Planning for the Future’.

Eastbourne Borough Council makes the following points:

- That the Planning Paper needs to recognise that housing targets are best set by local Councils based upon the needs and restraints of their area. The Government imposed targets approach has failed local communities.
- That developers must continue to pay a section 106 levy towards local infrastructure costs. The proposed national Infrastructure Levy will inevitably lead to a reduction in local funding of transport, road improvements, drainage and other infrastructure costs and will lead to less local control.

Further that:

- The number of sites with existing planning permissions for houses that are extant, have not yet been built, or even started to be built, along with the high proportion of planning applications that are agreed are a clear sign that the planning process is not as big a barrier to development as the government claims.
- The planning process has over recent years become increasingly divorced from the needs and desires of local communities. The proposals contained within the White Paper will exacerbate this unwelcome direction of travel.
- The proposals contained within the White Paper will diminish the role of planning authorities, planning committee members and ward councillors.
- While the current planning system is not perfect this is at least in part

due to continued cuts by central government funding to local planning authorities which have, in turn, led to local authorities having to reduce expenditure on planning services. These cuts and ongoing centralisation of policy coming from Government have affected both the processing of planning applications and enforcement activities.

- Previous changes to the planning system, such as the introduction of the Unitary Development Plan and the Local Plan, have proved enormously expensive and time-consuming. Further changes are likely to be the same, with any benefits being outweighed by the costs involved.”

#### **14c Motion 3 - Carers' Rights**

Councillor Diplock moved and Councillor Holt seconded the motion to support carers' rights, as set out on the agenda.

The Council discussed the motion in full. This motion was put to the Council and agreed unanimously as follows.

**Resolved:** Ahead of Carers Rights Day on 26 November, this Council:

1. Recognises the work of both paid and unpaid carers, and thanks them for bearing an often-silent burden. Estimates from Carers UK suggest there are around 13m unpaid carers in the UK, who save the economy approximately £132 billion a year. We all know someone who is a carer.
2. Pledges to lead by example and ensure reasonable adjustments are made to allow carers employed by this authority to balance their caring responsibilities within work, and will continue to support carers, sign posting them to receive help, support and advice whenever possible.
3. Supports the efforts to extend to carers the employment rights within the Equality Act 2010. We call upon our MP to support the efforts made by Parliamentarians to extend protected characteristic rights to Carers.

(**Note** – Having declared an interest, Councillor Taylor left the room during the discussion of the item and took no part in the vote on the matter).

#### **14d Motion 4 - Council Meetings**

At the start of this item the public speech received from Dennis Scard, Chair of the Meads Community Association was read out.

Councillor Freebody moved and Councillor Lamb seconded the motion set out on the agenda, related to re-introducing all Council meetings remotely with immediate effect.

Councillor Tutt moved and Councillor Holt seconded an amendment to the recommendation, so that it read: “This Council remains committed to the democratic process and will conduct all Council meetings using a digital



platform to protect the public, members and officers from possible Covid 19 infection, until such time as Covid restrictions are lifted.”

The Council discussed the motion and the amendment.

The amendment was put to a vote and carried by 24 votes for, 1 against, 1 abstention and 1 unable to cast a vote due to connectivity issues, as follows.

**Resolved that:** This Council remains committed to the democratic process and will conduct all Council meetings using a digital platform to protect the public, members and officers from possible Covid 19 infection, until such time as Covid restrictions are lifted.

#### 14e **Motion 5 - Financial processes**

Councillor Smart moved and Councillor Di Cara seconded the motion set out on the agenda, related to improving financial processes and accountability.

Councillor Maxted moved and Councillor Burton seconded an amendment to the recommendation, which had been circulated to all Councillors, the effect of which amend the motion to read:

“In light of the considerable delays to the audit process that many Councils are facing nationally, this Council resolves to assess the recommendations of the Government commissioned Redmond Review and undertake to introduce change where possible now, even ahead of legislation.”

The Council discussed the motion and the amendment.

The amendment was put to a vote and carried (17 votes for, 1 against, 9 abstentions) as follows.

**Resolved that:** In light of the considerable delays to the audit process that many Councils are facing nationally, this Council resolves to assess the recommendations of the Government commissioned Redmond Review and undertake to introduce change where possible now, even ahead of legislation.

#### 15 **Discussion on minutes of council bodies.**

The minutes of the following Council bodies held in 2020 were submitted to the meeting:

Audit and Governance Committee – 4 March and 9 September  
Cabinet – 5 February, 16 March, 3 June, 15 July, 16 September  
Conservation Area Advisory Group – 18 February  
Licensing Committee – 6 January  
Planning Committee – 25 February, 25 August  
Scrutiny Committee – 3 February, 14 September

In accordance with Council procedure 14, the minutes of Cabinet on 16 September 2020, Corporate Performance – Quarter 1 – 2020/21, were raised for discussion by Councillor Holt, in order to extend his thanks to staff for their work during the Covid-19 pandemic.

**Resolved (Unanimously):** That the minutes of the above council bodies be accepted.

**16 Date of next meeting**

It was noted that the next meeting of Full Council was scheduled to take place on Wednesday 24 February 2021 at 6 pm.

The meeting ended at 9.35 pm

Councillor Steve Wallis (Mayor)

# Agenda Item 6

## Eastbourne Borough Council



**Mayor**  
**Councillor STEVE WALLIS**

**Deputy Mayor**  
**Councillor SAMMY CHOUDHURY**

### **MAYOR'S ANNOUNCEMENTS**

#### **Mayor's ENGAGEMENTS** **November 2020 – February 2021**

<b>Date</b>	<b>Attendee</b>	<b>Event</b>
03.11.2020	Mayor	Took part in a pre-recording for the Remembrance Sunday Service at the Town Hall.
08.11.2020	Mayor	Attended the Ruthless Memorial Service.
14.11.2020	Mayor	Attended the East Sussex Prayer Breakfast on YouTube.
17.11.2020	Mayor	Online Civic Meeting with ESCC Chairman.
26.11.2020	Mayor	Took part in 'Care for a Coffee' on Zoom during Carers Week.
07.12.2020	Mayor	Recorded a message outside the Congress Theatre for the Tree of Light Ceremony which was broadcast online.
22.12.2020	Mayor	Made Christmas deliveries to vulnerable local residents.
24.12.2020	Mayor	Attended the Christmas Cracker raffle draw in the Beacon Centre.

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**Meeting:** COUNCIL

**Date:** Wednesday 24 February 2021

**Subject:** COUNCIL BUDGET AND SETTING OF THE COUNCIL TAX FOR 2021/22

**Report of:** Councillor Stephen Holt, Deputy Leader of the Council and Cabinet Member for Finance

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The Council is asked to consider the reports to Cabinet and also the Cabinet minutes and resolutions from the meeting held on 10 February 2021.

The budget book 2021/22 will be circulated to all Members of the Council in March once the budget has been formally adopted. A copy will be provided on the Council's website.

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

[Cabinet Agenda - https://democracy.lewes-eastbourne.gov.uk/ieListDocuments.aspx?CId=125&MId=3190](https://democracy.lewes-eastbourne.gov.uk/ieListDocuments.aspx?CId=125&MId=3190)

(This is the listing for the Cabinet meeting held on 10 February 2021)

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

In order to comply with Section 25 of the Local Government Act 2003; the Authority's Chief Finance Officer is required to report on the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed reserves. A statement covering this requirement is attached at Appendix 1.

The resolutions in this report, which must include the requirements of all precepting authorities, are based on the recommendations being made to those Authorities and the budget approved by East Sussex County Council, the Police and Crime Commissioner for Sussex and East Sussex Fire Authority.

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

Authority	Precept/Demand		2021/22 Band D Council Tax	Change over 2020/21	
	£	%		£	%
Eastbourne Borough Council	8,865,797	12.1%	<b>256.74</b>	5.03	1.99%
East Sussex County Council	53,319,098	73.1%	<b>1,544.04</b>	52.02	3.49%
The Police and Crime Commissioner for Sussex	7,421,315	10.2%	<b>214.91</b>	15.00	7.50%
East Sussex Fire Authority	3,364,472	4.6%	<b>97.43</b>	1.90	1.99%
<b>Total</b>	<b>72,970,682</b>	<b>100.0%</b>	<b>2,113.12</b>	<b>73.95</b>	<b>3.63%</b>

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

**Recommendations:**

1. The recommendations as detailed in the reports from the Chief Finance Officer to Cabinet on 10 February 2021:
  - (i) The General Fund budget for 2020/21 (Revised) and 2021/22 (original).
  - (ii) An increase in the Council Tax for Eastbourne Borough Council of 1.998% resulting in a Band D charge of £256.74 for 2021/22.
  - (iii) The revised General Fund capital programme 2021/22.
  - (iv) Approve the Treasury Management Strategy and Annual Investment Strategy for 2021/22.
  - (v) Approve the Minimum Revenue Provision Policy Statement 2021/22.
  - (vi) Approve the Prudential and Treasury Indicators 2021/22 to 2023/24.
  - (vii) Approve the Capital Strategy.
  - (viii) Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2020/21 and the budget for 2021/22, rents and service charges and the arrangements for finalising Eastbourne Homes' management fee.
2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement at 6 below remains unchanged.
3. That it be noted, that since the Cabinet meeting on 05 February the Business Rates return to the Government (NNDR1) has been finalised with no changes to the previous net budget assumptions.
4. That consequent upon a General Fund budget of £13,473,950 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £256.74 (representing an increase of 1.998%) calculated as follows:

	£'000	£'000
<b>Gross Expenditure:</b>		
General Fund		85,853
HRA		19,104
Business Rates Tariff payable and deficit		11,635
		<u>116,592</u>
<b>Less Income:</b>		
Service Income	(86,639)	
Contribution form Reserves	(3,581)	
Other Government Grants	(2,602)	
Business Rates income	(14,859)	
Collection Fund Surplus (Council Tax)	(45)	(107,726)
		<u>8,866</u>
<b>COUNCIL TAX REQUIREMENT</b>		<b>8,866</b>
<b>Band 'D' Council Tax</b>		<b>£256.74</b>

The statutory resolutions relating to this matter are given at paragraphs 5 and 6 below.

5. That it be noted that at its meeting on 02 December 2020 the Cabinet agreed the Council Tax Base of 34,532.2 for Band 'D' equivalent properties for the year 2021/22 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended).
6. Calculate that the Council Tax requirement for the Council's own purposes for 2021/22 as £8,865,797.
7. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

(a)	£116,591,652	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	£107,725,855	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£8,865,797	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£256.74	being the amount at 5(c) above (Item R), all divided by Item T (4 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

8. To note that East Sussex County Council, the Police and Crime Commissioner for Sussex and the East Sussex Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below.
9. That the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992, as amended, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2021/22 for each of the categories of dwellings.

<b>Council Tax Valuation Bands</b>								
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
<b>Precepting Authorities</b>								
Eastbourne Borough Council	171.16	199.69	228.21	256.74	313.79	370.85	427.90	513.48
East Sussex County Council	1,029.36	1,200.92	1,372.48	1,544.04	1,887.16	2,230.28	2,573.40	3,088.08
Sussex Police Authority	143.27	167.15	191.03	214.91	262.67	310.43	358.18	429.82
East Sussex Fire Authority	64.95	75.78	86.60	97.43	119.08	140.73	162.38	194.86
<b>Aggregate of Council Tax Requirements</b>	<b>1,408.75</b>	<b>1,643.54</b>	<b>1,878.33</b>	<b>2,113.12</b>	<b>2,582.70</b>	<b>3,052.28</b>	<b>3,521.87</b>	<b>4,226.24</b>

10. Determine that the Council's basic amount of Council Tax for 2021/22 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2021/22 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.

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For a copy of the report please contact Democratic Services, Town Hall, Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 415021.

E-mail: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

For further information please contact Homira Javadi, Chief Finance Officer, Tel. (01323) 415149

### **Appendices:**

Appendix 1 - Section 25 Statement of the Chief Finance Officer.

Appendix 2 - Draft Cabinet Minute Extract, 10 February 2021, General Fund Budget 2021/22 and Capital Programme.

Appendix 3 – Draft Cabinet Minute Extract, 10 February 2021, Treasury Management and Prudential Indicators 2021/22, Capital Strategy and Investment Strategy.

Appendix 4 – Draft Cabinet Minute Extract, 10 February 2021, Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2021/22 and HRA Capital Programme 2020-24.



### Section 25 Statement of the Section 151 Officer

#### STATEMENT ON THE GENERAL FUND BUDGET PROPOSALS BY THE CHIEF FINANCIAL OFFICER

##### 1. Statutory Requirements

- 1.1. Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves in the budget.
- 1.2. The Council is required to have regard to this report in approving the budget and council tax.

##### 2. Summary Opinion

- 2.1. The budget proposals have been drafted during an unprecedented and exceptionally challenging times caused by the Covid 19 Pandemic. The Council has seen its income levels reduce by as much as 80% in some key areas, it continues to face ongoing cost pressures on some demand-led services.
- 2.2. The Council's response to these financial pressures coupled with the uncertainties around economic recovery and local government future funding arrangements has been to put in place a number of key plans many of which have been encompassed in the Recovery and Reset Programme (R&RP).
- 2.3. The Council's overall recovery strategy is reliant on the outcome from the following:
  - Delivery of the anticipated saving targets from the R&RP.
  - Capitalisation direction approved by the Secretary of State – Ministry of Housing, Communities and Local Government (MHCLG).
  - Economic recovery and return of income levels to the pre COVID-19 levels.
  - Greater control of the revenue and capital expenditure and financing costs.
- 2.4. In response to the Council's request for financial support, on 2<sup>nd</sup> February 2021, the Minister of State for Regional Growth and Local Government in a letter addressed to the Leader of the Council, approved a total capitalisation direction to fund expenditure not exceeding £6.8m for the financial year 2020/21, and up to £6m for 2021/22.
- 2.5. The Minister of State's approval is subject to conditions. These conditions would be set out in the capitalisation direction when issued.

The conditions of the capitalisations are yet to be clarified in detail, however, some key areas of focus will include:

- A. The Authority may only capitalise expenditure when it is incurred.

- B. That the authority undergoes an external assurance review focused on its financial position, to be commissioned by MHCLG, with the intention of agreeing to a plan to address any recommendations.
- C. Where expenditure is capitalised, that the council shall charge annual Minimum Revenue Provision using the asset life method with a proxy 'asset life' of no more than 20 years, in accordance with relevant guidance.

2.6. The Leader of the Council has responded to the Secretary of State confirming that the Council will be accepting the capitalisation direction.

The conditions included in the capitalisation direction, introduce a degree of uncertainty and added risk to the budgetary and financial planning assumptions. I will be reassessing the implications of these conditions when the detail guidance is issued.

2.7. The inclusion of further service transformation, efficiency savings and income recovery targets in the budget is challenging and as such there is a risk that, should these targets not be achieved, the Council will need to draw on its reserves during 2020/21. Added to these is the uncertainty of what proportion of the financial shortfalls for 2020/21 and 2021/22 would meet the capitalisation conditions.

### 3. Sensitivity Analysis

3.1. The sensitivities associated with the budget position are outlined in the following table.

<b>Risk</b>	<b>Probability</b>	<b>Impact</b>	<b>Comment</b>
Capital Financing Costs	Low	Low	A contingency budget of £250k is already built into the budget to absorb additional increases.
Capitalisation Costs	High	Medium	The impact of an additional 1% interest charge will increase costs by £154k and would need to be added to the R&RP savings requirement of £850k.
Further Income Reductions	Medium	Medium	A further 10% reduction in income, above the 30% already built in, would equate to £1.6m.
Recovery & Reset Targets	Low	Medium	There are additional saving options and flexibilities built into the R&RP saving assumptions to cover any shortfalls, or it would need to be funded from

			reserves (assumed £150k).
Increased demand for Temporary / Emergency housing	High	High	Further demand in relation to homelessness could see additional costs of circa £250k. This would need to be met from additional R&RP savings or ultimately from reserves.
Not meeting the Capitalisation Direction conditions	Low	Medium	Failure to meet the conditions of the Capitalisation Directions of £6.8m (2020/21) and £6m (2021/21) by 10% would result in shortfalls of £680k and £600k respectively. In 2020/21 this could be met from reserves, but would need to be covered by additional savings in 2021/22 in the first instance.
Total			Up to £3m

3.2. Based on the above sensitivity analysis, the Council has sufficient reserves to mitigate this risk in 2020/21 but use of reserves would not be sustainable in the medium term. I will be monitoring the Council's risks and delivery of the savings targets on an ongoing basis. Should any of the budgetary assumptions change in a way that will require additional savings to be identified or additional demand of reserves then I will review the situation and report to the Council accordingly.

#### **4. Financial Management Arrangements**

4.1. The Council has a sound system of budget monitoring and financial control in place, with regular reporting both at Executive and Scrutiny level, via the Audit & Governance Committee (year-end review), Scrutiny Committee and Cabinet. Where budget variances have arisen, management actions are identified to minimise any adverse effect and enable early corrective action to be put in place where necessary.

4.2. The budget process for 2021/22 included a series of review sessions with Cabinet Members in order to ascertain the priorities for the budget, and to understand cost drivers, demand pressures and the underlying assumptions contained within the budget, such as inflation, interest rates and the cost of borrowing.

4.3. This year, Cabinet Members also applied an additional layer of budget challenge to the process, through meetings with the Corporate Management Team, to explore opportunities for efficiencies, cost reduction or income generation on a

Priority Based Budgeting basis. The Council's Corporate Management Team has reviewed and challenged the budget at various stages throughout its construction, including the reasonableness of the key budget assumptions, such as estimates of inflationary and corporate financial pressures, realism of income targets and the extent to which known trends and liabilities are provided for.

The budget has been prepared within the terms of the Medium-Term Financial Strategy and in consideration of the key financial risks identified.

- 4.4. In recent years, there has been a growing trend to increase the range of tools available to councils to assess, and where necessary, improve their financial management. The Chartered Institute for Public Finance and Accountancy (CIPFA) has developed a Financial Management Code, designed to support good practice in financial management by setting out a series of principles supported by specific standards and statements of good practice. The Council will carry out a self-assessment against the new Code and create an action plan if required to meet the over-arching. CIPFA also produce an annual Resilience Index which allows authorities to view their position in respect of a range of indicators of financial risk. While such tools can be blunt instruments, which do not take account of local circumstance, they are nevertheless a useful starting point for provoking internal challenge.
- 4.5. The Council continues to meet requirements to produce what has now become a suite of financial management reporting, including the budget report, Medium-Term Financial Strategy (MTFS), Treasury Management and Investment Strategies and Capital Strategy, which form the framework for financial decision-making. In addition, the Council has due regard to both statutory and non-statutory guidance including the Prudential Code for Capital Finance in Local Authorities and related MHCLG Investment Guidance. Due to the financial effects of Covid-19 on the Council's budget, additional reporting has been undertaken during the year (2020/21), including a financial briefings to all Members in the early months of the crisis, and both a September MTFS and an updated MTFS in February 2021 to ensure early budget actions were captured and progressed in a timely manner. In addition, there have been regular opportunities for Members to raise queries in biweekly briefings from the Chief Executive and the-Corporate Management Team.
- 4.6. Reporting against the financial framework is undertaken via the budget monitoring process referred to earlier in this report. The external review of the financial statements of the Council and its arrangements to secure economy, efficiency and effectiveness in its use of resources (value for money conclusion) comes from the Council's external auditors and is supported by the Scrutiny Committee and the recently refreshed Risk Management process.
- 4.7. I consider the financial management arrangements of the Council to be sufficiently robust to maintain adequate and effective control of the budget for 2021/22.

## 5. Financial and Economic Environment, Risks and Assumptions

- 5.1. In addition to the Capitalisation Directions, Eastbourne has received additional (but one-off) funds from the Local Government Finance Settlement and associated emergency funding for Covid-19 pressures. Without this additional Covid-19-related funding, the Council's financial position would have been considerably worse.
- 5.2. The Government has a headline figure of "core spending power" (CSP), which is meant to represent the overall revenue funding available for local authority services. For 2021/22 this will rise by 4.5% across England. However, this assumes maximum Council Tax increases and growth in the number of homes paying Council Tax. This would not hold true for many authorities, including Eastbourne, who are likely to experience lower than average Council Tax base growth, due to slow down in development. There could be a further fall in Council Tax income from an increasing caseload for local council tax support.
- 5.3. For Eastbourne, Core Spending Power (CSP) for 2021/22 as measured by Government, is in fact retained at its 2020/21 level i.e. almost zero growth. The major reduction in New Homes Bonus, due to removal of legacy payments from 2020/21, meant that an overall reduction in resources would have been experienced. To combat this, the Government introduced a floor mechanism, for 2021/22 only, so that the new Lower Tier Services grant was topped up by an additional £156k to avoid a reduction in overall CSP.

<b>Core Spending Power</b>		
	2020-21	2021-22
	£	£
	millions	millions
Settlement Funding Assessment	3.652	3.652
Compensation for under-indexing the business rates multiplier	0.146	0.190
Council Tax Requirement excluding parish precepts	8.772	9.029
New Homes Bonus	0.332	0.032
Lower Tier Services Grant	0.000	0.156
<b>Core Spending Power</b>	<b>12.902</b>	<b>13.059</b>

- 5.4. The risks inherent in the funding announcement are multi-fold. First and foremost is the continued uncertainty provided by a single-year Settlement, exacerbated by the lack of information on progress with the Fair Funding review, rescheduled for introduction in 2022/23, which could see seismic shifts in the redistribution of funding between authorities, based on a major overhaul of the mechanism for assessing their relative needs. While the 2021/22 Settlement removed the threat of negative Revenue Support Grant and provided the funding floor mechanism described above, there is no guarantee that this will not unwind under a new allocation mechanism, leaving the Council worse off. The expectation would be that any major redistributive effects would

have some sort of transition arrangements attached, to allow Councils time to respond.

- 5.5. The remodelling of the Business Rates Retention Scheme has also been deferred, with one of the major factors at play being whether the baselines for business rates growth will be reset within the system, potentially wiping out gains to date. The New Homes Bonus Scheme is also set for review, with both the 2020/21 and 2021/22 allocations being announced for a single year payment instead of being payable for 4 years as per previous allocations. Outside of Core Spending Power, funding streams for homelessness support and prevention have been increased but, once again, are for a single year with no certainty as to future allocations or mechanisms for distribution.
- 5.6. During 2020/21, much of the financial focus has been on the effect of the coronavirus pandemic on the Council's income streams, with tourism, parking, commercial rents and other income streams being badly hit. For 2021/22, and beyond, assumptions have been made in the budget as to how quickly, and to what extent, these income streams will recover. While compensation has been announced for some losses in the first three months of the new financial year, some effects may be longer lasting. It remains to be seen, for example, whether the tourism sector recovers to previous levels.
- 5.7. The economic climate may also have an effect on income received for other services offered by the Council, on the collection rates for both Council tax and Business Rates, and on the level of bad debts experienced by the Council. The efficacy of Test and Trace and the speedy roll-out of vaccines will be essential in supporting a return to a more stable economic future. These are all key considerations in assessing the robustness of the estimates contained within the budget report and the adequacy of the Council's reserves. There is interplay between the two, as the more certain we can be about the estimates, the lower the level of "just in case" reserves we need to keep and vice versa. The 2021/22 budget will contain a great deal of uncertainty and risk, and while the estimates are the best that can be produced under the current circumstances, it is vital that sufficient reserves are held to guard against changes to these estimates.
- 5.8. The financial planning risk is further mitigated by holding back income from the Business Rates Retention Scheme until it is certain and not building it into base budgets at the start of the year. Business Rates income can be volatile and heavily affected by national and local economic conditions and assumptions around appeals against business rates, which can take years to unwind and require the Council to set aside sums to settle current and future appeals. At this stage, it is unknown whether businesses will be able to appeal their business rate valuations due to the effect of Covid-19, under what is known as a Material Change of Circumstances. The Valuation Office Agency (VOA) are currently considering this matter which could have far-reaching consequences for business rates income.
- 5.9. Complex assumptions are incorporated into the estimates for Business Rates income and the provision for appeals, as well as provision for bad debts across

wider service areas including Council Tax and Benefits. Other assumptions within the budget include pay, pension valuations, inflation and interest rate assumptions. These are based on expert knowledge both within and outside of the Council, using experts where necessary and incorporating data from the Bank of England, Office for National Statistics and other sources. Assumptions around demand levels are based on the professional expertise and local knowledge of service managers, within the local economic and demographic context, and take account of the potential growth of the District area. Income budgets are set having due regard to demand constraints, affordability, cost inflation pressures, trend analysis and strategic aims. Further detail on the assumptions used in the budget are set out in Section 3 of the budget report.

- 5.10. I consider that these budget proposals take due regard to risk, including the financial and economic environment, that the assumptions within the budget are reasonable.

## **6. Level of Reserves and overall Financial Standing**

- 6.1. There is no statutory definition of a minimum level of reserves and it is for this reason that the matter falls to the judgement of Section 151 Officer. The level of reserves is a balance between the risk facing the Authority and the opportunity costs of holding those balances. Reserves can only be spent once and should only be used to support one off expenditure or to allow time for management actions to be implemented.
- 6.2. Currently, the minimum level of General Fund Balance is set at £2m or approximately 15% of the net expenditure budget and is considered to be within the range that is deemed appropriate. The estimated level of the General Fund Balance at 31 March 2021 is forecast to be £2m.
- 6.3. The General Fund Balance is set aside to mitigate against the impact of unexpected events and emergencies. In order to assess the adequacy key financial risks have been identified and are set out in section 7 below. It should however be noted that this is not an exact science and that local circumstances, the strength of financial reporting arrangements and the Council's track record in financial management will also be a key influence on the actual potential of any individual risk materialising.
- 6.4. An analysis of earmarked reserves held by the Council has revealed that the level of individual reserves is appropriate. The reserves are estimated to be £4.5M at 31st March 2021 and are adequate to meet the commitments and forecast expenditure facing the Council. A breakdown of all reserve is shown in the following table.

Summary	01-Apr-20 £000's	Transfers (In)/Out £000's	31-Mar-21 £000's	Transfers (In)/Out £000's	31-Mar-22 £000's
Strategic Change Reserve	(244)	-	(244)	-	(244)
Capital Programme Reserve	(336)	-	(336)	-	(336)
ICE Reserve	(1,750)	-	(1,750)	-	(1,750)
Commercial Reserve	(250)	-	(250)	-	(250)
Revenue Grants Reserve	(614)	(207)	(821)	-	(821)
SHEP Properties Works Reserve	(1)	-	(1)	-	(1)
Business Rates Equalisation Reserve	0	(1,104)	(1,104)	-	(1,104)
<b>Total Earmarked Reserves</b>	<b>(3,195)</b>	<b>(1,311)</b>	<b>(4,506)</b>	<b>0</b>	<b>(4,506)</b>
General Fund Reserve	(2,025)	-	(2,025)	-	(2,025)
<b>Total Reserves</b>	<b>(5,220)</b>	<b>(1,311)</b>	<b>(6,531)</b>	<b>0</b>	<b>(6,531)</b>

6.5. In conclusion, having considered the need for balances and the budget risks, the level of reserves held are considered sufficiently adequate provided that any potential adverse budget variations are tightly controlled and contained within service budgets.

## 7. Conclusion

7.1. Taking all of the above into account, as the Council's Chief Financial Officer, I am satisfied that the budget proposals set out in this report are robust and that the level of reserves is adequate to address the financial risk facing the Council. That being said, a great deal will depend on the Council's ability to meet the requirements of the Capitalisation Directions granted to it, and the ability of the Council to deliver the savings identified. I will be monitoring the Council's financial position very closely and as mentioned above, should any of the budgetary assumptions change significantly, I will review my opinion and report to the Council accordingly.

Homira Javadi (CPFA, FCCA, ACCA)

Chief Finance Officer and Section 151 Officer



**Meeting:** Council

**Date:** 24 February 2021

**Subject:** General Fund Revenue Budget 2021/22 and Capital Programme

**Report of:** Councillor Stephen Holt on behalf of the Cabinet

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The Council is asked to consider the draft minute and resolution of the Cabinet meeting held on 10 February 2021 as set out below.

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The Council is recommended to agree the following:

- (1) The General Fund budget for 2020/21 (Revised) and 2021/22 (Original).
  - (2) The Capital Programme and Financing for 2020/21 (Revised) and 2021/22 (Original).
  - (3) An increase in the Council Tax for Eastbourne Borough Council of 2% resulting in a Band D charge of £256.74 for 2021/22.
  - (4) The revised General Fund capital programme 2021/22 as set out at appendix 3 to the Cabinet report.
  - (5) To note the section 151 Officer's sign off as outlined in the report.
- 

**Draft minute extract**  
**Cabinet – 10 February 2021**

The Cabinet considered the report of the Chief Finance Officer, regarding the updated General Fund budget and Medium Term Financial Strategy, together with updated Capital Programme position.

Councillors Tutt and Shuttleworth declared a prejudicial interest in the sixth officer recommendation as members of the AHLLP Executive Committee. They withdrew from the meeting whilst this section of the item was discussed and determined. Councillor Holt chaired the meeting for the duration of this section.

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

- (1) The General Fund budget for 2020/21 (Revised) and 2021/22 (Original).

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(2) The Capital Programme and Financing for 2020/21 (Revised) and 2021/22 (Original).

(3) An increase in the Council Tax for Eastbourne Borough Council of 2% resulting in a Band D charge of £256.74 for 2021/22.

(4) The revised General Fund capital programme 2021/22 as set out in Appendix 3.

(5) To note the section 151 Officer's sign off as outlined in the report.

**Resolved (Key decision):**

(6) To delegate authority to the Chief Finance Officer in consultation with the Lead Member for Finance to:

- approve the making of all future loans to Aspiration Homes LLP and all drawdowns under both future and existing facilities.
- approve the loans as a Restricted Matter under the LLP Agreement with Lewes District Council.
- approve all documentation required to ensure compliance with the UK's new subsidy control regime and so that Right to Buy receipts are appropriated in accordance with all relevant requirements; and
- determine the terms of all agreements and associated documentation required to put into effect these delegations and to authorise the execution of all such documentation on behalf of the Council.

**Reason for decisions:**

The Cabinet has to recommend to Full Council the setting of a revenue budget and associated council tax for the forthcoming financial year by law.

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For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

E-mail: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

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## Appendix 3

<b>Meeting:</b>	<b>Council</b>
<b>Date:</b>	<b>24 February 2021</b>
<b>Subject:</b>	<b>Treasury Management and Prudential Indicators 2021/22, Capital Strategy and Investment Strategy</b>
<b>Report of:</b>	<b>Councillor Stephen Holt on behalf of the Cabinet</b>

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**The Council is asked to consider the draft minute and resolution of the Cabinet meeting held on 10 February 2021 as set out below.**

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**The Council is recommended to:**

- (1) Approve the Treasury Management Strategy and Annual Investment Strategy for 2021/22, as set out at appendix A to the Cabinet report.**
  - (2) Approve the Minimum Revenue Provision Policy Statement 2021/22 as set out at paragraph 8 in the report.**
  - (3) Approve the Prudential and Treasury Indicators 2021/22 to 2023/24, as set out at paragraph 6 in the report.**
  - (4) Approve the Capital Strategy, as set out at appendix E to the Cabinet report.**
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### **Draft minute extract Cabinet – 10 February 2021**

The Cabinet considered the report of the Chief Finance Officer, seeking a recommendation to Full Council for the Council's Annual Treasury Management Strategy, Capital Strategy and Investment Strategy, together with the Treasury and Prudential Indicators for the next financial year.

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

- (1) To approve the Treasury Management Strategy and Annual Investment Strategy for 2021/22, as set out at appendix A to the report.**
- (2) To approve the Minimum Revenue Provision Policy Statement 2021/22 as set out at paragraph 8 in the report.**
- (3) To approve the Prudential and Treasury Indicators 2021/22 to 2023/24, as set out at paragraph 6 in the report.**

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(4) To approve the Capital Strategy, as set out at appendix E to the report.

**Reason for decisions:**

It is a requirement of the budget setting process for the Council to review and approve the Prudential and Treasury indicators, Treasury Strategy, Capital Strategy and Investment Strategy.

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For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

E-mail: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

A copy may be downloaded on the Council's website by following the link below:

[Cabinet Agenda - https://democracy.lewes-eastbourne.gov.uk/ieListDocuments.aspx?CId=125&MId=3190](https://democracy.lewes-eastbourne.gov.uk/ieListDocuments.aspx?CId=125&MId=3190)

**Meeting:** Council

**Date:** 24 February 2021

**Subject:** Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2021/22 and HRA Capital Programme 2020-24

**Report of:** Councillor Stephen Holt on behalf of the Cabinet

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The Council is asked to consider the draft minute and resolution of the Cabinet meeting held on 10 February 2021 as set out below.

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The Council is recommended to agree the following:

- (1) The HRA budget for 2021/22 and revised 2020/21 budget as set out at appendix 1 to the Cabinet report.
  - (2) That social and affordable rents (including Shared Ownership) are increased by 1.5% in line with government policy.
  - (3) That service charges for general needs properties are increased by 1.5% (CPI +1%).
  - (4) That the service charge for the Older Persons' Sheltered Accommodations increases by an average of 1.5%.
  - (5) That the Support charges for Sheltered Housing Residents are set at £7.82 per unit, per week, an increase of 1.5%.
  - (6) That heating costs are increased by 1.5% (CPI+1%) in line with estimated costs set at a level designed to recover the actual cost.
  - (7) That water charges are increased by 1.5% (CPI+1%) designed to recover the estimated cost of metered consumption.
  - (8) Garage rents are increased by 2.1% (September RPI+1%).
  - (9) To give delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Services and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.
  - (10) The HRA Capital Programme as set out at appendix 2 to the Cabinet report.
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**Draft minute extract****Cabinet – 10 February 2021**

The Cabinet considered the report of the Chief Finance Officer, asking them to agree the detailed Housing Revenue Account (HRA) budget proposals, rent levels, service charges and heating costs for 2021/22, and the HRA Capital Programme 2020/24.

**Recommend to Full Council (Budget and policy framework)**

- (1) The HRA budget for 2021/22 and revised 2020/21 budget as set out at appendix 1 to the report.
- (2) That social and affordable rents (including Shared Ownership) are increased by 1.5% in line with government policy.
- (3) That service charges for general needs properties are increased by 1.5% (CPI +1%).
- (4) That the service charge for the Older Persons' Sheltered Accommodations increases by an average of 1.5%.
- (5) That the Support charges for Sheltered Housing Residents are set at £7.82 per unit, per week, an increase of 1.5%.
- (6) That heating costs are increased by 1.5% (CPI+1%) in line with estimated costs set at a level designed to recover the actual cost.
- (7) That water charges are increased by 1.5% (CPI+1%) designed to recover the estimated cost of metered consumption.
- (8) Garage rents are increased by 2.1% (September RPI+1%).
- (9) To give delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Services and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.
- (10) The HRA Capital Programme as set out at appendix 2 to the report.

**Reason for decisions:**

The Cabinet has to recommend to Full Council the setting of the HRA revenue and capital budget and the level of social and affordable housing rents for the forthcoming year.

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Working in partnership with **Eastbourne Homes**

**Meeting:** Full Council  
**Date:** 24 February 2021  
**Subject:** Local Council Tax Reduction Scheme  
**Report of:** Councillor Shuttleworth on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 2 December 2020 as set out below.

Recommendation:

**The Council is recommended to:**

**(1) Adopt the 2020/21 Local Council Tax Reduction Scheme as the 2021/22 scheme.**

**(2) Continue the Exceptional Hardship Scheme in 2021/22.**

Minute extract:

**Cabinet – 2 December 2020.**

The Cabinet considered the report of the Director of Service Delivery, seeking their agreement to recommend the Full Council that the 2020/21 local council tax reduction scheme be adopted as the 2021/22 scheme.

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

(1) To recommend to Full Council that the 2020/21 Local Council Tax Reduction Scheme is adopted as the 2021/22 scheme.

(2) That the Exceptional Hardship Scheme be continued in 2021/22.

**Reason for decisions:**

The 2020/21 scheme meets the principles of supporting the most vulnerable with the Exceptional Hardship scheme providing an extra level of support for those most affected.

For a copy of the report please contact Democratic Services:

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<https://democracy.lewes-eastbourne.gov.uk/mgListCommittees.aspx?CT=13215>





Working in partnership with **Eastbourne Homes**

**Meeting:** Council  
**Date:** 24 February 2021  
**Subject:** Approval of Licensing Fees 2021/22  
**Report of:** Tim Whelan – Director of Service Delivery

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The Council is asked to consider the minute and resolution of the Licensing Committee meeting held on 18 January 2021 as set out below.

**Full Council is recommended:**

**To formally ratify the scale of Licensing fees proposed within Appendix 1.**

**Minute extract**

**Licensing Committee – 18 January 2021**

**9. Approval of licensing fees 2021/22**

The Committee considered the report which sought endorsement of the scale of Licensing fees proposed within report Appendix 1 to apply from 1 April 2021, and for them to be recommended to Full Council for approval.

The Functional Lead - Quality Environment (FLQE) presented the report and its findings. Councillor Murray proposed a motion to agree the officer recommendations listed in the report. This was seconded by Councillor Maxted.

**Resolved (unanimous):**

- 1) That the scale of Licensing fees proposed within Appendix 1 of the report to apply from 1 April 2021, be endorsed; and
- 2) That Full Council be recommended to formally ratify the scale of Licensing fees proposed within Appendix 1 of the report.

For a copy of the report please contact Democratic Services:

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A copy may be downloaded on the Council's website by following the link below:

[Licensing Committee Agenda - https://democracy.lewes-eastbourne.gov.uk/ieListDocuments.aspx?CId=599&MId=3223&Ver=4](https://democracy.lewes-eastbourne.gov.uk/ieListDocuments.aspx?CId=599&MId=3223&Ver=4)

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Appendix 1 - Proposed Licensing Fees and Charges 2021/22

Eastbourne Borough Council Licensing Fees and Charges Proposals 2021/2022

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			2020/2021	2021/2022		Increase	Increase
			Current	Proposed		in pence	%
			charge	charge	VAT		
			£pence	£pence			
1	<b>ENVIRONMENTAL HEALTH LICENSING</b>						
2	<b>Street Trading</b>						
		Application Fee	New	£25.00	e		
3		Daily rate	£30.00	£30.00	e		0.00%
4		Weekly Rate	£175.00	£175.00	e		0.00%
5		Annual Rate	£405.00	£475.00	e	70.00	17.28%
6	Market Operators		New	£475.00	e	-	
7	Concessions	Event by a charity (inc street collections)	Free upon approval from Licensing Officer			-	
	<b>Scrap Metal Dealers Act 2013</b>						
		Site Licence - New	£375.00	£375.00	e	-	0.00%
		Site Licence - Renewal	£375.00	£375.00	e	-	0.00%
		Collector - New	£255.00	£255.00	e	-	0.00%
		Collector - Renewal	£255.00	£255.00	e	-	0.00%
12		Licence Variation	£75.00	£75.00	e	-	0.00%
	<b>Misc Licensing</b>						
14		Acupuncture, tattooing ear piercing and electrolysis (Personal)	£41.50	£41.50	e	-	0.00%
15		Acupuncture, tattooing ear piercing and electrolysis (Premises)	£93.00	£93.00		-	0.00%
16		Acupuncture, tattooing ear piercing and electrolysis (Premises + Personal)	£135.00	£135.00		-	0.00%
17		Amendment to registered premises				-	
18		Replacement certificate				-	
19		Stage Hypnotism	Not Listed		e		
20	Sex Establishments	Initial Grant of Licence	£3,600.00	£3,600.00	e	-	0.00%
21		Annual Renewal	£2,050.00	£2,050.00	e	-	0.00%
22		Variation	£1,800.00	£1,800.00	e	-	0.00%
23	Zoo Licensing Act 1981	Vet Fee +	Not Listed		e		
24	Guard Dogs Act 1975		Not Listed		e		
25	Dangerous Wild Animals Act 1976	Vet fee +	£95.00	£95.00	e	-	0.00%
26	<b>Total Estimated Annual Income (Misc Licensing)</b>		<b>£3,000.00</b>	<b>£5,800.00</b>		<b>£2,800.00</b>	<b>93.33%</b>

27 **TAXI LICENSING**

28	Knowledge Test Hackney & Private Hire Retest	£45.00	£45.00	e	-	0.00%
29	CSE, Safeguarding test	TBD				
30	Drivers License Application Fee	£99.00	£99.00	e	-	0.00%
31	Hackney Carriage and Private Hire Driver's Licence (Renewal) 3 Years	£315.00	£315.00	e	-	0.00%
32	Additional DBS fee	£44.00	£44.00	e	-	0.00%
33	Hackney Carriage and / or Private Hire Vehicle Licence Private Hire Operator Licence Application Fee	£150.00	£150.00	e	-	0.00%
34	Private Hire Operator Licence 5 Year 1 - 2 Vehicles	£350.00	Remove	e		
35	Private Hire Operator Licence 5 Year 3 - 4 Vehicles	£425.00	Remove	e		
36	Private Hire Operator Licence 5 Year 5 - 10 Vehicles	£750.00	Remove	e		
37	Private Hire Operator Licence 5 Year 11 - 15 Vehicles	£1,000.00	Remove	e		
38	Private Hire Operator Licence 5 Year 16 - 20 Vehicles	£1,250.00	Remove	e		
39	Private Hire Operator Licence 5 Year 21 - 30 Vehicles	£1,750.00	Remove	e		
40	Private Hire Operator Licence 5 Year 31 - 40 Vehicles	£2,250.00	Remove	e		
33	Private Hire Operator Licence 5 Year 41 - 60 Vehicles	£3,500.00	Remove	e		
34	Private Hire Operator Licence 5 Year 61 - 80 Vehicles	£4,400.00	Remove	e		
35	Private Hire Operator Licence 5 Year 81 - 100 Vehicles	£5,500.00	Remove	e		
36	Private Hire Operator Licence 5 Year 101 + Vehicles	£7,000.00	Remove	e		
37	Private Hire Operator Licence 5 Year up to 5 Vehicles	New	£350.00			new
38	Private Hire Operator Licence 5 Year 6 - 10 Vehicles	New	£650.00			new
39	Private Hire Operator Licence 5 Year 11 - 20 Vehicles	New	£1,000.00			new
40	Private Hire Operator Licence 5 Year 21 - 40 Vehicles	New	£1,700.00			new
41	Private Hire Operator Licence 5 Year 41 - 80 Vehicles	New	£3,500.00			new
42	Private Hire Operator Licence 5 Year 81-100 Vehicles	New	£4,500.00			new
43	Private Hire Operator Licence 5 Year 101+ Vehicles	New	£5,500.00			new
44	New / Replacement of Lost /Damaged Licence Plates (External)	£40.00	£40.00	e	-	0.00%
45	New / Replacement of Lost /Damaged Licence Plates (Internal)	£10.00	£10.00	e	-	0.00%
46	New / Replacement Doorsigns	£25.00	£25.00	e	-	0.00%
47	Replacement of Driver's Badge	£10.00	£10.00	e	-	0.00%
48	Transfer of Licence Plate to Different Vehicle (Hackney)	£37.50	£37.50	e	-	0.00%
49	Transfer of Licence Plate to Different Vehicle (Private Hire)	Pro Rata	Pro Rata	e		
50	Transfer of Ownership (Hackney)	£37.50	£37.50	e	-	0.00%
51	Transfer of Ownership (Private Hire)	Pro Rata	Pro rata	e		
52	Vehicle Change of Use			e	-	
53	Change of Address	£0.00		e	-	
54	Missed Appointment	£0.00		e	-	
55	<b>Total Estimated Annual Income (Taxi Licensing)</b>	<b>£92,550.00</b>	<b>£95,700.00</b>		3,150.00	3.40%

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56 **Licensing Act 2003**

57 Premises Licence and Club Premises Certificates Statutory fees apply as shown below

58 (Licence fees are linked to non-domestic rateable value of the premises)

59	Band A	£100.00	£100.00	e	-	0.00%
60	Band B	£190.00	£190.00	e	-	0.00%
61	Band C	£315.00	£315.00	e	-	0.00%
62	Band D	£450.00	£450.00	e	-	0.00%
63	Band E	£635.00	£635.00	e	-	0.00%
64	Annual Charge				-	
65	Band A	£70.00	£70.00	e	-	0.00%
66	Band B	£180.00	£180.00	e	-	0.00%
67	Band C	£295.00	£295.00	e	-	0.00%
68	Band D	£320.00	£320.00	e	-	0.00%
69	Band E	£350.00	£350.00	e	-	0.00%
70	Minor variation application	£89.00	£89.00	e	-	0.00%
71	Dis Application DPS	£23.00	£23.00	e	-	0.00%
72	Personal Licence	£37.00	£37.00	e	-	0.00%
73	Tempory Event Notice	£21.00	£21.00	e	-	0.00%
74	Theft, loss etc of premises licence summary	£10.50	£10.50	e	-	0.00%
75	Application for a provisional statement where premises being built etc.	£315.00	£315.00	e	-	0.00%
76	Notice of change of name or address	£10.50	£10.50	e	-	0.00%
77	Application to vary a licence to specify individual as Designated Premises Supervisor	£23.00	£23.00	e	-	0.00%
78	Application for transfer of Premises Licence	£23.00	£23.00	e	-	0.00%
79	Interim authority notice following death etc. of licence holder	£23.00	£23.00	e	-	0.00%
80	Theft, loss etc. of certificate or summary	£10.50	£10.50	e	-	0.00%
81	Notification of change of name or alteration of rules of club	£10.50	£10.50	e	-	0.00%
82	Change of relevant registered address of club	£10.50	£10.50	e	-	0.00%
83	Theft, loss etc. of Tempory Event Notice	£10.50	£10.50	e	-	0.00%
84	Theft, loss etc. of Personal Licence	£10.50	£10.50	e	-	0.00%
85	Duty to notify of change of name or address	£10.50	£10.50	e	-	0.00%
86	Right of freeholder etc. to be notified of licensing matters	£21.00	£21.00	e	-	0.00%
87	Premises Licenses Additional Fees				-	
					-	
88	<b>Total Estimated Annual Income (Licensing Act 2003)</b>	<b>£103,900.00</b>	<b>£101,100.00</b>		- 2,800.00	-2.69%

Where the number of people that the applicant allows on the premises at any one time is 5,000 or more an additional fee will be charged.

## 89 LICENSING

## ANIMAL WELFARE

90	Animal Welfare Regs 2018 Dog Day Care		£225.00	£225.00	e	-	0.00%
91	Animal Welfare Regs 2018 Sale of animals		£250.00	£250.00	e	-	0.00%
92	Animal Welfare Regs 2018 Breeding Dogs	Vet Fee + 1st inspection only	£250.00	£250.00	e	-	0.00%
93	Animal Welfare Regs 2018 Cat and Dog Home Boarding		£225.00	£225.00	e	-	0.00%
94	Animal Welfare Regs 2018 Horses (upto 10)	Vet Fee +	£250.00	£250.00	e	-	0.00%
95	Animal Welfare Regs 2018 Horses (between 11 and 20)	Vet Fee +	£316.00	£316.00	e	-	0.00%
96	Animal Welfare Regs 2018 Horses (More than 20)	Vet Fee +	£415.00	£415.00	e	-	0.00%
97	Animal Welfare Regs 2018 Keeping or training animals		£145.00	£145.00	e	-	0.00%
98	Animal Welfare Regs 2018 Dog Day Care ADDITIONAL ACTIVITY		£69.00	£69.00	e	-	0.00%
99	Animal Welfare Regs 2018 Sale of animals ADDITIONAL ACTIVITY		£91.00	£91.00	e	-	0.00%
100	Animal Welfare Regs 2018 Breeding Dogs ADDITIONAL ACTIVITY		£101.00	£101.00	e	-	0.00%
101	Animal Welfare Regs 2018 Cat and Dog Home Boarding ADDITIONAL ACTIVITY		£59.00	£59.00	e	-	0.00%
102	Animal Welfare Regs 2018 Horses (upto 10) ADDITIONAL ACTIVITY		£107.00	£107.00	e	-	0.00%
103	Animal Welfare Regs 2018 Horses (between 11 and 20) ADDITIONAL ACTIVITY		£123.00	£123.00	e	-	0.00%
104	Animal Welfare Regs 2018 Horses (More than 20) ADDITIONAL ACTIVITY		£251.00	£251.00	e	-	0.00%
105	Animal Welfare Regs 2018 Keeping or training animals ADDITIONAL ACTIVITY		£46.00	£46.00	e	-	0.00%
106	Animal Welfare Regs 2018 Dog Day Care PLV		£138.00	£138.00	e	-	0.00%
107	Animal Welfare Regs 2018 Sale of animals PLV		£144.00	£144.00	e	-	0.00%
108	Animal Welfare Regs 2018 Breeding Dogs PLV		£156.00	£156.00	e	-	0.00%
109	Animal Welfare Regs 2018 Cat and Dog Home Boarding PLV		£113.00	£113.00	e	-	0.00%
110	Animal Welfare Regs 2018 Horses (up to 10) PLV		£162.00	£162.00	e	-	0.00%
111	Animal Welfare Regs 2018 Horses (between 11 and 20) PLV		£177.00	£177.00	e	-	0.00%
112	Animal Welfare Regs 2018 Horses (More than 20) PLV		£305.00	£305.00	e	-	0.00%
113	Animal Welfare Regs 2018 Keeping or training animals PLV		£145.00	£145.00	e	-	0.00%
114	Animal Welfare Regs 2018 Dog Day Care RESCORE		£115.00	£115.00	e	-	0.00%
115	Animal Welfare Regs 2018 Sale of animals RESCORE		£101.00	£101.00	e	-	0.00%
116	Animal Welfare Regs 2018 Breeding Dogs RESCORE		£111.00	£111.00	e	-	0.00%
117	Animal Welfare Regs 2018 Cat and Dog Home Boarding RESCORE		£90.00	£90.00	e	-	0.00%
118	Animal Welfare Regs 2018 Horses (up to 10) RESCORE		£117.00	£117.00	e	-	0.00%
119	Animal Welfare Regs 2018 Horses (between 11 and 20) RESCORE		£133.00	£133.00	e	-	0.00%
120	Animal Welfare Regs 2018 Horses (More than 20) RESCORE		£261.00	£261.00	e	-	0.00%
121	Animal Welfare Regs 2018 Keeping or training animals RESCORE		N/A	N/A	e	-	
122	Animal Welfare Regs 2018 Dog Day Care APPEAL		£82.00	£82.00	e	-	0.00%
123	Animal Welfare Regs 2018 Sale of animals APPEAL		£71.00	£71.00	e	-	0.00%
124	Animal Welfare Regs 2018 Breeding Dogs APPEAL		£87.00	£87.00	e	-	0.00%
125	Animal Welfare Regs 2018 Cat and Dog Home Boarding APPEAL		£60.00	£60.00	e	-	0.00%
126	Animal Welfare Regs 2018 Horses (up to 10) APPEAL		£87.00	£87.00	e	-	0.00%
127	Animal Welfare Regs 2018 Horses (between 11 and 20) APPEAL		£103.00	£103.00	e	-	0.00%
128	Animal Welfare Regs 2018 Horses (More than 20) APPEAL		£231.00	£231.00	e	-	0.00%
129	Animal Welfare Regs 2018 Keeping or training animals APPEAL		N/A	N/A	e	-	
130	<b>Total Estimated Annual Income (Animal Welfare Licensing)</b>		<b>£1,000.00</b>	<b>£1,000.00</b>		-	0.00%

VAT charge types: i = inclusive of VAT @ 20%, e = non-business or exempt from VAT, s = standard plus VAT @ 20%



163	<u>Betting premises (Track licence)</u>	Statutory Fees				-		
164	Annual Fee		£800.00	£800.00	e	-	0.00%	
165	Application to vary a licence		£1,000.00	£1,000.00	e	-	0.00%	
166	Application to transfer a licence		£800.00	£800.00	e	-	0.00%	
167	Application for reinstatement of a licence		£800.00	£800.00	e	-	0.00%	
168	Application for provisional statement		£2,000.00	£2,000.00	e	-	0.00%	
169	Application for a new premises licence		£2,000.00	£2,000.00	e	-	0.00%	
170	Application for a new premises licence (Provisional Statement Holder)		£800.00	£800.00	e	-	0.00%	
						-		
171	<u>Betting premises (other) licence</u>	Statutory Fees				-		
172	Annual Fee		£500.00	£500.00	e	-	0.00%	
173	Application to vary a licence		£1,200.00	£1,200.00	e	-	0.00%	
174	Application to transfer a licence		£1,000.00	£1,000.00	e	-	0.00%	
175	Application for reinstatement of a licence		£1,000.00	£1,000.00	e	-	0.00%	
176	Application for provisional statement		£2,300.00	£2,300.00	e	-	0.00%	
177	Application for a new premises licence		£2,300.00	£2,300.00	e	-	0.00%	
178	Application for a new premises licence (Provisional Statement Holder)		£1,000.00	£1,000.00	e	-	0.00%	
						-		
179	<u>Temporary use notice</u>		£250.00	£250.00	e	-	0.00%	
						-		
180	<u>Family entertainment centre premises licence</u>	Statutory Fees				-		
181	Annual Fee		£600.00	£600.00	e	-	0.00%	
182	Application to vary a licence		£800.00	£800.00	e	-	0.00%	
183	Application to transfer a licence		£800.00	£800.00	e	-	0.00%	
184	Application for reinstatement of a licence		£800.00	£800.00	e	-	0.00%	
185	Application for provisional statement		£1,500.00	£1,500.00	e	-	0.00%	
186	Application for a new premises licence		£1,500.00	£1,500.00	e	-	0.00%	
187	Application for a new premises licence (Provisional Statement Holder)		£800.00	£800.00	e	-	0.00%	
						-		
188	<u>Family Entertainment Centre Gaming Machine Permit</u>	Statutory Fees				-		
189	Application for a new permit		£300.00	£300.00	e	-	0.00%	
190	Renewal		£300.00	£300.00	e	-	0.00%	
191	Application to Substitute name		£25.00	£25.00	e	-	0.00%	
192	Copy of permit		£15.00	£15.00	e	-	0.00%	
						-		
193	<b>Total Estimated Annual Income (Gambling Act 2003)</b>		<b>£18,250.00</b>	<b>£12,900.00</b>		-	5,350.00	-29.32%
						-		
194	<b>TOTAL ESTIMATED ANNUAL INCOME FOR ALL LICENSING SERVICES</b>		<b>£218,700.00</b>	<b>£216,500.00</b>		-	2,200.00	-1.01%



# Calendar of Meetings

## May 2021 - May 2022

**EASTBOURNE**  
Borough Council



Working in partnership with **Eastbourne Homes**

MEETING:	Day	Time	May 2021	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr	May
Annual Council	W	6pm	19												18
Council	W	6pm	19		21				17			23			18
Cabinet	W	6pm		2	14		15		3	1		9	16		
Scrutiny Committee	M	6pm			12		13		29			7			
Planning Committee	Tu	6pm	25	22	20	24	21	19	23	14	25	22	22	19	31
Licensing Committee	M	6pm		28				11			17		28		
Audit and Governance Committee	W	6pm			28		1		24				2		
Conservation Area Advisory Group	Tu	6pm		8	6	10	7		9		11		8		
Joint Staff Advisory Committee**	M(L) / W(E)	2.30pm		14(M)			22(W)			6(M)			2(W)		
Bank Holidays			3, 31			30				27, 28	3			15, 18	2, 30
Elections+			6 (PCC) (ESCC)												
Other				LGA Ann. Conf. 29 - 30	LGA Ann. Conf.1										

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Agenda Item 10

**Notes:**  
**\*\*Meetings of Joint Staff Advisory Committee will alternate venues and days between Eastbourne (E) and Lewes (L).**  
**+ Scheduled Elections during 2021/22 – Police and Crime Commissioner (PPC), East Sussex County Council (ESCC) and local by-elections May 2021.**

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## Executive decision taken by Leader



Working in partnership with **Eastbourne Homes**

**Decision taken by:**

Councillor David Tutt

**Date of decision:**

12 November 2020

**Subject of report:**

On 31<sup>st</sup> October the Government announced a further national lockdown effective from 5<sup>th</sup> November to 2<sup>nd</sup> December which requires certain businesses to legally close due to restrictions being put in place to manage coronavirus and save lives. The announcement included a grant funding package and schemes that will operate to support businesses within the business rates system.

The funding is aimed at those businesses in rateable premises that are mandated to close during any national lockdown period imposed by Central Government.

It is essential that the Council develop robust policies which will adequately deal with the impositions placed on certain businesses whilst at the same time working within budget and ensuring support to those that have to close.

**Exempt matter (if any as given under Schedule 12A of the Local Government Act 1972):**

No

**Key decision?:**

Yes

**Open summary of decision made:**

The Leader of the Council Approved the Local Restriction Grants Schemes ('Closed' & 'Sector') and granted the Director of Service Delivery delegated authority, to implement, and if necessary, amend each Policy (in consultation with the Leader). Such delegated authority will include any measures necessary for or incidental to its management and administration.

In accordance with section 20 of the Council's Scrutiny Procedure Rules, the call-in procedure shall not apply to this decision given its urgency. A decision is urgent if, in the view of the decision maker, any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or the public's interests.

In accordance with this section, it is the opinion of the decision maker that this decision is an urgent one and therefore exempt from call-in.

***Reason(s) for decision:***

These are new schemes which need to be implemented as a matter of urgency and so executive approval for the scheme is being sought from the Leader. The Leader is being asked to authorise the Director of Service Delivery to implement and administer the scheme as there is no existing officer delegation in place.

***Alternative options considered:***

This additional funding has been made available by Government as an emergency measure to support businesses mandated to close under national restrictions. Time does not permit alternative options.

***Was an executive councillor(s) consulted before decision was taken?***

Councillor David Tutt

***If councillor(s) consulted, did they declare any personal interest relating to the decision, had they been given a dispensation in respect of the matter?***

None

***Signed:***

Councillor David Tutt, Leader of the Council

# Executive decision taken by Leader

**Decision taken by:**

Councillor David Tutt

**Date of decision:**

19 November 2020

**Subject of report:**

On 31<sup>st</sup> October the Government announced a further national lockdown effective from 5<sup>th</sup> November to 2<sup>nd</sup> December which requires certain businesses to legally close due to restrictions being put in place to manage coronavirus and save lives. The announcement included a grant funding package and schemes that will operate to support businesses within the business rates system.

The funding is aimed at those businesses in rateable premises that are mandated to close during any national lockdown period imposed by Central Government.

It is essential that the Council develop robust policies which will adequately deal with the impositions placed on certain businesses whilst at the same time working within budget and ensuring support to those that have to close.

**Exempt matter (if any as given under Schedule 12A of the Local Government Act 1972):**

No

**Key decision?:**

Yes

**Open summary of decision made:**

The Leader of the Council approves the Additional Restrictions Grants Scheme and grants the Director of Service Delivery delegated authority, to implement, and if necessary, amend each Policy (in consultation with the Leader). Such delegated authority will include any measures necessary for or incidental to its management and administration.

In accordance with section 20 of the Council's Scrutiny Procedure Rules, the call-in procedure shall not apply to this decision given its urgency. A decision is urgent if, in the view of the decision maker, any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or the public's interests.

In accordance with this section, it is the opinion of the decision maker that this decision is an urgent one and therefore exempt from call-in.

***Reason(s) for decision:***

This is a new scheme which needs to be implemented as a matter of urgency and so executive approval for the scheme is being sought from the Leader. The Leader is being asked to authorise the Director of Service Delivery to implement and administer the scheme as there is no existing officer delegation in place.

***Alternative options considered:***

This additional funding has been made available by Government as an emergency measure to support businesses mandated to close under national restrictions. Time does not permit alternative options.

***Was an executive councillor(s) consulted before decision was taken?***

The Chair of the Scrutiny Committee, Councillor Tony Freebody, has agreed, in accordance with paragraph 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, where compliance with paragraph 9 (the giving of at least 28 days notice) and 10 (the giving of five clear days notice) was impracticable, that a report containing a key decision relating to the Local Restrictions Support Grant Scheme will be considered by the Leader of the Council, Councillor David Tutt on 12 November 2020.

***If councillor(s) consulted, did they declare any personal interest relating to the decision, had they been given a dispensation in respect of the matter?***

None

***Signed:***

Councillor David Tutt, Leader of the Council

# Executive decision taken by Leader

*Pro-forma for completion in respect of executive decisions taken by Leader of the Council.*

**Decision taken by:**

Councillor David Tutt

**Date of decision:**

23 December 2020

**Subject of report:**

On 22 October the Government announced a scheme whereby a grant payment may be made by the Council to hospitality, hotel, B&B and leisure businesses that are not legally required to close, but which are severely impacted by local restrictions to manage the pandemic.

The scheme applies where localised restrictions either under LCAL2 (High) or LCAL3 (Very High) are put in place and was revised after the second national lockdown ended on 02 December.

It is essential that the Council develops a robust policy which will adequately deal with the impositions placed on certain businesses whilst at the same time working within budget and ensuring support to those that have to close.

**Exempt matter (if any as given under Schedule 12A of the Local Government Act 1972):**

No

**Key decision?:**

Yes

**Open summary of decision made:**

The Leader of the Council Approved the Local Restrictions Support Grant (Open) Scheme and granted the Director of Service Delivery delegated authority, to implement, and if necessary, amend each Policy (in consultation with the Leader).

Such delegated authority will include any measures necessary for or incidental to its management and administration.

In accordance with section 20 of the Council's Scrutiny Procedure Rules, the call-in procedure shall not apply to this decision given its urgency. A decision is urgent if, in the view of the decision maker, any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or the public's interests.

In accordance with this section, it is the opinion of the decision maker that this decision is an urgent one and therefore exempt from call-in.

***Reason(s) for decision:***

This is a new scheme which needs to be implemented as a matter of urgency and so executive approval for the scheme is being sought from the Leader. The Leader is being asked to authorise the Director of Service Delivery to implement and administer the scheme as there is no existing officer delegation in place.

***Alternative options considered:***

This additional funding has been made available by Government as an emergency measure to support businesses that continue to be impacted by local restrictions. Time does not permit alternative options.

***Was an executive councillor(s) consulted before decision was taken?***

Not applicable

***If councillor(s) consulted, did they declare any personal interest relating to the decision, had they been given a dispensation in respect of the matter?***

Not applicable

***Signed:***

Councillor David Tutt, Leader of the Council





Working in partnership with **Eastbourne Homes**

## Planning Committee

**Minutes of meeting held in Remote meeting (via Microsoft Teams) on 20 October 2020 at 6.00 pm.**

### **Present:**

Councillor Jim Murray (Chair).

Councillors Peter Diplock (Deputy-Chair), Jane Lamb, Robin Maxted, Md. Harun Miah, Colin Murdoch, Barry Taylor and Candy Vaughan.

### **Officers in attendance:**

Neil Collins (Specialist Advisor for Planning), Helen Monaghan (Lawyer, Planning), Leigh Palmer (Interim Head of Planning), and Emily Horne, Committee Officer and Jennifer Norman, Committee Officer.

### **Also in attendance:**

Councillor Robert Smart, Ward Member for Meads.

### **19 Welcome and Introductions**

The Chair introduced members of the Committee via roll call, and officers those present during the remote meeting.

### **20 Apologies for absence and notification of substitute members**

There were none.

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

There were none.

### **22 Minutes of the meeting held on 25 August 2020**

The minutes of the meeting held on 25 August 2020 were submitted and approved as a correct record, and the Chair was authorised to sign them.

### **23 Urgent items of business.**

There were none.

### **24 183 Langney Road. ID: 200402**

Planning permission for the clearance of site and construction of 7 x 1 bed

maisonettes, 4 x 2 bed maisonettes and 1 x studio flat (12 units in total) – **DEVONSHIRE.**

The Committee was advised by way of an addendum report that revised drawings had been received showing amendments primarily to the front elevation.

The Committee sought clarification on the arrangements of the bin and cycle storage and was informed that both were accessed independently. Members were of a mixed view on the design of the building. They raised concerns regarding the lack of a lift, amenity space and parking, but supported the sustainability and space afforded to each unit.

A Member asked if a condition could be imposed for the provision of a dropped curb and white lines on the road. The Interim Head of Planning confirmed that highways matters were the responsibility of East Sussex County Council and that the Committee's suggestion would be conveyed to them.

Councillor Diplock proposed a motion to approve application in line with the officers' recommendation. This was seconded by Councillor Miah and was carried.

**RESOLVED (by 7 votes to 1 against):** That permission be approved, subject to a S106 legal agreement securing affordable housing; local employment training and the remaining conditions set out in the report.

**25 Eastbourne District General Hospital, Kings Drive. ID: 200179**

Planning permission for new three storey modular building to accommodate clinical wards (105 beds in a combination of single, twin, three and four bedrooms – **RATTON.**

The Interim Head of Planning explained the purpose of the temporary structure was to serve as clinical space for current pandemic and decant bed space pursuant to an application for a new hospital.

The Committee welcomed the application, stating the wards are of good quality and would provide greater privacy.

Councillor Murdoch proposed a motion to approve the application. This was seconded by Councillor Maxted.

**RESOLVED (Unanimous):** That planning permission be approved subject to a S106 legal agreement to cover the payment of the monitoring fees pursuant to the Local Labour Agreement and the conditions set out in the report.

**26 Esperance Private Hospital, Hartington Place. ID: 200565**

Planning permission for the conversion of existing hospital buildings to create 48 residential units with associated external alterations, parking and

landscaping – **MEADS**.

The Committee was advised by way of an addendum report, that amended plans had been received to reduce the number of 1 bed flats and increase the number of 2 bed flats.

A written representation supporting the proposal was read aloud by the Interim Head of Planning on behalf of Mr Ben Daines of ECE Planning, agent for the application. The speech highlighted the need for a varied mix of housing accommodation in a sustainable location.

A written representation against the proposal was read aloud by the Interim Head of Planning on behalf of Mr Denis Scard Chair of the Meads Community Association. The speech raised a number of issues regarding overdevelopment, lack of affordable housing and parking. In response to the revised scheme the Meads Community Association (MCA) maintained its opposition to the application and requested the decision was deferred for larger family size units.

Councillor Smart, Ward Member, addressed the Committee. He stated that he did not oppose the change of use or principle of residential development, but a mix of bigger units was needed. He raised concerns regarding lack of parking and overdevelopment and agreed with the MCA that the application should be deferred.

In discussing the application, Members were of a mixed view; they welcomed the development of residential use, retention of gardens, design and revised mix of bedrooms, but were disappointed at the lack of affordable housing and that the units only just complied with the minimum space standards.

One member questioned the gain in 2 bed 2 person units and requested the application be deferred for negotiations to increase the size of the 1 and 2 bed units. The Specialist Advisor explained although the floor space remained the same, the arrangements between units and the internal arrangement of some units had changed. He further added that whilst it would be beneficial to provide more spacious units, some of the 1 bed 1 person units would be large enough for double occupancy and met with national space standards. Satisfied with officer's explanation, the Councillor withdrew the request for the application to be deferred.

One member sought clarification on the context of an abandoned building and vacant building credit. The Specialist Advisor explained that he did not believe the building had been abandoned, partly due to amount of time it had been vacant. Furthermore, if vacant building credit was applied, it would remove the requirement for affordable housing.

For clarity of the report, the Lawyer advised the officer's recommendation for a S106 legal agreement would not include affordable housing because of the vacant building credit applied to the development.

Councillor Taylor proposed a motion to approve the application in line with the officer's recommendation. This was seconded by Councillor Miah.

**RESOLVED (Unanimous):** That Planning permission be granted, subject to a Section 106 legal agreement and the conditions set out in the report.

**27 Land adjacent to Southfields Court, Southfields Road. ID: 200323**

Planning permission for the construction of 19no apartments in a five-storey building and associated external and enabling works - **UPPERTON**.

The Committee welcomed the development, stating it would provide much needed accommodation and commended the design and its energy efficiency.

Members questioned the turning capacity for vehicles within the site and the potential for onsite flooding. The Specialist Advisor explained that cars would be able to reverse backwards and turn out of the site. In order to overcome concerns regarding surface water disposal, the site would be raised and the proposal would incorporate an on-site SUDs scheme.

Councillor Maxted proposed a motion to approve the application in line with the officer's recommendation. This was seconded by Councillor Lamb.

**RESOLVED (Unanimous):** That Planning permission be granted, subject to a Section 106 Legal Agreement to cover affordable housing and local labour agreement a travel plan, and the conditions set out in the report.

Councillor Miah lost internet connection during the discussion and was therefore excluded from taking part in the voting of this application.

**28 Date of Next Meeting**

Resolved:

That the next meeting of the Planning Applications Committee which is scheduled to commence at 6:00pm on Tuesday, 24 November 2020 in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted.

The meeting ended at 7.56 pm

Councillor Jim Murray (Chair)



Working in partnership with **Eastbourne Homes**

## Scrutiny Committee

**Minutes of the meeting held remotely on 2 November 2020 at 6.00 pm.**

**Present:**

Councillor Tony Freebody (Chair); Councillors Helen Burton, Jane Lamb, Robin Maxted, Pat Rodohan and Robert Smart.

**Officers in attendance:**

Jo Harper (Head of Business Planning and Performance) and Homira Javadi (Chief Finance Officer).

**12 Minutes of the meeting held on 14 September 2020**

The minutes of the meeting held on 14 September 2020 were submitted and approved and signed as a correct record by the Chairman.

Matters arising from the minutes of the previous meeting dated 14 September 2020:

Councillor Smart requested that the 'heat' map of houses of multiple occupancy in the borough requested at previous meetings be made available to the Committee.

**13 Apologies for absence / declaration of substitute members**

Apologies were received from Councillors Sabri and Diplock.

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

There were none.

**15 Questions by members of the public**

There were none.

**16 Urgent items of business**

There were none.

**17 Right to address the meeting/order of business**

There were no requests.

## 18 Recovery and Reset Programme

Jo Harper, Head of Business Planning and Performance, presented the report. During discussion, the following points were highlighted:

Reference to the Community Hub reopening should there be a second lockdown would be updated to reflect the current environment.

The Joint Board had been put in place to deal with those issues that impacted on both authorities jointly, for example staffing. Assets and services that that affected Eastbourne Borough Council only would not be dealt with by the Board and would be presented directly to Eastbourne Members.

The £250,000 allocated from the Capital programme was to cover initial costs such as the closure of 1 Grove Road and the removal and relocation of infrastructure. The Council generated approximately £17 million of income from through its tourism activities and this had been impacted on significantly by the Pandemic. There were additional housing and restructuring pressures. A shortfall of £8.9 million was anticipated in the current year (without any assurances of further Government support) with a shortfall of £11.2 million in 2021/2022. It was expected that in the following year there would be a recovery, although with a continued year-on-year shortfall of £3 - £4 million, at which point efficiency savings would be realised and additional income generated.

The Council was looking at the changes made in the way the digital technology was used because of the Pandemic. The definition and development of the Digital Programme. As a result of an increase in staff home working remotely, more emphasis would be placed on self-service. This also extended to users of the Council's services. A breadth of options would be considered including supporting residents who did not have access to digital platforms – enabling through education and an assisted approach were also a strand of the programme.

The welfare of staff who predominantly from home was also a key factor and training at managerial level on how best to support teams was being undertaken to ensure staff remained connected to the organisation. Desktops assessments and physical adaptations, to provide safe and comfortable environments for staff working from home had also been prioritised.

A small number of Staff continued to work from 1 Grove Road and desk provision would be provided for them at the Town Hall. Desks were also available at the Point in Devonshire Park. It was anticipated that those staff who wished to remain in the Eastbourne area if relocated would be accommodated.

**RESOLVED** to support the recommendations in the report in full.

## 19 Eastbourne Carbon Neutral 2030: A Plan for Action

Jo Harper, Head of Business Planning and Performance presented the report.

Data for Eastbourne District Hospital would become available and any future development there would be looked at for the provision of local energy generation opportunities.

It was recognised that there was a range of contributors to emissions and where the Council was not able to directly affect change it would need to act as an influencer.

It was considered an appropriate point at which to present the Plan to Members. However, it was also recognised that there was further work to be done in terms of targets and detailed action plans.

It was agreed that responses to the following questions would be sought:

- The location of the 5MW installation
- Clarification of the Council's position by comparison to other authorities in terms of recycling rates.
- The ability for the Council to work with the East Sussex County Council in looking at alternative sites for recycling on bank holidays.

Members discussed the pledge by Eastbourne Borough Councillors within the Plan. It was felt that it was not endorsed by all members of the Council and that the wording required further consideration. Members also considered reference to the supporting of Eastbourne Eco-Action Network needed consideration.

**RESOLVED** to support the recommendations in the report subject to the following amendments being considered by the Cabinet:

**(1) The wording of the pledge on page 3 of Appendix 2 to the report – ‘A Plan for Action’ to be amended read:**

**Introduction to the pledge – ‘As we publish this ‘Plan for Action’ heading towards the end of an eventful 2020, we pledge the following:’** (removing the words ‘the Councillors elected by the residents of Eastbourne’)

**Bullet point 2 - ‘We will support the work of Eastbourne Eco-Action Network CIC’** (add the word ‘work’ and remove the words ‘wherever we can’).

**Bullet point 3 – ‘We will lead by example, educate ourselves on the impacts of climate change and the changes we can make in our own lifestyles and share this with others.’** (removing the words ‘in the way we live our own lives’ after ‘example’)

## 20 Forward Plan of Decisions

The Chair, Councillor Freebody, introduced the Forward Plan of Cabinet

Decisions.

Members requested that there be more consistency between the items and decisions being considered by the Cabinet and the reports made available to the Scrutiny Committee.

**RESOLVED** to note the Forward Plan of Cabinet decisions.

**21 Scrutiny Committee Work Programme 2020-2021**

The Chair, Councillor Freebody, introduced the Scrutiny Committee Work Programme.

**RESOLVED** to note the Scrutiny Committee Work Programme.

**22 Date of the next meeting**

that the date of the next meeting of the Scrutiny Committee is scheduled for Monday, 8 February 2021 via Teams.

The meeting ended at 19:25

Councillor Tony Freebody (Chair)





Working in partnership with **Eastbourne Homes**

## Cabinet

**Minutes of meeting held remotely on 4 November 2020 at 6.00 pm.**

### **Present:**

Councillor David Tutt (Chair).

Councillors Stephen Holt (Deputy-Chair), Margaret Bannister, Jonathan Dow, Alan Shuttleworth, Colin Swansborough and Rebecca Whippy.

### **Officers in attendance:**

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Philip Evans (Director of Tourism & Enterprise), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Oliver Dixon (Interim Head of Legal Services), Jo Harper (Head of Business Planning and Performance) and Simon Russell (Interim Head of Democratic Services).

### **18 Minutes of the meeting held on 16 September 2020**

The minutes of the meeting held on 16 September 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

### **19 Apologies for absence**

None were reported.

### **20 Declaration of members' interests**

None were declared.

### **21 Recovery and reset programme**

The Cabinet considered the report of the Chief Executive, updating them on the progress of the Recovery and Reset Programme.

Scrutiny Committee considered the report at its meeting on 2 November 2020 and did not object to the officer recommendations.

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

(1) To note the progress made with the Recovery and Reset Programme.

(2) To agree an allocation of £250k to be added to the capital programme to ensure immediate start of the Recovery and Reset work.

**Reason for decisions:**

The Recovery and Reset Programme provides a structured and accountable approach for delivering the level of significant organisational change needed to respond to current and future challenges.

**22 Eastbourne Carbon Neutral 2030: A plan for action**

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, seeking their agreement to the strategy and action plan to deliver Eastbourne Carbon Neutral 2030.

Council activities would include decarbonising all Eastbourne Homes housing stock by 2030; decarbonising council vehicles by this date; buying renewable electricity and reducing its energy consumption; tree planting and nature projects, and undertaking a public consultation to engage residents in recycling more and producing less waste.

The Cabinet would receive an annual progress report detailing the council and borough carbon footprints.

Thanks were conveyed to Jo Harper, Head of Business Planning and Performance and Kate Richardson, Strategy and Partnership Lead (Sustainability) for their work throughout. The Cabinet also expressed their thanks to the Eco Action Network, cross-party Climate Change Strategic Panel and everyone else involved in the work set out in the report.

Scrutiny Committee considered the report at its meeting on 2 November 2020 and were supportive of the officer recommendations, subject to amendments. These were published as a supplement and considered by Cabinet during their discussions.

Following discussions, Cabinet unanimously agreed to the officer recommendations as originally set out in the report.

**Resolved (Key decision):**

(1) To approve the 'Eastbourne Carbon Neutral 2030: The Climate Emergency Strategy and Action Plan' for publication

(2) To approve the 'Eastbourne Carbon Neutral 2030: A Plan for Action' summary document for publication

(3) To require the Deputy Chief Executive and Director of Planning and Regeneration to produce an annual progress report detailing the council and borough carbon footprints, and progress against the action plan in September each year.

**Reason for decisions:**

To progress towards the aims of achieving Eastbourne Carbon Neutral 2030 as resolved in July 2019.

**23 Exclusion of the public****Resolved:**

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

**24 Redundancy and redeployment**

The Cabinet considered the exempt report of the Assistant Director for Human Resources and Transformation. The report set out the current activity within the redundancy and redeployment procedure and actions taken to support affected individuals.

**Resolved (Key decision):**

(1) To note the actions taken to manage implications of change for displaced individuals through support, redeployment and assistance with self marketing under the redundancy and redeployment procedure.

(2) To agree the financial implications of severance for those identified.

**Reason for decisions:**

This is as a result of the Devonshire Quarter consultation. Actions have been taken to manage the implications of this change for displaced individuals through support, redeployment and assistance with self marketing under the redundancy and redeployment Procedure

*Notes: (1) The report remained exempt. (2) Exempt information reasons 1 and 2- Information relating to the individual or likely to reveal the identity of an individual.*

The meeting ended at 6.28 pm

Councillor David Tutt (Chair)

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Working in partnership with **Eastbourne Homes**

## Planning Committee

**Minutes of meeting held remotely on 24 November 2020 at 6.00 pm.**

**Present:**

Councillor Jim Murray (Chair).

Councillors Peter Diplock (Deputy-Chair), Jane Lamb, Robin Maxted, Colin Murdoch, Barry Taylor, Candy Vaughan and Sammy Choudhury.

**Officers in attendance:**

Helen Monaghan (Lawyer, Planning), Leigh Palmer (Interim Head of Planning), James Smith (Specialist Advisor for Planning) and Neil Collins (Specialist Advisor - Planning).

**Also in attendance:** none

**29 Welcome and Introductions**

The Chair introduced members of the Committee via roll call, and officers those present during the remote meeting.

**30 Apologies for absence and notification of substitute members**

Apologies were received from Councillor Md. Miah and Councillor Choudhury was confirmed as a substitute.

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

Councillor Peter Diplock declared a personal interest in item 7 on the agenda - Land at Friday Street Farm, Stone Cross, as he had a relative who lived on Friday Street.

**32 Minutes of the meeting held on 20 October 2020**

The minutes of the meeting held on 20 October 2020 were submitted and approved as a correct record, and the Chair was authorised to sign them.

**33 Urgent items of business.**

There were none.

**34 Land at Bay View Holiday Park, Old Martello Road. ID: 200180**

Proposed siting of 71 static holiday caravans in lieu of 94 touring caravans and re-layout of the park (resulting in 91 static holiday caravans in total) together with environmental improvements. A Joint authority application with Wealden District Council. **SOVEREIGN**

The Committee was advised that Wealden District Council had resolved to grant permission to the proportion of the application that fell within its boundary.

Members expressed concerns over the period of occupancy (11 months) and the potential impact on local tourism through a loss of available touring caravan spaces. Although some reduction in towed caravans could result in a reduced impact on roads in the area, a better balance was needed.

Councillor Lamb proposed a motion to defer the application and request that planning officers enter into discussion with the applicant and renegotiate a reduction in the period of occupation (from 11 months) and a better mix of units on the site. This was seconded by Councillor Maxted and carried.

**RESOLVED** (Unanimous) that:

- 1) The application be deferred to enable further discussion with the applicant to be held on the period of occupancy in the static units and the mix between touring/camping and permanent units, and be brought back to the Committee for determination.

**35 Land at Friday Street Farm, Stone Cross. ID: 190706**

Outline application (Matter for approval: Access) for proposed new access from Pennine Way to serve development of Land at Friday Street Farm, for up to 250 residential dwellings (35% affordable), with associated car parking, together with the introduction of new access point from Pennine Way, and creation of a network of roads, footways, and cycleways throughout the site; and the provision of 1.6ha of public open space, further children's play areas, allotments, sustainable urban drainage systems, and landscape buffers on the site. **LANGNEY**

The Chair, reminded the Committee that the its discussion and decision-making should focus only on the access onto site, as the remainder of the development site was within Wealden District area, and had been granted subject to the access being secured.

The Interim Head of Planning advised that the addendum to the agenda summarised the off-site highways works which were required by East Sussex County Council (ESCC) Highways prior to commencement of the wider works at the site, in order to offset the harm caused by traffic as a result of the development of up to 250 units. He added that, until there was assurance that those measures were delivered, there remained concerns. The Committee was

advised that a legal agreement providing controls and assurances over the off-site mitigation measures would need to be negotiated prior to any decision.

A written representation supporting the proposal was read aloud by the Interim Head of Planning on behalf of Mr Stuart Wilson of JNP Consulting Engineers (Agent).

Councillor Shuttleworth, Langney Ward Member, addressed the Committee and spoke on behalf of Langney residents who had raised concerns over the development and over delivery of the mitigation works.

Members expressed concerns over the uncertainty of the funding available for the mitigating works proposed by ESCC and the associated harm from the increase in traffic movements.

The Chair, Councillor Murry, proposed a motion to defer the application to allow planning officers to secure the necessary legal agreements to provide assurances over mitigating works requested by ESCC. This was seconded by Councillor Taylor.

**RESOLVED** (Unanimous) that:

- 1) The application be deferred to allow the Planning Service to enter discussion with Wealden District Council and East Sussex County Council to secure section 106 and 278 agreements; and
- 2) Following discussions, the application be brought back to the Planning Committee for further consideration.

**36 Mansion (Lions) Hotel, 32-35 Grand Parade. ID: 200280**

Conversion of rear part of hotel at 15-21 Hartington Place to 21N° two-bedroom flats. **MEADS**

The Interim Head of Planning confirmed that this was a change of application and had been necessitated by the lack of funds now available to the applicant.

The Chair, Councillor Murry, proposed a motion to approve the application in line with the officer's recommendation. This was seconded by Councillor Diplock.

**RESOLVED** (by majority of 7-1) that:

- (1) Planning permission be granted subject to the conditions set out in the report.

Councillor Taylor requested that his vote against approval of Planning permission be recorded.

**37 The Cottage, 2 Wharf Road. ID: 200260**

Demolition of existing buildings and erection of block of nine self-contained flats over three storeys. **UPPERTON**

The Senior Planning Specialist Adviser addressed points raised during the consultation period.

There was a mix of views over the character of the proposed design, although it was generally accepted that the development would provide a necessary mix of housing in the area. Members expressed concern over a lack of disabled parking and a loss of trees. The Senior Planning Specialist Adviser explained that, should there be a change of occupation and a necessity in the future, disabled parking could be applied for through East Sussex County Council. It was further explained that there were no mature, substantial trees in the area and landscaping was included in the design, with an appropriate level of trees agreed by condition.

Members referred to the roof edge of the building design and expressed concern that the current design was not in keeping with the character of the area.

Councillor Maxted proposed a motion to approve the application in line with the officer's recommendation and an additional condition that allowed planning officers to address the design of the roof edge. This was seconded by Councillor Diplock.

**RESOLVED** (Unanimous) that:

- 1) Planning permission be granted, subject to the conditions set out in the report; and
- 2) Planning officers discuss other options available for the roof design, with the applicant, to include an overhang.

The meeting ended at 7.50 pm

Councillor Jim Murray (Chair)





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## **Audit and Governance Committee**

**Minutes of meeting as a remote meeting on 26 November 2020 at 6.00 pm.**

### **Present:**

Councillor Dean Sabri (Chairman).

Councillors Robin Maxted (Deputy-Chair), Sammy Choudhury, Paul Metcalfe, Md. Harun Miah and Barry Taylor.

### **Officers in attendance:**

Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Jackie Humphrey (Chief Internal Auditor) and Elaine Roberts (Committee Officer).

### **Also in attendance:**

Councillor Robert Smart (minutes 21 and 22)  
Ben Sheriff (External Auditor - Deloitte).

### **16 Apologies for absence/declaration of substitute members**

Apologies were received from Councillor Helen Burton and Councillor Amanda Morris.

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

There were none.

### **18 Minutes**

The minutes of the last meeting on 9 September 2020 were approved as a correct record.

### **19 Questions by members of the public.**

The Chair confirmed that no questions had been received.

### **20 Urgent items of business.**

There were no items of urgent business

### **21 Right to address the meeting/order of business.**

The Chair confirmed that one request had been received from Councillor Smart, who then addressed the Committee in respect of Item 8 on the agenda,

the External Audit 2018/19, within the allotted time of 5 minutes.

The Chair thanked Councillor Smart for his comments and with the Committee's agreement, the order of Items 7 and 8 were swapped, so that the External Audit became the next Agenda item.

## **22 External Audit Report 2018/19 and 2019/20**

The Deputy Chief Finance Officer, Ola Owolabi, presented a report summarising the key findings of Deloitte.

The Deputy Chief Finance Officer confirmed that, having now resolved and agreed an accounting treatment for ICE (Investment Company Eastbourne), the External Auditor would be issuing an unqualified audit opinion on the Council's financial statement for 2018/2019.

Due to the impact of CV-19, regulations had stipulated a new timeframe for the 2019/20 Audit – extending the sign-off date from July to Nov 2020. The Deputy CFO reported that the 2019/20 accounts had been submitted to the Deloitte as the Council's appointed External Auditor and it was now waiting to be advised of the timing for the 2019/20 audit from Deloitte.

Ben Sheriff from Deloitte then proceeded to present the report on behalf of the External Auditor.

The Chair thanked the External Auditor and Deputy CFO for their presentations and the Committee considered the report.

Deputy CFO clarified the revised accounting treatment of the reserves and confirmed that, in line with a recommendation from the external auditor, a policy would be put in place to explain each of the Council's reserves and how they could be used.

The External Auditor stated that work could not begin on auditing 2019/20 accounts until after January 2020. The reasons given for the delay included: the impacts of CV-19, resolution of issues around ICE, and annual workload peaks.

The Committee raised concerns over the potential delays for 2019/20, of missing the statutory deadline and the potential consequence of delays for the 2020/21 Accounts.

The Deputy CFO confirmed that the 2019/20 accounts had been submitted to Deloitte in July 2020.

The External Auditor confirmed that an initial review of the 2019/20 draft accounts showed improved readiness.

While appreciating the issues cited by the External Auditor, the Committee expressed the view that the improved readiness, the agreement of the

treatment for ICE accounting, and the fact that the draft Accounts (saving the Group Accounts regarding ICE) had been with Deloitte since July 2020, led Members to believe that an expectation for a swift External Accounting was reasonable.

The Chair thanked the External Auditor for his attendance

**Resolved (unanimously):**

1. To note the ISA-260 Audit Report from Deloitte.
2. To call upon Deloitte to produce the ISA-260 audited statement for 2019/2020 in time for the next Audit and Governance Committee meeting on 3 March 2021.

**23 Internal Audit and Counter Fraud Quarterly Report**

Chief Internal Auditor, Jacki Humphrey, presented the report and provided an overview of activities of the Internal Audit and Counter Fraud Teams for the last quarter.

The Committee then considered the report.

The Chief Internal Auditor confirmed that any cases of Fraud identified by the Council would be investigated and the Council would always seek redress.

**Resolved (unanimously):**

To note the report.

**24 AOB**

The Chair noted that an emailed letter had been received from the LGA in response to a letter sent by the Chair, on behalf of the Committee, raising concerns over the External Audit and the PSAA. All members confirmed that they had received the circulated copy.

**25 Date of next meeting**

The next meeting was scheduled for Wednesday 3 March 2021 at 6pm, to take place remotely via Teams.

The meeting ended at 7.08 pm

Councillor Dean Sabri (Chairman)

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## Cabinet

**Minutes of meeting held remotely on 2 December 2020 at 6.00 pm.**

### **Present:**

Councillor David Tutt (Chair).

Councillors Stephen Holt (Deputy-Chair), Margaret Bannister, Jonathan Dow, Alan Shuttleworth, Colin Swansborough and Rebecca Whippy.

### **Officers in attendance:**

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Philip Evans (Director of Tourism & Enterprise), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Oliver Dixon (Head of Legal Services), Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)) and Simon Russell (Head of Democratic Services).

### **Also in attendance:**

Councillor Robert Smart (Opposition Leader).

### **25 Minutes of the meeting held on 4 November 2020**

The minutes of the meeting held on 4 November 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

### **26 Apologies for absence**

None were reported.

### **27 Declaration of members' interests**

Councillor Holt declared a personal interest in agenda item 8 (Council tax and business rate base 2021/22) as Chief Executive of the Business Improvement District. He remained in the room and took part in discussions.

### **28 Right to address the meeting**

Visiting member and Member of Parliament for Eastbourne, Councillor Ansell had requested to speak on agenda item 7 prior to the meeting, but unfortunately was detained on parliamentary business and was therefore unable to attend. Her apologies were noted.

Visiting member, Councillor Smart, had requested to speak on agenda items 7 and 10b. Given Cabinet and visiting members would be receiving a presentation for agenda item 7, it was agreed that Councillor Smart could cover his points under agenda item 10b.

## **29 Latest draft budget position 2021/22**

The Cabinet received a written presentation from the Chief Finance Officer on the latest draft budget position for 2021/22.

The presentation covered a recap of the impact of Covid-19 on the Council's finances, the latest financial figures, update on continuing discussions with the Ministry of Housing, Communities and Local Government (MHCLG), impact of the 2021 Spending Review, modification to Section 114 guidance for local authorities, targets for the Council's Recovery and Reset programme and next steps for the authority.

Cabinet reinforced that 50% of the Council's expenditure was paid for by income it generated and fees it charged. 30% of the Council's expenditure was funded by the Council's tourism and cultural offering, which had been significantly hit by Covid-19.

Thanks were conveyed to officers, the MHCLG, Local Government Association, Member of Parliament for Eastbourne and others that had offered support and advice during this difficult time.

Councillor Tutt shared a letter that had been written on behalf of the local business community to the Cabinet Office, that reinforced the precarious situation businesses were in and the potential negative knock on effect for the Council's financial situation.

Cabinet would take advantage of available government grants and continue their commitment to carbon neutrality, looking further at eco-tourism opportunities.

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

To note the priority-based budgeting approach for the 2021/22 budget.

### **Reason for decisions:**

To progress the budget setting process for 2021/22.

## **30 Council tax and business rate base 2021/22**

The Cabinet considered the report of the Chief Finance Officer, seeking their approval for the Council Tax Base and net yield from Business Rate Income for 2021/22, in accordance with the Local Government Act 1992.

**Resolved (Key decision):**

(1) To agree the provisional Council Tax Base of 34,532.2 for 2021/22.

(2) To agree that the Chief Finance Officer, in consultation with the Portfolio Holder for Finance, determine the final amounts for the Council Tax Base for 2021/22.

(3) To agree that the Chief Finance Officer, in consultation with the Portfolio Holder for Finance, determine net yield from Business Rate income for 2021/22.

**Reason for decisions:**

Cabinet is required to approve the Tax Base which will be used for the purposes of calculating the 2021/22 Council Tax.

**31 Local council tax reduction scheme**

The Cabinet considered the report of the Director of Service Delivery, seeking their agreement to recommend the Full Council that the 2020/21 local council tax reduction scheme be adopted as the 2021/22 scheme.

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

(1) To recommend to Full Council that the 2020/21 Local Council Tax Reduction Scheme is adopted as the 2021/22 scheme.

(2) That the Exceptional Hardship Scheme be continued in 2021/22.

**Reason for decisions:**

The 2020/21 scheme meets the principles of supporting the most vulnerable with the Exceptional Hardship scheme providing an extra level of support for those most affected.

**32 Corporate performance - quarter 2 - 2020/2021**

The Cabinet considered the report of the Chief Finance Officer and Deputy Chief Executive/Director of Regeneration of Planning, updating members on the Council's performance against Corporate Plan priority actions, performance indicators and targets for the second quarter of the year 2020-21.

Performance highlights for the quarter included council tax and business rate collection, processing of housing benefit claims and call handling times. Thanks were conveyed to officers for their continued high performance.

In addressing fly tipping and enforcement within the recycling and waste portfolio, Councillor Dow reported that fly tipping and enforcement was on the agenda for a future South East Environmental Services Ltd (SEESL) Board

meeting.

Part B of the report detailed the Council's financial performance for the same quarter.

Visiting member, Councillor Smart addressed the Cabinet on the Council's financial performance.

The Cabinet advised that after stabilising the financial situation, the administration made a conscious decision to invest in Eastbourne's future for the wider community. Devonshire Quarter was a recent example and had it not been for Covid-19, the Council would be seeing a return on its investment. The Council would continue to work on rebuilding its reserves to a higher level.

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

(1) To note the achievements and progress against Corporate Plan priorities for the second quarter of 2020-21, as set out in Part A of this report.

(2) To note the General Fund, HRA and Collection Fund financial performance for the quarter, as set out in part B of the report.

**Reason for decisions:**

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

The meeting ended at 7.46 pm

Councillor David Tutt (Chair)





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## Planning Committee

**Minutes of meeting held as a Remote meeting (via Microsoft Teams) on 15 December 2020 at 6.00 pm.**

### **Present:**

Councillor Jim Murray (Chair).

Councillors Peter Diplock (Deputy-Chair), Jane Lamb, Robin Maxted, Md. Harun Miah, Colin Murdoch, Barry Taylor and Candy Vaughan.

### **Officers in attendance:**

Neil Collins (Specialist Advisor for Planning), Helen Monaghan (Lawyer, Planning), Leigh Palmer (Interim Head of Planning), and Emily Horne, Committee Officer and Nick Peeters, Committee Officer.

### **38 Minutes of the meeting held on 24 November 2020**

The minutes of the meeting held on 24 November 2020 were submitted and approved as a correct record, and the Chair was authorised to sign them.

### **39 Apologies for absence and notification of substitute members**

There were none.

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

Councillor Taylor declared a prejudicial interest in agenda item 5 – Land at Bay View Holiday Park, Old Martello Road, as he was pre-determined and took no further part in the meeting.

### **41 Urgent items of business.**

There were none.

### **42 Land at Bay View Holiday Park, Old Martello Road. ID: 200180**

Planning permission the proposed siting of 71 static holiday caravans in lieu of 94 touring caravans and re-layout of the park (resulting in 91 static holiday caravans in total) together with environmental improvements. Joint authority application with Wealden District Council (Ref: WD/2020/0494/MAJ) – **SOVEREIGN**.

The application was deferred at the previous committee meeting at the request of the Members to enable further discussion with the applicant to reduce the period of occupancy in the static units and the retention of a portion of the touring caravan pitches.

In discussing the application, the Members expressed mixed views; they welcomed the improvement of accommodation and reduced period of occupancy in the static caravans from 11 to 10 months, but raised some concerns regarding the loss of 53 touring pitches and impact of this on the wider town and questioned if there was sufficient parking onsite. Officers advised that two cars could be parked besides each static caravan, but it was agreed this should not be a condition.

Councillor Murray proposed a motion to approve the application in line with the officers' recommendation. This was seconded by Councillor Diplock and was carried. Councillor Lamb requested that there be a named vote and this was approved.

**RESOLVED: (by 4 votes to 2 against and 1 abstention)** For: Councillors Diplock, Miah, Vaughan and Murray. Against: Councillors Lamb and Murdoch. Abstained: Councillor Maxted. That planning permission be delegated to officers to approve subject to the conditions and informatives set out in the report.

#### **43 Date of Next Meeting**

Resolved:

That the next meeting of the Planning Committee which is scheduled to commence at 6:00pm on Tuesday, 26 January 2021 in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted.

The meeting ended at 7.01 pm

Councillor Jim Murray (Chair)



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## **Eastbourne Licensing Committee**

**Minutes of meeting held remotely on 18 January 2021 at 6.00 pm.**

### **Present:**

Councillor Pat Rodohan (Chair).

Councillors Robin Maxted (Deputy-Chair), Colin Belsey, Penny di Cara, Peter Diplock, Amanda Morris, Jim Murray, Colin Swansborough, Barry Taylor and Candy Vaughan.

### **Officers in attendance:**

Paul Thornton (Specialist Advisor – Licensing), Ed Hele (Functional Lead – Quality Environment), Jo Dunk (Senior Specialist Advisor – Environmental Health), Danielle Ball (Specialist Advisor – Licensing), Robin Fuller (Specialist Advisor – Licensing), Michele Wilkinson (Lawyer – Housing & Regulatory), Emily Horne (Committee Officer) and Elaine Roberts (Committee Officer).

### **1 Introductions**

The Chair introduced members of the Committee via roll call, and those officers present during the remote meeting.

### **2 Apologies for absence/declaration of substitute members**

An apology for absence had been received from Councillor Colin Murdoch and Councillor Sammy Choudhury.

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

There were none.

### **4 Minutes of the meeting held on 6 January 2020**

The minutes of the meeting held on 6 January 2020 were submitted and approved, and the Chair was authorised to sign them as a correct record.

### **5 Questions by members of the public**

There were none.

### **6 Urgent items of business**

There were none.

**7 Right to address the meeting/order of business**

There were none.

**8 Amendments to Hackney Carriage & Private Hire Licensing Guidance as a result of the Department for Transport (DfT) Statutory Guidance**

The Committee considered the report which sought approval of the amended Eastbourne Borough Council Hackney Carriage and Private Hire Licensing Guidance as set out in section 2 of the report, and the authorisation to commence a six-week consultation with the taxi trade and members of the public.

The Specialist Advisor – Licensing (SAL), Paul Thornton, presented the report and its findings. The SAL noted that a letter had been sent to Committee Members by a member of the taxi trade asking for time for the guidance to be considered by the trade and raising individual questions of detail. He confirmed that he would respond to the points made, but also that the purpose of this report was for Members to consider the guidance before it is put out for consultation.

Several typographical amendments to the report were reported:

- Recommendation (1), page 9:- Replace the words ‘Lewes District Council’ with ‘Eastbourne Borough Council’.
- Penalty Points Scheme, page 13:- Paragraph (gg) was omitted from report.
- Appendix 7, Penalty Point Scheme, page 89:-  
No.22. Failure to carry fire extinguisher: Both Driver and Vehicle Owner or Operator columns to be ticked.  
No.23. Failure to carry first aid kit: Both Driver and Vehicle Owner or Operator boxes to be ticked.  
No.24. Displaying unsuitable or inappropriate sited signs or unauthorised advertisements in or on the vehicle: Both Driver and Vehicle Owner or Operator boxes to be ticked.

The SAL highlighted that if the Committee was to authorise a six-week consultation as outlined in the report, a number of organisations would be included in the consultation as set out in para 2.4. Officers agreed that it was good practice and upheld the Council’s commitment to transparency and governance.

Members discussed and agreed on the following changes to the Guidance:

- (d) Vehicle Door Signs - Members questioned the necessity of permanently fixing the vehicle door signs and resolved to retain the recommendation for consultation (Resolved: by 9 votes for and 1 vote against).
- (v) Vaping – agreed to add the words “at any time” after the words ‘cannot vape in licensed vehicles’ to provide clarity.
- (w) Criminality Checks on Vehicle Proprietors – agreed to amend the word

- 'serious' to 'any' criminal activity.
- (x) Licensee Self Reporting - agreed to amend the word 'should' to 'must' be required to notify the issuing authority.
- Appendix 7, Penalty Point Scheme, No.30. Evidence of smoking in vehicle – agreed to add the words 'or vaping' after the word 'vehicle'.

Members discussed the following matters:

- Appendix 7: Penalty Points Scheme, pages 88 to 90. Details of the Misconduct. A suggestion was made for the offences to be listed in appropriate groups, e.g. seriousness of vehicle offences and behavioural offences and Officers agreed to re-group the offences in the appendix.
- Questions on whether the Council could purchase a quantity of CCTV cameras to pass the savings onto the drivers. The SAL confirmed that whilst the Council does not purchase CCTV equipment, it does advise drivers on companies that have been approved by the Council.
- Questions on lack of reference made within the report on climate change. The SAL advised that reference was made to the Council's commitment to Environmental Considerations and EU standards for Vehicle Specifications on pages 21 and 25 of the report.
- Questions on whether many drivers had rescinded their licences. The SAL advised that the Council had not received many licences back since the start of Covid-19.
- Questions on the notice given of the review of the changes to the Hackney Carriage and Private Hire Licensing Guidance. The SAL advised that all Operators were provided with a link to the statutory guidance from the Department for Transport.
- Questions surrounding CCTV cameras in vehicles. The SAL confirmed that a small percentage of drivers chose to have CCTV installed by vetted companies and whilst optional, the installers were the data controllers. If this was made mandatory, the Council would be the data controller.
- Questions on the number of vehicles that take card payments. Officers confirmed that the majority of Private Hire vehicles already had card payment systems as this was arranged via the operator. A percentage of Hackney carriage vehicles have the ability to take card payments, although this is not as high as the private hire trade due to them arranging this and paying any fees personally.
- Questions on the definition of not smoking and vaping in a vehicle. The SAL confirmed that smoking or vaping in a vehicle with or without a passenger was not allowed at any time.

- Questions on whether the Private Hire Vehicle Operators and named directors of the company had the opportunity to sign up for a DBS certificate rather than pay the full cost. The SAL confirmed that applicants could apply online for a basic DBS certificate. The fees for a basic DBS were lower than the enhanced DBS which were required every 6 months for licenced drivers.

Councillor Taylor proposed and Councillor Belsey seconded an amendment to the recommendation to increase the consultation period from 6 weeks to 12 weeks and requested that there be a recorded vote. This was put to the vote and lost 3 votes to 7 votes. (For: Councillors Belsey; di Cara and Taylor. Against: Councillors Maxted; Diplock, Morris, Murray, Swansborough, Vaughan and Rodohan.)

Councillor Vaughan proposed and Councillor Morris seconded an amendment to increase the consultation period from 6 weeks to 8 weeks. This was put to a vote and agreed 9 votes for to 1 vote against. A request for a named vote was refused as it was requested after voting had commenced.

Councillor Belsey proposed and Councillor Taylor seconded an amendment to request that the results of the consultation (including minor changes) be reported to a subsequent meeting of the Licensing Committee rather than considered by officers and the Chair under delegated authority. This was seconded by Councillor Taylor and unanimously agreed.

#### **Resolved:**

- 1) (Unanimous) That the amended Eastbourne Borough Council Hackney Carriage and Private Hire Licensing Guidance be approved, as set out in the report and the amendments listed above.**
- 2) That the Functional Lead – Quality and Environment, be authorised to begin an eight-week consultation with the taxi trade and members of the public.**
- 3) That the results of the eight-week consultation (including minor changes) be reported to a future meeting of the Licensing Committee.**

## **9 Approval of Licensing Fees**

The Committee considered the report which sought endorsement of the scale of Licensing fees proposed within Appendix 1 to apply from 1 April 2021, and for them to be recommended to Full Council for approval.

The Functional Lead - Quality Environment (FLQE) presented the report and its findings.

Councillor Murray proposed a motion to agree the officer recommendations listed in the report. This was seconded by Councillor Maxted.

**Resolved (unanimous):**

- 1) That the scale of Licensing fees proposed within Appendix 1 of the report to apply from 1 April 2021, be endorsed; and
- 2) That Full Council be recommended to formally ratify the scale of Licensing fees proposed within Appendix 1 of the report.

**10 Date of the next meeting**

**Resolved:**

That the next meeting of the Licensing Committee which is scheduled to commence at 6.00pm on Monday, 8 March 2021, in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted.

The meeting ended at 8.27 pm

Councillor Pat Rodohan (Chair)

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## Planning Committee

**Minutes of meeting held remotely on 26 January 2021 at 6.00 pm.**

### **Present:**

Councillor Jim Murray (Chair).

Councillors Robin Maxted, Md. Harun Miah, Amanda Morris, Colin Murdoch, Paul Metcalfe MBE, Barry Taylor and Candy Vaughan.

### **Officers in attendance:**

Leigh Palmer (Interim Head of Planning), Neil Collins (Specialist Advisor for Planning), Helen Monaghan (Lawyer, Planning), Emily Horne (Committee Officer) and Jennifer Norman, (Committee Officer).

### **Also in attendance:**

Councillor Alan Shuttleworth, Ward Member for Langney and Councillor Robert Smart, Ward Member for Meads.

### **44 Welcome and Introductions**

The Chair introduced members of the Committee via roll call, and officers those present during the remote meeting.

### **45 Apologies for absence and notification of substitute members**

Apologies for absence had been received from Councillors Peter Diplock and Jane Lamb. Councillor Amanda Morris declared that she was acting as substitute for Councillor Peter Diplock and Councillor Paul Metcalfe confirmed he was acting as substitute for Councillor Jane Lamb.

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

There were none.

### **47 Minutes of the meeting held on 15 December 2020**

The minutes of the meeting held on 15 December 2020 were submitted and approved as a correct record, and the Chair was authorised to sign them.

### **48 Urgent items of business.**

There were none.

**49 Hampden Retail Park, Marshall Road. ID: 200909**

Planning permission the erection of a coffee shop with drive thru facility, replacement car parking and associated works – **HAMPDEN PARK**.

This application was brought to the committee for determination as Eastbourne Borough Council was the applicant.

The Committee was advised by way of an addendum report that revised drawings had been received showing an increase in 5 trees on the site and fewer car parking spaces.

Councillor Murray proposed a motion to approve the application in line with the officers' recommendation, the provision of additional trees referred to in the Addendum. This was seconded by Councillor Miah and was carried.

**RESOLVED: (Unanimous)** that Planning permission be granted, subject to the conditions set out in the report and the revisions referred to in the Addendum.

**50 Land at Friday Street Farm, Stone Cross. ID: 190706**

Outline planning application (Matter for approval: Access) for proposed new access from Pennine Way to serve development of Land at Friday Street Farm, for up to 250 residential dwellings (35% affordable), with associated car parking, together with the introduction of new access point from Pennine Way, and creation of a network of roads, footways, and cycleways throughout the site, and the provision of 1.6ha of public open space, further children's play areas, allotments, sustainable urban drainage systems, and landscape buffers on the site. Full proposal is being considered by Wealden District Council (Ref: WD/2020/1391/MAO) - **LANGNEY**

The Committee was advised by way of an Addendum of the conflated report, one late representation, four options to the recommendations, updates from Wealden District Council and East Sussex County Council, and further background information.

Councillor Shuttleworth, Langney ward Member, addressed the Committee and spoke on behalf of residents. He asked the Committee to refuse planning permission due to the impact of additional traffic without the necessary mitigation measures.

The Chair, explained that the application was deferred at the Planning Committee meeting held on 24 November 2020 at the request of the Members to enable further discussion with Wealden District Council and East Sussex County Council (ESCC) to negotiate the S106 and 278 Agreements. In response, ESCC had advised that it did not hold the necessary funds to undertake the mitigation measures required pre-commencement of works.

Councillor Murray proposed a motion to defer the application (Option 4 of the

Addendum), for Officers to explore the full funding arrangements for the strategic highways works. This was seconded by Councillor Maxted and was carried.

**RESOLVED: (unanimous)** That planning permission be deferred for consideration / determination of the application to explore the full funding arrangements for the strategic highway works.

**51 Planning Application Performance and Appeal Record for the year 2020**

Members noted the content of the report on the performance of determining planning applications and appeals.

Councillor Smart, Meads Ward, addressed the committee on the appeal record, referring to viability studies and pressure of housing shortages.

**52 Date of Next Meeting**

Resolved:

That the next meeting of the Planning Committee which is scheduled to commence at 6:00pm on Tuesday, 23 February 2021 in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted

The meeting ended at 7.07 pm

Councillor Jim Murray (Chair)

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