

# Full Council

## 23 November 2020



Time: 6.00 pm

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

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

Instructions for members of the committee, officers and other participants to join the meeting have been circulated separately.

### Membership:

**Councillor Adrian Ross (Chair); Councillors Christine Brett (Vice-Chair). Sam Adeniji, Graham Amy, Robert Banks, Nancy Bikson, Matthew Bird, Liz Boorman, Roy Burman, Julie Carr, Roy Clay, Chris Collier, Phil Davis, Sharon Davy, Johnny Denis, Lynda Duhigg, Stephen Gauntlett, Tom Jones, Isabelle Linington, Jim Lord, Sylvia Lord, James MacCleary, Sean MacLeod, Imogen Makepeace, Milly Manley, Ron Maskell, William Meyer, Joe Miller, Zoe Nicholson, Emily O'Brien, Laurence O'Connor, Ruth O'Keeffe, Nicola Papanicolaou, Julian Peterson, Keira Rigden, Christine Robinson, Geoff Rutland, Steve Saunders and Christoph von Kurthy**

**Quorum: 11**

*Published: Friday, 13 November 2020*

## Agenda

### 1 Welcome and Introductions

### 2 Apologies for absence

### 3 Declarations of interest

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

### 4 Minutes of the meeting held on 17 September 2020. (Pages 5 - 12)

To confirm and sign the minutes of the meeting of the Council dated 17 September 2020.

**5 Announcements. (Pages 13 - 14)**

To receive any announcements from the Chair of the Council, Leader of the Council, Members of the Cabinet or the Chief Executive. A list of the Chair of the Council's engagements since the previous meeting is enclosed.

**6 Urgent items**

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

**7 Questions from members of the public**

To deal with questions which members of the public may wish to put to members of the Cabinet in accordance with Council Procedure Rule 11 (if any).

**8 Petitions**

To receive petitions from Councillors or members of the public in accordance with Council Procedure Rule 13 (if any).

**9 Urgent decisions taken by the Cabinet or Cabinet members**

In accordance with Policy and Performance Advisory Committee Procedure Rule 17, to receive details of any urgent decisions taken by the Cabinet or Cabinet members since the previous meeting.

**10 Designation of Monitoring Officer (Pages 15 - 16)**

Report of the Chief Executive.

**11 Review of Polling Districts and Polling Places 2020. (Pages 17 - 56)**

Report of the Head of Elections.

**12 Members allowances scheme - Independent Remuneration Panel report. (Pages 57 - 90)**

Report of the Head of Democratic Services and the Independent Remuneration Panel.

**13 Recommendations from Cabinet and other council bodies**

**(a) Annual treasury management report. (Pages 91 - 92)**

Report of Councillor Nicholson on behalf of the Cabinet. Referred from Cabinet on 24 September 2020.

**14 Notices of motion.**

**(a) Motion 1 - To ensure no resident of Lewes District is prevented from voting by any new Voter ID legislation. (Pages 93 - 94)**

To consider a motion submitted by Councillor Collier.

**(b) Motion 2 - Government changes to our planning system. (Pages 95 - 96)**

To consider a motion submitted by Councillor Banks.

**15 Written questions from Councillors**

To deal with written questions which Councillors may wish to put to the Chair of the Council, a Cabinet Member, Chair of any committee or sub-committee, or Council representative on an external body in accordance with Council Procedure Rule 12 (if any). Any such questions notified to the Head of Democratic Services by 5 pm on 17 November will be circulated in an agenda supplement.

**16 Questions to the Leader of the Council.**

To deal with questions (if any) which Councillors may wish to put to the Leader of the Council. It will be at the Leader's discretion to re-direct questions to relevant Members of the Cabinet. A Councillor wishing to raise a question must notify the Chair of the Council by email of the text of the question by **4.45 pm** prior to the commencement of the meeting.

(NB This item is limited to a maximum of 5 questions, with no more than 1 question being asked per councillor. If a question requires a detailed or technical response, the Leader may decide that a written response is more appropriate).

**17 Ward issues. (Pages 97 - 98)**

To deal with ward issues which Councillors wish to raise, as notified by 5 pm on 17 November 2020.

One matter has been raised to date by Councillor Gauntlett, in relation to Talland Parade, High Street, Seaford (Planning Application LW/11/132), a copy of which is attached.

**18 Reporting back on meetings of outside bodies. (Pages 99 - 100)**

To receive any reports from the Council's representatives who serve on outside bodies in respect of meetings they have attended.

**19 Date of the next meeting**

The next meeting is scheduled to take place on 22 February 2021.

## **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:**

Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to submit a on a public question. For remote meetings any such question will be read out to the Council meeting by the Chair of the Council or an Officer.

## Information for Councillors

**Disclosure of interests:**

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

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

If a member has a DPI or other prejudicial interest he/she must leave the meeting while 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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## Full Council

**Minutes of meeting held in Remote Meeting via Microsoft Teams on 17 September 2020 at 6.00 pm.**

### **Present:**

Councillor Adrian Ross (Chair).

Councillors Christine Brett (Vice-Chair), Sam Adeniji, Graham Amy, Robert Banks, Nancy Bikson, Matthew Bird, Liz Boorman, Roy Burman, Julie Carr, Roy Clay, Chris Collier, Phil Davis, Sharon Davy, Johnny Denis, Lynda Duhigg, Stephen Gauntlett, Tom Jones, Isabelle Linington, Jim Lord, Sylvia Lord, James MacCleary, Sean MacLeod, Milly Manley, Ron Maskell, William Meyer, Joe Miller, Zoe Nicholson, Emily O'Brien, Laurence O'Connor, Ruth O'Keeffe, Nicola Papanicolaou, Julian Peterson, Keira Rigden, Christine Robinson, Steve Saunders and Christoph von Kurthy.

### **Officers in attendance:**

Robert Cottrill (Chief Executive), Catherine Knight (Assistant Director of Legal and Democratic Services) and Sarah Lawrence (Senior Committee Officer).

#### **14 Welcome**

The Chair of the Council advised that this meeting was being held remotely on Microsoft Teams in accordance with published government regulations.

#### **15 Period of Silence**

Prior to the start of the formal business, the Chair of the Council invited members to hold a short period of silence in memory of Councillor Ian White who had passed away since the last meeting of the Full Council.

#### **16 Introductions and Apologies for absence**

The Chair invited members to introduce themselves for those watching or listening to the meeting.

Apologies for absence were received from Councillor Makepeace and Councillor Rutland.

#### **17 Declarations of interest**

There were no declarations of interest made in relation to the items on the agenda.

#### **18 Minutes of the meeting held on 20 July 2020**

**Resolved** – To approve as a correct record the minutes of the meeting held on

20 July 2020.

## **19 Announcements**

The Chair advised that a list of his engagements as Chair of the Council since the last meeting were set out in the agenda, and these were noted.

There were no other announcements.

## **20 Urgent items**

There were no urgent items.

## **21 Vacant Seats on Council**

The Chair of the Council advised that as a consequence of the death of Councillor Ian White and the resignation of Councillor Phil Boorman, there were now two vacant seats on the Council. It was noted that these seats could not be filled at this time, as coronavirus legislation had postponed all elections until May 2021.

## **22 Questions from members of the public**

No questions had been received from members of the public.

## **23 Petitions**

No petitions had been received.

## **24 Urgent decisions taken by the Cabinet or Cabinet members**

There had been no urgent decisions taken by Cabinet or Cabinet Members.

## **25 Notice of motion - Hidden Disabilities**

Councillor Sean Macleod moved and Councillor Milly Manley seconded a motion as follows:

“We call on the Council:

- To officially recognise the Hidden Disabilities sunflower;
- To actively promote what it stands for and its importance in breaking stigma;
- To help promote Hidden Disabilities sunflower to local businesses and encourage them to formally look at recognising it; and
- To promote that the Council offices are Hidden Disability friendly and promote the sunflower on its buildings so people can identify the Council as Hidden Disability friendly.”

Councillor Macleod and Councillor Manley each spoke to the motion, and other members spoke from across the Council in support.

Councillor Duhigg suggested that the scheme should be promoted in Town and Parish Council offices. It was agreed that District Councillors who were also Town and Parish Councillors could raise this with their own Town or Parish Councils.

Councillor Jones asked to move an amendment with an additional bullet point: 'To promote the Hidden Disabilities Sunflower Scheme directly to Parish and Town Councils and supported by individual town and parish councillors.' Councillor Macleod and Councillor Manley agreed this amendment could be incorporated into the motion, without the need for a formal vote.

Councillor Adeniji asked in the motion that the fourth bullet point be amended, 'to ensure' rather than 'promote' that the Council Offices are Hidden Disability Friendly. Councillor Macleod advised that he would not wish to include this in the motion, as there would need to be a budgetary assessment of this before it could be put forward. However, he considered that officers as part of the current motion would make every opportunity to help those wearing the sunflower to have a positive experience in the offices. Councillor Adeniji accepted that there was no need for a further amendment on this basis.

Councillor Saunders asked if the new bullet point 5 proposed by Councillor Jones could be amended to read: "To actively promote and encourage Town and Parish Councils and their members to similarly recognise the scheme". Councillor Macleod and Councillor Manley agreed that this amendment could be included into the motion, subject to the inclusion of the County Council. This was endorsed by both Councillor Saunders and Councillor Jones.

This was put to the Council and agreed.

**Resolved:** That the Council agrees:

- To officially recognise the Hidden Disabilities sunflower;
- To actively promote what it stands for and its importance in breaking stigma;
- To help promote Hidden Disabilities sunflower to local businesses and encourage them to formally look at recognising it;
- To promote that the Council offices are Hidden Disability friendly and promote the sunflower on its buildings so people can identify the Council as Hidden Disability friendly; and
- To actively promote and encourage Town and Parish Councils and East Sussex County Council and their members to similarly recognise the scheme.

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

Councillor Linington, as Chair of the Employment Committee, moved the recommendations set out in the report for the appointment of a Joint Staff Advisory Committee and Joint Appointments and Appeals Committee, subject to these arrangements also being approved by Eastbourne Borough Council.

The recommendations were seconded by Councillor Collier, as the Cabinet Member for Performance and People.

The recommendations were put to the Council and agreed.

**Resolved:**

- 1) To approve the Terms of Reference for a new Joint Staff Advisory Committee to replace the Employment Committee as set out in Appendix 1 to the report, to come into effect when also approved by Eastbourne Borough Council Full Council;
- 2) To approve the Terms of Reference for a Joint Appointments and Appeals Committee as set out in Appendix 2 to the report, to come into effect when also approved by Eastbourne Borough Council Full Council;
- 3) To delegate to the Assistant Director - HR and Transformation and Assistant Director – Legal and Democratic Services authority to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies as set out in Appendix 3, and to delegate specific functions to the 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 Committees as set out in report paragraphs 2.4 and 2.5 including:
  - a. That Councillor Collier (Cabinet member), Councillor Linington (opposition member) and Councillor MacCleary be appointed as representatives on the Joint Staff Advisory Committee for 2020/21, in accordance its Terms of Reference; and
  - b. That the Joint Appointment and Appeals Committee be called as and when required by the Assistant Director – HR and Transformation in accordance with its Terms of Reference.

**27 Written questions from Councillors**

The Chair of the Council advised that four written questions had been received from members in accordance with Council Procedure Rule 12 and had been published in an agenda supplement.

- a) Question 1 - Councillor Macleod asked a question to the Leader of the Council, as set out in the agenda supplement, in relation to test and trace provisions in the area.

Response - Councillor MacCleary passed the question to Councillor Nicholson. She responded that she had discussed great concerns over the lack of test and trace capacity in the area with the Director of Public Health and felt that the current private sector provision with the lack of lab capacity was letting communities down. She agreed to recommend that the Leader writes to the Secretary of State for Health and Social Care on this issue, but also said that she wanted, through the Outbreak Control Group for East Sussex and the Health and Wellbeing Board, to meet with regional NHS and public health leaders to agree what action could be taken locally.

Councillor Macleod advised he did not wish to ask a supplementary



question.

- b) Question 2 - Councillor Manley asked a question to the Leader of the Council, as set out in the agenda supplement, with regard to the lack of funding allocated to Lewes cycling and walking groups from the Emergency Active Travel Fund.

Response - Councillor MacCleary advised that the Council had engaged with East Sussex County Council (ESCC) and was very disappointed that the District schemes had not received funding, but he confirmed he would continue to look for opportunities for future bids to ESCC. Councillor MacCleary asked Councillor Bird to respond in detail. Councillor Bird outlined the details of the funding process on Tranche 1 and 2 and the process by which the Council had drawn up its bids, including consulting with a walking and cycling forum with input from Sustrans and the National Park Authority. He was very disappointed to have had the schemes rejected and felt this was a lost opportunity. He advised that the schemes that had been accepted for the Active Travel Fund were improvements to the Falmer to Woodingdean Cycle path and a number of school street improvement, only one of which was in Lewes, and some drop kerbs improvements.

Councillor Manley advised she did not wish to ask a supplementary question.

- c) Question 3 - Councillor Manley asked a question to the Cabinet Member for Recycling, Waste and Open Spaces, as set out in the agenda supplement, in relation to addressing litter on the A27 and other trunk roads, and steps already taken with the Department for Transport.

Response - Councillor Carr responded that the latest update from the Department for Transport (DfT) stated that in order to transfer to Highways England (HE) responsibility for the clearance of litter along HE-managed Trunk Roads, HE must raise a formal request to the Secretary of State for the transfer of litter clearance responsibility. To date, HE had not objected to the proposal and AOne+ (Highways England's contractor) was supportive. In the interim, street cleansing team resources had been reallocated to enable two teams to take advantage of any litter picking opportunities which did arise on the A26 and A27 sections in the District. There were currently no road closures on the A26 or A27 scheduled before Christmas, but the team were ready should closures be notified. In addition, it was understood HE was investigating new technology to help identify littering offences, but this could be a shared cost.

Councillor Carr suggested that, following on from the Council's motion of 25 February 2019 which requested that the DfT transfer responsibility of litter clearance responsibilities from local authorities to HE, that she write to Highways England to ask it to progress the transfer of responsibility by raising and pursuing a request with the Department for Transport.

As a point of order, Councillor O’Keeffe advised that she would advise Councillor Carr of any closures of the A26/A27 that she was notified of as a County Councillor.

Councillor Manley advised she did not wish to ask a supplementary question. Councillor Carr offered to provide a full copy of her response to Councillor Manley.

- d) Question 4 - Councillor Clay asked a question to the Cabinet Member for Planning and Infrastructure, as set out in the agenda supplement, in relation to how the Council was responding to the Government consultation on changes to the planning system.

Response - Councillor O’Brien confirmed she had also been contacted by residents with concerns about the proposals, including the binding target of the number of houses to be developed per year, the new zoning system of growth, renewal and protection which took away some of the local say on development, the changes to infrastructure payments which enable community facilities to be funded as part of developments, and a rise in the threshold above which developers must provide affordable housing from 10 to around 40 homes, which would result in a significant reduction in affordable housing. Councillor O’Brien confirmed that the Council would be providing a full and robust response. In addition, Officers were setting up a session for all Councillors to be informed of the proposals, so that their thoughts could be incorporated in the response to Government.

Councillor Clay advised he did not wish to ask a supplementary question.

## **28 Questions to the Leader of the Council**

The Chair of the Council advised that he had received three questions to the Leader as follows:

1. Question from Councillor Denis:

“I note that the Department for Transport recently announced those successful applicants to the Restoring Your Railway Fund, the railway and station re-opening scheme, which will award up to £50,000 to successful applicants from a £500M pound pot to help develop a clear business case towards actual re-opening. Congratulations to all those who got through this round of funding. What this also revealed is those schemes which did not get through. This included the most recent proposals to re-open the Lewes – Uckfield line - a much needed link which would not only ease pressure on the existing network but make more sustainable travel options available to more people across the region. This is hugely disappointing.”

“Would the Leader agree that this approach to rail investment is hardly the much heralded ‘Reversing Beeching’, rather it is a missed opportunity for our District and the wider region? And would he be minded to ask the Minister on behalf of the whole Council to take forward the Lewes-Uckfield link at the next opportunity?”

Response - Councillor MacCleary agreed that this was disappointing news. The administration was committed to encouraging investment in sustainable transport networks including rail. He confirmed he would write as the Leader of the Council to the Government Minister as requested.

2. Question from Councillor Adeniji:

“Following the recent statement on the proposed Seaford Health Hub, according to the statement Lewes District Council has helped the two Seaford GP surgeries to secure a viability study of the Dane Road site for delivering new GP premises. Is the Leader able to share the viability report/study with any interested Seaford District Councillor and will the Leader agree to keeping all Councillors updated on any progress on this matter?”

Response - Councillor Nicholson responded at the Leader’s request. She advised that following the recommendations by the Council’s Scrutiny Committee and Cabinet decision, the Council had worked with NHS partners and Clinical Commissioning Group (CCG) on the feasibility of Dane Road building and car park. The Council’s role was to support the CCG to complete the piece of work, so it was not the Council’s report, but she would find out from partners if it could be shared publicly. She confirmed that if the Council was engaged in any further discussions with the Seaford practice, she would keep Members updated.

3. Question from Councillor Linington

“I recently received a leaflet in the post - 'Celebrating a year in the life of Environment First'. Whilst supporting the wish to acknowledge the excellent work of Environment First, it seems an unwarranted use of council taxpayers’ money to produce these leaflets. I'd like to know how many of these leaflets were printed and at what cost; to whom were they sent; and why couldn't the leaflet be sent as an attachment to an email and/or put on the Council's website so saving the cost of printing and posting.”

Response - Councillor MacCleary responded that the booklet was developed as an internal document to thank the Neighbourhood First Team, including the Waste and Recycling Team, for their contribution in the community during the Covid 19 crisis and recently in cleaning up Seaford Beach. Councillor MacCleary advised that the booklet was produced internally, from existing resources, and that spare copies had been sent to Councillors with other post, so at no additional cost. However, he confirmed he would provide a full breakdown of the costs to Councillor Linington. At the invitation of the Leader, Councillor Carr added that the booklet included a reproduction of the many notes/compliments that were left for the team during the Covid 19 crisis.

## **29 Reporting back on meetings of outside bodies**

Four Councillors had provided reports on the outside bodies to which they were appointed by Full Council, as set out in the agenda:

- 1) Councillor MacCleary had provided a written update in relation to Team East Sussex and Coast to Capital Local Enterprise Partnerships (LEPs). He advised that the Council was playing a central role in the recovery programme being undertaken by the LEPs. He invited any Councillors to email him with any questions they had around the recovery strategies.
- 2) Councillor Brett had provided a written update in relation to Impact Seaford. As a further update, she advised that the Splash Point repairs were proceeding well, but that there had not been time to put in the necessary road closures/permissions to take part in the national car free day on 22 September, but it would be revisited in 2021.
- 3) Councillor Macleod had provided a written update in relation to the Joint Action Group. He advised that since his update locations had been identified for Samaritan signs to be erected in key locations along the coast. He would continue to look at ways to promote Childline in those locations, and would monitor the progress of this endeavour.
- 4) Councillor O'Brien had provided a written update in relation to the Seaford to Brighton Line Stakeholder Group.

### **30 Ward issues**

There were no ward issues reported.

### **31 Date of Next Meeting**

It was noted that the next meeting of Full Council was scheduled to take place on 23 November 2020 at 6 pm.

The meeting ended at 7.25 pm

Councillor Adrian Ross (Chair)

# Agenda Item 5

## Lewes District Council



Southover House  
Southover Road  
Lewes  
East Sussex BN7 1AB

Civic & Member Services Officer: 01273 085030

**CHAIR**  
Councillor ADRIAN ROSS

**VICE-CHAIR**  
Councillor CHRISTINE BRETT

[caroline.hanlon@lewes-eastbourne.gov.uk](mailto:caroline.hanlon@lewes-eastbourne.gov.uk)

### CHAIR'S ENGAGEMENTS

17 September – 18 November 2020

Saturday 10 October	5.30pm	Chair and Consort: To attend 'Dalliance at the Depot' (Depot Cinema, Lewes) to celebrate Black History Month, organised by Diversity Lewes and Depot Cinema.
Thursday 15 October	11am	Chair: To meet with Ollie Pendered, Chief Executive of Community Energy South, to discuss the Chair's theme of office and the work of Riding Sunbeams, at 2 Station Street, Lewes.
Tuesday 20 October	9am	Chair: To meet with Audrey Jarvis, Lewes Swifts, to attend a tour of the newly installed swift nest boxes along Western Road, Lewes, accompanied by Cllr Imogen Makepeace.
Thursday 22 October	11.30am	Chair: To meet the Council's Waste and Recycling team at Robinson Road, Newhaven along with Cllr Julie Carr and Sean Towey (Specialist Services Manager).
Thursday 22 October	2pm	Chair: To attend the informal press release of the CTLA's new vehicle and to present them with the keys, at the Hillcrest Centre, Newhaven.
Saturday 23 October	11am	Chair: To attend the first Big Nature 2020 session of planting wildflowers on verges across the District to increase biodiversity, organised by Wildflower Lewes.

Tuesday 27 October	6.30am	Vice-Chair: To 'attend' the SERFCA Virtual Presentation of Awards by Her Majesty's Lord Lieutenants of Sussex (via 'Zoom').
Monday 2 November	1pm	Vice-Chair: To lay a wreath at Seaford War Memorial in the run up to Remembrance Sunday.
Wednesday 4 November	10am	Chair: To attend a tree-planting session at Lewes Cemetery organised by Friends of Lewes.
Wednesday 4 November	11am	Chair: To meet with Tim Bullen at The Secret Campsite to discuss the Chair's theme of office and the ways in which the Campsite is aiming to respond to the 7 areas of the Council's Climate Change and Sustainable Strategy.
Sunday 8 November	2.30pm	Chair: To attend Lewes Town Council's Remembrance Sunday commemorative event and to lay a wreath at Lewes War Memorial.
Monday 9 November	9am	Chair: To visit Western Road Primary School, Lewes to choose the winners of the Chair's Christmas Card design for 2020 (following the theme 'Nature in Winter').
Thursday 12 November	1.30pm	Chair: To meet with Hannah Hill from Oyster Project to discuss the Chair's Theme of Office and the work of Oyster Project, at Railway Land woods, Lewes.
Tuesday 17 November	3pm	Chair: To 'attend' the Chair of ESCC's Virtual Civic Meeting, the aim of which is to share Civic Leaders' experiences and successes during the pandemic, and to explore how learning from these experiences can help shape the role of future civic leaders. (Via Microsoft Teams).

<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23 November 2020</b>
<b>Title:</b>	<b>Designation of Monitoring Officer</b>
<b>Report of:</b>	<b>Chief Executive</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To designate a council officer to be the Council's statutory Monitoring Officer, as is required by section 5 of the Local Government and Housing Act 1989.</b>
<b>Officer recommendation:</b>	<b>That the Council designates Oliver Dixon, the Interim Head of Legal Services, to be its statutory Monitoring Officer with immediate effect</b>
<b>Reasons for recommendations:</b>	<b>The law requires the Council to designate one of its officers (to be known as the Monitoring Officer) to be responsible for performing certain duties set out in legislation</b>
<b>Contact Officer(s):</b>	<b>Name: Robert Cottrill Post title: Chief Executive E-mail: robert.cottrill@lewes-eastbourne.gov.uk</b>

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## **1 Introduction**

- 1.1 The law requires the Council to designate certain statutory officer posts. One of these is the role of Monitoring Officer. This is a requirement of section 5 of the Local Government and Housing Act 1989, as amended.
- 1.2 The person designated as Monitoring Officer is primarily responsible for ensuring lawful decision-making by the Council and for contributing to the promotion and maintenance of high standards of conduct by elected members.
- 1.3 Members will be aware that the Council's former Monitoring Officer, Catherine Knight, has retired. Oliver Dixon has been her nominated Deputy for several years. The Chief Executive recommends to Council that Oliver Dixon now be formally designated as the Council's Monitoring Officer with immediate effect.

## **2 Financial Implications**

- 2.1 There are no financial implications associated with this report.

## **3. Legal Implications**

These are set out in the body of the report.

**4. Risk management Implications**

4.1 If Council fails to appoint a Monitoring Officer then it fails to meet its statutory duty.

**5. Equality analysis**

5.1 A detail equality analysis is not required for this report.

**6. Sustainability implications**

6.1 No implications arising from this report.

**7. Appendices**

None

**8. Background Papers**

None



<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23 November 2020</b>
<b>Title:</b>	<b>Review of Polling Districts and Polling Places 2020</b>
<b>Report of:</b>	<b>Head of Elections</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>The Council has a statutory duty to undertake a review of polling districts and polling places. This report considers the outcome of the consultation process and makes recommendations to Council in order to complete the review for Lewes District.</b>
<b>Officer recommendation(s):</b>	<b>(1) To consider the results of the consultation process;</b> <b>(2) To approve the Returning Officer’s proposals for Polling Places and Polling Districts as set out in Appendix 1</b> <b>(3) That the Electoral, Local Land Charges and Print Services Manager, on behalf of the Returning Officer and Electoral Registration Officer, be authorised to implement the Council’s decisions in respect of the review.</b>
<b>Reasons for recommendations:</b>	<b>To fulfil the Council’s statutory duty in respect of conducting a Polling District and Polling Place Review.</b>
<b>Contact Officer(s):</b>	<b>Name: Tracey Pannett</b> <b>Post title: Head of Elections</b> <b>E-mail: Tracey.Pannett@lewes-eastbourne.gov.uk</b> <b>Telephone number: 01323 415074</b>

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## **1 Introduction**

- 1.1 The Council must regularly review the division of its area into polling districts and the places where electors are asked to vote. A full review of the whole district must be undertaken at intervals of not less than 4 years.
- 1.2 The relevant legislation can be found in section 16 of the Electoral Administration Act 2006, The Representation of the People Act 1983 and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission.
- 1.3 This matter is brought before Full Council as decisions on matters in respect of polling district boundaries and polling places may not be dealt with by a council’s

executive (i.e. the Cabinet) by virtue of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

## 2 Review Process

2.1 As part of the review process the Council must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

2.2 The consultation period for this full review ran for 4 weeks between 9<sup>th</sup> October 2020 and 6<sup>th</sup> November 2020. The timing of the review has been determined by some changes to polling venues, wanting to rename the polling districts and to ensure that we can complete the review in advance of the publication of the new register on 1<sup>st</sup> December 2020. Public notice of the review was published and information about the review made available on the Council's website. Any elector in the whole of the Lewes and Brighton Kemptown constituencies (whether they live in the District or not) were entitled to make representations.

2.3 As well as being supplied on request, the consultation document was sent to the local Member of Parliament, District, Town and Parish, County Councillors and local political parties. It was also sent to Age UK East Sussex and Lewes Area Access Group.

## 3 Definitions

3.1 **"Parliamentary constituency"**. This cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review.

**"Polling district"**. The area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined which is convenient to the electors.

**"Polling place"**. The building or area in which polling stations will be selected by the Returning Officer.

**"Polling station"**. The actual area where the process of voting takes place. This must be located within the polling place and designated for the particular polling district. This function is the responsibility of the Returning Officer.

## 4 The proposals and comments received.

4.1 The consultation document sets out details of current polling districts and polling places together with details of the proposed changes. Appendix 1 includes the full text of all comments received.

4.2 The following summarises the proposals and comments received together with any necessary observations on the comments and final recommendations:

**All Wards** – To designate the whole of each of the wards as the polling place. To enable us, if we lose a polling station at any time, to look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not to have to conduct a public consultation at short notice.

**Recommendation:** That the Returning Officer's proposal be approved.

**Renaming of the Polling Districts** – To make it clearer where the polling districts are located by using the first and second letters of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the district.

**Recommendation:** That the Returning Officer's proposal be approved.

**Seaford Central Ward** – To change Polling Station Venue used by LQA and LQB1 (the new SCA and SCC) voters from the Clinton Centre which was not available to us for an election in 2019 to St Thomas More Church, Sutton Road, Seaford which we used as the replacement in 2019. This venue is located within the polling district. It comfortably accommodates two polling stations and has a car park, on street parking, disabled access and suitable internal and external lighting.

**Recommendation:** That the Returning Officer's proposal be approved.

**Seaford North Ward** - Due to no longer using Cradle Hill School for LSB voters and having to use a portacabin in 2019. We would like to propose that we divide this polling district into two with a boundary running up Lexden Road. (See Appendix B – map showing the new proposed boundary.) This would enable us to use The Chapel Rooms, Saint Peter Church, Belgrave Road and The Cabin, Raymond Close Seaford as Polling Stations.

**Recommendation:** That the Returning Officer's proposal be approved.

## 5 **Comments Received:**

5.1 We received the following comments during the consultation period:

- a) 'Telephone call from Cllr Lynda Duhigg, following the publication of the Polling Place review on the Council website. She wanted to draw to our attention that the Anzac room at the Meridian Centre Peacehaven, was being considered for planning and development in the next 2 years, effectively putting it out of use for potentially quite a period of time.

We discussed how difficult it is to find suitable alternative venues and she volunteered that the Age Concern building, Kempton House, Sutton Avenue, might be an alternative.' **This will be kept under review for the time being and we will look for a suitable alternative within the next 2 years.**

- b) Email received from Cllr Brett 'I think there will be many Seaford Residents relieved in particular that they will not have to queue at the Portacabin at The Ridings in the rain and wind again so am pleased to support the changes which seem sensible to me.'
- c) Email received from Seaford Town Council: - ' Good Afternoon, At a meeting of Seaford Town Council Full Council last night, it was resolved to respond to the LDC Review of Polling Districts and Polling Places to support this review and the proposals as they affect Seaford. Kind regards, Isabelle Mouland, Assistant Town Clerk, Seaford Town Council'.
- d) Email received from Peacehaven Town Council – 'In response to the District Council review of the division of its area into polling districts and the places, it is noted that no changes are proposed for Peacehaven. It should be highlighted that, at some point in time, the area around Community House will be undergoing development.' Best regards, Tony Allen, Town Clerk, Peacehaven Town Council, Community House, The Meridian Centre, Peacehaven, BN10 8BB
- e) Email Received from Hamsey Parish Clerk on 4<sup>th</sup> November – 'I am emailing on behalf of Hamsey parish Council in reference to the documentation received for the Review of Polling Districts and Polling Places in the District of Lewes. Hamsey Parish Council have considered the proposal and agree with the proposed changes detailed in the Consultation documentation.'  
Hamsey Parish Clerk
- f) Letter received from Lewes Liberal Democrats – 'Dear Madam/ Sir, I am writing on behalf of the Lewes Liberal Democrat Party in response to the LDC Polling Place Consultation. We are broadly content with the proposals and have only two technical points to make:
1. There have been problems in the past with identifying polling places in literature sent to voters. This has led to confusion about where the polling place was located and councillors receiving communications from voters unable to vote on Election Day. Specifically and most recently this occurred in the General Election in 2019 where the postcode for Seaford Head School was incorrect. Please can you make sure that you have robust procedures in place to ensure that voters get accurate information about the location of polling places and that you ensure there is no potential for ambiguity. This will be particularly important to have in place if you have to make an urgent change in a polling place just before literature is printed and sent out.
  2. In principle, changing the names of the polling districts is a good thing as the current designations do cause considerable confusion. However, the changes have important and significant knock-on effects on the computer and data systems of political parties. Unfortunately, while the change is simple, it will cause significant work which will hinder the ability of parties with fewer resources to inform voters effectively of their democratic choices.  
We have an important election coming up in May. We would ask that the changes are not made until after these elections. If the change is made before then, we request that we are given at least 2 months' notice before

the change is implemented so that we can develop and put in place mitigating actions.

We are of course happy to expand on either of these points if you require further information.

Yours faithfully Simon Burall, Chair, Lewes Liberal Democrats

## **6 Council consideration.**

- 6.1 Council is asked to consider and approve the Returning Officer's recommendations and note that the comments received were all positive to the recommended changes.

The Council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places.

## **7 Implementation.**

- 7.1 The new naming of polling districts and the split of Seaford North ward polling district will commence from the publication of the revised register on the 1<sup>st</sup> December 2020. The new polling place venues will be used at all future elections.

- 7.2 In addition, the Council must publish:

- All correspondence sent to the Returning Officer in connection with the review and all correspondence sent to any person who the Council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
- All representations made by any person in connection with the review;
- The minutes of any meetings held by the Council where details of the review have been considered.
- Details of the actual designations of polling districts and polling places agreed as a result of the review.
- Details of where the results of the review have been published.

## **8 Appeal to Electoral Commission.**

- 8.1 The grounds under which the review outcome can be challenged are that the Council has failed to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

- 8.2 The following may make representations to the Electoral Commission namely:

- not less than 30 registered electors in the constituency
- any person who made a representation to the council when the review was being undertaken (except the Returning Officer)

- any person who is not an elector within the constituency who the Electoral Commission feel has sufficient interest in the accessibility of disabled persons;

Also the Returning Officer may make observations on any representations made to the Commission.

## **9 Financial appraisal**

- 9.1 Police and Crime Commissioner elections and UK referendums are funded by the government. East Sussex County Council provide funding for county elections. Town and Parish elections are funded by the Town and Parish Councils. The District elections are funded by the District Council. Where there are combined elections the costs are split across the different bodies. Splitting LSB into 2 new polling districts may increase the number of polling stations by 1, but will be more cost efficient than the hiring of the current Portacabin.

*(Approved by Andrew Clarke Deputy Chief Finance Officer on 26th October)*

## **10 Legal implications**

- 10.1 The content and recommendations of this report complies with the legislation detailed in paragraphs 1.2 and 1.3 above.

*(Lawyer consulted 29.10.20 Legal ref: 009640-LDC-OD)*

## **11 Risk management implications**

- 11.1 We conduct this review to ensure that our polling places are suitable venues and where we are aware that a venue will no longer be available carry out visits to find new suitable venues. The risk of not accepting the recommendations, in particular, where we are aware that we will no longer be able use a current venue, is that it will prevent electors from voting and therefore disenfranchise voters.

## **12 Equality analysis**

- 12.1 An Equality Analysis has been undertaken on these proposals. It concluded that the recommended changes could improve accessibility for electors who are disabled, have mobility issues or care for someone who does, and parent/ guardians with young children. It is acknowledged that venues cannot always have links to public transport in the immediate vicinity due to limited suitable venues.

## **13 Appendices**

Appendix 1 – LDC Polling Place Consultation Document

## **14 Background papers**

<https://www.lewes-eastbourne.gov.uk/consultations/review-of-lewes-polling-districts-and-polling-places/>

# Review of Polling Districts and Polling Places in the District of Lewes

Consultation document for a full review 2020

**Consultation period runs from  
9<sup>th</sup> October to 6<sup>th</sup> November 2020**

## Contents:

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### Contact Information:

Information on who can make representations and where to address representations is given on page 5 of this consultation document.

If you want information about any other electoral matter please contact:

Kim Bryce, Electoral Services Lead  
Electoral Services  
Lewes District Council  
Southover House  
Southover Road  
Lewes  
BN7 1AB

Telephone Number: 01273 085193  
Email: [Kim.Bryce@lewes-eastbourne.gov.uk](mailto:Kim.Bryce@lewes-eastbourne.gov.uk)

If you would wish to receive this consultation document in an alternative format, such as large print, please let us know by contacting Electoral Services:

- E-mail: [electoral@lewes-eastbourne.gov.uk](mailto:electoral@lewes-eastbourne.gov.uk)
- Telephone: 01273 085193



## 1. Background to the Review

The Council must regularly review the division of its area into polling districts and the places where electors are asked to vote. A full review of the whole district must be undertaken at intervals of not less than 4 years. A review must also be undertaken when a change in a particular polling place is proposed to be made.

The relevant legislation can be found in section 16 of the Electoral Administration Act 2006 (as amended), the Representation of the People Act 1983 and The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission.

The Council's last full review was carried out in 2016 and approved by the Council in December 2016.

Further information about the procedures for making representations is given later in this paper and the detailed proposals, including proposals for change, are set out in appendix A.

## 2. Definitions

**“Parliamentary Constituency”**. This cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review. Only the parts of Lewes and Brighton Kemptown Constituencies that lie within Lewes District are being reviewed by this Council. The area of the constituency that lies outside the District has been reviewed separately by Wealden District Council.

**“Polling District”**. The area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined which is convenient to the electors.

**“Polling Place”**. The building or area in which polling stations will be selected by the Returning Officer.

**“Polling Station”**. The actual area where the process of voting takes place. This must be located within the polling place and designated for the particular polling district. This function is the responsibility of the Returning Officer.

### 3. The review process

As part of the review process the Council must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

The Council is required to publish a notice of the holding of a review. Information about the review is made available on the Council's website and can also be obtained in person from Electoral Services at Southover House, Lewes.

The consultation document will also be sent to the local Member of Parliament, District, County, Town and Parish Councillors and local political parties and groups. It will also be sent to persons who have a particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last for 4 weeks.

#### **The timetable for this review is set out below:**

Publication of notice	5 <sup>th</sup> October 2020
Publication of consultation document including Returning Officer's proposals	9 <sup>th</sup> October 2020
Closing date for representations.	6 <sup>th</sup> November 2020
Final proposals published (as part of the agenda papers for meeting of the Council on 23 <sup>rd</sup> November 2020.  These will be available on the Council's website.	13 <sup>th</sup> November 2020
Council approves revised scheme.	23 <sup>rd</sup> November 2020

#### **4. The role of the Returning Officer**

The Council is required to consult the Returning Officer for every Parliamentary Constituency that is wholly or partly within its area. This consultation document already included proposals made by the Returning Officer for the Lewes Parliamentary Constituency.

#### **5. Proposals**

The appendix to this consultation document sets out details of current polling district and polling places for each of the wards in the District of Lewes and details of any proposed changes.

#### **6. Making representations**

Any elector in the whole of the Lewes constituency may make representations to the Council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places to those proposed where appropriate and to give reasons for the alternative.

Any representations must be received by 5pm Friday 6<sup>th</sup> November 2020.

All representations should be addressed to:

Polling Place Review  
Electoral Services  
Lewes District Council  
Southover House  
Southover Road  
Lewes  
BN7 1AB

If you prefer you can email your representations (with the words "Polling Place Review" in the subject line) to [electoral@lewes-eastbourne.gov.uk](mailto:electoral@lewes-eastbourne.gov.uk)

All representations received will be published on the Council's website as soon as possible after receipt, even if you have already commented on the proposals, you may make further submissions in response to views and comments you see on the website, provided these are received no later than the consultation closing date on 6<sup>th</sup> November 2020. You can view this document at <https://www.lewes-eastbourne.gov.uk/consultations/>

#### **7. Completion of the review**

A report will be submitted to a meeting of the Council on 23<sup>rd</sup> November 2020. The Council will then be asked to consider the Returning Officer's proposals and any representations received and make a final decision. The Council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places.

Revisions to any electoral register comprising a revised polling district will be made when the new register is published on the 1<sup>st</sup> December 2020.

In addition, the Council must publish:

- all correspondence sent to the Returning Officer in connection with the review and all correspondence sent to any person who the Council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability;
- all representations made by any person in connection with the review;
- the minutes of any meetings held by the Council where details of the review have been considered;
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

## **8. Challenging the outcome of the review**

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations made that a council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

## **9. Who may make a representation to the Electoral Commission?**

The following may make representations to the Electoral Commission namely;

- not less than 30 registered electors in the constituency
- any person who made representations to the Council when the review was being undertaken (except the Returning Officer)
- any person who is not an elector within the constituency who the Electoral Commission feel has sufficient interest in the accessibility of disabled persons;

The Returning Officer may make observations on any representations made to the Commission.

## **10. Review by the Electoral Commission**

The Electoral Commission is required to consider any such representations and observations, and after doing so, may direct the relevant council to make any alterations it sees necessary to the polling places designated by the review.

Should a council fail to make the alterations within 2 months of the direction being given, the Commission may make the alterations itself.

## Appendix A

## Review of Polling Districts and Polling Places in Lewes District

## Polling Places Proposals document

Electorate as at 01/09/2020

## Chailey, Barcombe &amp; Hamsey Ward

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Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LAA	<b>CBA</b>	<b>BARCOMBE VILLAGE HALL (2011)</b> Barcombe Mills Road Barcombe Lewes, BN8 5BH	1231	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out. Short walk from the centre of the village.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2011. Most suitable venue within the polling district.	
LAD/	<b>CBC</b>	<b>BEECHWOOD HALL (2007)</b> Beechwood Lane Cooksbridge Lewes, BN7 3QG	556(LAD)	Located within polling district LAD but outside polling district LPD. Accommodates two polling stations. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2007. Most suitable venue within the polling district and for the neighbouring polling district.	Good Afternoon,  I am emailing on behalf of Hamsey parish Council in reference to the documentation received for the Review of Polling Districts and Polling Places in the District of Lewes. Hamsey Parish Council have considered the proposal and agree with the proposed changes detailed in the Consultation documentation.
LAC	<b>CBB</b>	<b>CHAILEY PARISH HALL (1983)</b> Chailey Green Road	2420	Located within the polling district. Easily accommodates the required single polling	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the	

		Chailey Green Lewes, BN8 4DA		station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.		polling district.	
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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Ditchling & Westmeston Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LCA	<b>DWA</b>	<b>DITCHLING VILLAGE HALL (1983)</b> Lewes Road Ditchling Hassocks, BN6 8TT	1407	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LCC/	<b>DWC</b>	<b>WESTMESTON PARISH HALL (2003)</b> Lewes Road Westmeston Hassocks, BN6 8RL	259 (LCC)	Located within polling district LCC and outside of polling district LPB. Easily accommodates the required polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	
LCB	<b>DWB</b>	<b>WIVELSFIELD VILLAGE HALL</b> Eastern Road Wivelsfield Haywards Heath RH17 7QH	462	Located within polling district LBA but just outside polling district LCB. Accommodates two polling stations. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### East Saltdean & Telscombe Cliffs Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LDA	<b>STA</b>	<b>ST MARTINS CHURCH HALL (1983)</b> Longridge Avenue Saltdean Brighton, BN2 8RB	2488	Located just outside the polling district.. Easily accommodates the required single polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Just outside of the polling district, but a good location for electors to get to.	
LDB	<b>STB</b>	<b>TELSCOMBE PARISH HALL (1983)</b> Tyedean Road Telscombe Cliffs Peacehaven BN10 7AU	1866	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. On street car parking available. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LDC	<b>STC</b>	<b>TELSCOMBE CLIFFS CP SCHOOL – NURSERY (2003)</b> Telscombe Cliffs Way Telscombe Cliffs Peacehaven BN10 7DE	1780	Located within the polling district Easily accommodates the required single polling station. On street car parking available. Good disabled access. The only concern raised has been the distance from Telscombe Village by road.	<b>No change</b>	Long established use with no record of complaints. Generally in a good location within the polling district. As there is no access to vehicles across Telscombe Tye, the distance from Telscombe village by road is unavoidable.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.



### Kingston Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LEA	KIA	<b>FALMER PARISH HALL (1983)</b> South Street Falmer Brighton, BN1 9PQ	160	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LEB	KIB	<b>IFORD VILLAGE HALL (1983)</b> The Street Iford Lewes, BN7 3EL	159	Located within the polling district. Easily accommodates the required single polling station. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LEC	KIC	<b>KINGSTON PARISH HALL (1983)</b> The Street Kingston , BN7 3NT	701	Located within the polling district. Easily accommodates the required single polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

### Kingston Ward - continued

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LED	<b>KID</b>	<b>PIDDINGHOE VILLAGE HALL (1983)</b> The Street Piddinghoe Newhaven, BN9 9AS	216	Located within the polling district. Easily accommodates the required single polling station. No parking available, turning area only. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Ideally situated within the polling district.	
LEE / LEG	<b>KIE KIG</b>	<b>RODMELL VILLAGE HALL (1983)</b> Martens Field Rodmell Lewes, BN7 3HR	358 (LEE) 34 (LEG)	Located within polling district LEE but outside polling district LEG. Accommodates the required single polling station. Plenty of car parking available. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling district.	
LEF	<b>KIF</b>	<b>CHRIST CHURCH HALL, Prince Edward's Road Lewes BN7 1BL</b>	87	Located just outside polling district LHB and next to polling district LEF. Accommodates two polling stations. Ample parking.	<b>No change</b>	Effective new polling venue with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Lewes Bridge Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LFA /	<b>LBA</b>	<b>THE TOWN HALL – CORN EXCHANGE (1983)</b> Fisher Street Entrance Lewes, BN7 2DE	972 (LFA)	Located within polling district LGB but just outside polling districts LFA and LGC. Accommodates twopolling stations. No on street parking, but car parks available close by. Good disabled access. Suitable lighting, inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling districts.	
LFB	<b>LBB</b>	<b>CLIFFE HALL (1983)</b> Cliffe High Street Lewes, BN7 2AN	1120	Located within the polling district. Easily accommodates the required single polling station. Very limited parking. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district	
LFC	<b>LBC</b>	<b>MALLING COMMUNITY CENTRE (1983)</b> Spences Lane Lewes, BN7 2HQ	2107	Located within the polling district. Accommodates the required single polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Ideally situated within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Lewes Castle Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LGA	LCA	<b>LANDPORT COMMUNITY HUB (1960) refurb in 2017</b> Landport Road Lewes, BN7 2SU	1468	Located within the polling district. Accommodates one polling station. Plenty of on street car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use. No record of complaints	
LGB / LGC/	<b>LCB LCC</b>	<b>THE TOWN HALL – CORN EXCHANGE (1983)</b> Fisher Street Entrance Lewes, BN7 2DE	741 (LGB) 1094 (LGC)	Located within polling district LGB but just outside polling districts LFA and LGC. Accommodates two polling stations. No on street parking, but car parks available close by. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district and for the neighbouring polling districts.	
LGC1	LCD	<b>ST MARYS SOCIAL CENTRE (1983)</b> Christie Road Lewes, BN7 1PL	133	Located within polling district LHA. Accommodates two polling stations. Car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Lewes Priory Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LHA	LPA	<b>ST MARYS SOCIAL CENTRE (1983)</b> Christie Road Lewes, BN7 1PL	1901	Located within polling district LHA. Accommodates two polling stations. Car parking available. Good disabled access. Suitable lighting, inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LHB	LPB	<b>CHRIST CHURCH HALL (2014)</b> Prince Edwards Road Lewes, BN7 1BL	2648(LHB)	Located just outside polling district LHB and next to polling district LEF. Accommodates two polling stations. Ample parking. Suitable lighting inside and out.	<b>No change</b>	Effective new polling venue with no record of complaints. Most suitable venue within the polling district.	
LHC	LPC	<b>SOUTHOWER GRANGE (1572)</b> Southover High Street Entrance, Lewes	1863	Located inside the polling district. Good disabled access. No Car Park but plenty limited pay and display on- street parking	<b>No Change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Newhaven North Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LIA	NNA	<b>LEWES ROAD SOCIAL CENTRE (1983)</b> Lewes Road Newhaven, BN9 9BL	1763	Located inside the polling district. Accommodates the required single polling station. Lighting adequate. On street parking. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LIC	NNB	<b>DENTON &amp; MOUNT PLEASANT SOCIAL CENTRE (1983)</b> Denton Road Denton Newhaven, BN9 0PX	2208	Located inside the polling district. Accommodates the required single polling station. Own car park.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Newhaven South Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LJA / LJC	<b>NSA NSC</b>	<b>HILLCREST CENTRE (2015)</b> Bay Vue Road Newhaven, BN9 9LH	1178 (LJA) 3994 (LJC)	Located inside polling district LJC and next to polling district LJA. Accommodates two polling stations. Has own large car park. Good disabled access.	<b>No change</b>	Most suitable venue within the polling district.	
LJB	<b>NSB</b>	<b>AIR CADETS HUT</b> Transit Road Newhaven, BN9 0BB	340	<del>The Air Cadets Hut has good disabled access.</del> Located inside the polling district. Accommodates the required single polling station. Ample car park. Small lip at door threshold giving poor wheelchair access.	<b>No Change</b>	Only suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Newick Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LKA	NEA	<b>NEWICK VILLAGE HALL (2016)</b> Western Road Newick, BN8 4LE	2125	Located inside the polling district. Accommodates the required single polling station. Has own large car park. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Effective polling venue with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.



## Ouse Valley & Ringmer Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LLA	<b>ORA</b>	<b>RINGMER VILLAGE HALL (1983)</b> Lewes Road Ringmer Lewes, BN8 5QH	3770	Located inside the polling district. Adequate size. Accommodates two polling stations. Has own large car park. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LLB / LLC	<b>ORB ORC</b>	<b>BEDDINGHAM READING ROOM (1999)</b> Station Road Glynde Lewes, BN8 6RU	168 (LLB) 196 (LLC)	Located inside the polling district for LLC but outside for LLB Accommodates one polling station. On road parking. Small lip at door threshold giving poor wheelchair access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district. Hazard tape used to assist disabled voters at entrance.	
LLD	<b>ORD</b>	<b>FIRLE VILLAGE HALL (1983)</b> The Street Firle Lewes, BN8 6NS	228	Located within the polling district. Accommodates one polling station. On street car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LLE / LLF	<b>ORE ORF</b>	<b>DENTON HOUSE COMMUNITY HALL (2005)</b> Forward Close South Heighton Newhaven, BN9 0JY	22 (LLE) 772 (LLF)	Located within polling district LLF but outside LLE. Accommodates one polling station. Adequate size. On road parking. Disabled access.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

## Peacehaven East Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LMA	PEA	<b>SPORTS PAVILION (2011)</b> Piddinghoe Avenue Peacehaven BN10 8RH	1812	Located outside the polling district. Accommodates one polling station. Large car park. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	
LMB	PEB	<b>EVANGELICAL FREE CHURCH HALL (1983)</b> Mayfield Avenue Peacehaven BN10 8RE	1641	Located within the polling district. Accommodates one polling station. Good car parking. All on one level with no steps. Disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LMC	PEC	<b>SCOUT HEADQUARTERS (1983)</b> Arundel Road Peacehaven BN10 8TE	849	Located outside the polling district. Accommodates one polling station. On street parking. Rough pathway to entrance makes disabled access poor.	<b>No change</b>	No other suitable venue within the polling district. Temporary pathway considered but was not a practical solution to the access issues. Polling station is set up to ensure disabled voters can be seen at the entrance by polling staff and offered assistance, and additional signage is provided.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

**Peacehaven North Ward**

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LNA / LNB	<b>PNA PNC</b>	<b>MERIDIAN COUNTY PRIMARY SCHOOL (1987)</b> Roderick Avenue North Peacehaven BN10 8BZ	344 (LNA) 1831 (LNB)	Located outside the polling district. Accommodates two polling stations. Excellent car parking facilities. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. No other suitable venue within the polling district.	
LNA1	<b>PNB</b>	<b>MERIDIAN CENTRE - ANZAC ROOM (1983)</b> Greenwich Way Peacehaven BN10 8BB	289	Located just outside the polling district LOA but inside polling district LOC. Accommodates two polling stations. Disabled access. Ample parking. Central position. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	<p>call from Cllr Lynda Duhigg, following the publication of the Polling Place review on the Council website.</p> <p>She wanted to draw to our attention that the Anzac room at the Meridian Centre, was being considered for planning and development in the next 2 years, effectively putting it out of use for potentially quite a period of time.</p> <p>We discussed how difficult it is to find suitable alternative venues and she volunteered that the Age Concern building, Kempton House, Sutton Avenue, might be an alternative.</p> <p><b>From:</b> Town Clerk &lt;townclerk@peacehaventowncouncil.gov.uk&gt; <b>Sent:</b> 29 October 2020 14:40 <b>To:</b> electoral &lt;electoral@lewes-eastbourne.gov.uk&gt; <b>Subject:</b> Polling Station Review</p> <p>In response to the District Council review of the division of its area into polling districts and the places, it is noted that no changes are proposed for Peacehaven.</p> <p>It should be highlighted that, at some point in time, the area around Community House will be undergoing development.</p> <p>Best regards,</p>

							<p>Tony</p> <p><b>Tony Allen</b>  <b>Town Clerk</b>  <b>Tel: 01273 585493</b></p> <p>Peacehaven Town Council  Community House  The Meridian Centre  Peacehaven  BN10 8BB</p>
LNC	<b>PND</b>	<b>THE ANNEXE ROOM (1991)</b> Meridian C P School Roderick Avenue North Peacehaven BN10 8BZ	1442	Located within the polling district. Accommodates one polling station. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. No other suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Peacehaven West Ward

Polling District	Proposed New Polling District Letters	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LOA/ LOC	<b>PWA PWD</b>	<b>MERIDIAN CENTRE - ANZAC ROOM (1983)</b> Greenwich Way Peacehaven BN10 8BB	995 (LOA) 123 LOC)	Located just outside the polling district LOA but inside polling district LOC. Accommodates two polling stations. Disabled access. Ample parking. Central position. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LOA 1	<b>PWB</b>	<b>EVANGELICAL FREE CHURCH</b> , Mayfield Avenue, Peacehaven	516 (LOA1)	Located within the polling district. Accommodates one polling station. Good car parking. All on one level with no steps. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LOB	<b>PWC</b>	<b>PEACEHAVEN HEIGHTS INFANT SCHOOL (1999)</b> Hoddern Avenue Peacehaven BN10 7QY	2357	Located inside the polling district. Accommodates the required single polling station. Adequate size. Car parking with disabled spaces. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Plumpton, Streat, East Chiltington & St John (Without) Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LPA/ LPC	<b>PLA PLC</b>	<b>PLUMPTON VILLAGE HALL (1983)</b> West Gate Plumpton Green Lewes, BN7 3BQ	1293 (LPA) 379 (LPC)	Located inside the polling district LPA but outside the polling district LPC. Accommodates one polling station. Adequate size. Disabled access. Good parking facilities. Centrally located.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
<i>LPB</i>	<b>PLB</b>	<b>WESTMESTON PARISH HALL</b> Lewes Road Westmeston Hassocks, BN6 8RL	154	Located within polling district LCC and outside of polling district LPB. Easily accommodates the required polling station. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	
<i>LPD</i>	<b>PLD</b>	<b>BEECHWOOD HALL (2009)</b> Beechwood Lane Cooksbridge Lewes, BN7 3QG	44	Located within polling district LAD but outside polling district LPD. Accommodates two polling stations. Plenty of car parking available. Good disabled access. Suitable lighting inside and out.	<b>No change</b>	No record of complaints. Very suitable modern hall built in 2009. Most suitable venue within the polling district and for the neighbouring polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

### Seaford Central Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LQA LQB1	<b>SCA</b> <b>SCC</b>	<b>St Thomas More Church, 54 Sutton Road, Seaford, BN25 1SS</b>	1610 1231	Located within the polling district. Accommodates two polling stations. Adequate size. Has an adequate car park and on street parking. Disabled access. Suitable internal and external lighting	<b>Change</b>	The Clinton Centre was not available for an election in 2019 and so we moved to St Thomas More Church, 54 Sutton Road Seaford. This was a successful change and Established use with no record of complaints. Most suitable venue within the polling district with better facilities and parking.	
LQB	<b>SCB</b>	<b>CLAREMONT HALL (2009)</b> Brooklyn Road Seaford, BN25 2DX	1463	Located just outside the polling district. Accommodates one polling station. Adequate size. 6-8 parking spaces.	<b>No Change</b>	Established use with no record of complaints. Most suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place. Proposal to change from The Clinton Centre to St Thomas More Church to serve the current LQA Polling District.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

The Clinton Centre suddenly became unavailable to us at an election in 2019 and we had to relocate to St Thomas More Church; this turned out to be a more suitable venue with better facilities and parking, we would like to make this move permanent.

## Seaford East Ward

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LRA	<b>SEA</b>	<b>ST LUKES CHURCH HALL (1995)</b> Walmer Road Seaford, BN25 3TH	2831 (LRA)	Located within the polling district. Accommodates the required single polling station. Adequate size. On street parking. Disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LRB	<b>SEB</b>	<b>SEAFORD HEAD SCHOOL (2009)</b> Steyne Road Entrance Seaford, BN25 4LX	1157 (LRB)	Located inside the polling district LTA but outside the polling district LRB. Accommodates two polling stations. Car parking on site and on street. Disabled access adequate.	<b>No change</b>	Established use as a polling venue. No other suitable venue within the polling district.	

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**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.



**Seaford North Ward**

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LSA	<b>SNA</b>	<b>DOWNS LEISURE CENTRE - SUTTON HALL (1983)</b> Sutton Road Seaford, BN25 4QW	1207 (LSA)	Located outside the polling district. Accommodates two polling stations. Adequate size. Plenty of on site parking available. Disabled access. Suitable lighting inside and out.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	
LSB	<b>SNB</b>	The Chapel Rooms, Saint Peter the Apostle Church, Belgrave Road, Seaford, BN25 2HE	1325 (LSB) (approx.)	Proposal is to split this Polling District into 2 new Polling Districts and move this new polling district to The Chapel Rooms, Saint Peter the Apostle Church, Belgrave Road, Seaford, BN25 2HE  See Appendix 2 map for the split of the Polling District.)	<b>Change</b>	We no longer use Cradle Hill School and moved to using a portacabin at The Ridings. Portacabins are costly (approx. £4,800) and not a practical long term solution. We have been trying to obtain the use of Kingswell Community Church, Vale Road but they will not allow us to use their venue. In June we wrote to all residents within LSB asking for suggestions of suitable venues and Saint Peter's was suggested several times. It is situated just outside of the LSB boundary but by splitting LSB into 2 Polling Districts we believe this is the most suitable venue to serve this new Polling District.	Cllr Brett 'I think there will be many Seaford Residents relieved in particular that they will not have to queue at the Portacabin at The Ridings in the rain and wind again so am pleased to support the changes which seem sensible to be.'  Good Afternoon,  At a meeting of Seaford Town Council Full Council last night, it was resolved to respond to the LDC Review of Polling Districts and Polling Places to support this review and the proposals as they affect Seaford.  Kind regards,  <b>Isabelle Mouland Assistant Town</b>

							Clerk Seaford Town Council
Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LSB (new polling district)	<b>SNC</b>	The Cabin, Raymond Close, Seaford, BN25 3HQ	1689 (approx.)	Proposal to use The Cabin Raymond Close as the polling station for this new Polling District. Please see map at Appendix 2	<b>Change</b>	We have used this venue for a couple of small by elections and have received no complaints	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place. As we no longer use Cradle Hill School, We propose to split LSB into 2, creating a new polling district. We will then divide the electorate between the new polling station at Saint Peters Church, Belgrave Road and The Cabin, Raymond Close, resulting in no longer having the expense of using a Portacabin. Please see proposed boundaries for the divide in **Appendix B**.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

**Seaford South Ward**

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LTA	SSA	<b>SEAFORD HEAD SCHOOL,</b> Steyne Road Entrance Seaford, BN25 4LX	3324 (LTA)	Located inside the polling district LTA but outside the polling district LRB. Accommodates two polling stations. Car parking on site and on street. Disabled access adequate.	<b>No change</b>	Established use as a polling venue. No other suitable venue within the polling district.	Lewes Liberal Democrats There have been problems in the past with identifying polling places in literature sent to voters. This has led to confusion about where the polling place was located and councillors receiving communications from voters unable to vote on Election Day. Specifically and most recently this occurred in the General Election in 2019 where the postcode for Seaford Head School was incorrect. Please can you make sure that you have robust procedures in place to ensure that voters get accurate information about the location of polling places and that you ensure there is no potential for ambiguity. This will be particularly important to have in place if you have to make an urgent change in a

							polling place just before literature is printed and sent out.
<i>LTB</i>	<b>SSB</b>	<b>DOWNS LEISURE CENTRE - SUTTON HALL,</b> Sutton Road Seaford, BN25 4QW	<i>450 (LTB)</i>	Located outside the polling district. Accommodates two polling stations. Adequate size. Plenty of on site parking available. Disabled access. Suitable internal and external lighting	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer's Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column 'Proposed New Polling District Letters' and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

**Seaford West Ward**

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LUA / LUB / LUC	<b>SWA</b> <b>SWB</b> <b>SWC</b>	<b>SEAFORD BAPTIST CHURCH HALL (1983)</b> Belgrave Road Seaford, BN25 2EE	1867(LUA) 1376(LUB) 768 (LUC)	Located just outside the polling district. Accommodates three polling stations. Adequate size. Disabled access. Car parking available on site and in surrounding roads.	<b>No change</b>	Long established use as a polling venue. No other suitable venue within the polling district.	

**Returning Officer’s Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column ‘Proposed New Polling District Letters’ and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

**Wivelsfield Ward**

Polling District	Proposed New Polling District Letter	Polling Place	Electorate	Issues, Options and Considerations	Returning Officer Proposal	Reasons	Comments Received
LBA	<b>WIA</b>	<b>WIVELSFIELD VILLAGE HALL (1983)</b> Eastern Road Wivelsfield Haywards Heath RH17 7QH	2221(LBA)	Located within polling district LBA but just outside polling district LCB. Accommodates two polling stations. Plenty of car parking available. Good disabled access.	<b>No change</b>	Long established use with no record of complaints. Most suitable venue within the polling district.	

**Returning Officer’s Proposal:** The proposal is to rename all the Polling Districts as indicated in the Column ‘Proposed New Polling District Letters’ and designate the whole of the Ward as the Polling Place.

**Reasons:** The renaming of the Polling Districts is to make it clearer where the polling district is located by using the first and second letters of the name of the town or village and third letter indicating an alpha order (A-Z). The current naming convention has all polling districts starting with L and it is not clear where they are located within the District.

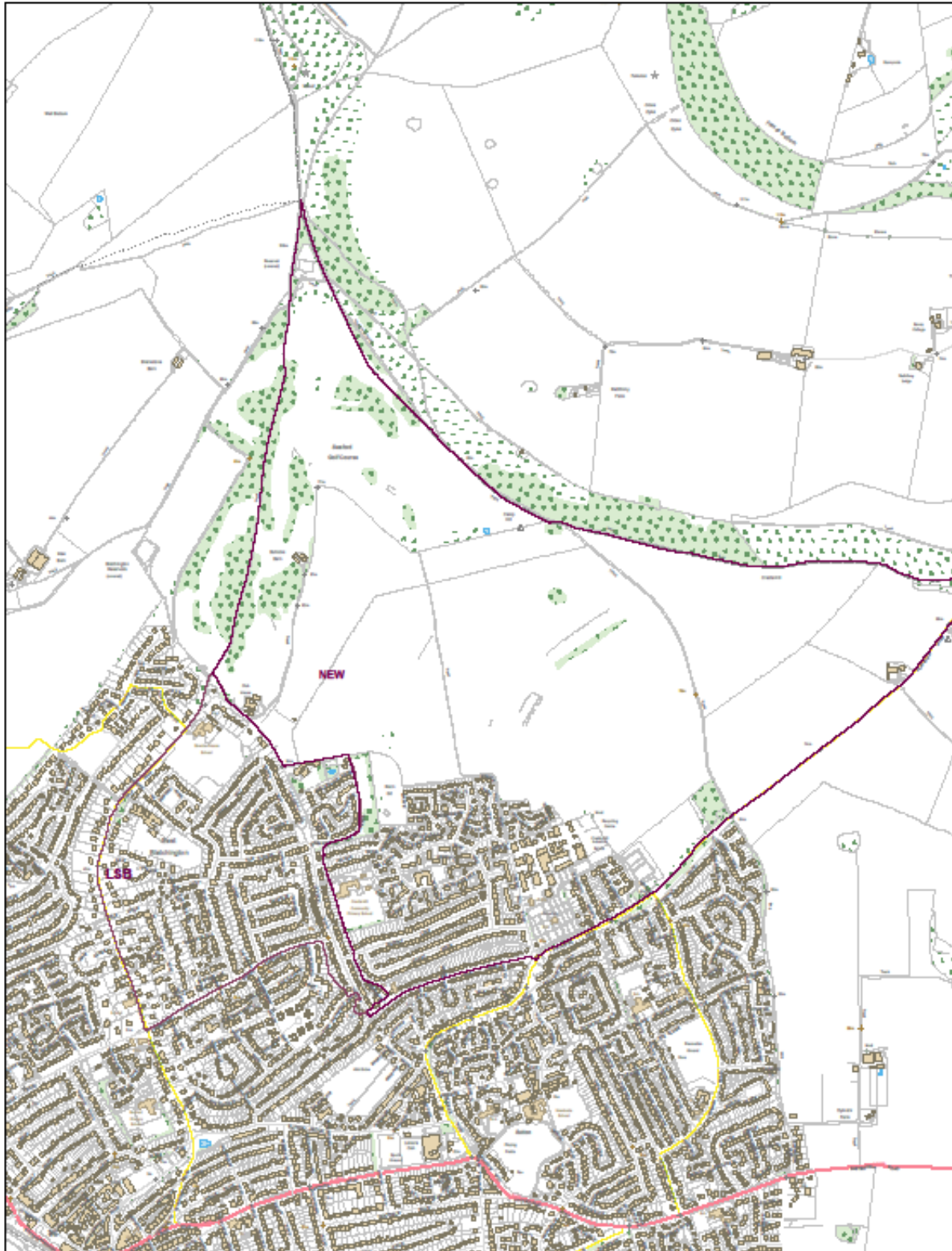
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Proposal to designate the whole ward as the polling place would mean that at any time we lose a polling station, we can look at the next best suitable venue to serve the voters in the area internally and where there is only one choice, not have to conduct a full public consultation.

1. Note: Lewes Liberal Democrats supplied a general comment regarding the renaming of the Polling Districts: ‘ In principle, changing the names of the polling districts is a good thing as the current designations do cause considerable confusion. However, the changes have important and significant knock-on effects on the computer and data systems of political parties. Unfortunately, while the change is simple, it will cause significant work which will hinder the ability of parties with fewer resources to inform voters effectively of their democratic choices.

We have an important election coming up in May. We would ask that the changes are not made until after these elections. If the change is made before then, we request that we are given at least 2 months’ notice before the change is implemented so that we can develop and put in place mitigating actions.

## Appendix B Map of Proposed split of LSB into 2 Polling Districts



Proposed Split (LSB / NEW) Seaford North (PART)

For reference purposes only, no further copies to be made

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<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>23 November 2020</b>
<b>Title:</b>	<b>Members' Allowances Scheme – Report of the Independent Remuneration Panel (IRP)</b>
<b>Report of:</b>	<b>Head of Democratic Services</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To advise the Council of the Independent Remuneration Panel's recommendations and determine changes to the Council's Allowances Scheme in the light of the recommendations.</b>
<b>Officer recommendation(s):</b>	<b>(1) To consider the recommendations of the Independent Remuneration Panel as set out at Appendix 1 to the report and decide on one of the following options:</b>  <b>(a) To accept the Panel's recommendation in full</b> <b>(b) To partially accept the Panel's recommendation with compelling reasons for doing so.</b> <b>(c) To reject the Panel's recommendation in full with compelling reasons for doing so.</b>  <b>(2) That the Head of Democratic Services be authorised to make the necessary amendments (if approved) to the Council's Members' Allowances Scheme.</b>  <b>(3) That thanks be conveyed to the Panel for the work undertaken and report produced.</b>
<b>Reasons for recommendations:</b>	<b>To meet the statutory requirement for Council to have regard to the recommendations made to it by the Independent Remuneration Panel.</b>
<b>Contact Officer(s):</b>	<b>Name: Simon Russell</b> <b>Post title: Head of Democratic Services</b> <b>E-mail: <a href="mailto:simon.russell@lewes-eastbourne.gov.uk">simon.russell@lewes-eastbourne.gov.uk</a></b> <b>Telephone number: 01323 415021</b>

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## **1 Introduction**

- 1.1** The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to have regard to the recommendations made to it by an Independent Remuneration Panel (IRP) before it agrees its Members' Allowances Scheme.

- 1.2 The last review of the Council's Members' Allowances schemes was undertaken in 2014.
- 1.3 In accordance with regulation 20.2 (a) of the above regulations, an IRP comprising of a minimum of three members, was appointed and tasked with carrying out this review.
- 1.4 The Panel for this review comprised the following members:
- Mr Mark Palmer (Chair)** – Development Director at South East Employers. Has strong experience undertaking and chairing IRPs for a variety of Councils.
- Mr Ian Buckingham** – Is a senior cross-industry “Business and Brand Transformation, Change Communication and Engagement Specialist”. Has previously served on an IRP for Decorum District Council.
- Ms Daphne Bagshaw** – Previously an East Sussex County Councillor (around 1997-2005) serving on the Cabinet including in a Finance Portfolio. No longer actively involved in politics. Also appointed to another IRP to be undertaken this year.
- 1.5 This covering report has been produced to accompany the detailed report of the IRP that is included at appendix 1. Reference should be made to that report for further information and detail.
- 1.6 The regulations require the Council to publicise the recommendations of the IRP, the agreed scheme and actual allowances paid to councillors each year. Arrangements are in hand for the required notice to be published in accordance with the regulations.
- 1.7 Notification of the review was given to each Town and Parish Council within the District. No specific matters were raised in response and therefore the IRP was not requested to review and/or make recommendations on the current allowances of any such Town or Parish Council.

## **2 Recommendations made by the Panel**

- 2.1 Under the regulations the Council is required to have regard to the advice of their IRP. The phrase “shall have regard to the recommendations made...” is used in the regulations. Should the Council wish to implement arrangements not fully in accordance with the Panel's recommendations they will need to give compelling reasons for doing so. In addition, it should be noted that details of any variations between the Panel's recommendations and the Council's final decision must be detailed in a public notice.
- 2.2 The full recommendations of the Panel are detailed in its report, but a summary is set out below:
- **Basic allowance** (payable to all 41 Councillors): **£3,964**
  - **Special responsibility allowances (SRA)** (no councillor shall be entitled to receive at any time more than one SRA):

<b>Special Responsibilities:</b>	<b>Full Year Total:</b>
<b>Leader of the Council</b>	<b>£14,865</b>
<b>Deputy Leader of the Council</b>	<b>£8,919</b>
<b>Members of the Cabinet with Portfolio</b>	<b>£6,689</b>
<b>Members of the Cabinet without Portfolio</b>	<b>No SRA</b>
<b>Chair of the Council</b>	<b>£2,973</b>
<b>Deputy Chair of the Council</b>	<b>No SRA</b>
<b>Chair of Planning Applications Committee</b>	<b>£4,460</b>
<b>Vice Chair of Planning Applications Committee</b>	<b>£892</b>
<b>Other Members of Planning Applications Committee</b>	<b>£669</b>
<b>Chair of Policy &amp; Performance Advisory Committee</b>	<b>£4,460</b>
<b>Chair of the Audit and Standards Committee</b>	<b>£4,460</b>
<b>Leader of the Largest Opposition Group</b>	<b>£5,203</b>
<b>Deputy Leader of the Largest Opposition Group</b>	<b>No SRA</b>
<b>Chair of the Joint Staff Advisory Committee</b>	<b>£1,116</b>
<b>Chair of the Licensing Committee</b>	<b>£65 per meeting</b>
<b>Chairman of a Licensing Sub-Committee</b>	<b>£65 per meeting</b>
<b>Ordinary Member of a Licensing Sub-Committee</b>	<b>0-12 meetings (£0 per annum)</b>  <b>13-26 meetings (£575 per annum)</b>  <b>27-40 meetings (£861 per annum)</b>
<b>Member of Standards Panel</b>	<b>£33 per meeting (maximum of £160 per annum)</b>

➤ **Travel and subsistence allowance:**

No change to current scheme

➤ **Dependants' carers' allowances (DCA):**

DCA to be based on two rates:

Rate 1: Childcare at market rate with no monthly maximum claim

Rate 2: Specialist care based at cost

➤ **Information technology allowance:**

£429 per annum.

➤ **Indexing of allowances:**

The basic allowance, SRAs and IT allowance to be increased annually in line with the percentage increase in staff salaries until 2024, at which time the allowances scheme shall be reviewed again by an IRP.

➤ **Implementation of new scheme of allowances:**

Recommended to be implemented with effect from the beginning of the 2020-21 financial year.

**3 Financial appraisal**

3.1 The cost of the review has been met within an existing budget.

3.2 The current Members' Allowances budget will not be sufficient to fund the changes proposed in this report, and as detailed at Appendix 4 to the IRP's report, its recommendation would result in an increase in basic allowance, SRA and IT allowance totalling £56,307 on the current cost. The current budget for 2020/21 was set at £236,900 which is 6% more than the current cost, but still £13,460 less than the proposed cost. Should the Council approve the recommendations of the Panel, it will be necessary for payments to be backdated to 1 April 2020, with the additional cost being funded through the existing contingency budget. This pressure will be reflected within the draft budget for 2021/22, for the Council to identify savings in order to fund this additional cost.

**4 Legal implications**

4.1 It is statutory requirement that a local authority has regard to the recommendations of an IRP before it makes or amends a members' allowances scheme

**5 Risk management implications**

5.1 There are none.

**6 Equality analysis**

6.1 The scheme as a whole is intended to assist the objective of overcoming any financial and other disincentive that an individual might experience in being a councillor and encourage persons from all sections of the community to become and remain councillors.

6.2 The Panel have given consideration to the subject of equalities in their report.

**7 Environmental sustainability implications**

7.1 There are no implications arising from this report.

**8 Appendices**

Appendix 1 – Report from the Independent Remuneration Panel of May 2020.

**9 Background papers**

None

The report of the Independent Remuneration Panel  
appointed to review the allowances paid to  
Councillors of Lewes District Council

May 2020

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## 1 INTRODUCTION AND BACKGROUND

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of Councillors' allowances.
- 1.2 Lewes District Council formally appointed the following persons to undertake this process and make recommendations on its future scheme:
- Daphne Bagshawe - MA JP Consultant on Local Government  
Ian Buckingham - Management Consultant and Local Resident  
Mark Palmer - Development Director, South East Employers (Chair)
- 1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:
- (a) the amount of basic allowance to be payable to all Councillors.
- (b) the level of allowances and whether allowances should be payable for:
- special responsibility allowances.
  - travelling and subsistence allowance.
  - dependants' carers' allowance.
- and the amount of such allowances.
- (c) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.
- 1.4 In addition, the Panel was invited to review the allowances payable to the Chair and Vice-Chair of the Council to meet the expenses of their respective offices under Sections 3 and 5 of the Local Government Act 1972. Whilst the 2003 Regulations do not require councils to include such allowances in any formal review, the Council has agreed that it would be appropriate in terms of openness and transparency to ask the Panel to review these allowances as part of the general review of the scheme of Councillors' allowances.
- 1.5 We have also made a recommendation in respect of parental leave for Councillors.

## 2 CURRENT SCHEME

- 2.1 The last full review of Councillors' allowances was undertaken by Lewes District Council in December 2014. The scheme of allowances was brought into effect in 2015 and have remained at the same level since 2019.
- 2.2 The Scheme currently provides that all Councillors are each entitled to a total basic allowance of **£3,260** per annum. In addition, some Councillors receive special responsibility allowances for undertaking additional duties.



- 2.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

### **3 PRINCIPLES UNDERPINNING OUR REVIEW**

#### **The Public Service Principle**

- 3.1 This is the principle that an important part of being a Councillor is the desire to serve the public and therefore, not all of what a Councillor does should be remunerated. Part of a Councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.<sup>1</sup> Moreover, we found that a public service concept or ethos was articulated and supported by all of the Councillors we interviewed and in the responses to the questionnaire completed by Councillors as part of our review.
- 3.2 We noted that the principle of public service had been recognised in previous IRP review in Lewes DC but was not clearly quantified. Therefore, to provide transparency and increase understanding of the Panel's work, we will recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a Councillor.
- 3.3 Further explanation of the PSD to be applied is given below in section 4.

#### **The Fair Remuneration Principle**

- 3.4 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2020 subscribes to the view promoted by the independent Councillors' Commission:

*Remuneration should not be an incentive for service as a Councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local Councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.<sup>2</sup>*

- 3.5 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for Councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.6 Hence, we continue to acknowledge that:
- allowances should apply to roles within the Council, not individual Councillors.

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<sup>1</sup> The former Office of Deputy Prime Minister – now the Ministry of Housing, Communities, and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

<sup>2</sup> Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- allowances should represent reasonable *compensation* to Councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
  - special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.
- 3.7 In making our recommendations, we have therefore sought to maintain a balance between:
- the voluntary quality of a Councillor’s role.
  - the need for appropriate financial recognition for the expenses incurred and time spent by Councillors in fulfilling their roles; and
  - the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a Councillor in Lewes.
- 3.8 The Panel will also ensure that the scheme of allowances is understandable in the way it is calculated, this includes ensuring the bandings and differentials of the allowances are as transparent as possible.
- 3.9 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual Councillor’s performance in the role.

## 4 CONSIDERATIONS AND RECOMMENDATIONS

### Basic Allowance

- 4.1 A Council’s scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all Councillors. The guidance on arriving at the basic allowance states,

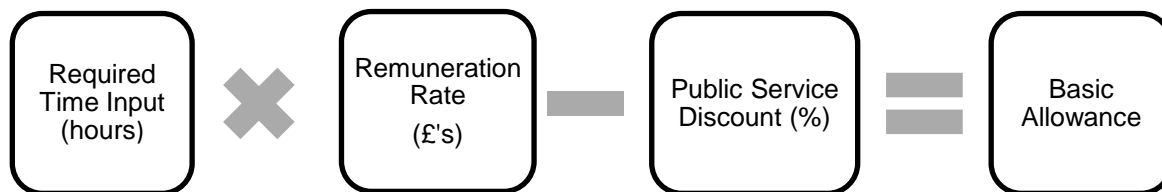
*“Having established what local Councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, Councillors ought to be remunerated.”<sup>3</sup>*

- 4.2 In addition to the regular cycles of Council and committee meetings, several working groups involving Councillors may also operate. Many Councillors are also appointed by the Council to several external organisations.
- 4.3 We recognise that Councillors are responsible to their electorate as:
- Representatives of a ward.
  - Community leaders.
  - Decision makers for the whole Council area.
  - Policy makers for future activities of the Council.
  - Scrutineers and auditors of the work of the Council; and
  - Regulators of planning, licensing and other matters required by Government.

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<sup>3</sup> paragraph 67.

4.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.<sup>4</sup> For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.



4.5 Each of the variables is explained below.

### Required Time Input

- 4.6 We ascertained the average number of hours necessary per week to undertake the role of a Councillor (with no special responsibilities) from questionnaires and interviews with Councillors and through reference to the relevant Councillor information. In addition, we considered information about the number, range, and frequency of committee meetings.<sup>5</sup>
- 4.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a Councillor with no special responsibilities is 9 hours per week.

### Public Service Discount (PSD)

4.8 From the information analysed, we found Councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 50 per cent to the calculation of the basic allowance. This percentage sits at the top within the range of PSDs applied to basic allowances by councils in the south east.

### Remuneration Rate

- 4.9 After establishing the expected time input to be remunerated, we considered a remuneration rate and came to a judgement about the rate at which the Councillors ought to be remunerated for the work they do.
- 4.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National

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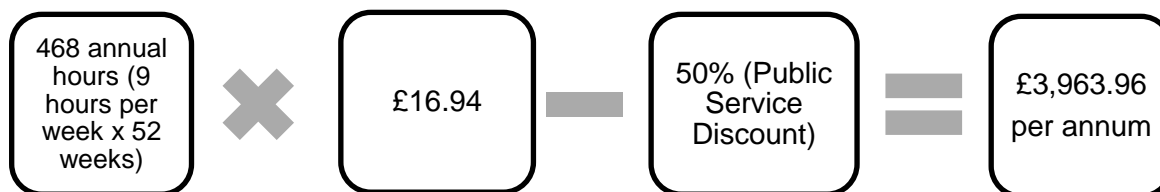
<sup>4</sup> paragraphs 66-81.

<sup>5</sup> Summary responses to the questionnaires are available on request.

Statistics. We selected the average (median), full-time gross<sup>6</sup> wage per hour by place of residence for Lewes. The latest available figure is £16.94.<sup>7</sup>

### Calculating the basic allowance

4.11 After determining the amount of time required each week to fulfil the role (9 hours), the level of PSD to be applied (50%) and the hourly rate to be used (£16.94), we calculated the basic allowance as follows:



4.12 The gross Basic Allowance before the PSD is applied is **£7,927.92**. Following the application of the PSD this leads to a basic allowance of **£3,963.96** per annum. This is then rounded to **£3,964**.

4.13 This amount is intended to recognise the overall contribution made by Councillors, including their work on council bodies, and ward work and attendance on external bodies.

4.14 We did also note the levels of basic allowance currently allocated by other Sussex District and Borough Councils (see table below).

Council	Sussex District and Borough Councils: Basic Allowances (£) 2019 <sup>8</sup>
Adur District Council	4,511
Arun District Council	5,481
Chichester District Council	4,725
Crawley Borough Council	6,190
Eastbourne Borough Council	2,808
Horsham District Council	5,070
<b>Lewes District Council</b>	<b>3,260</b>
Mid Sussex District Council	5,000
Rother District Council	4,475
Wealden District Council	4,611
Worthing Borough Council	4,929
<b>Average</b>	<b>4,642</b>

4.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as Councillors. The Panel was of the view that the 2020 review has *begun* to make recommendations to ensure that the recommended

<sup>6</sup> The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' are taxable as employment income.

<sup>7</sup> The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2019.

<sup>8</sup> Figures drawn from the South East Employers, Members' Allowances Survey 2019 (November 2019).

basic is in accordance with the principle of fair remuneration, although the rate is still low by comparison with similar size District and Borough Councils and lower than the Sussex average.

**WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Lewes District Council be £3,964 per annum.**

### **Calculating Special Responsibility Allowances (SRAs)**

4.16 Special Responsibility Allowances are awarded to Councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the Council's functions.

4.17 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one Councillor. They do require that an SRA be paid to at least one Councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of Councillors receive an SRA the local electorate may rightly question the justification for this.<sup>9</sup>

4.18 We conclude from the evidence we have considered that the following offices bear significant additional responsibilities:

- Leader of the Council
- Deputy Leader of the Council
- Members of the Cabinet with Portfolio
- The Chair of Council
- Chair of Planning Applications Committee
- Vice-Chair of Planning Applications Committee
- Other Members of the Planning Applications Committee
- Chair of the Policy and Performance Advisory Committee
- Chair of the Audit and Standards Committee
- Chair of the Licensing Committee
- Chair of a Licensing Sub-Committee
- Member of a Licensing Sub-Committee
- Chair of a Policy and Performance Advisory Panel
- Member of a Policy and Performance Advisory Panel
- Chair of Joint Staff Advisory Committee
- Leader of the Largest Opposition Group

### **One SRA Only Rule**

4.19 To improve the transparency of the scheme of allowances, we feel that no Councillor should be entitled to receive at any time more than **one SRA**.

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<sup>9</sup> paragraph 72. Local Government Regulations 2003

4.20 The One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another Councillor. If two or more allowances are applicable to a Councillor, then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many Councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

**WE THEREFORE RECOMMEND that 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.**

### **The Maximum Number of SRAs Payable**

4.21 In accordance with the 2003 Statutory Guidance (paragraph 72) the Panel is of the view that no more than 50% of Council Members (21 Members) should receive an SRA at any one time. However, we recognise that this is a future aspiration rather than a recommendation.

### **Calculating SRAs**

4.22 The Panel agreed to apply a criteria and formula for calculating the Leader of the Council's SRA. This will be based on a multiplier of the Basic Allowance. The Leader is the role that carries the most significant additional responsibilities and is also the most time consuming.

4.23 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.



4.24 We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:

4.25 The rationale for these six tiers of responsibility is discussed below:

#### Leader (Tier One)

4.26 The Council elects a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Cabinet. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.

4.27 The multiplier we applied to calculate the Leader's SRA is 375%, or 3.75 x the basic allowance. If the recommended option of a basic allowance with a PSD of 50% is adopted, this results in a Leader's Allowance of £14,865.

**WE RECOMMEND that the Leader of the Council receive a Special Responsibility Allowance of 375% of the basic allowance, £14,865 per annum.**

#### Deputy Leader (Tier Two)

4.28 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered we consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy

Leader's SRA be set at 60% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £8,919.

**WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 60% of the Leader's Special Responsibility Allowance, £8,919**

#### Cabinet Member (Tier Three)

4.29 From the evidence gathered, including questionnaire response and face to face interviews we consider the members of the Cabinet should receive an allowance of £6,689, 45% of the Leader's Allowance.

4.30 Evidence from the from the interviews we undertook with Councillors, underlines the responsibility of the members of the Cabinet for many of the Council's functions. Members of the Cabinet hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be significant.

**WE RECOMMEND that the Cabinet Members receive a Special Responsibility Allowance of 45% of the Leader's Special Responsibility Allowance, £6,689.**

#### The Leader of the Largest Opposition Group (Tier Four)

4.31 The role of the Leader of the Largest Opposition Group is instrumental to ensure accountability of the leadership and requires a high level of organisation to manage a political group. The Panel therefore recommends that the Leader of the Largest Opposition Group receive a Tier-Three allowance of £5,203, 35% of the Leader's Special Responsibility Allowance

**WE RECOMMEND that the Leader of the Largest Opposition Group receive a Special Responsibility Allowance of 35% of the Leader's Special Responsibility Allowance, £5,203.**

#### The Chair of the Planning Applications Committee, Chair of the Policy and Performance Advisory Committee and Chair of the Audit and Standards Committee (Tier Five)

4.32 The Panel is of the view that the Chair of the Planning Applications Committee performs a significant role that has a high impact across the District. The frequency of meetings also mean that the role is demanding of time and resource. The Panel therefore recommend an allowance of 30% of the Leader's Allowance, £4,460.

4.33 The newly constituted Policy and Performance Advisory Committee performs the role of overview and scrutiny and therefore, does not have formal decision-making powers. The Committee should be influential and recent Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of the role of Chair and consider that it is a significant statutory function. We consider this role should also receive a Tier Four allowance of £4,460, 30% of the Leader's Allowance.



4.34 The Panel is also of the view that the Audit and Standards Committee continues to perform a key role and should receive a Tier- Four allowance of £4,460, 30% of the Leader's Allowance.

**WE RECOMMEND that the allowance for the Chair of Planning Applications Committee, Chair of Policy and Performance Advisory Committee and the Chair of the Audit and Standards Committee should receive a Special Responsibility Allowance of 30% of the Leader's Special Responsibility Allowance, £4,460.**

#### Chair of the Council (Tier Six)

4.35 The Panel was of the view that the role of the Chair of the Council continues to have a key role impact and profile in a similar capacity to a mayor in wards without a town mayor. We therefore, recommend that the role continues to be recognised at Tier Five and receive an allowance of £2,973, 20% of the Leader's Special Responsibility Allowance.

**WE RECOMMEND that the allowance for the Chair of the Council should receive a Special Responsibility Allowance of 20% of the Leader's Special Responsibility Allowance, £2,973.**

#### Other Allowances

4.36 Following discussion and from an analysis of the role the Panel is of the view that the allowance for Deputy Chair of Planning Applications should be increased. The Panel consider that this allowance should be increased to £892, 20% of the Chair of Planning Applications' Special Responsibility Allowance.

4.37 With regard to the role of Other Members of the Planning Appointments Committee the Panel consider that they should receive an allowance of 15% of the Chair of the Planning Appointments Committee £669.

4.38 In the case of the Chair of Licensing Committee this allowance should be increased to £65 per meeting. The Chair of a Licensing Sub-Committee or Policy and Performance Advisory Panel (formally a 'Scrutiny Panel') should also be increased to £65 per meeting and a Member of a Licensing Sub-Committee or Policy and Performance Advisory Panel should receive the following allowances:

- 0-12 meetings £0 p.a.
- 13-26 meetings £575 p.a. and
- 27-40 meetings £861 p.a.

4.39 The Employment Committee is due from May 2020 to become a joint committee with Eastbourne Borough Council, the Joint Staff Advisory Committee and will have a rotating Chair. The Panel was of the view that the Chair of the Committee should receive a Special Responsibility Allowance, and this should be calculated as a percentage of the Leader's Allowance for both Councils. The Panel therefore recommends that the Chair of the Joint Staff Advisory Committee should receive an allowance of 5% of the recommended combined Leader's allowance, £7,464 and £14,865, a Special Responsibility Allowance of £1,116.

- 4.40 The Panel also recommends that the members of the Standards Panel and should receive an allowance of £33 per meeting up to a maximum of £160 per annum.
- 4.41 With regard to the Deputy Chair of Council, Cabinet Member (without Portfolio) and the Deputy Leader of the Largest Opposition Group the Panel recommends that in each case no Special Responsibility Allowance should be payable.

**WE RECOMMEND that the aforementioned Special Responsibility Allowances should be payable as outlined in paragraphs 4.36 to 4.40. The Panel also recommends that no Special Responsibility Allowances should be payable to the roles of Deputy Chair of Council, Cabinet Member (without Portfolio) and Deputy Leader of the Largest Opposition Group.**

### **Travelling and Subsistence Allowance**

- 4.42 A scheme of allowances may provide for any Councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations including any other duties approved by the Council. Similarly, such an allowance may also be paid to co-opted members of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.
- 4.43 The amounts payable to Members in respect of car and motorcycle mileage payments will be at the maximum rate per mile that can be paid tax-free as defined by HM Revenue and Customs.

**WE RECOMMEND that travelling and subsistence allowance should continue to be payable to Councillors and any co-opted members in connection with any approved duties in accordance with the current scheme of allowances.**

### **Dependants Carers' Allowance**

- 4.44 The current level of dependant carers' allowance is £10.70 per hour for Childcare and Carers' of Dependents. The dependant carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current Councillors to continue despite any change in their personal circumstances. However, the current maximum remuneration for those with caring responsibilities could leave Councillors out of pocket particularly if they are required to cover the cost of specialist care for adults or children with special needs.
- 4.45 The Panel therefore is of the view that the Dependants Carers' Allowance should be based on two criteria, general childcare and specialist care. The Panel was of the view that specialist care provision should be reimbursed for the actual cost incurred by the Councillor upon production of receipts. Medical evidence that this type of care provision is required must also be provided and approved by an appropriate officer of the Council. Childcare rates should be at market rates upon production of receipts.

**WE THEREFORE RECOMMEND** that the **Dependants Carers' Allowance** should be based on two criteria. Rate one for **Childcare** be at the market rate, reimbursed upon production of receipts, with no monthly maximum claim. Rate two should be for **specialist care** based at cost upon production of receipts and requiring medical evidence that this type of care is required. There should also be no monthly maximum claim

**WE ALSO RECOMMEND** that no change should be made to the current eligibility conditions for receipt of this allowance, except that the duties for which this allowance is payable should be in accordance with the list of approved Councillor duties. The Council should also actively promote the allowance to prospective and new Councillors both before and following an election.

### **Approved Councillor Duties**

4.46 Panel reviewed the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable and have recommended that no changes be made.

**WE THEREFORE RECOMMEND** that the recommended duties for which **Dependants' Carers' Allowance and Travelling and Subsistence Allowance** should be payable should be in accordance with the **Approved Councillor Duties**.

### **Parental Leave**

4.47 There is no uniform/ national policy to support Councillors who require parental leave for maternity, paternity or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a '*lack of maternity, paternity provision or support*' is a *real barrier for women aged 18-44 to fulfil their role as a Councillor*'.

4.48 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure of another Council, the Panel is aware that the Local Government Association (LGA) has developed a model policy that has been adopted by a growing number of councils across the south east region.

4.49 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions that clarify that:

- All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
- Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence

- Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
- If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.

4.50 The Panel is conscious that these provisions do not replicate the LGA policy but that policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations more simply and adequately reflect the situation relating to Councillors and clarify for them what they can expect.

4.51 District Councillors however may wish to further develop the above recommendations so that they reflect the LGA policy.

**WE RECOMMEND that the approach outlined is adopted as a basis of a policy to support parental leave for Councillors.**

### **Information Technology Allowance**

4.52 The Council does not currently have a separate Information Technology (IT) Allowance but does provide paper and ink cartridges to Councillors when required.

4.53 The Panel is of the view that the current arrangement should be replaced with a separate IT Allowance to the value of £429 per annum subject to any future Indexation that may apply.

4.54 However, should the Council review its existing approach to IT provision for Councillors during the next four- year period then the Panel will review the recommended IT Allowance when and if required.

**WE RECOMMEND that an IT Allowance for Councillors of £429 per annum be introduced, this will be subject to any future indexation that may apply. However, should the Council review its existing approach to IT provision for Councillors during the next four -year period then the Panel will review the IT Allowance if and when required.**

### **Indexing of Allowances**

4.55 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The previous scheme made provision for the basic allowance, the special responsibility allowances (SRAs) and the dependants' carers' allowance to be adjusted annually. The Panel recommends that this indexation should be in line with increases in staff salaries at Lewes District Council.

**WE RECOMMEND that the basic allowance, each of the SRAs and the IT allowance be increased annually in line with the percentage increase in**

**staff salaries until 2024, at which time the Scheme shall be reviewed again by an Independent Remuneration Panel.**

## **Revocation of current Scheme of Allowances / Implementation of new Scheme**

4.56 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

**WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2020-21 financial year, at which time the current scheme of allowances will be revoked.**

## **5 OUR INVESTIGATION**

### **Background**

- 5.1 As part of this review, a questionnaire was issued to all Councillors to support and inform the review. Responses were received from 30 of the 41 Councillors, which represents 73% of the Council. The information obtained was helpful in informing our deliberations.
- 5.2 We interviewed eight current Councillors, including the Leader of the Council and the Leader of the Largest Opposition Group. We are grateful to all our interviewees for their assistance.

### **Councillors' views on the level of allowances**

- 5.3 A summary of the Councillors' responses to the questionnaire is attached as Appendix 2.

Mark Palmer (Independent Remuneration Panel, Chair)  
Daphne Bagshawe (Independent Remuneration Panel)  
Ian Buckingham (Independent Remuneration Panel)

May 2020

## Appendix 1 – Summary of Panel Recommendations

<b>Basic Allowance:</b>	<b>Current Amount for 2019-20</b>	<b>Number</b>	<b>Recommended Allowance (50% PSD)</b>	<b>Recommended Allowance Calculation</b>
Total Basic	£3,260	41	£3,964	n/a

<b>Special Responsibility Allowances:</b>	<b>Current Amount for 2019-20</b>	<b>Number</b>	<b>Recommended Allowance (50% PSD)</b>	<b>Recommended Allowance Calculation</b>
Leader of the Council	£15,117	1	£14,865	375% of BA
Deputy Leader of the Council	£6,047	1	£8,919	60% of Leader's Allowance
Members of the Cabinet	£6,047	7	£6,689	45% of Leader's Allowance
Cabinet Member (without Portfolio)	£3,023	0	No SRA to be payable	n/a
Leader of the Largest Opposition Group	£4,535	1	£5,203	35% of the Leader's Allowance
Deputy Leader of the Largest Opposition Group	£0	1	No SRA to be payable	n/a
Chair of the Policy and Performance Advisory Committee	£3,628	1	£4,460	30% of the Leader's Allowance
Chair of Council	£2,268	1	£2,973	20% of Leader's Allowance
Deputy Chair of Council	£0	1	No SRA to be payable.	n/a
Chair of Planning Applications Committee	£4,535	1	£4,460	30% of the Leader's Allowance
Vice Chair of Planning Applications Committee	£756	1	£892	20% of the Planning Chairs Allowance
Other Members of the Planning Applications Committee	£544	9	£669	15% of the Planning Chairs Allowance
Chair of Audit and Standards Committee	£4,535	1	£4,460	30% of the Leader's Allowance
Chair of Licensing Committee	£61 per meeting	1	£65 per meeting	n/a
Chair of a Licensing Sub-Committee or a Policy and Performance Advisory Panel	£61 per meeting		£65 per meeting	n/a
Member of a Licensing Sub-Committee or a Policy and Performance Advisory Panel	£0 £544 £815		£0 £575 £861	0-12 meetings 13-26 meetings 27-40 meetings

<b>Special Responsibility Allowances:</b>	<b>Current Amount for 2019-20</b>	<b>Number</b>	<b>Recommended Allowance (50% PSD)</b>	<b>Recommended Allowance Calculation</b>
Members of a Standards Panel	£32 per meeting to a maximum of £160 per annum		£33 per meeting to a maximum of £160 per annum	n/a
Chair of the Joint Staff Advisory Committee*	£1,134 (Employment Committee)	1	£1,116	5% of the combined Leader's allowance <sup>1</sup>
Dependents Carers' Allowance	Childcare and Dependents Carers' allowance £10.70 per hour		Childcare and Carers of Dependents: reimbursed at cost upon production of receipts	
IT allowance	n/a	41	£429	

<sup>1</sup>Allowance payable every other year, due to a rotating Chair with Eastbourne BC.

## Appendix 2 - IRP Review of Councillor Allowances – Responses to Questionnaire 2020

### Q1 In a typical week how many hours do you spend on Council business?

(Answered: 29, Skipped: 1)

The responses ranged from 2 to 60 hours per week with the mean average been 13 hours

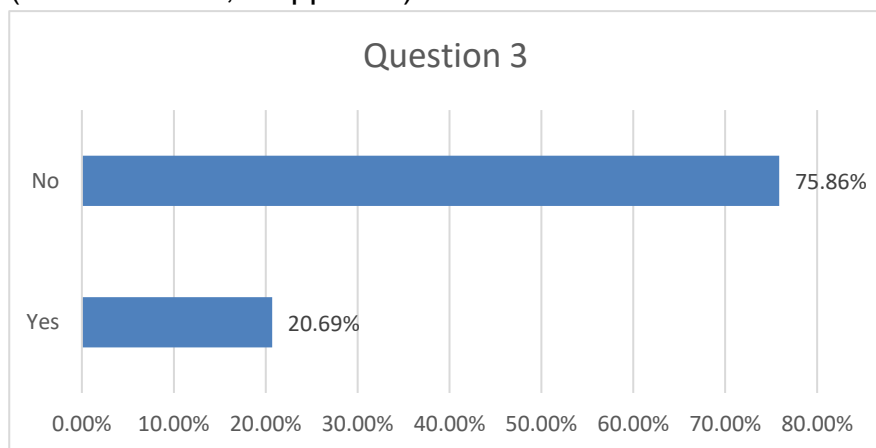
### Q2 If you hold a role(s) within the Council i.e. Portfolio Holder, Chair etc., how many hours do you spend in a typical week on Council business relevant to the role(s). Please provide details separately for each role if more than one additional role is held. Please specify specific roles below and hours spent on each role:

(Answered: 25, Skipped: 5)

The responses ranged from 1 hour to 28 hours per week with the mean average been 7 hours per week although several respondents found the question hard to quantify in hours.

### Q3 Do you incur any significant costs which you believe are not covered by your present allowance?

(Answered: 29, Skipped: 1)



Answer Choices	% of Responses	Number of Responses
Yes	20.69%	6
No	75.86%	22

### Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time Councillors expect to give without any financial remuneration. Accordingly, what do you feel is an acceptable amount of time to be given, unremunerated, if any, expressed as a percentage?

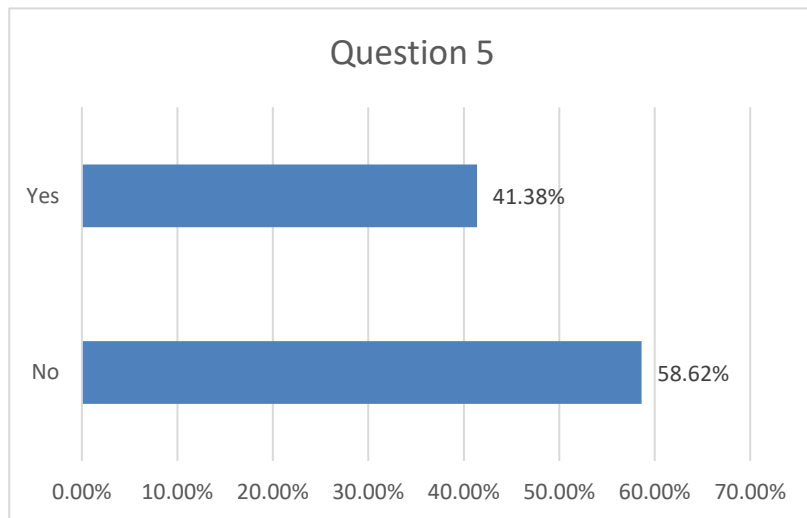
(Answered: 29, Skipped: 1)

The responses ranged from 10% to 100% although some found it hard to equate to a percentage. The average was around 32%.



**Q5 The present level of Basic Allowance payable to all Councillors is £3,196. Do you think this is appropriate?**

(Answered: 29, Skipped: 1)



Answer Choices	% of Responses	Number of Responses
Yes	41.38%	12
No	58.62%	17

**Q6 If you can, please indicate an appropriate level £:**

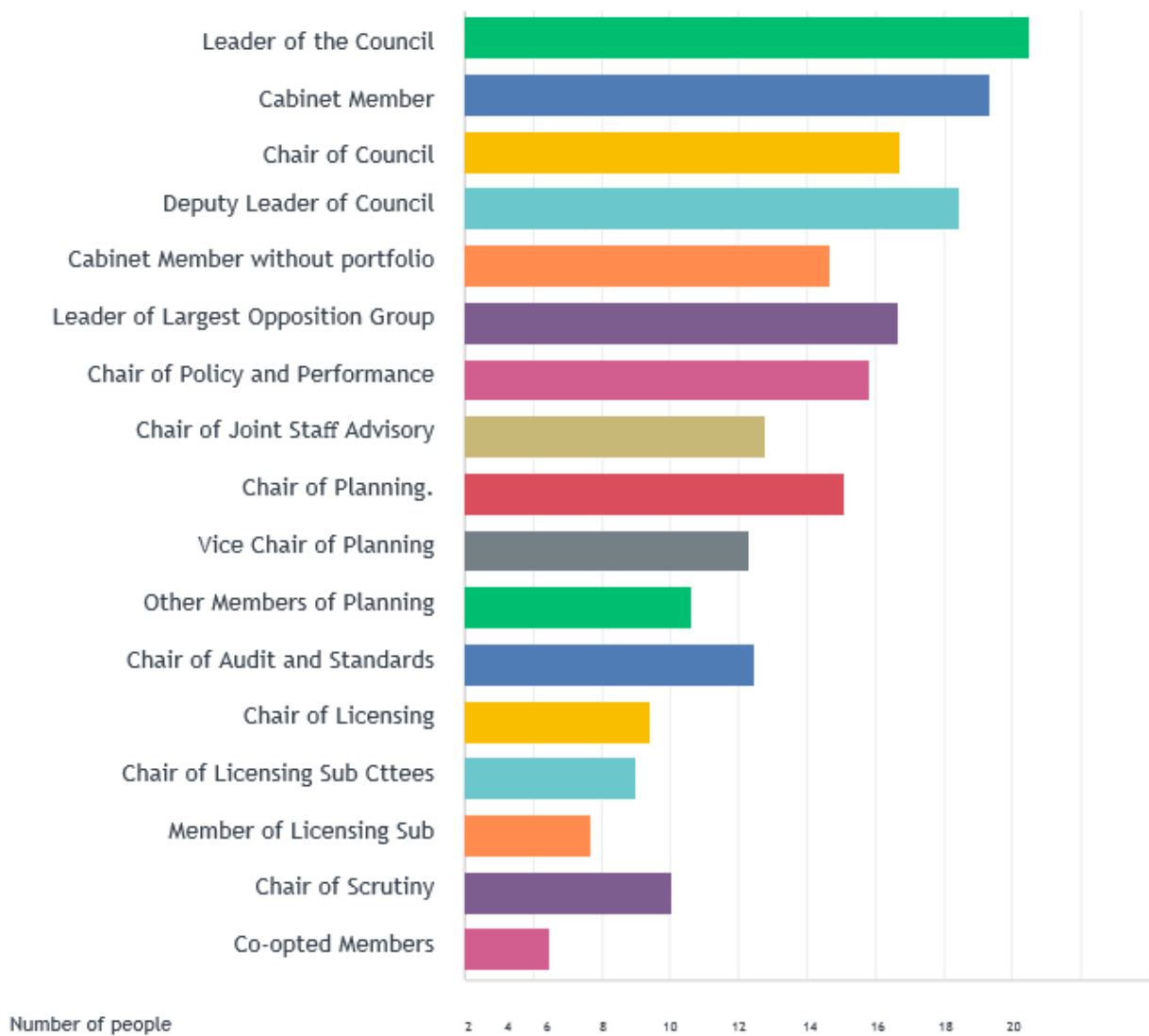
(Answered: 19, Skipped: 11)

The responses ranged from £4,000 to £9,000 per annum. Several respondents felt that the current allowance was about right.

**Q7 Special Responsibility Allowances (SRAs) are currently paid as follows:**

**[To assist the Panel to produce a more consistent group of allowances, please can you score each role / position in respect of importance and impact, with 1 being the most important.]**

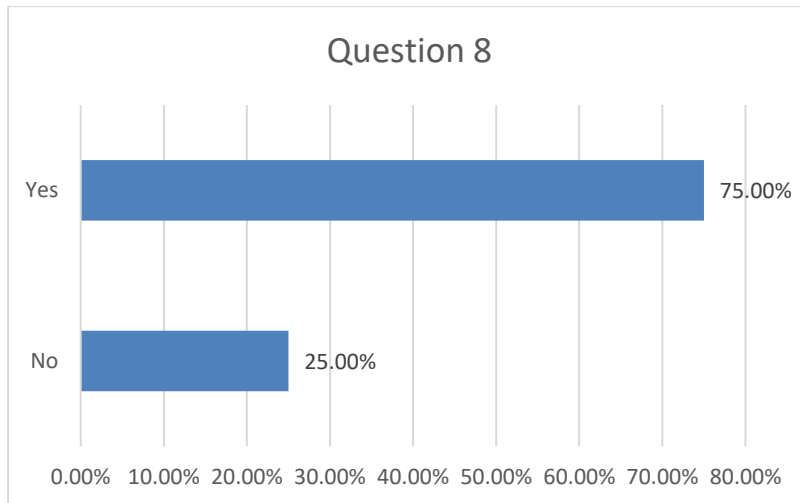
(Answered: 27, Skipped: 3)



Rank	1	2	3	4	5	6	7	8	9	10	11	12	13
Roles													
Leader of the Council	88.46% 23	3.85% 1	0.00% 0	0.00% 0	3.85% 1	0.00% 0	0.00% 0	3.85% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Cabinet Member	4.00% 1	48.00% 12	32.00% 8	12.00% 3	4.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chair of Council	0.00% 0	8.70% 2	17.39% 4	8.70% 2	26.09% 6	13.04% 3	8.70% 2	8.70% 2	0.00% 0	8.70% 2	0.00% 0	0.00% 0	0.00% 0
Deputy Leader of Council	8.33% 2	29.17% 7	29.17% 7	8.33% 2	8.33% 2	4.17% 1	4.17% 1	4.17% 1	4.17% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Cabinet Member without Portfolio	0.00% 0	0.00% 0	8.33% 2	8.33% 2	16.67% 4	29.17% 7	12.50% 3	0.00% 0	4.17% 1	0.00% 0	0.00% 0	8.33% 2	0.00% 0
Leader of Largest Opposition Group	0.00% 0	8.33% 2	8.33% 2	33.33% 8	12.50% 3	16.67% 4	4.17% 1	0.00% 0	4.17% 1	8.33% 2	4.17% 1	0.00% 0	0.00% 0
Chair of Policy and Performance Advisory Committee	0.00% 0	10.00% 2	0.00% 0	15.00% 3	15.00% 3	5.00% 1	25.00% 5	15.00% 3	15.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chair of Joint Staff Advisory Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10.53% 2	36.84% 7	21.05% 2	10.53% 2	10.53% 2	0.00% 0	10.53% 2
Chair of Planning Appointments Committee-	0.00% 0	0.00% 0	0.00% 0	15.00% 3	15.00% 3	10.00% 2	20.00% 4	10.00% 2	30.00% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Vice Chair of Planning Appointments Committee	0.00% 0	0.00% 0	0.00% 0	4.76% 1	0.00% 0	0.00% 0	4.76% 1	4.76% 1	14.29% 3	52.38% 11	14.29% 3	0.00% 0	0.00% 0
Other Members of Planning Appointments Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.00% 1	0.00% 0	5.00% 1	0.00% 0	0.00% 0	55.00% 11	20.00% 4	5.00% 1
Chair of Audit and Standards	0.00% 0	0.00% 0	4.35% 1	8.70% 2	0.00% 0	17.39% 4	0.00% 0	8.70% 2	0.00% 0	4.35% 1	8.70% 2	43.48% 10	0.00% 0
Chair of Licensing Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.56% 1	0.00% 0	5.56% 1	0.00% 0	0.00% 0	11.11% 2	55.56% 11
Chair of Licensing Sub Committee	0.00% 0	5.00% 1	0.00% 0	0.00% 0	0.00% 0	5.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10.00% 2	5.00% 1
Member of Licensing Sub Committee	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4.76% 1	0.00% 0	4.76% 1	0.00% 0	4.76% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Chair of Scrutiny Panels	4.76% 1	0.00% 0	4.76% 1	4.76% 1	4.76% 1	0.00% 0	0.00% 0	4.76% 1	0.00% 0	4.76% 1	4.76% 1	0.00% 0	19.05% 4
Co-opted Members of the Standards and Audit Committee or members of Standards Panel	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.00% 1	5.00% 1	0.00% 0	0.00% 0	0.00% 0	5.00% 1	0.00% 0	0.00% 0	0.00% 0

**Q8 Would you like to see any of these changes made to these allowances?**

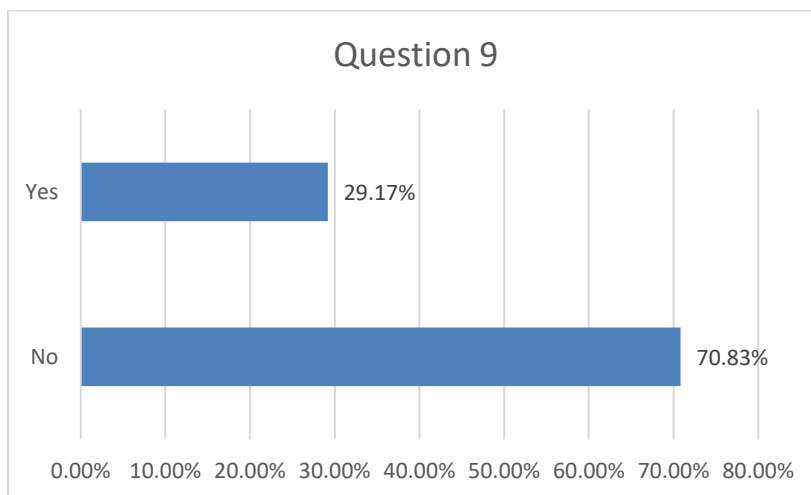
(Answered: 24, Skipped: 6)



Answer Choices	% of Responses	Number of Responses
Yes	75%	18
No	25%	6

**Q9 Would you like to see any new SRAs introduced?**

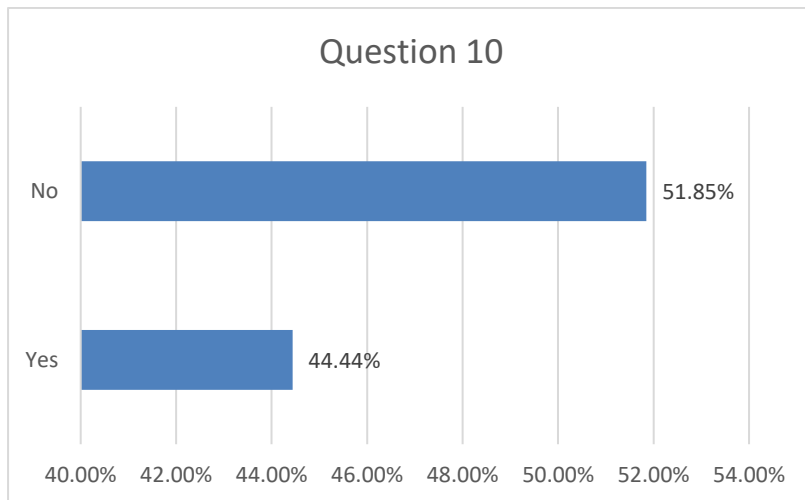
(Answered: 24, Skipped: 6)



Answer Choices	% of Responses	Number of Responses
Yes	29.17%	7
No	70.83%	17

**Q10 Dependent Relative Care - up to £10.60 per hour. Do you think these rates should be increased?**

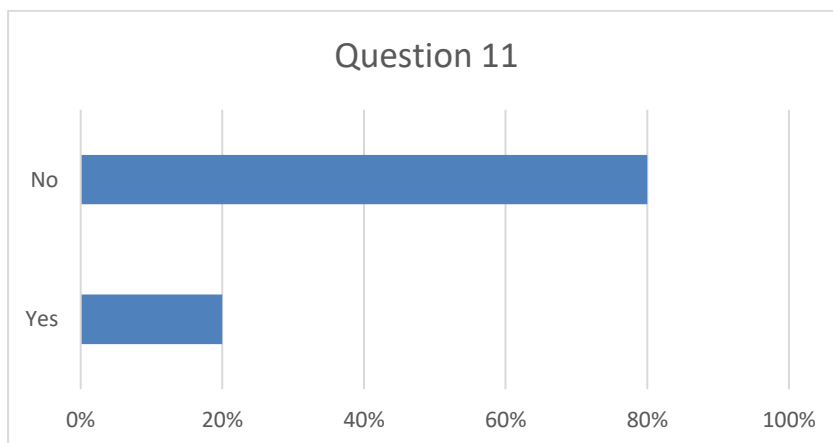
(Answered: 27, Skipped: 3)



Answer Choices	% of Responses	Number of Responses
No	51.85%	14
Yes	44.44%	12

**Q11 The current scheme of travel allowances is linked to those recommended by HMRC level. Do you have any comments on the current scheme for Councillors?**

(Answered: 25, Skipped: 5)



Answer Choices	% of Responses	Number of Responses
No	80%	20
Yes	20%	5

### Appendix 3. Comparative data of allowances paid to Sussex District and Borough Councillors (South East Employers, Members Allowances Survey 2019)

#### BASIC ALLOWANCES:

Council name	Type of council	County area	Population	Basic Allowance for 2019/2020	Overall budget for Member Allowances	Total number of councillors	Budget per councillor	Percentage of Public Service Discount*, if applicable (%)	Comments on Basic Allowance
Adur District Council	District	West Sussex	70,000	£4,511.04	£208,636.00	29	£7,194.34	33.00%	
Arun District Council	District	West Sussex	230,000	£5,481.00	£434,620.00	54	£8,048.52	30.00%	Index linked to officer pay increases
Chichester District Council	District	West Sussex	113,794	£4,725.00	£332,100.00	36	£9,225.00	0.00%	
Crawley Borough Council	District	West Sussex	111,664	£6,190.00	£61,155.00	36	£1,698.75	N/A	
Eastbourne Borough Council	District	East Sussex	107,000	£2,808.00	£133,731.00	27	£4,953.00	No percentage agree but scheme states that basic allowance reflects an element of voluntary public service.	
Horsham District Council	District	West Sussex	142,217	£5,070.00	£352,800.00	48	£7,350.00	N/A	The Basic Allowance rate is increased each year in accordance with the percentage increase of the Local Government Staff pay award
Lewes District Council	District	East Sussex	102,744	£3,260.00	£223,000.00	41	£5,439.02	Not specified	
Mid Sussex District Council	District	West Sussex	141,000	£5,000.00	£425,625.00	54	£7,881.94	0.00%	Basic allowance has increased by 2.5% per annum to a total of £5,000.
Rother District Council	District	East Sussex	95,656	£4,475.00	£242,760.00	38	£6,388.42	N/A	The Council's IRP felt that the Basic Allowance should not be set at a level to attract candidates, but compensate those that devote the time and effort to the role. Indeed it was the view expressed by a number of Councillors that remuneration is not and should not be a driver at all to being a Councillor.
Wealden District Council	District	East Sussex	148,915	£4,611.00		45		N/A	
Worthing Borough Council	District	West Sussex	109,600	£4,929.72	£269,960.00	37	£7,296.22	0.00%	
		MINIMUM		£2,808.00	£61,155.00		£1,698.75		
		MAXIMUM		£6,190.00	£434,620.00		£9,225.00		
		AVERAGE		£4,641.89	£268,438.70		£6,547.52		

SPECIAL RESPONSIBILITY ALLOWANCES:

Council name	Type of council	County area	Population	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair
Adur District Council	District	West Sussex	70,000	£13,533.12	£6,766.56	£5,638.80	£0.00	£2,255.52	£3,383.28
Arun District Council	District	West Sussex	230,000	£14,196.00	£10,400.00	£8,320.00	£0.00	£3,750.00	£4,000.00
Chichester District Council	District	West Sussex	113,794	£14,500.00	£7,700.00	£7,000.00	£0.00	£4,800.00	£4,800.00
Crawley Borough Council	District	West Sussex	111,664	£14,281.00	£0.00	£7,729.00	£0.00	£2,578.00	£5,307.00
Eastbourne Borough Council	District	East Sussex	107,000	£4,212.00	£2,808.00	£2,808.00	£0.00	£0.00	£1,404.00
Horsham District Council	District	West Sussex	142,217	£13,790.00	£8,685.00	£7,090.00	£0.00	£2,465.00	£2,465.00
Lewes District Council	District	East Sussex	102,744	£15,117.00	£6,047.00	£6,047.00	£3,023	£4,535.00	£61.00
Mid Sussex District Council	District	West Sussex	141,000	£20,596.00	£11,000.00	£8,500.00	8,500	£2,000.00	£1,000.00
Rother District Council	District	East Sussex	95,656	£13,071.00	£3,685.00	£2,843.00	£0.00	£2,080.00	£2,080.00
Wealden District Council	District	East Sussex	148,915	£13,488.00	£5,577.00	£5,577.00	£0.00	£3,774.00	£1,371.00
Worthing Borough Council	District	West Sussex	109,600	£14,789.16	£7,394.58	£6,162.15	£0.00	£2,464.86	£3,697.29
		<b>MINIMUM</b>		<b>£4,212.00</b>	<b>£0.00</b>	<b>£2,808.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£61.00</b>
		<b>MAXIMUM</b>		<b>£20,596.00</b>	<b>£11,000.00</b>	<b>£8,500.00</b>	<b>£8,500.00</b>	<b>£4,800.00</b>	<b>£5,307.00</b>
		<b>AVERAGE</b>		<b>£13,779.39</b>	<b>£6,369.38</b>	<b>£6,155.90</b>	<b>£1,047.55</b>	<b>£2,791.13</b>	<b>£2,688.05</b>

Council name	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/ Joint Committee	Chair/Civic Mayor
Adur District Council	£4,511.04	£1,127.76	£0.00	£3,383.28	£1,127.76	£0.00	£0.00	£2,255.52
Arun District Council	£6,000.00	£1,980.00	£750.00	£4,870.00	£1,607.00	£60.00	£0.00	£8,320.00
Chichester District Council	£6,000.00	£0.00	£0.00	£4,800.00	£0.00	£0.00	£0.00	£5,000.00
Crawley Borough Council	£6,440.00	£0.00	£0.00	£6,916.00	£0.00	£0.00	£0.00	£11,239.00
Eastbourne Borough Council	£2,106.00	£0.00	£1,404.00	£1,404.00	£0.00	£0.00	£0.00	£2,808.00
Horsham District Council	£3,890.00	£1,305.00	£0.00	£5,165.00	£1,725.00	£0.00	£0.00	£5,165.00
Lewes District Council	£4,535.00	£756.00	£544.00	£3,624.00	£0.00	£0.00	£1,134.00	£2,268.00
Mid Sussex District Council	£5,000.00	£1,250.00	£0.00	£4,000.00	£1,000.00	£0.00	£0.00	£6,572.00
Rother District Council	£2,843.00	£0.00	£0.00	£2,843.00	£0.00	£0.00	£0.00	£0.00
Wealden District Council	£4,251.00	£1,404.00	£0.00	£3,774.00	£0.00	£0.00	£0.00	£4,782.00
Worthing Borough Council	£4,929.72	£1,232.43	£0.00	£3,697.29	£1,232.43	£0.00	£0.00	£2,464.86
	<b>£2,106.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,404.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
	<b>£6,440.00</b>	<b>£1,980.00</b>	<b>£1,404.00</b>	<b>£6,916.00</b>	<b>£1,725.00</b>	<b>£60.00</b>	<b>£1,134.00</b>	<b>£11,239.00</b>
	<b>£4,591.43</b>	<b>£823.20</b>	<b>£245.27</b>	<b>£4,043.32</b>	<b>£608.38</b>	<b>£5.45</b>	<b>£103.09</b>	<b>£4,624.94</b>

Council name	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Adur District Council	£1,127.76	£2,255.52	£0.00	£0.00	£0.00	£0.00	£0.00	No	No
Arun District Council	£2,745.00	£3,917.00	£0.00	£0.00	£0.00	£1,000.00	£1,440.00	No	No
Chichester District Council	£0.00	£4,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	Yes	No
Crawley Borough Council	£1,752.00	£7,143.00	£0.00	£0.00	£0.00	£0.00	£750.00	Yes	No
Eastbourne Borough Council	£1,404.00	£2,106.00	£1,404.00	£0.00	£0.00	£93.00	£1,000.00	No	No
Horsham District Council	£1,730.00	£4,170.00	£0.00	£0.00	£0.00	£2,465.00	£1,305.00	No	No
Lewes District Council	£0.00	£4,535.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	Yes	No
Mid Sussex District Council	£2,251.00	£250.00	£0.00	£250.00	£0.00	£0.00	£750.00	Yes	No
Rother District Council	£0.00	£445.00	£0.00	£445.00	£0.00	£0.00	£361.00	Yes	No
Wealden District Council	£1,182.00	£381.00	£0.00	£0.00	£0.00	£0.00	£825.00	Yes	No
Worthing Borough Council	£0.00	£2,464.86	£1,232.43	£0.00	£0.00	£0.00	£0.00	No	No
	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00		
	£2,745.00	£7,143.00	£1,404.00	£445.00	£0.00	£2,465.00	£1,440.00		
	£1,108.34	£2,924.31	£239.68	£63.18	£0.00	£323.45	£675.55		



## Appendix 4. Financial Implications

Basic Allowance (BA)	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Total Basic:	3,260	41	133,660	3,964	n/a	162,524
Increase £						28,864

Special Responsibility:	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Leader of the Council	15,117	1	15,117	14,865	375% of BA	14,865
Deputy Leader	6,047	1	6,047	8,919	60% of the Leader's SRA	8,919
Members of the Cabinet	6,047	7	42,329	6,689	45% of the Leader's SRA	46,823
Cabinet Member (without Portfolio)	3,024	0	0	0	No SRA to be payable	0
Leader of the Largest Opposition Group	4,535	1	4,535	5,203	35% of the Leader's SRA	5,203
Deputy Leader of the Largest Opposition Group	0	1	0	0	No SRA to be payable	0
Chair of the Policy and Performance Advisory Committee	3,628	1	3,628	4,460	30% of the Leader's SRA	4,460
Chair of Council	2,268	1	2,268	2,973	20% of the Leader's SRA	2,973
Deputy Chair of Council	0	1	0	0	No SRA to be payable	0
Chair of Planning Applications Committee	4,535	1	4,535	4,460	30% of the Leader's SRA	4,460
Vice Chair of Planning Applications Committee	756	1	756	892	20% of the Planning Chair's SRA	892
Other Members of the Planning Applications Committee	544	9	4,896	669	15% of the Planning Chair's SRA	6,021

<b>Special Responsibility:</b>	<b>Current Allowance (2019-20) £</b>	<b>Number</b>	<b>Current total per annum £</b>	<b>Recommended Allowance (50% PSD) £</b>	<b>Recommended Allowance Calculation</b>	<b>Recommended Allowance total per annum £</b>
Chair of Audit and Standards Committee	4,535	1	4,535	4,460	30% of the Leader's SRA	4,460
Chair of Licensing Committee	61 per meeting	1		65 per meeting		
Chair of a Licensing Sub-Committee or Policy and Performance Advisory (Scrutiny) Panel	61 per meeting			65 per meeting		
Member of a Licensing Sub-Committee or Policy and Performance Advisory (Scrutiny) Panel	0 544 815			0 575 861	0-12 meetings 13-26 meetings 27-40 meetings	
Members of a Standards Panel	32 per meeting to a maximum of 160 per annum			33 per meeting to a maximum of 160 per annum		
Chair of Joint Staff Advisory Committee	1,134 (Employment Cttee)	1	<b>1,134</b>	1,116	5% of the Combined Leader's SRA	1,116 <sup>1</sup> (cost shared with EBC)
<b>Total SRA'S</b>			<b>89,780</b>			<b>99,634</b>
<b>Increase £</b>						<b>9,854</b>
IT allowance	n/a	41	n/a	429		17,589
Dependants' Carers' Allowance	Childcare and Dependants' Carers' Allowance of £10.70 per hour			Childcare and Carers of Dependants reimbursed at cost upon production of receipts		
<b>BA + SRAs + IT allowance</b>			<b>223,440</b>			<b>280,305</b>
<b>Increase £</b>						<b>56,307</b>

1. Allowance payable every other year, due to a rotating Chair with Eastbourne BC.



## Lewes District Council

<b>Meeting:</b>	<b>Council</b>
<b>Date:</b>	<b>23 November 2020</b>
<b>Subject:</b>	<b>Treasury management annual report 2019/20 and 2020/21 quarterly monitoring</b>
<b>Report of:</b>	<b>Councillor Zoe Nicholson on behalf of the Cabinet</b>

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The Council is asked to consider the minute and resolution of the Cabinet meeting held on 24 September 2020 as set out below.

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### **The Council is recommended to:**

- (1) Agree the Annual Treasury Management report for 2019/20.
  - (2) Approve the 2019/20 Prudential and Treasury Indicators included in the Cabinet report.
  - (3) Note that the Treasury Management activities for the period starting from 1 April to 31 August 2020 has been in accordance with the approved Treasury Strategies for that period.
- 

### **Minute extract Cabinet – 24 September 2020.**

The Cabinet considered the report of the Chief Finance Officer, presenting the annual treasury management report for 2019/20 and the 2020/21 monitoring report.

Councillor Nicholson advised that the Council would be working with its treasury management provider to ensure that its investments were in line with its corporate plan priorities. The Chair of Audit and Standards Committee would be invited to be part of the process.

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

- (1) To agree the Annual Treasury Management report for 2019/20.
- (2) To approve the 2019/20 Prudential and Treasury Indicators included in the report.
- (3) To note that the Treasury Management activities for the period starting from 1 April to 31 August 2020 has been in accordance with the approved Treasury Strategies for that period.

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**Reason for decisions:**

Requirement of CIPFA Treasury Management in the Public Sector Code of Practice (the Code) and this has to be reported to Full Council.

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For a copy of the report please contact Democratic Services:

Tel. (01273) 471600.

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:

<https://democracy.lewes-eastbourne.gov.uk/mgGeneric.aspx?MD=CommitteesLanding&bcr=1>

**Motion 1 – To ensure no resident of Lewes District is prevented from voting by any new Voter ID legislation.**

**To be proposed be Councillor Collier and seconded by Councillor Denis**

Preamble:

Electoral fraud is very rare in the UK. Out of 44.4 million votes cast in 2017, there was one conviction resulting from the 28 allegations of in-person voter fraud – that is 0.000063%. Adding a major barrier to democratic engagement off the back of this is a completely disproportionate response.

There is evidence that strict voter ID rules in the USA disproportionately disadvantage already marginalised groups. In the UK and USA the richer you are the more likely you have ID. Many residents who cannot afford to go on foreign holidays do not have passports, and those that cannot drive do not have driving licences.

Protocol 1, Article 3 of the European Convention on Human Rights provides for the right to elections performed by secret ballot, that are also free and that occur at regular intervals.

Here in the UK, 3.5 million residents do not have access to photo ID and 11 million residents do not have a passport or driving licence. In 2013/14, 1.7 million people lacked even a bank account. This makes mandatory voter ID – with no free provision – a barrier to many people exercising their right to vote.

Proposed Motion:

**We call on the Council to:**

Request that legal officers produce a report to Cabinet detailing the implications of Voter ID on residents in the district once the draft legislation and guidance for Voter ID has been published with the aim of identifying the mitigations that could be practically implemented to prevent the loss on any individual's democratic right and ensure that elections within Lewes District are free for all once the legislation comes into force.

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## **Motion 2 – Government changes to our planning system**

**To be proposed by Councillor Banks and seconded by Councillor Makepeace**

### Preamble

The Council responded in October to the Government on the White Paper "Planning for the Future" consultation and the changes to the current planning system, including many objections and concerns.

It is recognised that there are many concerns being raised locally with Members which include:

- A proposed system of zoning in the White Paper - meaning it will reduce or remove the right of residents to object to applications near them and represents a "power grab" from local communities and democratically elected Councils.
- Plans to scrap the duty of developers to build affordable housing on sites for up to 40 or 50 homes which could mean that Lewes District Council could lose up to 37% of its affordable homes, based on past trends.
- Allowing upward extensions (outside of National Park area and Conservation Areas) for blocks of flats and for most homeowners, and that members will not be able to "call in" this type of development.
- An updated algorithm designed by government to set new prescriptive housing targets could see Lewes District Council being forced to more than double its target of new houses or flats being built to 800 a year.
- The impact on bio-diversity and nature - the changes risk watering down or removing the requirement altogether for Strategic Environmental Assessments and Environmental Impact Assessments.
- The proposals do not sufficiently take into consideration the Climate Change Act provisions that address carbon dioxide emission standards for future housing stock.

### Proposed Motion:

**This Council resolves to use the existing comments submitted by Lewes District Council to:**

1. Ask the Leader or Portfolio Holder for Planning and Infrastructure to write to and lobby both of our Members of Parliament, urging them to oppose the Government proposals; and
2. For the Council to continue to make representations against the proposals as already submitted by the Council and highlight those concerns with local residents.

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## WARD ISSUE: SEAFORD CENTRAL

Talland Parade, High Street, Seaford (Planning Application LW/11/1321 etc)

This development involves partial demolition of existing shops and apartments and building new accommodation at first floor level above a parade of shops.

Scaffolding approximately 4 stories above street level was erected over 5 years ago to facilitate the work. This scaffolding remains in place and dominates the views down the main shopping street and from around the town. The site itself also encroaches onto the pavement on the High Street and the row of shops is boarded up.

Work on site over that time has at best been spasmodic with unexplained long delays and has now ceased yet again!

Despite the very best efforts and diligence of LDC Planning Enforcement together with support from the legal department, the unsightly scaffolding and boarding remains in place together with piles of internal rubble after all these years have passed.

The patience of Seaford residents has long since been exhausted. The site is an eyesore and has a most negative effect on the quality of the town "space" and the experience of shoppers, retailers and residents.

In the absence of any positive commitment from the developer to complete the work and restore the roofline views will Lewes District Council:

1. Write to the developer in the strongest possible terms expressing the anger and frustration of Seaford residents.
2. Note that LDC Officers are engaging with the developer to understand the current stage they are at with the building works and the likely end date, including when the scaffolding will be taken down.
3. Note that Officers can only work within current legislation and any information supplied by the developer in relation to these points cannot be binding and prosecution for non-adherence is not possible.
4. In the light of this, will Lewes District Council write to the Secretary of State for Housing, Communities and Local Government requesting urgent attention to this area of the Law to enable Planning Enforcement Officers to require developers to carry out work within agreed timescales on behalf of local communities.

Cllr Stephen Gauntlett  
Seaford Central Ward

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# Agenda Item 18

## Updates for Outside Bodies – Reports from Councillors

The following updates have been received from Councillors in relation to meetings of outside bodies to which they have been appointed by Full Council:

	<b>Outside Body</b>	<b>Councillor</b>	<b>Update</b>
1.	Police and Crime Panel	Johnny Denis	<p><b>Date of Meeting</b> – 26/06/20</p> <p><b>Business and Decisions Made:</b> The Panel successfully reconvened online. It approved the Police and Crime Commissioner’s selection of a new Chief Constable, Jo Shiner. The approval was unanimous, and the panel wished her every success.</p>
2.	Impact Seaford	Christine Brett	<p><b>Date of meeting:</b> 05/10/20</p> <p><b>Business discussed: KEY POINTS -</b></p> <ul style="list-style-type: none"> <li>• Various project updates given but not much progress due to Covid restrictions, nearly everything on hold.</li> <li>• Martello Tower will have a survey when finances permits, dehumidifiers are helping with damp.</li> <li>• CIL money applied for to fund tennis court refurbishment £40k.</li> <li>• Planning permission being sought for temp beach huts and concessions due to local complaints.</li> <li>• Christmas Magic to be held in the Crouch as a market (since been cancelled sadly).</li> <li>• Sponsorship being sought for maintenance of the new waterpoints – local businesses mostly not in position to do it at present. Estate Agents suggested as they doing good business at present.</li> <li>• Input from Youth Forum welcomed.</li> <li>• There is a new group called Seaford Environmental Alliance which has some ideas moving forward eg Repair Café (venues suggested).</li> <li>• Friends of Splash Point set up suggested.</li> </ul> <p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>➤ To seek Water sponsorship also from SE Water and Rampion.</li> </ul>

	Outside Body	Councillor	Update
			<ul style="list-style-type: none"> <li>➤ Economic Plan update to be looked at by all and responses sent to Sara Taylor by 30 November.</li> <li>➤ Ideas to be sought from Youth Form and SEA to keep the board apprised of their plans.</li> <li>➤ ESCC to submit review of Safeguarding Policy.</li> </ul>
3.	Seaford Head Nature Reserve committee	Christine Brett	<p>Date of meeting: 20/10/20</p> <p><b>Business discussed:</b></p> <ul style="list-style-type: none"> <li>• New reps needed from STC councillors and South Downs society.</li> <li>• South Downs National Park Update- Steps at Hope at need emergency repair (STC).</li> <li>• National Trust Update – massive increase in visitor over last few months has created stresses on parking and use of park.</li> <li>• 50 Years booklet was published, and some sales made.</li> <li>• Coast Guard Cottages resident has been helping rescue people cut off by tide and answering door to visitors who need toilet. Not acceptable foreshore lease no response via STC yet.</li> <li>• South Hill Barn Dewpond project- as discussed at length and all reports looked at.</li> <li>• Managing Increased visitor pressure- wide ranging discussion around littering, lack of WC facilities, and lack of knowledge about tides, times and low tide walking below cliffs.</li> </ul> <p><b>Decisions made:</b></p> <ul style="list-style-type: none"> <li>➤ Cllr Cash asked for the Reserve History Book to be made more widely available for sale eg. Martello Tower.</li> <li>➤ The Dewpond Project to be recommended to be carried forward (by volunteers).</li> <li>➤ All parties need to look at ways of mitigating damage and managing increased visitor pressure as discussed above.</li> </ul>