

# Full Council

## 27 May 2021

Quorum: 11

*Published: Wednesday, 19 May 2021*



### To the Members of the Council

**You are summoned to attend the annual meeting of the Council to be held in the Lewes Leisure Centre, Mountfield Road, Lewes on 27 May 2021 at 6.00 pm to transact the following business.**

**Note: This meeting is open to the public. However, the number of public seats are limited and need to be carefully managed to ensure the meeting is covid-secure. For this reason, we would like to ask that anyone intending to attend as a member of the public, contacts the Democratic Services Team in advance by email: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk) or phone 01323 415023. Anyone attending the meeting will be asked to check in at the venue and to wear a face covering.**

## Agenda

### 1 Election of the Chair of the Council

Two nominations have been received for the office of the Chair of the Council as follows:

Councillor Christine Brett  
Councillor Richard Turner

These nominations will be voted upon. Following the election of the Chair of the Council, the person elected shall make a Declaration of Acceptance of Office.

### 2 Appointment of the Vice-Chair of the Council

Two nominations have been received for the office of Vice-Chair of the Council as follows:

Councillor Adrian Ross  
Councillor Linda Wallraven

These nominations will be voted upon. Following the appointment of Vice-Chair of the Council, the person appointed shall make a Declaration of Acceptance of Office.

**3 Apologies for absence**

**4 Declarations of Interest**

Councillors are asked to declare any personal interests related to matters on the agenda, the nature of any interest and whether the interest is prejudicial under the terms of the Members' Code of Conduct.

**5 Minutes (Pages 7 - 20)**

To confirm and sign the minutes of the meeting of the Council dated 22 February 2021.

**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 Announcements (Pages 21 - 24)**

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 former Chair of the Council's engagements since the previous meeting is attached.

**8 Result of the District Council By-Elections 2021**

To receive the following results of the District Council By-Elections held on 6 May 2021 and welcome the new Councillors:

Seaford East Ward – Councillor Richard Turner  
Seaford West Ward – Councillor Linda Wallraven

**9 Appointments (Pages 25 - 34)**

- a) To note any changes to the Leader of the Council's appointments to Cabinet, the individual areas of responsibility allocated to the Cabinet and the allocation of those areas of responsibility to the members of the Cabinet (to be reported verbally by the Leader at the meeting);
- b) To consider and determine proposals for the appointment of members and chairs of committees and other council bodies;
- c) To consider and determine proposals for the appointment of representatives to serve on outside and joint bodies; and
- d) To appoint all members of the Council to the "approved list" of members appointed to act as substitute members in accordance with Council Procedure Rules, except where prohibited (for example on Licensing Committee and

Cabinet).

**10 Annual Pay Policy Statement** (Pages 35 - 40)

To consider the report of the Assistant Director of Human Resources and Transformation.

**11 Chailey Neighbourhood Plan** (Pages 41 - 118)

To consider a recommendation to Full Council from the Cabinet Member for Planning and Infrastructure:

**‘To recommend to Full Council that the Chailey Neighbourhood Plan is formally made and adopted as part of the statutory development plan for the district, following a majority ‘yes’ vote at referendum.’**

A copy of the referral decision made on 13 May 2021 is attached, together with the officer’s report and appendix. These are also published on the [Democracy webpages - https://democracy.lewes-eastbourne.gov.uk/ieDecisionDetails.aspx?ID=769](https://democracy.lewes-eastbourne.gov.uk/ieDecisionDetails.aspx?ID=769).

**12 Calendar of meetings 2021/22** (Pages 119 - 120)

The calendar of meetings for 2021/22 is attached for ratification.

Two changes have been made since the draft was considered at the last meeting:

- Audit and Standards Committee has moved from 13<sup>th</sup> to 27<sup>th</sup> September to accord with deadlines for the approval of the Statement of Accounts.
- Planning Applications Committee has been moved back to 5 pm for in-person meetings.

**13 Urgent decisions taken by the Cabinet or Cabinet Members** (Pages 121 - 122)

In accordance with Policy and Performance Advisory Committee Procedure Rule 17, a copy of the decision notice for an urgent decision made by the Leader of the Council on 26 March 2021 is attached for information:

[Decision notice on Restart Grants Scheme \(26 March 2021\)](#)

**14 Standards Panel Decision** (Pages 123 - 126)

In accordance with Council's adopted Code of Conduct Hearings Procedure, a copy of a decision made by a Standards Panel held on 19 March 2021 is attached for information. The Panel determined that Councillor Gauntlett had not breached the Members’ Code of Conduct in respect of a Code of Conduct complaint made against him.

**15 Date of Next Meeting**

The next meeting of Full Council is scheduled to take place at 6 pm on Thursday 15 July 2021.



**Robert Cottrill**  
**Chief Executive**

## Information for the public

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

**Filming/Recording:** This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

**Public participation:** Up to 30 minutes will be allowed at ordinary meetings of the Council during which members of the public may ask questions of Cabinet members. Questions must be received by midday 3 working days before the day of the meeting and include the name and address of the questioner and the organisation they represent (if applicable), and the name of the Cabinet member to whom it is to be put. No more than 3 questions are allowed but person or per organisation. Please contact Democratic Services (see end of agenda) for further information.

## Information for Councillors

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

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

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

**Councillor right of address:** A member of the Council may ask the Chair, the Leader, a Cabinet member, the Chair of any committee or sub-committee, or a member of the Council to any external body or joint authority a question on any matter in relation to which the Council has powers of duties of which affects the district.

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

## Democratic Services

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:** 01273 471600

**Website** [www.lewes-eastbourne.gov.uk](http://www.lewes-eastbourne.gov.uk)

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## Full Council

**Minutes of meeting held remotely on 22 February 2021 at 6.00 pm.**

### **Present:**

Councillor Adrian Ross (Chair).

Councillors Christine Brett (Vice-Chair), Sam Adeniji, Graham Amy, Robert Banks, Nancy Bikson, Matthew Bird, 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.

### **Officers in attendance:**

Robert Cottrill (Chief Executive), Sarah Lawrence (Senior Committee Officer), Oliver Dixon (Head of Legal Services), Simon Russell (Head of Democratic Services), Homira Javadi (Chief Finance Officer) and Andrew Clarke (Deputy Chief Finance Officer (Financial Planning)).

### **52 Welcome**

The Chair welcomed everyone to the meeting and advised that it was being held remotely in accordance with published government regulations.

### **53 Introductions and apologies for absence**

The Chair invited members to introduce themselves for those watching the meeting. Apologies for absence were received from Councillor Liz Boorman.

### **54 Declarations of interest**

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

### **55 Minutes of the meeting held on 23 November 2020.**

**Resolved** – To approve as a correct record the minutes of the meeting held on 23 November 2020.

### **56 Announcements**

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

**57 Urgent items**

There were no items to be considered as a matter of urgency.

**58 Questions from members of the public**

No questions had been received from members of the public.

**59 Petitions**

No petitions had been received.

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

In accordance with the Policy and Performance Committee Procedure Rule 17, the Council received details of three decisions which had been taken by the Leader of the Council under special urgency procedures, in relation to Grant Schemes and made on 16 November, 19 November and 24 December 2020.

**61 Recommendations from Cabinet****61a Council Budget and Setting of the Council Tax 2020/21**

Councillor Nicholson moved and Councillor MacCleary seconded the the recommendations set out in the agenda, in relation to the Council Budget and setting of the Council Tax for 2021/22. This incorporated recommendations from Cabinet regarding the General Fund Budget 2021/22 and Capital Programme, Housing Revenue Account Revenue Budget and Rent Setting 2021/22 and HRA Capital Programme 2020-24, the Treasury Management and Prudential Indicators for 2020/21, Capital Strategy and Investment Strategy.

Councillor Nicholson (Portfolio Holder for Finance and Assets) spoke to the recommendations in detail, setting out the choices being made including to invest in the environment, economy and target support to those who really needed it. She offered sympathy to all those who had lost loved ones due to Covid, and paid tribute to the response from staff, public sector, the community and voluntary sector. She thanked the Chief Executive and Chief Finance Officer and their teams in achieving £1.4m in savings, to enable a balanced budget to be presented.

Councillor Miller as chair of the Policy and Performance Committee responded first on behalf of the opposition, and highlighted that Cabinet had chosen not to accept the recommendations of the Committee to freeze Council tax, and believed this should have been supported for the benefit of local residents. Councillor Burman as shadow portfolio holder for finance joined with Councillor Miller in thanking officers for preparing the budget, he indicated his support for many of the recommendations for investing locally, but advised he could not support the budget as a whole due to the Council tax rise proposed.



The budget was then debated in full by the Council, and Councillor Nicholson was given the opportunity to sum up at the end.

The Chair advised that by legislation the Council would take a recorded vote in respect of this report.

The recommendations were put to the vote and declared carried by 21 votes to 16, with 1 abstention, and the voting recorded as follows:

For: Councillors Amy, Banks, Bird, Brett, Carr, Clay, Collier, Denis, Gauntlett, MacCleary, Macleod, Makepeace, Manley, Meyer, Nicholson, O'Brien, O'Connor, O'Keeffe, Robinson, Ross and von Kurthy (21).

Against: Councillors Adeniji, Bikson, Burman, Davis, Davy, Duhigg, Jones, Linnington, J Lord, S Lord, Maskell, Miller, Papanicolaou, Peterson, Rigden and Rutland (16).

Abstention: Councillor Saunders (1).

**Resolved:**

1. The recommendations as detailed in the reports from the Chief Finance Officer and the Director of Service Delivery to Cabinet on 4 February 2021 be approved as summarised below:
  - a) To approve the General Fund budget for 2020/21 (Revised) and 2021/22 (Original).
  - b) To approve an increase in the Council Tax for Lewes District Council of £5 resulting in a Band D charge for general expenses of £197.08 for 2021/22.
  - c) To approve the revised General Fund capital programme 2021/22.
  - d) To endorse the continuation of the Flexible use of Capital Receipts.
  - e) To approve the Treasury Management Strategy and Annual Investment Strategy for 2021/22.
  - f) To approve the Minimum Revenue Provision Policy Statement for 2021/22.
  - g) To approve the Prudential and Treasury Indicators for 2021/22 to 2023/24.
  - h) To approve the Capital Strategy.
  - i) (viii) To approve the Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2020/21 and the budget for 2021/22, rents and service charges and the HRA Capital Programme.
2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement remains unchanged.
3. That it be noted, that since the Cabinet meeting on 04 February the Business Rates return to the Government (NNDR1) has been finalised. As a result of the latest Business Rates position, it has been possible to add £384K to the General Fund reserve. This will subsequently be allocated to the specific reserves set out below, which were identified in the budget report, once the exact allocations have been determined:

- The creation of a capital programme acceleration reserve.
  - The creation of a commercial asset resilience planning reserve.
  - To top up those reserves used to fund Covid-19 reserve.
4. That the expenses incurred by the Council set out below be approved as Special Expenses chargeable to the residents of each of the Town/Parish areas indicated and that any other expenses (excluding local precepts) incurred by the Council be approved as general expenditure for the purposes of Section 35 of the Local Government Finance Act 1992.

<b>Town/Parish Area</b>	<b>Special Expense 2021/22 £</b>
Lewes	340,114
Newhaven	135,210
Telscombe	56,790
Seaford	61,350
Peacehaven	41,360
Chailey	1,270
Ringmer	4,520
<b>Total</b>	<b>640,614</b>

5. That consequent upon a General Fund budget of £13,530,290 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £214.53 calculated as follows:

	<b>General Expenses only</b>	<b>Total including special items</b>
	£000's	£000's
Gross Expenditure:		
General Fund	54,624	
HRA	16,746	
Business Rates payable to Government	7,805	
Contributions to Reserves	1,478	
	80,653	80,653
Special expenses		641
Less Income:		
Service Income	(59,131)	
Other Government Grants	(3,168)	
Business Rates income	(10,997)	
Collection Fund Surplus (Council Tax)	(122)	
	(73,418)	(73,418)
<b>COUNCIL TAX REQUIREMENT</b>	<b>7,235</b>	<b>7,876</b>
<b>Band D Council Tax</b>	<b>£197.08</b>	<b>£214.53</b>

6. That it be noted that at its meeting on 04 February 2021 Cabinet approved the following calculations for the year 2021/22, being made in accordance with regulations made under Sections 31(B)(4) and 34(4) of the Local Government Act 1992, as amended:

(a) 36,711.4 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of the Council Tax Base) Regulations 1992, as amended, as its Council Tax Base for the year ) Item T in the formula in Section 31B of the Local Government Finance Act 1992).

(b)

<b>Part of the Council's Area</b>	<b>Tax Base</b>
Parish of Barcombe	635.50
Parish of Beddingham and Glynde	186.00
Parish of Chailey	1,292.70
Parish of Ditchling	1,113.10
Parish of East Chiltington	191.10
Parish of Falmer	66.70
Parish of Firle	125.00
Parish of Hamsey	274.30
Parish of Iford	89.90
Parish of Kingston	421.30
Town of Lewes	6,078.60
Town of Newhaven	3,697.90
Parish of Newick	1,101.30
Town of Peacehaven	4,805.00
Parish of Piddinghoe	129.00
Parish of Plumpton	664.40
Parish of Ringmer	1,883.30
Parish of Rodmell	213.50
Parish of St Ann Without	40.00
Parish of St John Without	25.70
Town of Seaford	9,457.90
Parish of Southease	22.60
Parish of South Highton	266.70
Parish of Streat	79.50
Parish of Tarring Neville	9.20
Town of Telscombe	2,493.50
Parish of Westmeston	159.00
Parish of Wivelsfield	1,188.70

Being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as amended, as the amounts of its Council Tax base for the year for dwelling in those parts of its area to which one or more special items relate.

7. That the following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

(a)	£85,636,736	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.		
(b)	£73,417,570	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.		
(c)	£12,219,166	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).		
(d)	£332.84	being the amount at 6(c) above (Item R), all divided by Item T (5 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including local precepts).		
(e)	£4,984,080	being the aggregate amount of all special items referred to in Section 34(1) of the Act.		
(f)	£197.08	being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by the amount at 4(a) above (Item T), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates,		
(g)	Parts of the Council's area:			
	Barcombe	247.23	Piddinghoe	282.10
	Beddingham and Glynde	258.95	Plumpton	290.66
	Chailey	250.97	Ringmer	269.00
	Ditchling	285.94	Rodmell	266.40
	East Chiltington	235.86	St Ann Without	197.08
	Falmer	204.58	St John Without	197.08
	Firle	277.45	Seaford	307.62
	Hamsey	263.48	Southeast	197.08
	Iford	199.86	South Heighton	245.81
	Kingston	315.76	Streat	255.26
	Lewes	452.72	Tarring Neville	197.08

Newhaven	379.70	Telscombe	319.61
Newick	259.00	Westmeston	278.84
Peacehaven	339.03	Wivelsfield	282.18

Being the amounts given by adding the amount at 5(f) above, the amounts of the special items or items relating to dwelling in those parts of the Council's area mentioned above divided in each case by the amount at 5(B) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

## (h) Parts of the Council's area

Council Tax Valuation Bands								
	A 6/9 £	B 7/9 £	C 8/9 £	D 9/9 £	E 11/9 £	F 13/9 £	G 15/9 £	H 18/9 £
Barcombe	164.82	192.29	219.76	247.23	302.17	357.11	412.05	494.46
Beddingham and Glynde	172.63	201.41	230.18	258.95	316.49	374.04	431.58	517.90
Chailey	167.31	195.20	223.08	250.97	306.74	362.51	418.28	501.94
Ditchling	190.63	222.40	254.17	285.94	349.48	413.02	476.57	571.88
East Chiltington	157.24	183.45	209.65	235.86	288.27	340.69	393.10	471.72
Falmer	136.39	159.12	181.85	204.58	250.04	295.50	340.97	409.16
Firle	184.97	215.79	246.62	277.45	339.11	400.76	462.42	554.90
Hamsey	175.65	204.93	234.20	263.48	322.03	380.58	439.13	526.96
Iford	133.24	155.45	177.65	199.86	244.27	288.69	333.10	399.72
Kingston	210.51	245.59	280.68	315.76	385.93	456.10	526.27	631.52
Lewes	301.81	352.12	402.42	452.72	553.32	653.93	754.53	905.44
Newhaven	253.13	295.32	337.51	379.70	464.08	548.46	632.83	759.40
Newick	172.67	201.44	230.22	259.00	316.56	374.11	431.67	518.00
Peacehaven	226.02	263.69	301.36	339.03	414.37	489.71	565.05	678.06
Piddinghoe	188.07	219.41	250.76	282.10	344.79	407.48	470.17	564.20
Plumpton	193.77	226.07	258.36	290.66	355.25	419.84	484.43	581.32
Ringmer	179.33	209.22	239.11	269.00	328.78	388.56	448.33	538.00
Rodmell	177.60	207.20	236.80	266.40	325.60	384.80	444.00	532.80
St Ann Without	131.39	153.28	175.18	197.08	240.88	284.67	328.47	394.16
St John Without	131.39	153.28	175.18	197.08	240.88	284.67	328.47	394.16
Seaford	205.08	239.26	273.44	307.62	375.98	444.34	512.70	615.24
Southease	131.39	153.28	175.18	197.08	240.88	284.67	328.47	394.16
South Highton	163.87	191.19	218.50	245.81	300.43	355.06	409.68	491.62
Streat	170.17	198.54	226.90	255.26	311.98	368.71	425.43	510.52
Tarring Neville	131.39	153.28	175.18	197.08	240.88	284.67	328.47	394.16
Telscombe	213.07	248.59	284.10	319.61	390.63	461.66	532.68	639.22
Westmeston	185.89	216.88	247.86	278.84	340.80	402.77	464.73	557.68
Wivelsfield	188.12	219.47	250.83	282.18	344.89	407.59	470.30	564.36

Being the amounts given by multiplying the amounts at 6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the

number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

8. To note that East Sussex County Council, East Sussex Fire and Rescue Authority and Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below.

<b>Council Tax Valuation Bands</b>								
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
<b>Precepting Authorities</b>								
East Sussex County Council	1,029.36	1,200.92	1,372.48	1,544.04	1,887.16	2,230.28	2,573.40	3,088.08
Sussex Police Authority	143.27	167.15	191.03	214.91	262.67	310.43	358.18	429.82
East Sussex Fire Authority	64.95	75.78	86.60	97.43	119.08	140.73	162.38	194.86
<b>Aggregate of Council Tax Requirements</b>	<b>1,237.59</b>	<b>1,443.85</b>	<b>1,650.12</b>	<b>1,856.38</b>	<b>2,268.91</b>	<b>2,681.43</b>	<b>3,093.98</b>	<b>3,712.76</b>

9. That having calculated the aggregate in each case of the amounts at 6(h) and 7 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2021/22 for each of the categories of dwellings shown below:

<b>Council Tax Valuation Bands</b>								
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Barcombe	1,402.40	1,636.14	1,869.87	2,103.61	2,571.08	3,038.55	3,506.01	4,207.22
Beddingham and Glynde	1,410.21	1,645.26	1,880.29	2,115.33	2,585.40	3,055.48	3,525.54	4,230.66
Chailey	1,404.89	1,639.05	1,873.19	2,107.35	2,575.65	3,043.95	3,512.24	4,214.70
Ditchling	1,428.21	1,666.25	1,904.28	2,142.32	2,618.39	3,094.46	3,570.53	4,284.64
East Chiltington	1,394.82	1,627.30	1,859.76	2,092.24	2,557.18	3,022.13	3,487.06	4,184.48
Falmer	1,373.97	1,602.97	1,831.96	2,060.96	2,518.95	2,976.94	3,434.93	4,121.92
Firle	1,422.55	1,659.64	1,896.73	2,133.83	2,608.02	3,082.20	3,556.38	4,267.66
Hamsey	1,413.23	1,648.78	1,884.31	2,119.86	2,590.94	3,062.02	3,533.09	4,239.72
Iford	1,370.82	1,599.30	1,827.76	2,056.24	2,513.18	2,970.13	3,427.06	4,112.48
Kingston	1,448.09	1,689.44	1,930.79	2,172.14	2,654.84	3,137.54	3,620.23	4,344.28
Lewes	1,539.39	1,795.97	2,052.53	2,309.10	2,822.23	3,335.37	3,848.49	4,618.20
Newhaven	1,490.71	1,739.17	1,987.62	2,236.08	2,732.99	3,229.90	3,726.79	4,472.16
Newick	1,410.25	1,645.29	1,880.33	2,115.38	2,585.47	3,055.55	3,525.63	4,230.76
Peacehaven	1,463.60	1,707.54	1,951.47	2,195.41	2,683.28	3,171.15	3,659.01	4,390.82
Piddinghoe	1,425.65	1,663.26	1,900.87	2,138.48	2,613.70	3,088.92	3,564.13	4,276.96
Plumpton	1,431.35	1,669.92	1,908.47	2,147.04	2,624.16	3,101.28	3,578.39	4,294.08
Ringmer	1,416.91	1,653.07	1,889.22	2,125.38	2,597.69	3,070.00	3,542.29	4,250.76

Council Tax Valuation Bands								
	A 6/9 £	B 7/9 £	C 8/9 £	D 9/9 £	E 11/9 £	F 13/9 £	G 15/9 £	H 18/9 £
Rodmell	1,415.18	1,651.05	1,886.91	2,122.78	2,594.51	3,066.24	3,537.96	4,245.56
St Ann Without	1,368.97	1,597.13	1,825.29	2,053.46	2,509.79	2,966.11	3,422.43	4,106.92
St John Without	1,368.97	1,597.13	1,825.29	2,053.46	2,509.79	2,966.11	3,422.43	4,106.92
Seaford	1,442.66	1,683.11	1,923.55	2,164.00	2,644.89	3,125.78	3,606.66	4,328.00
Southease	1,368.97	1,597.13	1,825.29	2,053.46	2,509.79	2,966.11	3,422.43	4,106.92
South Highton	1,401.45	1,635.04	1,868.61	2,102.19	2,569.34	3,036.50	3,503.64	4,204.38
Streat	1,407.75	1,642.39	1,877.01	2,111.64	2,580.89	3,050.15	3,519.39	4,223.28
Tarring Neville	1,368.97	1,597.13	1,825.29	2,053.46	2,509.79	2,966.11	3,422.43	4,106.92
Telscombe	1,450.65	1,692.44	1,934.21	2,175.99	2,659.54	3,143.10	3,626.64	4,351.98
Westmeston	1,423.47	1,660.73	1,897.97	2,135.22	2,609.71	3,084.21	3,558.69	4,270.44
Wivelsfield	1,425.70	1,663.32	1,900.94	2,138.56	2,613.80	3,089.03	3,564.26	4,277.12

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

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

## 62 Recommendation from Committees and Other Council Bodies

### 62a Approval of Licensing Fees

Councillor Macleod moved and Councillor Robinson seconded the recommendation of the Licensing Committee to approve the Licensing Fees for 2020/21, set out in the agenda and agenda supplement.

Councillor Macleod highlighted the key recommendations including a reduction in the majority of the fees, and an increase only in relation to market trader operators' fees.

Councillors welcomed the reduction in fees. Councillor Saunders asked a specific question as to the breakdown in the number of market operators in different towns in the district, what the impact of the increase would be for them, and how the level of increase was arrived at. Councillor Macleod agreed to arrange for a written response after the meeting.

#### **Resolved –**

To formally ratify the scale of licensing fees proposed within Appendix 1 to the report, to apply with effect from 1 April 2021.

**63 Notices of motion.****64 Motion 1 - To support proportional representation**

Councillor Robinson moved and Councillor Denis seconded a motion in support of replacing the 'first past the post' voting system with proportional representation and to write to the Government and Local Government Association to ask for changes in electoral law.

Councillor Robinson set out the reasons for the motion which had been included in the agenda papers.

The motion was debated by the Council with views for and against expressed.

An amendment was moved by Councillor Linington and seconded by Councillor Burman to replace the words that 'the Council asks the Chief Executive to write', with 'the Council asks the Leader of the Council' to write.

The amendment was put to the vote and declared lost.

The original motion was put to the vote and declared carried.

**Resolved:**

To agree that a move to the use of proportional representation for local elections would boost turn-out, make the Council more representative of the political make-up of its residents, and improve the quality of its decision-making, thereby benefiting all Lewes District residents.

This Council therefore asks the Chief Executive:

- To write to the Government to request that it changes electoral law to permit such a move; and
- To contact the Local Government Association asking them to assess the Welsh policy and investigate the legal options for improving democracy and participation in local government in England.

**65 Motion 2 - To support the Climate and Ecological Emergency Bill**

Councillor Bird moved and Councillor Brett seconded a motion in support of the climate and ecological emergency (CEE) Bill.

Councillor Bird set out the reasons for the motion which had been included in the agenda papers.

The motion was debated by the Council, with views expressed for and against the Bill itself, but with broad agreement with the need for the Council to declare an ecological emergency.

Councillor Saunders proposed an amendment to replace the words that 'the Council asks Leader of the Council' with 'the Council asks the Chief Executive' to write, however this was not seconded.



The original motion was put to the vote and declared carried.

**Resolved -**

That the Council lends its support to the Climate and Ecological Emergency Bill that was presented to Government on the 2 September 2020 as follows:

1. To welcome and support the Bill and ask the Leader of the Council to write to all local MPs asking them to support the CEE Bill in Parliament and in public.
2. Where not already happening, to seek to align the Council's strategies (when new or reviewed) with the aims and goals of the CEE Bill.

(Note – at the end of this agenda item the Council took a 10-minute recess and returned at 8.30 pm. Councillor Manley left at this point and gave her apologies for the remainder of the meeting).

**66 Motion 3 - To support ExcludedUK and those excluded from Covid Support Schemes.**

Councillor Makepeace moved and Councillor Banks seconded a motion in support of ExcludedUK and those excluded from Covid Support schemes.

Councillor Makepeace set out the reasons for the motion which had been included in the agenda papers.

The motion was debated by the Council and had cross-party support.

The motion was put to the Council and approved.

**Resolved -**

1. To support the 'Excluded UK' campaign and its efforts to support 'the excluded';
2. To ask the Leader on behalf of the Council to sign ExcludedUK's open letter to the Chancellor that calls for such consideration, calling on the Government to address the disparities in support, to ensure that all can receive support they need at this time; and
3. To continue to promote the support available from organisations focused on financial inclusion and support in the District including by:
  - a) Requesting the Cabinet to consider what additional practical steps the Council can offer to support and advise whenever possible those affected; and.
  - b) Continuing to promote the Council's community hub that can assist with such matters as help with any support needs.

**67 Calendar of Meetings 2021-22**

Councillor Macleod moved and Councillor Brett seconded the adoption of the proposed Calendar of meetings for 2021/22. It was noted that this would be subject to approval at Annual Council.

Questions were raised as to the timing and frequency of the Planning Application Committee meetings, and implications for Town and Parish Planning meetings. Councillor O'Brien, Cabinet Member for Planning and Infrastructure explained the reasons that officers had recommended a change in frequency in response to complaints received and in order to enable sufficient time for residents to be notified of meetings and to have the opportunity to register a speech. However, she advised that she had suggested to the Head of Planning First that a review be carried out after six months to assess the impact. Councillor Davy, Chair of the Planning Applications Committee, confirmed that these changes had been discussed, but asked for confirmation from Officers that the meeting would return to a 5 pm start when in-person meetings returned.

The Chair suggested that Democratic Services confirm the position on the Planning Applications Committee timings to the Chair and Councillor O'Brien after the meeting and this was confirmed by the Head of Democratic Services.

**Resolved** – To note the proposed Calendar of Meetings for 2021/22, with the final version to be approved at Annual Council.

## **68 Written questions from Councillors**

Two written questions had been received in accordance with procedure rule 12, from Councillor Macleod and Councillor Banks both to the Leader of the Council, and notified to Councillors in an agenda supplement.

### Question 1 – Councillor Macleod asked the following question:

" Would the Leader agree that, as we are facing a climate emergency, it is madness to progress the building of a new billion-pound dual carriageway between Lewes and Polegate? Would it not make more sense and be a lot cheaper to cut fares on the parallel railway and encourage drivers to switch from road to rail? Will he put on record his opposition to a new offline road through the Downs?"

Councillor MacCleary indicated his opposition to the proposal for a new offline dual carriageway between Lewes and Polegate, and then asked Councillor O'Brien to respond in full. Councillor O'Brien confirmed her opposition to the scheme, which ignored the vocal opposition from local villages and the impact on the countryside and would only marginally improve travel times. She felt that the money could be better spent on effective public transport and Wi-Fi infrastructure.

Councillor Macleod asked a supplementary question – "Could the Leader of the Council write to the MP Maria Caulfield to get a clear answer as to her view on the proposals, as she has expressed different views to different groups of residents?"

Councillor MacCleary responded that he was happy to write to the MP.

Question 2 – Councillor Banks asked the following question:

“We have all now seen the horrifying news that the number of dwellings Lewes District Council is being forced to find land for is set to more than double to 782 per year or 15,640 across a 20 year period. This would be devastating for our countryside and our open spaces across the district. Can the Leader of the Council provide an update on what the plans are to urgently lobby the government to stop this and revert to a lower number which reflects what our communities need?”

Councillor MacCleary asked Councillor O'Brien to respond in detail but confirmed his concern as to the numbers arising from the standard method calculation. Councillor O'Brien advised that she shared his great concern at the target of 15,000 new homes over 20 years, which would mean an increase of a third on the current number of houses in the District. She confirmed that a letter had been received from the Government (MHCLG) to confirm that the Council had calculated the target correctly. The Council was unable to appeal the target figure and algorithm, but would put forward the evidence to an future planning inspector as to why it could not be met and would continue to appeal to the Government to amend the target.

Councillor Banks asked a supplementary question ‘What are the plans to move the lobbying up a gear on this issue?’.

Councillor MacCleary advised that he would write to the Government to protest the calculation formula, and invited the Leader of the Opposition to join him, and would ask the local MP to lobby Government to revise the figure.

**69 Questions to the Leader of the Council**

No verbal questions had been received for the Leader of the Council.

**70 Ward issues**

No ward issues had been raised.

**71 Reporting back on meetings of outside bodies**

The following reports had been received on outside bodies set out in the agenda and agenda supplement:

- Team East Sussex – Cllr MacCleary and Cllr Nicholson
- Aspiration Homes – Cllr MacCleary and Cllr Nicholson
- Lewes Homes Investment Company Ltd – Cllr MacCleary and Cllr Nicholson
- Greater Brighton Economic Board – Cllr Nicholson
- Health and Wellbeing Board – Cllr Nicholson
- East Sussex Strategic Planning Group – Cllr O'Brien
- South East England Councils – Cllr O'Brien
- Seaford to Brighton Steering Group – Cllr O'Brien
- West Sussex and Greater Brighton Strategic Planning Board – Cllr O'Brien
- Impact Seaford – Cllr Brett
- Health Overview and Scrutiny Committee (ESCC) – Cllr Gauntlett

- Wave Leisure Trust – Cllr O'Connor
- Joint Action Group – Cllr Macleod
- Mental Health Champion – Cllr Macleod
- Citizens Advice Bureau – Cllr Makepeace
- South Downs National Park Authority and Planning Meetings – Cllr Meyer
- South East Coastal Group – Cllr Bird
- Upper Ouse Flood Protection and Water Retention Works Working Group – Cllr Bird

A question was asked as to why no Conservative Councillors had submitted reports. Councillor Linington responded that there were very few Conservative Councillors appointed to outside bodies, but she agreed to seek to bring back a report herself to the next meeting and other Conservative Councillors confirmed their intention to do so in future.

## **72 Date of next meeting**

It was noted that the next scheduled meeting was the Annual Council Meeting on 27 May 2021 at 6 pm.

The meeting ended at 9.27 pm

Councillor Adrian Ross (Chair)



## Lewes District Council

Southover House  
Southover Road  
Lewes  
East Sussex BN7 1AB

Civic & Member Services Officer: 01323 415502

**CHAIR**  
Councillor ADRIAN ROSS

**VICE-CHAIR**  
Councillor CHRISTINE BRETT

[sophia.daw@lewes-eastbourne.gov.uk](mailto:sophia.daw@lewes-eastbourne.gov.uk)

### CHAIR'S ENGAGEMENTS 23 February 2021– 27 May 2021

Date	Time	Event
Thursday 25 February	11.30am	Chair: To visit Foundry Healthcare, River Lodge, Lewes. To meet Dr Alice McDonnell & her team. To see the valuable work they are doing in delivering the Covid Vaccine to Lewes residents & to Thank them for this important work. Photos were taken and an article went into the Sussex Express.
Wednesday 10 March	4.00 pm	Chair: Donation of £500 made to Green United in support of the work they are doing with local children – made ahead of Zoom meeting on 10 March – this has since been rescheduled to 5 May. Green United support young people in taking action to make the world a better and more sustainable place. They work with pupils in primary and secondary schools in Lewes, East Sussex. It has the support of young people, parents, teachers, local councillors and governors of local schools, as well as staff and students from the University of Sussex.

<b>Date</b>	<b>Time</b>	<b>Event</b>
Thursday 18 March	3.00 pm	Chair: to attend meeting with ESCC via Zoom - Virtual Civic Catch-up to explore what support Chairs and Mayors can offer our communities as society begins to open up again, with a particular focus on mental health.
Saturday 20 March	12 noon	Chair: Donation made to local project 'Diversity Lewes' of £250. A crowdfunding project has been launched to transform a rundown irrational' walkthrough featuring art by local young people. Diversity Lewes hopes to raise £2,000 for the refurbishment of a footbridge that links Pinwell Road to East Sussex College in De Montford Road, Lewes. The scheme envisages that young artists, through Lewes district schools, will compete for their artwork to be displayed in 12 places on all-weather panels on the footbridge. They will be asked to create designs on various themes including climate change and Black Lives Matter. Met with Anthony Kalume to take photographs at the footbridge. Article went in the Sussex Express.
Wednesday 5 May	4.00 pm	Chair: Zoom meeting rescheduled from 10 March. Donation of £500 made in March to Green United in support of the work they are doing with local children. Green United support young people in taking action to make the world a better and more sustainable place. They work with pupils in primary and secondary schools in Lewes, East Sussex. It has the support of young people, parents, teachers, local councillors and governors of local schools, as well as staff and students from the University of Sussex.
Monday 10 May	11 am	Chair: Visit to the Dolly Scrub – local business in Lewes – making Scrubs for local NHS staff
Tuesday 18 May	3.15 pm	Chair: 'Your Town' Project – Lewes Campus - Art and Design and Illustration and Animation students from Lewes working with Human Nature, the new property developer of the Phoenix site in the town. The students are responding to different project briefs around youth facilities and cycling facilities/parklets.

Date	Time	Event
		<p>The intention is to have two final pitch events where students will show their designs, ideas, 3D models and present a show reel. We are hoping that this will be face to face within government guidelines and will also offer an opportunity for others to join virtually if unable to be there in person. Councillor Ross to sit on the panel to feedback to students to feedback on their designs.</p>
Saturday 22 May	12 noon	<p>Chair: Opening of New Climate Hub, Fisher Street, Lewes with Cllr Bird &amp; the Mayor of Lewes - Lewes Climate Hub is a not-for-profit alliance of community groups in and around Lewes in East Sussex, taking action on climate change and ecological breakdown. Based at 2 Fisher Street in central Lewes (shared with Lewes Community Volunteers), we provide a welcoming place staffed by volunteers where anyone can learn about the environmental challenges we now all face – and what actions we can take individually and collectively to address them. The space has been given by Lewes District Council.</p>

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<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>27 May 2021</b>
<b>Title:</b>	<b>Appointments</b>
<b>Report of:</b>	<b>Head of Democratic Services</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	To agree the seat allocations and appointments set out in this report in relation to Committees, Other Bodies and Outside Bodies.
<b>Officer recommendations:</b>	<ul style="list-style-type: none"><li>a) To approve the appointments of members to Committees and Other Bodies and as Chairs and Vice-Chairs of Committees, as set out in Appendix 1;</li><li>b) To approve the appointment of representatives to serve on outside and joint bodies, as set out at Appendix 2;</li><li>c) To appoint all members of the Council to the 'approved list' of members appointed as substitute members in accordance with Council's Rules of Procedure, except where prohibited by those rules such as for Licensing Committee and Cabinet; and.</li><li>d) To note the Leader of the Council's appointments to Cabinet, the individual areas of responsibility allocated to the Cabinet and the allocation of those areas of responsibility to the members of the Cabinet, as reported verbally at the meeting.</li></ul>
<b>Reasons for recommendations:</b>	To enable the Council to proceed with decision-making in the relevant bodies.
<b>Contact Officer(s):</b>	<b>Name:</b> Sarah Lawrence <b>Post title:</b> Senior Committee Officer <b>E-mail:</b> <a href="mailto:sarah.Lawrence@lewes-eastbourne.gov.uk">sarah.Lawrence@lewes-eastbourne.gov.uk</a> <b>Telephone number:</b> 01323 415023

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## **1 Introduction**

1.1 There are 41 Councillors on the Council. Following the by-election held on 6 May 2021 the current political group membership is as follows:

- 19 Conservatives
- 8 Green Party
- 9 Liberal Democrats
- 3 Labour
- 2 Independents Group.

1.2 Following consultation with group leaders, it is recommended that the allocation of places between the political groups is as set out in Appendix 1.

## 2 Proportionality Review

2.1 Under Section 15 of the Local Government and Housing Act 1989, the Council has a duty to review the political balance at the Annual meeting of the Council. In addition, it can do so under the delegated authority of the Head of Democratic Services for any in-year changes in group memberships, should a formal request for a review be received.

2.2 The principles for carrying out a review of the committee proportionality under Section 15(5) of the Act (as amended) are that the Council has a duty to ensure:

- a) that not all the seats are allocated to the same political group;
- b) that a political group with an overall council majority gets a majority of seats allocated on any statutory Committee;
- c) subject to (a) and (b), that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership; and
- d) subject to (a) and (c), that each political group has the same proportion of seats as it holds on the council as a whole.

2.3 Each group's fraction of membership converts to a percentage as follows:

Group	Number	Proportion
Conservative	19	46.34%
Green	8	19.51%
Liberal Democrat	9	21.95%
Labour	3	7.32%
Independent	2	4.88%

2.4 The table below sets out the allocations firstly by applying the membership percentage figures (principle c above) and then by applying the whole council proportionality to the total allocation of seats (principle d above):

Committee	Seat Nos	CON	GREEN	LIB DEMS	LAB	IND
Audit and Standards	7	3 (3.24)	1 (1.37)	2 (1.54)	1 (0.51)	0 (0.34)
Devolution	7	3 (3.24)	1 (1.37)	2 (1.54)	1 (0.51)	0 (0.34)
Licensing	10	5 (4.63)	2 (1.95)	2 (2.20)	1 (0.73)	0 (0.49)
Planning Applications	11	5 (5.10)	2 (2.15)	2 (2.41)	1 (0.80)	1 (0.54)
Policy and Performance Advisory	11	5 (5.10)	2 (2.15)	2 (2.41)	1 (0.80)	1 (0.54)
<b>Totals:</b>	<b>46</b>	<b>21</b>	<b>8</b>	<b>10</b>	<b>5</b>	<b>2</b>
Result of applying proportionality across Cttees (principle c)		<b>21</b>	<b>8</b>	<b>10</b>	<b>5</b>	<b>2</b>

Seats allocated on whole Council proportionality (principle d)		<b>21</b>	<b>9</b>	<b>10</b>	<b>5</b>	<b>2</b>
Adjustments to Memberships:	0	0	+1	0	-1	0

2.5 The adjustment shown from applying the proportionality across the Council as opposed to by Committee, shows that the the Green Group need to gain 1 place and the Labour Group need to lose 1 place. There is no change required to the Conservative, Liberal Democrat or Independent group allocations.

2.6 In order to meet the rules for Council proportionality it is recommended that:

- Green Group gains a place on the Devolution Committee.
- The Labour Group gives up a places on Devolution Committee.

2.7 The allocations are therefore as follows:

<b>Committee</b>	<b>Seat No.s</b>	<b>CON</b>	<b>GREEN</b>	<b>LIB DEMS</b>	<b>LAB</b>	<b>IND</b>
Audit and Standards	7	3	1	2	1	0
Devolution	7	3	2	2	0	0
Licensing	10	5	2	2	1	0
Planning Applications	11	5	2	2	1	1
Policy and Performance Advisory	11	5	2	2	1	1
<b>Total places:</b>		<b>21</b>	<b>9</b>	<b>10</b>	<b>4</b>	<b>2</b>

The recommendations based on these allocation numbers are set out at Appendix 1 for consideration and approval.

2.8 Under the constitution all appointments to chair and deputy chairs of Committee; appointments are made at Annual Council, with the exception of the deputy chair of Planning Applications Committee which is determined at the first meeting. All nominations received for Chairs and Deputy Chairs are included in Appendix 1.

2.9 Advisory Group nominations are also set out in Appendix 1.

### **3 Outside Bodies**

3.1 The Group Leaders provided nominations to outside bodies which are set out in Appendix 2 for approval.

#### **4. Cabinet**

- 4.1 As a matter of law the appointments to Cabinet rest with the Leader of the Council, together with determining individual portfolios. The maximum number of Cabinet Members, including the Leader and Deputy Leader is 10.
- 4.2 The Leader has been asked to advise verbally at the meeting who he will be appointing to serve on Cabinet.

#### **5. Substitute Members**

- 5.1 It is recommended that the Council formally appoints all Councillors to act as substitutes for Committees and other Council bodies, wherever is appropriate under Council's Rules of Procedure. Where this does not apply is set out in the constitution. For example, no substitute members are allowed by law on Cabinet or Licensing Committee.

#### **6. Financial appraisal**

- 6.1 There are no financial implications from these proposals.

#### **7 Legal implications**

- 7.1 The Council must act in accordance with sections 15 to 16 and Schedule 1 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990/1553, in relation to the calculation of group Committee places.

#### **8 Appendices**

- Appendix 1 – Nominations to Committees and Advisory Bodies and to Chairs and Deputy Chairs of Committees
- Appendix 2 – Nominations to Outside Bodies.

#### **9 Background papers**

None

## Appointments for Committees and Advisory Bodies

### AUDIT AND STANDARDS COMMITTEE (7 Members)

(cannot contain Cabinet members; chaired by a member of the Opposition Group)

Chair: J Peterson

Vice-Chair: S Gauntlett

Conservative (3)	Green (1)	Lib Dem (2)	Labour (1)	Independent (0)
J Peterson	A Ross	S Gauntlett	C Robinson*	
P Davis		C Brett		
I Linington				

2 Independent Persons: Graham Branton and Neal Robinson appointed for a 4-year term from 2019 and confirmed each year.

(**The Standards Panel**, usually comprising 3 members, will be convened as and when required from the members of the Audit and Standards Committee and a chair appointed for the meeting)

### DEVOLUTION COMMITTEE (7 Members)

Chair: R Clay

Vice-Chair: To be appointed at the first meeting.

Conservative (3)	Green (2)	Lib Dem (2)	Labour (0)	Independent (0)
N Bikson	R Clay	J Carr		
J Lord	I Makepeace	C Brett		
R Maskell				

### LICENSING COMMITTEE (10 Members)

Chair: S Macleod

Vice-Chair: C Robinson

Conservative (5)	Green (2)	Lib Dem (2)	Labour (1)	Independent (0)
S Adeniji	R Clay	S Gauntlett	C Robinson	
L Boorman	J Denis	S Macleod		
I Linington				
J Lord				
L Wallraven				

(**The Licensing Sub-Committee**, usually comprising 3 members, will be convened as and when required from the members of the Licensing Committee and a chair appointed for the meeting)

**POLICY AND PERFORMANCE ADVISORY COMMITTEE (11 Members)**

(cannot contain Cabinet members; chaired by a member of the Opposition Group)

Chair: J Miller

Vice-Chair: L Boorman

<b>Conservative (5)</b>	<b>Green (2)</b>	<b>Lib Dem (2)</b>	<b>Labour (1)</b>	<b>Independent (1)</b>
N Bikson	R Clay	R Banks	C Robinson	S Saunders
L Boorman	A Ross	S Gauntlett		
I Linington				
J Miller				
R Turner				

(A 'Call-in panel' will be convened as and when required, usually comprising 5 members)

**Lewes District Council Scrutiny Emergency Climate Change Panel (5 Members)**

(Standing sub-committee of the Policy and Performance Advisory Committee and appointed by and from the membership of that Committee).

Chair: Cllr A Ross

<b>Conservative (2)</b>	<b>Green (2)</b>	<b>Lib Dem (1)</b>	<b>Lab</b>	<b>Ind</b>
N Bikson	*M Manley	R Banks		
I Linington	A Ross			

(\*The Liberal Democrat Group has donated a place to the Green Group in order to retain the current membership of the Panel)

**PLANNING APPLICATIONS COMMITTEE (11 Members)**

Chair: S Davy

Vice-Chair: To be appointed at the first meeting.

<b>Conservative (5)</b>	<b>Green (2)</b>	<b>Lib Dem (2)</b>	<b>Labour (1)</b>	<b>Independent (1)</b>
S Davy	I Makepeace	G Amy	L O'Connor	S Saunders
T Jones	M Manley	C Von Kurthy		
S Lord				
N Papanicolaou				
R Turner				

**JOINT COMMITTEES:**

**Joint Staff Advisory Committee (3 members including at least 1 Cabinet Member and 1 Opposition Member):** Councillors Collier, Linington and MacCleary.

(Also includes: 3 members from Eastbourne Borough Council and 4 staff representatives (2 from the recognised union and 2 from the staff group. Chair and Vice-Chair to be appointed at the first meeting of the municipal year).

**Joint Appointments and Appeals Committee – 3 Members** from Lewes District Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible) and 3 Members from Eastbourne Borough Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

Members shall be selected by the Director of HR and Transformation as and when the need for a Committee arises and where possible shall include the portfolio-holding Cabinet Member from each Council most relevant to the position which is the subject of the recruitment or appeal.

### **Advisory Bodies:**

#### **CIL Management Board (5 Members)**

(Representatives should include the Chair of Planning Applications Committee, and then two Councillors from wards to the north and two from south of the National Park).

<b>Conservative (2)</b>	<b>Green</b>	<b>Lib Dem (1)</b>	<b>Lab (2)</b>	<b>Ind (0)</b>
S Davy (Chair of Planning Apps)		S Macleod	*L O'Connor *C. Robinson	
R Turner				

*(\*The Green and Lib Dem Groups have each donated a place to the Labour Group).*

#### **Local Plan Steering Group (7 Members)**

Chair – Cllr O'Brien (Cabinet Member for Planning and Infrastructure)

<b>Conservative (3)</b>	<b>Green (2)</b>	<b>Lib Dem (1)</b>	<b>Lab (1)</b>	<b>Ind (0)</b>
S Davy	E O'Brien	C Von Kurthy	L O'Connor	
I Linington	*M. Bird			
T Jones		(Reserve – G Amy)		

*(\*The Lib Dem Group has donated a place to the Green Group).*

#### **Strategic Property Board (5 Members)**

Chair: Cllr Zoe Nicholson

<b>Conservative (2)</b>	<b>Green (1)</b>	<b>Lib Dem (2)</b>	<b>Lab (0)</b>	<b>Ind (0)</b>
J Lord	Z Nicholson	J MacCleary		
I Linington		W Meyer		

## Appointments for Outside Bodies

<b>Outside Body</b> <b>(Annual appointment unless otherwise stated)</b>	<b>Proposed Representative.</b>
3VA Board (1 rep)	S MacLeod
Armed Forces Champion (1 rep)	S Davy
Aspiration Homes Ltd (3 Cabinet Members – usually Leader of the Council, Deputy Leader and Cabinet for Housing)	Leader Deputy Leader Cabinet Housing Member
Coast to Capital <i>(Rep should be Leader of the Council)</i>	Leader of the Council
Community Safety Partnership <ul style="list-style-type: none"> <li>Joint Action Group <i>(2 reps – 1 should be Cabinet Member whose portfolio includes Community Safety)</i></li> <li>Strategy Group Meeting <i>(Rep should be Cabinet Member whose portfolio includes Community Safety)</i></li> </ul>	2 reps – 1 Cabinet Member for community safety + 1 Other Councillor – J Carr  1 Cabinet member for community safety.
East Sussex Health and Well-Being Board (1 rep)	Z Nicholson
East Sussex Health Overview and Scrutiny Committee <i>(1 Rep - must be a member of Policy and Performance Committee)</i>	S Gauntlett
East Sussex Strategic Partnership Board (Leader of the Council + Chief Executive) (Substitute – Deputy Leader)	Rep - Leader of the Council (or their nominee) (+ Chief Executive) Substitute – Deputy Leader of the Council
East Sussex Strategic Planning Members Group <i>(Rep should be Cabinet Member for Planning Policy)</i>	Cabinet Member for Planning Policy
Greater Brighton Economic Board <ul style="list-style-type: none"> <li>Board Member <i>(Rep should be Leader of the Council)</i></li> <li>Independent Call-in Panel Member <i>(1 rep and 1 appointed sub – rep and sub cannot be on the Board or involved in decision being called-in) Must be Policy and Performance Advisory Committee Member</i></li> </ul>	Leader of the Council  1 PPAC Member - R Banks 1 Sub (PPAC Member) – I Linington
IESE Transformation Ltd (1 rep and 1 appointed sub – rep should be Leader of the Council)	Leader of the Council (1 substitute – Deputy Leader/other Cabinet Member)
Impact Seaford <i>(1 rep - Cabinet Member /Seaford Ward member if possible)</i>	C Brett



<b>Outside Body (Annual appointment unless otherwise stated)</b>	<b>Proposed Representative.</b>
Lewes District Citizens Advice (1 rep) <i>(previously known as Citizens' Advice Bureau, Lewes &amp; Seaford)</i>	I Makepeace
Lewes District Council – Mental Health Champion	S Macleod
Lewes Housing Investment Company - 3 reps <i>(Leader, Deputy Leader and Cabinet Member for Housing) (+ Relevant Council Directors)</i>	Leader Deputy Leader Cabinet Member for Housing
Lewes Joint Parking Board (2 reps)	I Makepeace R Clay
Local Government Association – Coastal Issues Special Interest Group	I Linington
Local Government Association – District Councils Network (1 rep) <i>(Rep should be the Leader of the Council)</i>	Leader of the Council
Local Government Association – General Assembly <i>(Rep should be Leader of the Council)</i>	Leader of the Council
Mental Health Champion	Member – Councillor Macleod Officer – Becky Cooke
Pensions Board Representative (nomination to ESCC)	Usually held by Cabinet Member for HR Matters – however another nominee is allowed if the Cabinet member is unavailable.  Nominee for 2021/22 – Councillor Stephen Gauntlett.
Seaford Head Local Nature Reserve Management Committee (1 rep)	C Brett
Seaford to Brighton Line Stakeholders Group (1 rep) <i>(Sussex Community Rail Partnership)</i>	E O'Brien
South Downs National Park Authority (1 rep) <i>(Rep appointed for 4 year term from 2019)</i>	W Meyer (appointed until 2023)
South East Coastal Group (ad hoc) (1 rep – Cabinet Member)	Cabinet Member for Environment
South East England Councils <i>(1 rep and 1 appointed sub – rep and sub should both be Cabinet Members – to be determined by the Leader)</i>	1 Cabinet Member – E O'Brien (Substitute - 1 Cabinet Member to be determined by the Leader).

<b>Outside Body (Annual appointment unless otherwise stated)</b>	<b>Proposed Representative.</b>
South East Local Enterprise Partnership (LEP)	Leader of the Council
Sussex Annual Forum – the University of Sussex <i>(Rep should be Chair of the Council)</i>	Chair of the Council
Sussex Police and Crime Panel <i>(1 rep and 1 appointed sub)</i>	<i>Representative</i> – J Denis <i>Substitute</i> – S MacLeod
Sussex Rural Community Council – 1 rep (Action in Rural Sussex)	N Bikson
Team East Sussex <i>(Rep should be Leader of the Council)</i>	Leader of the Council (Reserve – Deputy Leader of the Council)
Transport for the South East	Cabinet Member covering Transport
Upper Ouse Flood Protection and Water Retention Works Working Group (Cabinet Member + 1 rep) (Also include officers from Council and from Sussex Wildlife Trust and Ouse and Adur River Trust)	2 Representatives – Cabinet Member for Environment  + 1 other representative - I Linington
Wave Leisure Trust Board (2 reps from May 2021)	L O'Connor J Denis
West Sussex and Greater Brighton Strategic Planning Board <i>(previously known as Coastal West Sussex and Greater Brighton Strategic Planning Board)</i> <i>(Rep should be Cabinet Member for Planning)</i>	Cabinet Member – Planning Policy

### Joint Bodies

Joint Waste Committee	Relevant Cabinet Member + 1 Cabinet Member substitute to be determined by the Leader)
Planning Service User Group <i>(Rep should be Cabinet Member for Planning)</i>	Cabinet Member for Planning Policy

<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>27 May 2021</b>
<b>Title:</b>	<b>Annual Pay Policy Statement</b>
<b>Report of:</b>	<b>Assistant Director for HR and Transformation</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To present a Pay Policy Statement for the financial year 2021/22 for approval by Council</b>
<b>Officer recommendation(s):</b>	<b>That Council notes and recommends the updated Pay Policy Statement for publication on the Council's website</b>
<b>Reasons for recommendations:</b>	<b>Sections 38-39 of the Localism Act 2011 require local authorities to adopt and publish a Pay Policy Statement</b>
<b>Contact Officer(s):</b>	<b>Name: Becky Cooke Post title: Assistant Director for HR and Transformation E-mail: <a href="mailto:becky.cooke@lewes-eastbourne.gov.uk">becky.cooke@lewes-eastbourne.gov.uk</a> Telephone number: 07805 812060</b>

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## **1 Introduction**

- 1.1 The Localism Act 2011 places an obligation on relevant local authorities to be more accountable to the communities they serve.
- 1.2 Part 1, Chapter 8, of the Act requires the Council to prepare, approve and publish a Pay Policy Statement. The statement drafted for Lewes District Council is appended to this report (Appendix 1). The Council is required to keep the Statement up to date and it has now been reviewed to take account of the latest statistical data.

The revised version is presented to Council for consideration and approval. Once adopted, it will replace the current version on the Council's website.

## **2 Changes to the Pay Policy Statement**

- 2.1 The 'pay multiple' is the ratio between the highest paid salary and the median average salary of the whole of the Council's workforce.
- 2.2 The lowest spinal column (scp) point we paid our permanent employees at 31 March 2021 is scp 1, which is £18,192 per annum. The median point at 31 March 2021 is £25,982.

The Council's pay multiple for 2020/21 was 5.5809 which remains within the Council's aim to maintain a multiple no greater than 6 to 1.

### **3 Legal implications**

3.1 This report reflects the requirements of sections 38-39 of the Localism Act 2011 with regard to pay accountability. The key requirements are that pay policy statements be:

- prepared for each financial year
- approved by full council
- published on the Council's website

Under section 40, the Council must, in performing its functions under sections 38-39, have regard to the guidance on openness and accountability in local pay issued by the Secretary of State.

*Lawyer consulted 29.04.21*

*Legal ref: 010109-JOINT-OD*

### **4 Risk management implications**

The primary risk should the updated Pay Policy Statement not be updated is the breach to our regulatory responsibilities and commitments to staff with the potential for reputational damage.

### **5 Equality analysis**

5.1 A 'No Relevance' report has previously been submitted to the Equalities and Fairness Planning Group.

### **6 Appendices**

- Appendix 1 – Pay Policy Statement 2021/22

### **7 Background Papers**

Statutory guidance ['Openness and accountability in local pay: Guidance under section 40 of the Localism Act'](#).



## **Pay Policy Statement 2021/22**

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This Pay Policy Statement sets out the councils policies relating to the pay of it's workforce for the financial year 2020/21, in particular:

- a) The remuneration of its Chief Officers;
- b) The remuneration of its 'lowest paid employees'
- c) The relationship between:
  - i) The remuneration of it's Chief Officers and;
  - ii) The remuneration of its employees who are not Chief Officers

### **New Appointments**

Full Council shall agree salary packages in excess of £100,000 for new appointments. Salary packages shall include salary, bonuses, fees, benefits in kind or allowances that would be routinely payable to the appointee. The salary package shall be agreed before recruitment for the post begins.

### **Publication of Information**

The authority will publish appropriate details of those relevant staff whose salary is at least £50,000.

### **Pay Multiples**

The authority will publish information on pay multiples – the ratio between the highest paid employee and the median salary across the organisation.

The authority shall publish the actual pay multiple as at 31 March each year. The authority recognises that the actual pay multiple will vary slightly year on year for the reasons set out above, but will usually aim to maintain a multiple no greater than 6 to 1.

### **Local Election Duties**

Fees for local election duties will be paid separately to the remuneration paid for an officer's employment. Those fees are set in accordance with a scale of fees and charges agreed and reviewed annually jointly by all authorities in East Sussex. For parliamentary elections (national and European) and national referenda, those fees are set nationally by parliament.

### **Pay Determination**

The pay for the highest paid employee has previously been set through benchmarking exercises within the local government employment market, pay levels in the local area, relative cost of living in the local area, including housing costs, and through the application of nationally negotiated pay awards by the Joint National Council for Chief Executives. For 2020/21 this current remuneration level will continue and any nationally negotiated pay awards will be paid.

Members of the Corporate Management Team shall have their salary levels set based on compliance with equal pay, discrimination and other relevant employment legislation, whilst also ensuring that remuneration packages broadly align with market norms for relevant local government and public sectors. The appropriate banding shall be determined, depending on the current responsibilities and accountabilities, size of department, market pressures and any other relevant information. Total salary packages above £100,000 will be subject to agreement by full Council.

The basic pay of all other employees comprises a core grade derived from the national pay spine as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Services. This grade range consists of a number of salary points through which employees may progress until the top of the grade is reached.

The salary grade for each post shall be determined using the Council's agreed job evaluation scheme.

### **Low Pay**

The lowest paid employees within the council are those permanent workers who are paid on the councils' lowest hourly rate.

The councils' consider this to be the most appropriate definition as this is the lowest pay point/pay level on its substantive pay structure and which normally applies to new entrants to the lowest graded jobs within the councils. The councils' has had regard to guidance issued by the Local Government Association and JNC for Local Authority Chief Executives in agreeing this definition.

For the purposes of this policy statement, remuneration includes the employee's basic annual salary and any other allowances or other similar payments, benefits in kind, any increases or enhancements to any pension entitlement and any termination or other severance payments.

### **Pension provision**

All employees are eligible to join the Local Government Pension Scheme in accordance with the statutory terms of that scheme.

The authority shall maintain a policy on discretionary payments for early termination of employment as required by the Local Government (Early

Termination of Employment) (Discretionary Compensation) Regulations 2006 and all severance payments made shall follow the approach of that policy.

### **Termination or severance payments**

Any proposal to offer a severance payment of £100,000 or more to a member of staff leaving the organisation will be referred to full council.

### **Re-engagement of Chief Officers**

#### **Re-engagement as employees**

- (1) Subject to any relevant provisions in employment and equalities legislation, the Council's policy is not to re-employ [as a Chief Executive or Chief Officer/ in any capacity] any former Chief Executive or Chief Officer who left the Council for any reason other than compulsory redundancy, and was in receipt of a severance or termination payment, for a period of three years from the date of termination of employment. This policy may be varied in exceptional circumstances which are approved by a delegated panel/committee of Council Members acting on behalf of Full Council and advised by appropriate persons.
- (2) Where a Chief Executive/ Chief Officer's employment has been terminated compulsorily on grounds of redundancy, they will not be re-employed in the same or a similar post for a period of one year following the date of termination of employment. If they are re-employed in another post within four weeks after the effective date of redundancy, they will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- (3) Any former Chief Executive or Chief Officer who is employed by Lewes District Council and who has previously received a severance, termination or redundancy payment from this or any other Council or related body will not have previous service counted when determining any further entitlements to notice periods, sickness payments, annual leave or other benefits/entitlements based on continuous service.

#### **Re-engagement under a contract for services**

The Council's policy is not to re-engage under a contract for services any former Chief Executive or Chief Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from the cessation of employment. This policy may be varied in exceptional circumstances which are approved by a panel/committee convened by the Council to act in this matter and advised by persons including the Council's Monitoring Officer, except where the Monitoring Officer is a Chief Officer.

## **Employment of those in receipt of an LGPS pension**

### **General:**

In the unlikely event that the Council employs as a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the the Local Government Pension Scheme (Administration) Regulations 2008 must be applied.

### **Flexible retirement:**

The LGPS regulations permit the Council to offer flexible retirement to employees aged 55 or over, so that they can reduce their hours of work, and receive a pension in respect of accrued years in the scheme.





## Executive decision taken by Leader/Cabinet portfolio holder

***Decision taken by:***

Cllr Emily O'Brien – Cabinet Member for Planning and Infrastructure

***Date of decision:***

Thursday 13<sup>th</sup> May 2021

***Subject of report:***

'Making' the Chailey Neighbourhood Plan

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

No

***Key decision?:***

No

***Open summary of decision made:***

To recommend to Full Council that the Chailey Neighbourhood Plan is formally made and adopted as part of the statutory development plan for the district, following a majority 'yes' vote at referendum.

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

To ensure that the Chailey Neighbourhood Plan is 'made' within the timeframe set out by the Neighbourhood Planning (General) Regulations 2012 (as amended)

***Alternative options considered:***

None. The local planning authority is required by the Localism Act and provisions of the Neighbourhood Planning (General) Regulations 2012 (as amended) to 'make' a

neighbourhood development plan within 8 weeks of the day following a successful referendum

***Was an executive councillor(s) consulted before decision was taken? If so, what was the result of this consultation?***

n/a

***Does the proposal involve any unplanned expenditure? If so, please confirm that you have consulted with the Chief Finance officer and include the date of consultation***

The proposal does not involve any unplanned expenditure.

***Signed:***

**Cllr Emily O'Brien**

**Cabinet Member for Planning and Infrastructure**

<b>Report to:</b>	<b>LEAD CABINET MEMBER</b>
<b>Date:</b>	<b>Thursday 13<sup>th</sup> May 2021</b>
<b>Title:</b>	<b>‘Making’ the Chailey Neighbourhood Plan</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Director of Regeneration and Planning and Deputy Chief Executive</b>
<b>Cabinet member:</b>	<b>Councillor Emily O’Brien, Cabinet Member for Planning and Infrastructure</b>
<b>Ward(s):</b>	<b>Chailey, Barcombe and Hamsey ward</b>
<b>Purpose of report:</b>	<b>To consider whether the Chailey Neighbourhood Plan should be adopted by the District Council as part of the statutory development plan.</b>
<b>Decision type:</b>	<b>Non-key</b>
<b>Officer recommendation(s):</b>	<b>To recommend to Full Council that the Chailey Neighbourhood Plan is formally made and adopted as part of the statutory development plan for the district, following a majority ‘yes’ vote at referendum.</b>
<b>Reasons for recommendations:</b>	<b>To ensure that the Chailey Neighbourhood Plan is ‘made’ within the timeframe set out by the Neighbourhood Planning (General) Regulations 2012 (as amended)</b>
<b>Contact Officer(s):</b>	<b>Name: Matthew Hitchen Post title: Interim Planning Policy Lead E-mail: <a href="mailto:matthew.hitchen@lewes-eastbourne.gov.uk">matthew.hitchen@lewes-eastbourne.gov.uk</a> Telephone number: 01323 415253</b>

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## **1.0 Introduction**

- 1.1** The Localism Act 2011 introduced a right for local communities to shape their areas by enabling town and parish councils to prepare neighbourhood development plans. Neighbourhood planning has been enthusiastically taken up by many of the towns and parishes in the District (within and outside the South Downs National Park), with 12 plans at various stages of preparation, ranging from ‘made’ plans to those in the earliest stage of preparation.

1.2 Chailey Parish Council, with support and advice from Lewes District Council, has produced a neighbourhood plan that has subsequently undergone a successful examination and was subject to referendum on Thursday 6th May 2021. The Neighbourhood Plan should now be 'made' (or adopted) by Lewes District Council.

1.3 Once a neighbourhood plan has been 'made, it becomes part of the statutory development plan and sits alongside the Local Plan prepared by the local planning authority, and will be used in the determination of relevant planning applications for the area they cover (this is usually the parish area). The 'making' of the Neighbourhood Plan is a function of Full Council.

## **2.0 Background**

2.1 The production of a neighbourhood plan must follow a regulatory process and the Planning and Compulsory Purchase Act as amended by the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 (as amended) sets out this process and the key stages in the preparation of such plans.

2.2 In 2015, Lewes District Council received an application from Chailey Parish Council to designate the entire parish of Chailey as a neighbourhood area. Following public consultation, Lewes District Council designated the Chailey Parish as a neighbourhood area on 17th March 2015.

2.3 Chailey Parish Council prepared the Neighbourhood Plan with the benefit of extensive community input between 2016 and 2019, culminating in the submission of the Neighbourhood Plan for examination in February 2020. The independent examiner determined that the Neighbourhood Plan met the basic conditions and other statutory requirements as set out in paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990 (as amended), and subject to the modification proposed, recommended that the Neighbourhood Plan proceeds to referendum. This outcome was set out in the Examiner's Report received in July 2020.

2.4 The Chailey Neighbourhood Plan was amended in line with the examiner's recommended modifications. The actions taken in response to the recommendations of the examiner are detailed in a Decision Statement along with the modifications recommended by the Examiner. This was published (Regulation 19) in March 2020 confirming that the local authority was satisfied that the Plan met the basic conditions and could proceed to referendum.

2.5 Following the outcome of the referendum with a majority 'yes' vote, the

neighbourhood plan comes into force as part of the development plan. However, the regulations provide that it must also be formally 'made' by Lewes District Council so that it continues to be part of the development plan for the Lewes District.

### **3.0 Referendum**

- 3.1 The referendum enables the local community to vote on whether they support the Neighbourhood Plan or not. If there is a positive vote (more than 50% of the votes cast), the local planning authority is required by the Localism Act and provisions of the Neighbourhood Planning (General) Regulations 2012 (as amended) to 'make' a neighbourhood development plan within 8 weeks of the day following a successful referendum (i.e. 2<sup>nd</sup> July).
- 3.2 Due to restrictions as a result of the Covid-19 pandemic, the earliest date that the referendum on the Neighbourhood Plan could take place was Thursday 6<sup>th</sup> May 2021. At the referendum on 6<sup>th</sup> May 2021, the following question was posed to eligible voters in the Parish:

*"Do you want Lewes District Council to use the neighbourhood development plan for Chailey Parish to help them decide planning applications in the neighbourhood area?"*

- 3.3 The Chailey Neighbourhood Plan was successful at referendum. There was a 43.3% turnout for the referendum with 82.5% voting to support the plan and 17.5% voting against the plan. Therefore Lewes District Council is now under a statutory duty to 'make' the Chailey Parish Neighbourhood Plan.
- 3.4 For the avoidance of doubt and to make absolutely clear with respect to compliance with the Habitat Regulations (that transpose EU obligations into UK law), Lewes District Council is the competent authority in this respect and can only approve a plan or project if it is confident that there will be no likely significant adverse effects on the integrity of an EU protected site.
- 3.5 It is confirmed that the Chailey Neighbourhood Plan has been determined not to have a likely significant adverse effect on any EU designated habitats, either within Lewes District or beyond, either alone or in combination with other plans or projects. This statement is made in light of the conclusions of a full and detailed, robust Habitat Regulations Assessment (HRA) that has been endorsed by the statutory consultee, Natural England. It is further clarified that the HRA was substantially updated following the 'Wealden Judgement' regarding the Joint Core Strategy and responds to all the criticisms outlined in that judgement and the endorsement from Natural England follows a full update of their own internal guidance on responding to the judgement.

## **4.0 Consultation**

- 4.1 The Chailey Neighbourhood Plan has undergone two public consultations under the Neighbourhood Planning (General) Regulations 2012 (as amended). This includes one consultation under Regulation 14 undertaken by the Qualifying Body in 2019 and a Regulation 16 consultation undertaken by the Local Planning Authority (Lewes District Council) in 2020.
- 4.2 The Parish Council carried out the statutory consultations (Regulation 14) on the draft plan between May and June 2019 and as a result, a number of amendments were then made to the Plan in order to respond to representations received from the consultation.
- 4.3 The Parish Council submitted the revised plan (Regulation 15), along with other statutory submission documents, to Lewes District Council in November 2019. A further statutory consultation (Regulation 16) took place (carried out by the District Council) between February and March 2020 where comments were invited on the submission documents.
- 4.4 Following the Regulation 16 consultation period, Lewes District Council (with the approval of Chailey Parish Council) appointed a suitably qualified and experienced independent examiner, Mr John Slater, to conduct the examination of the Chailey Neighbourhood Plan which took place between May and July 2020.

## **5.0 Corporate plan and council policies**

- 5.1 The 'making' of the Chailey Neighbourhood Plan is consistent with the Lewes District Council Corporate Plan 2020-24, particularly in relation to the Council's commitment to *support communities in maintaining up to date Neighbourhood Plans*.

## **6.0 Financial appraisal**

- 6.1 'Making' the Chailey Neighbourhood Plan will allow the Parish Council to benefit from a higher proportion of revenues arising from CIL chargeable development that takes place in the parish. This will rise from a capped 15% of levy revenue to an uncapped 25% when the Neighbourhood Plan is made. This will result in the transfer of an increased proportion of CIL levy revenue from Lewes District Council to Chailey Parish Council from applications approved after the Chailey Neighbourhood Plan is 'made' to spend on infrastructure required to support the development of the area.

- 6.2 There will be no other financial implications of making the Chailey Neighbourhood Plan.

## **7.0 Legal implications**

- 7.1 The legislation governing the decision to adopt a Neighbourhood Plan proposal is contained within Section 38 of the Planning and Compulsory Purchase Act 2004 and Part 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 7.2 Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to 'make' a neighbourhood plan if more than half of those voting in a referendum have voted in favour of it. The making of a neighbourhood plan is therefore a legal requirement following a positive outcome of a referendum, save for narrow circumstances where adoption of the plan would breach, or otherwise be incompatible with, any habitats or human rights obligations.
- 7.3 As well as setting out the steps to be taken in connection with the earlier stages of the process, the Neighbourhood Planning (General) Regulations 2012 (as amended) also sets out the steps that the local planning authority must take to publicise their decision on a proposal, and for publicising any neighbourhood development plan made by Full Council.

Legal Implication checked JCS 2.04.21 IKEN 9113

## **8.0 Risk management implications**

- 8.1 As the Chailey Neighbourhood Plan was successful at referendum (gaining a majority vote in favour of its adoption), the Council will be in breach of its statutory duty under the Town and County Planning Act 1990 if it does not bring it into force (i.e. 'make') the Neighbourhood Plan. As the legislation concerning the recommendation is quite explicit there is no way of mitigating this risk if it is found to be in conformity with habitats obligations and the Convention Rights.

## **9.0 Equality analysis**

- 9.1 The 'making' of the Chailey Neighbourhood Plan is not expected to have any equalities impacts.

## **10.0 Environmental sustainability implications**

- 10.1 Environmental and sustainability implications have been considered by the Examiner. The Chailey Neighbourhood Plan is supported by a Sustainability Appraisal incorporating a Strategic Environmental Assessment, ensuring the Plan is economically, socially and environmentally sustainable, and that it meets

sustainability obligations.

## **11.0 Appendices**

- Appendix 1 – Chailey Neighbourhood Plan

## **12.0 Background papers**

The background papers used in compiling this report were as follows:

- Chailey Neighbourhood Plan
- Sustainability Appraisal incorporating the Strategic Environmental Assessment
- Examiners Report
- Summary of Representations (made at Regulation 16)
- Decision Statement (Regulation 18)

Each paper is located in the 'Chailey' section of the Neighbourhood Planning page:

- <https://www.lewes-eastbourne.gov.uk/planning-policy/neighbourhood-planning/>



Chailey Neighbourhood Development Plan

# Shaping Chailey

Submission Version

2019 - 2034

Published by Chailey Parish Council for Submission Consultation under the Neighbourhood Planning (General) Regulations 2012 and in accordance with EU Directive 2001/42



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Figure 1: Vista to the Downs from above Roeheath across the village centre



Figure 2: Wapsbourne Manor Farmhouse late 16th Century



Figure 3: Chailey Mill - geographical centre of Sussex



Figure 4: 13<sup>th</sup> Century Tower of St Peter's Church on Chailey Green

## FOREWORD

In 2016, the decision was made by Chailey Parish Council to produce a Neighbourhood Development Plan for the Parish of Chailey, covering North and South Chailey and Chailey Green. Under the 2011 Localism Act, the Neighbourhood Development Plan will form part of the statutory development plan for Lewes District, once it has been through a successful referendum. It will then be given equal weight to the Lewes Local Plan in determining planning applications in Chailey.

A Neighbourhood Plan Steering Group was formed following a Parish Meeting; its members included volunteers from Chailey Parish Council - Ken Jordan, Stephen Avery and Mark Evans - and local parishioners Katherine Matthews, Dennis Matthews, Don Cranfield and Jack Cranfield.

At all stages of the Neighbourhood Plan's development, the views of the Chailey community were sought and evidence to support the Plan's policies compiled. This included an initial questionnaire 'Shaping Chailey' in November 2015 and was followed by public engagement events including attendance of the St George's Day Fete, updates and question and answer sessions at the Annual Parish Meeting, Task Group Workshops and the Housing Needs Survey. The views of local businesses were also sought through consultation meetings, so that the plan was truly representative of everyone who formed part of the Chailey community. The parishioners were kept up to date through the local newsletter 'Chailey News' and further information was made available through the Chailey Parish Website, Facebook and Twitter.

Throughout the course of the preparation of the Neighbourhood Plan, the Steering Group was guided by the assistance of Moles Consultancy and Lewes District Council.

We hope that the Neighbourhood Development Plan will have a positive impact on the future development of Chailey and address significant issues that the Parish faces, such as affordable housing, smaller homes for the elderly and young people of the parish, community infrastructure and preservation of Chailey's rural character. It is also hoped that the Neighbourhood Development Plan will encourage the community to consider some of the aspirations that are beyond the scope of the plan, but are nevertheless achievable through working collectively.

The Steering Group wishes to thank the community for their continued involvement and support throughout the preparation of the Neighbourhood Development Plan. As Chair, I would like to specifically thank my fellow members of the Steering Group for all their hard work and dedication.

An electronic copy of this Plan can be found online at: <http://chailey.org>.

Jack Cranfield  
(Chairman of the Steering Group) April 2019

## SUMMARY

Welcome to the executive summary of the Chailey Neighbourhood Development Plan (CNDP), Shaping Chailey.

This Plan has been produced on behalf of our community by a Steering Group of local residents from Chailey. We have consulted widely with the community in a number of different settings in order to ensure that the plan meets our needs. We have collected views from Chailey residents and businesses, through questionnaires, face to face meetings, village consultations and attending local events to gain as many different views as possible on how our village should develop. We hope that you will take the time to read this summary and also the full document, but most importantly that you will let us know what you think. This Plan belongs to the village and its community and your feedback is very important.

The Plan contains a series of policies, the successful delivery of which during the Plan period will help to achieve the community's vision for the parish. The Vision is the overall aim of the Neighbourhood Plan and has been developed through consultation with the village.

### Our Vision is:

*“Chailey will continue to be a thriving community which protects and retains its quiet, rural character and enhances its built and natural heritage. Sustainable development that respects its countryside setting will be supported and infrastructure improvements will be encouraged. The most highly valued countryside areas in the Parish will be recognised and conserved. Job opportunities within the village will be actively encouraged to provide improved prospects for local people. The sense of community spirit and cohesion will be fostered and increased.”*

There are objectives that set out how our vision will be achieved. They reflect the aspirations of residents and have been drafted following extensive consultation. The objectives are set out in Section 2 of the Plan.

The Plan specifies the detailed policies by which the Parish Council will seek to implement the Objectives and thereby seek to realise the overall vision for the future of the village. These can be found in Section 3 of the plan.

The Plan has many stages to go through including an independent Examination and finally a local referendum. Should the Plan be successful at local referendum then it will be 'made' by Lewes District Council and the policies of the Plan will then be used by Planning Officers when determining planning applications. It will therefore be an important statutory document at this stage, forming part of the development plan and it will carry the same weight as the Local Plan.

This summary can only give a brief insight into the Neighbourhood Development Plan. We therefore encourage you to read the full document.





Figure 5: Chailey Parish (parish boundary outlined in blue)





Figure 6: Panorama of South Common settlement looking South – note the pattern of Closes which lie off the main A 275 highway



Figure 7: Vista of Chailey between Chailey Green and South Common



## 1.0 BACKGROUND TO NEIGHBOURHOOD DEVELOPMENT PLANNING

### 1.1 Introduction

- 1.1.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. *'Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to ensure that they get the right types of development for their community where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area'.* (Planning Practice Guidance paragraph 001).
- 1.1.2 A Neighbourhood Development Plan (NDP) must be in general conformity with the strategic policies of the Local Plan. The NDP should therefore support the strategic development needs set out in the relevant Local Plan/Core Strategy and plan positively to support local development (as outlined in the National Planning Policy Framework).
- 1.1.3 An NDP should address the development and use of land and include land use policies. Due to the provisions of the Neighbourhood Planning Act 2017, the NDP will become part of the statutory development plan following successful referendum. Applications for planning permission must be determined in accordance with the Development Plan, unless material considerations indicate otherwise (see section 38(6) of the Planning and Compulsory Purchase Act 2004).
- 1.1.4 The Chailey Neighbourhood Development Plan (CNDP) was informed by extensive public consultation and prepared by a steering group of volunteers representing a range of interests across the village.
- 1.1.5 The CNDP has been prepared in accordance with the Neighbourhood Planning Regulations 2012, The Localism Act 2011 and Directive 2001/42/EC on Strategic Environmental Assessment. The Plan does not allocate any housing sites; instead the allocation made by Lewes District Council will be accepted.
- 1.1.6 Chailey Parish Council applied for Neighbourhood Area status and accordingly the Civil Parish was so designated on 17th March 2015. The designated area includes North and South Chailey and Chailey Green. Refer to Appendix B for the Area Designation Plan Map.

### 1.2 The Plan Process

- 1.2.1 Neighbourhood Development Plans have been part of the planning process in England since they were introduced in the 2011 Localism Act. The Neighbourhood Planning (General) Regulations 2012 provided the mechanism for the preparation for Neighbourhood Plans.
- 1.2.2 The Plan preparation process has been led by the Chailey Parish Council as the 'qualifying body' under the Regulations. The preparation of the Plan has been delegated to the CNDP Steering Group (hereafter referred to as the Steering Group). The Steering Group is made up of

volunteers from the village, including members of the Parish Council and is chaired by a young member of the community.

1.2.3 A summary of the statutory Plan process is as follows:

- ◆ Step 1: Designating neighbourhood area and if appropriate neighbourhood forum
- ◆ Step 2: Preparing a draft neighbourhood plan
- ◆ Step 3: Pre-submission publicity & Reg.14 consultation
- ◆ Step 4: Submission of a neighbourhood plan proposal to the local planning authority and Reg. 16 consultation
- ◆ Step 5: Independent Examination
- ◆ Steps 6 and 7: Referendum and Making the Neighbourhood Plan (bringing it into force - commonly known as adopting the Plan).

1.2.4 If a Plan meets the basic conditions and is successful at the independent examination, it is then put to a parish referendum, unless the Examiner decides to widen the voting area. A majority vote will lead to the Plan becoming part of the Development Plan for the parish and being used when determining future development decisions alongside the current Local Planning Authority Local Plan and the National Planning Policy Framework (NPPF).

1.2.5 The Regulations state that only a draft Neighbourhood Plan that meets each of a set of basic conditions can be put to a referendum and be 'made'. The basic conditions are set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 as applied to neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004.

The basic conditions are:

- a. having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the order (or neighbourhood plan).
- b. having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the Order. This applies only to Orders.
- c. having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the Order. This applies only to Orders.
- d. the making of the Order (or neighbourhood plan) contributes to the achievement of sustainable development.
- e. the making of the Order (or neighbourhood plan) is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).
- f. the making of the Order (or neighbourhood plan) does not breach, and is otherwise compatible with, EU obligations e.g. prescribed conditions are met in relation to the Order (or plan) and prescribed matters have been complied with in connection with the proposal for the Order (or Neighbourhood Plan).

1.2.6 Communication and consultation, in various forms, played a major role in formulating the Plan. A full description of the community engagement process is included in the Consultation Statement document.

1.2.7 A summary of the journey of the production of the Plan to date includes:

- ◆ Initial consultation with villagers on the proposed creation of the Chailey Neighbourhood Plan
- ◆ Steering Group formed 2015

- ◆ April 2015 – “What is a Neighbourhood Plan?” Document
- ◆ Shaping Chailey Questionnaire 14/11/2015
- ◆ Vision Statement written
- ◆ Formation of the Task Groups
- ◆ Housing Design Survey & Report (Dennis Matthews)
- ◆ Village Meeting 2015, 16, 17 updating on the plan progress and inviting comment
- ◆ Updated 2016 “What is a Neighbourhood Plan?” Document
- ◆ Regular articles in Chailey News, the parish magazine for Chailey which is received by all households on a monthly basis
- ◆ Letters distributed to all local businesses inviting comment on the Neighbourhood Plan
- ◆ Meeting with Chailey Heritage 20th July 2016
- ◆ Meeting with Chailey Brickworks 27th July 2016
- ◆ Chailey School Student Council were invited to comment
- ◆ Horticulture Society Questionnaire July 2016 - What is the most significant advantage of living in Chailey? What is the most significant disadvantage of living in Chailey?
- ◆ Village Neighbourhood Plan Meeting April 2016 – Forming the Task Groups
- ◆ Parish Meeting – presentation
- ◆ Village Day 2016 – discussion and distribution of the draft Vision statement (also published in Chailey News, Website and Facebook and open for comment)
- ◆ Publication of the draft vision statement and policies (every household received a copy of this)
- ◆ Task Group Workshops Feb - March 2017
- ◆ Objectives and Policies Clarification Survey (St George’s Day Fete 22nd April 2017)
- ◆ Character Assessment produced
- ◆ Housing Needs Survey February 2018
- ◆ Archaeology Report produced
- ◆ The Parish Website has a full list of meetings, agendas, meeting minutes and documents produced for the Chailey Neighbourhood Plan, available for the public to view

### 1.3 Policy Context

#### National Planning Policy Framework (NPPF)

- 1.3.1 Having been introduced by the 2011 Localism Act, Neighbourhood Development Plans have been prepared in England since the 2012 Neighbourhood Planning (General) Regulations came into force, providing the mechanism for their preparation.
- 1.3.2 The NPPF replaces the pre-existing Planning Policy Statements (PPSs) and Guidance Notes (PPGs).
- 1.3.3 The NPPF sets out the Government’s planning policies for England. It was published on 27th March 2012 and updated on 24<sup>th</sup> July 2018. The NPPF is a key part of the Government’s reforms to make the planning system less complex and easier to understand. It vastly reduced the number of pages of national policy about planning. **All references to the NPPF in this Plan are to the current NPPF 2018.**
- 1.3.4 The NPPF must be taken into account in the preparation of Local and Neighbourhood Development Plans, and is a material consideration in planning decisions.

### 1.3.5 Planning Practice Guidance

On 6th March 2014, the then Department for Communities and Local Government (DCLG), now called Ministry of Housing, Communities and Local Government (MHCLG) launched this planning practice guidance web-based resource :

<https://www.gov.uk/guidance/neighbourhood-planning> .

### 1.3.6 Local Planning context

The Lewes District Local Plan will form part of the approved development plan for the area and will comprise the following documents:

- Local Plan Part 1: Joint Core Strategy 2010-2030
- The retained 'saved' policies of the LDLP 2003
- The East Sussex, South Downs and Brighton and Hove Waste and minerals Local Plan (2013) and Sites Plan (2017)
- Local Plan Part 2: Site Allocations and Development Management Policies

The primary document is the Local Plan Part 1, which is a strategic level plan for the whole district. This sets out the long term vision and objectives of the Council and provides a strategic policy framework to guide development and change in the period to 2030. It identifies the spatial strategy for the district by allocating levels of housing growth to settlements within the district and it also contains a number of strategic, large-scale site allocations for development. It is worth noting that the parish allocation for Chailey is a minimum of 30 net additional houses for North Chailey and a minimum of 10 net additional houses in South Chailey. The CNDP supports these allocations but will not specify them; instead it will allow the Development Plan to guide the allocations. The Local Plan Part 1 was adopted by Lewes District Council on 11 May 2016, and the South Downs National Park Authority on 23 June 2016 and now forms part of the statutory development plan for the area.

The Local Plan Part 2: Site Allocations and Development Management Policies comprises the second of the Local Plan documents. It supports and seeks to deliver the strategic objectives and spatial strategy of the Local Plan Part 1 by:

- allocating additional sites to meet development growth identified in Local Plan Part 1 and
- setting out detailed (non-strategic) development management policies to guide development and change.

Importantly, the Local Plan Part 2 will only apply to the area of Lewes district covered by the Lewes District Planning Authority (i.e. excluding the area within South Downs National Park). The South Downs National Park Authority (SDNPA) is preparing its own local plan, which will when adopted supersede the Local Plan Part 1 for the area of Lewes District within the National Park. For further information, visit: [www.southdowns.gov.uk](http://www.southdowns.gov.uk).

In Lewes District, the appropriate bodies for producing neighbourhood plans are the Town and Parish Councils. They can set out specific planning policies for their areas and allocate sites for development, thereby supporting the strategic development needs identified in the Local Plan Part 1. A neighbourhood plan attains the same legal status as the Local Plan once it has been approved at a local referendum. At this point it comes into force as part of the statutory development plan and will be used to assess and determine planning applications within the designated neighbourhood area.

Within the area covered by the Local Plan Part 2, six neighbourhood plans have been ‘made’ (adopted) and six towns or parishes have been formally designated as neighbourhood areas for the purpose of preparing neighbourhood plans. Where a town or parish council is developing a neighbourhood plan that will include site allocations for specific uses, the District Council is not proposing to allocate sites or identify site specific policies in the Local Plan Part 2.

Until neighbourhood plans for designated neighbourhood areas have been approved at referendum, the ‘saved’ policies in the Lewes District Local Plan 2003, that are specifically applicable to these designated areas, will continue to form part of the development plan for the area.

#### 1.3.7 Strategic Environmental Assessment

The Localism Act 2011 requires neighbourhood plans not to breach, and otherwise to be compatible with EU and Human Rights obligations. It is not the case that every neighbourhood plan will need an environmental assessment of the type normally associated with the process of preparing a Local Plan. Neighbourhood Development Plans (NDP) may trigger various EU Directives (including the Strategic Environmental Assessment Directive (SEA) and Habitats Directive (HRA)), and may need to undertake additional procedures and assessment depending on the scale and impact of the plan proposals.

1.3.8 A Strategic Environmental Assessment (SEA) is a process to identify likely significant effects of a plan or policy on the environment. An SEA provides technical details of likely effects of the proposal and sets out a management and monitoring framework to help mitigate and track any impacts. The SEA focuses on impacts on the natural environment with some limited consideration of human population needs and material assets.

1.3.9 Draft neighbourhood plan proposals should be assessed to determine whether the plan is likely to have significant environmental effects and this process is commonly referred to as a screening opinion request. The requirements are set out in the regulations of the Environmental Assessment of Plans and Programmes Regulations 2004.

1.3.10 Following the submission of a screening opinion request for the draft Chailey Neighbourhood Plan, Lewes District Council (as responsible authority) had to determine whether or not a full Strategic Environmental Assessment and/or a Habitats Regulations Assessment are required. In accordance with the Regulations, Natural England, Historic England and the Environment Agency were consulted on the findings of the screening opinion for a five week period.

1.3.11 Having regard to the submission and the consultation responses, it is the District Council’s opinion that the Plan would not be likely to have significant environmental effects. On this basis, a Strategic Environmental Assessment would not be required for the proposed Chailey Neighbourhood Plan. With regard to the Habitats Regulations and whether an Appropriate Assessment is required, the Council concludes that the proposed Neighbourhood Plan is not likely to have a significant effect on European designations. **See Appendix D for the Screening Opinion.**

## 1.4 Chailey past and present

- 1.4.1 The name Chailey is thought to derive from the Saxon word “chag” which referred to the gorse and broom which grew in the area. The area's name has evolved, during the late 11th Century and early 12th Century when it was known as Chagleigh, and prior to the 17th Century as Chagley. The oldest standing building in the conservation area is St. Peter’s Church, part of which dates from the 13th Century.
- 1.4.2 Chailey is a dispersed settlement, typical of the Lower Weald and of East Sussex, an agricultural landscape of isolated farms and farm dwellings. Reference to a 19th century map shows this area: the named villages of Plumpton, Lindfield, Fletching and Newick surround a large area, un-named but which represents (Chailey) North Common and South Common. The Parish of Chailey still lies around the Common, and it is significant that today’s Ordnance Survey map marks so many farms, some of which have become private dwellings; however, at least eight farms (Bower Farm, Townings, Wapsbourne, Bush, Vixengrove, Simmonds, Tomkins and Heasemans) still work the land; and the village includes three stud and livery farms – Chailey, Bevernbridge, and River Farm. (see figures 13-19)
- 1.4.3 The Salient features of Chailey are:
- ◆ Chailey Common, a Local Nature Reserve and SSSI; (See figures 20 and 21)  
(it has become commonplace to refer to North and South Chailey as if they were separate villages. However, these names derive from the division of that area known as Chailey into North Common and South Common, with the village standing around the central Green and St Peter’s Church, now known as the Chailey Green Conservation Area).
  - ◆ two major (A) roads which intersect at the King’s Head crossroads (North Common) – being the A-272 (the former Pilgrims’ track between Winchester and Canterbury) and the A-275 which runs from Lewes in the South to East Grinstead, crossing the Ouse valley and rising to the Ashdown Forest.
  - ◆ Settlement lies along the two major roads with important industrial features: the Bluebell Business Park alongside Sheffield Park station, headquarters of the Heritage Bluebell Railway at the North. Residential settlement has clustered around the crossroads and the brickworks and developed in a spinal pattern of closes and lanes leading from the main arteries.
  - ◆ Chailey Brickworks operates in South Chailey and is the oldest continuously operating brickworks in the country having been in operation since the 1740s.
  - ◆ Cinder Hill and Oxbottom Lane where a number of historic properties are situated including Ades, Roeheath, Tompsett’s Charity, Cinder Farm and Markstakes Farm. (see figure 14)
  - ◆ St. Peter’s Church, established in 1256, is the oldest building in the village. (see figure 8)
  - ◆ Chailey Windmill, reputed, along with the age-old yew next to the mill, to be the geographical centre of Sussex.
  - ◆ The Greenwich Meridian passes through the village.
  - ◆ Chailey Heritage, an internationally famous specialist school for disabled children, lies in North Common.
  - ◆ Dark Skies area – Chailey is known for its dark skies, relatively free of light pollution and other atmospheric pollution, which makes Chailey an ideal location for astronomy, including visual observation and astrophotography. Some residents of Chailey have taken



advantage of this and have set up amateur observatories, producing images of the night sky, which have been published in specialist journals and shown on the BBC.

1.4.4 These features and the two roads define the specifics of Chailey Village which is the largest village by surface area in Sussex: parts of the village have long been known as North Common, Chailey Green, and South Common, but these designations do not take into account the farmland and regions of the Common which spread to East and West.

The historic centre of Chailey includes Chailey Green, Cinder Hill and Cornwells Bank, connected by the A-275 and the Cinder Hill road. These roads appear on the first road Atlases of England in the late 17<sup>th</sup> and early 18<sup>th</sup> Century by Ogilby, Senex and Owen & Bowen, which all mark the centre of Chailey at this point. Chailey Green is the historic centre of the parish as evidenced by the 13<sup>th</sup> Century Church and deserted medieval house plots stretching west towards Chailey Moat, a suggested medieval moated site. The Green to the north of the Church formerly housed small businesses including a butcher, a general stores, a tailor, a smithy, a cobbler, a carpenter and others during the 19<sup>th</sup> and early 20<sup>th</sup> Centuries. The Green now forms a Conservation area centred on St Peter's Church and the Parish Office and Reading Room (see figure 31). Larger houses and farmsteads (many being listed dwellings) from earlier centuries to the present, have developed along lanes to either side of these roads and more specifically in 'closes', effectively lanes off the central spine of the A-275 and the A-272.



Figure 8: Chailey Church and Lychgate



Figure 9: Chailey Moat



Figure 10: St. George's Development (1932) with the Golden Apple Tree relief commemorating the campaign to raise funds to build this part of Chailey Heritage, now converted to 14 flats and maisonettes





Figure 11: Spire of St Martin's Chapel - part of Chailey Heritage - seen from Romany Ridge, one of the five Commons making up Chailey Common



Figure 12: East of Chailey Green towards The Moat



Figure 14: Chailey Green

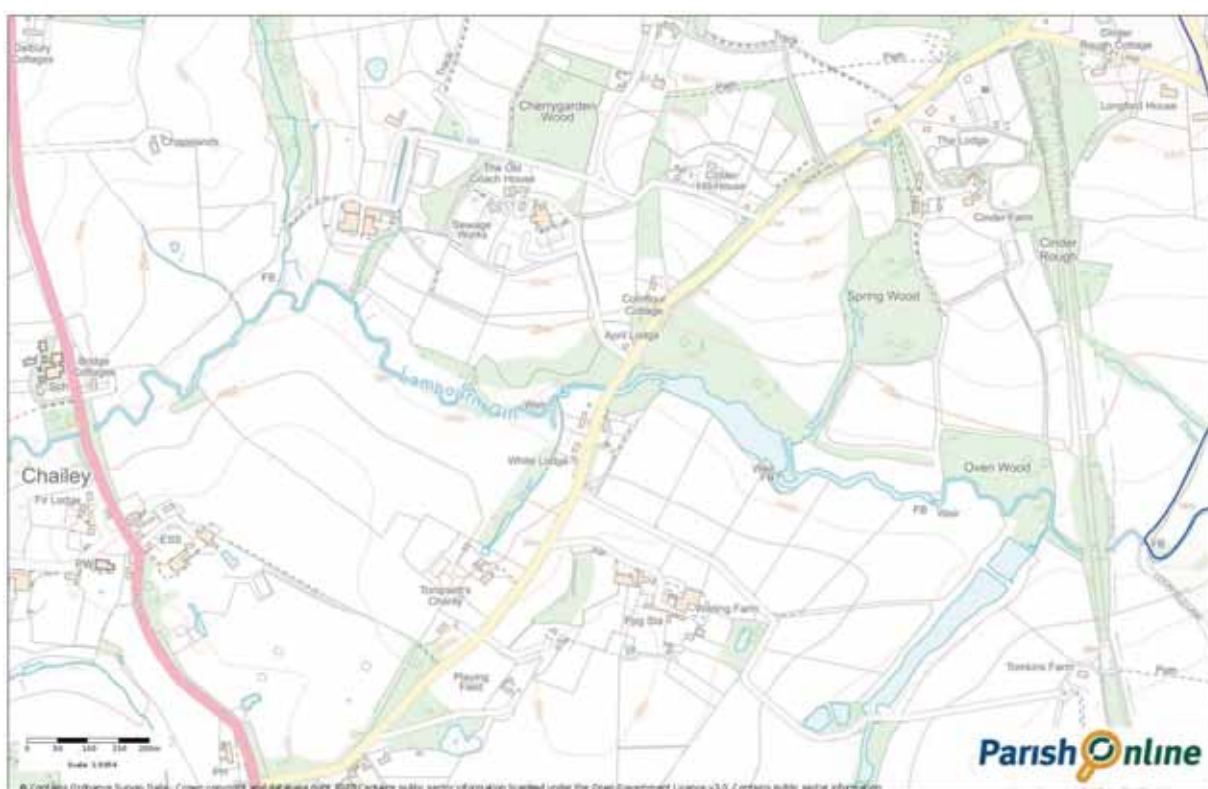


Figure 13: Cinder Hill





Figure 16: New Heritage, North Chailey



Figure 15: Kings Head Crossroads



Figure 18: Station Road, North Chailey



Figure 17: South Street, South Chailey





Figure 20: South Chailey



Figure 19: Chailey Common Sites of Special Scientific Interest



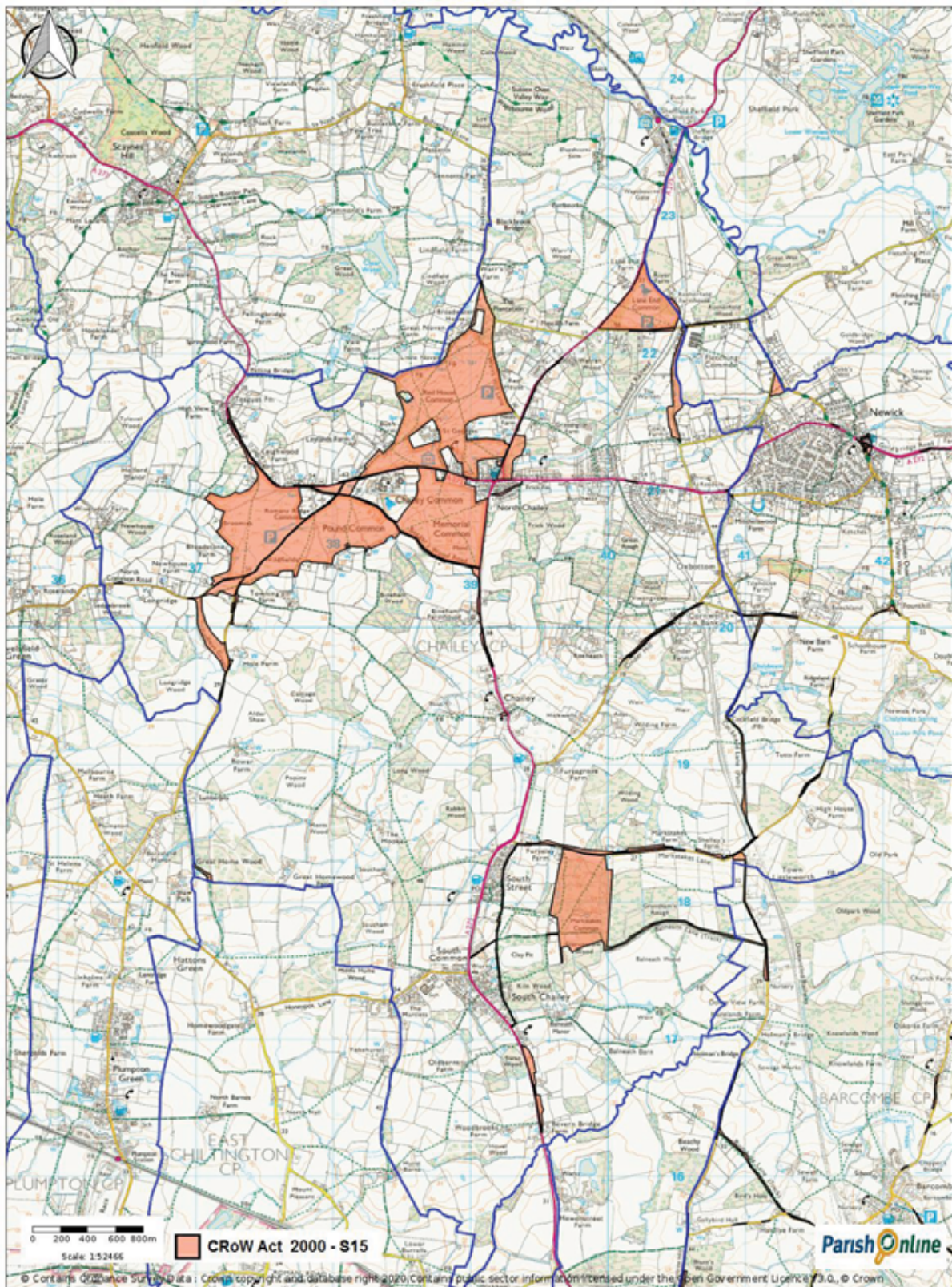


Figure 21: Common Land in Chailey, designated under the CRoW Act 2000

To the East of Chailey Green, the historic centre of the village extends westwards towards Cinder Hill and Cornwells Bank. This area features many of the most historic properties in the Parish including Ades, Roeheath, Tompsett's Charity, Cinder Farm and Markstakes Farm. Ades Lake on Cinder Hill was used as a fish pond for the Grange on the site which, in medieval times, was owned by Chertsey Priory – the eleven (until recently twelve) ancient and protected willow trees on the earth dam represented the apostles.

#### **1.4.5 North Common**

North Common is the traditional term for the Northern area of the village, which, unlike South Common, has retained significant common land collectively referred to as Chailey Common. The settled area of North Common is focussed on the junction of the A-272 and A-275, known after the pub as the King's Head crossroads. These major roads present a country landscape as they run into the junction and beyond – Chailey Common runs well beyond the fenced area on the West side of the A-272 towards Scaynes Hill. Northwards the land to either side is not included within a defined settlement, and development is sporadic in character. There are substantial gaps between the dwellings and little development in depth. It has for the last forty years been the policy to avoid an undesirable ribbon of housing which would erode the character of the countryside (viz. 2003 Lewes District Local Plan RES6). Eastwards development has focussed on the brownfield railway lands and on the minor lanes Hazeldene and Coldharbour, but Warren Cottages, for example, stand well back from the road, forming a small complex.

#### **1.4.6 Chailey Common**

Chailey Common was recorded in the Domesday Book of 1086 and was used over a long period of time for grazing livestock and cutting wood and bracken for fuel. The area belonged to the manor of Balneath, South Common, once part of the estates of St Pancras' Priory, Lewes. The manor was granted to Thomas Cromwell at the Dissolution in 1537, and then passed to Anne of Cleves and subsequently Sir William Goring, with whose descendants it remained until c.1900.

#### **1.4.7 South Common**

At the south, the boundary of the Parish is formed by a stream at Bevernbridge. The area of open land originally known as South Common lies to the north west of Mill Lane, but is no longer a public Common. However, Markstakes Common, to the east of South Street and south of Markstakes Lane, with Balneath Wood behind, still forms an important wildlife area. The main route through South Chailey is the A-275, originally linking London in the north to Lewes and the South Coast. Running uphill from south to north, it is characterised by a series of roads and closes running east to west off the main road, e.g. Mill Lane, Appledene, Hornbuckles and Whitegates Close. Mill Lane is the principal road running east to west and connects South Chailey with the Parish of East Chiltington. (see figure 19 and 39)

#### **1.4.8 Chailey Green**

Chailey Green is located within the countryside, 6.5 miles to the north of Lewes. Lewes Road, the A-275, runs through the Conservation Area on the eastern boundary of the Green. Several narrow dead-end lanes run around and off the Green and A-275. The road which we now know as the A-275 was uprated to become a turnpike in the late 18th century, and was re-routed to avoid passing through the grounds of Chailey Place. The area has a distinct identity because it is one of the few nucleated historic settlements within Chailey. Despite being within the open countryside, the conservation area has a pervading sense of enclosure, almost separateness, provided by the concentration of buildings that surround The Green. Nevertheless, the rural setting is an integral part of the character of the conservation area, with views across open fields possible in several locations. (figures 14, 22 and 23)





Figure 22: Chailey Green - the centre of the village



Figure 23: South West from Chailey Green



#### 1.4.9 Rural industries in Chailey

Chailey has long been a centre for rural industry, particularly dominated by agriculture and brickmaking. Today there are many small businesses that operate within the Parish along with tourist destinations such as the Bluebell Railway, camp sites and holiday cottages, all of which have become a significant part of Chailey's economy.

##### 1.4.10 Agriculture

Chailey still retains many of its small farms, many of whom were once attached to the large country estates such as Ades, the Hooke and Bineham. The Hooke still retains many of the working farms in the Parish including Bower Farm (dairy) and Townings Farm (beef and traditional breeds). Arable farming is also practiced in Chailey and in more recent years has become the principal form of agriculture in the parish. Some farms have diversified; for example Townings Farm which opened its Farm Shop in 2005 and now specialises in meat from traditional breeds, locally sourced products and its famous pumpkins.

##### 1.4.11 Potteries & Brickworks

The heavy clay belt that runs through South Chailey led to a thriving pottery and brick industry from the 18<sup>th</sup> Century. Chailey Potteries was the most famous of these, founded by the Norman family in the 1740s and continuing in the same family until the 1950s, making terracotta pottery, bricks, tiles and the like. The industry continues today as a brickworks under Ibstock, who took over the site in 1996. They continue to make the traditional Chailey Stock brick used in many of the buildings in Chailey and throughout Sussex.

##### 1.4.12 Small Businesses

The Bluebell Business Park in North Chailey is home to a number of small businesses which include joiners, tool suppliers and a microbrewery, among others.



Figure 24: South from St Peter's Church

#### 1.4.13 Tourism

In more recent years, tourism has become a significant industry in Chailey, fuelled by significant tourist attractions such as the Bluebell Railway and Sheffield Park. Campsites, such as the Wowo Campsite, offer family camping facilities along with shepherds' huts and yurts, and several holiday lets are now in operation, some offering specialist facilities.

### **Chailey's Green Spaces & Historic Landmarks**

#### 1.4.14 Chailey Green

Chailey Green conservation area is located within the countryside, 6.5 miles to the north of Lewes and is one of the few nucleated historic settlements within Chailey. Despite being within the open countryside, the area has a pervading sense of enclosure provided by the concentration of buildings that surround The Green. Nevertheless, the rural setting is an integral part of its character, with views across open fields possible in several locations.

The Green lies along the A-275, which also includes "The Five Bells" public house, thought to be 16<sup>th</sup> Century. This building was historically one of a string of coaching inns along the route between London and Brighton.

1.4.15 Buildings in Chailey Green are mostly various historic residential dwellings. There are a number of larger detached houses, including Chailey Moat, Beards and Chailey Place, but it is the modest houses that are the most prevalent building type. Other, less numerous building types include vernacular farm buildings, St. Peter's Church, the Reading Room, the forge (now a house adjacent to Durrants) and the Chailey Church of England Primary School.

1.4.16 Several of the buildings in the conservation area are on the Council's local list or have been statutory listed as being of special architectural or historic interest. Of the statutory listed buildings, all are grade II listed with the exception of The Parish Church of St. Peter which is designated grade II\*.

1.4.17 Some unlisted buildings have also been noted as making a positive contribution to the character and appearance of the conservation area. These buildings are various, but typically they represent examples of relatively unaltered historic buildings where their style, detailing and building materials provide the conservation area with architectural and/or historic interest. There is a presumption that such positive buildings will be protected from demolition and the Council will only grant consent for applications for alterations or extensions to these buildings where they preserve or enhance their character and appearance.

1.4.18 Houses are typically two storeys high, with a variety of roof forms including hipped, pitched, half-hipped and cat-slide, with dormers a rare intrusion into the front roof slopes. Brick chimneys also feature prominently on residential properties. All the houses have a limited palette of materials and architectural detailing. There are also several farm buildings, which have a vernacular appearance and are constructed of local materials.

1.4.19 The buildings of Chailey Green feature locally available materials, but also more unusual materials imported into the village from further afield. Red handmade clay bricks form the dominant elevational treatment in buildings such as Beards, The Lodge, Corner Cottage, Heasmans Cottages, Bosun (now painted), Durrants (although the front elevation is now mostly rendered), the Rectory (which is tile hung on the first floor) and a number of the farm buildings adjacent to Church Farm.

- 1.4.20 A notable type of brick within the conservation area is the vitrified header. This form of glazed brick has been used on several buildings, such as on the ground floor of Chailey Moat, Church Farm Cottage, Church House Cottage and The Lodge.

#### **Commons**

- 1.4.21 “North Common” is the traditional term for the Northern part of the parish, which, unlike South Common, has retained significant common land – Chailey Common. The Common comprises a series of four contiguous and individually named commons, with a fifth separated common (Lane End) to the North.

Chailey Common is one of the largest heathland commons in the South of England, covering 450 acres and was designated as a Local Nature Reserve in 1966. It was also made a Site of Special Scientific Interest (SSSI) for its heathland plants and diverse insect and bird communities.

- 1.4.22 Chailey Common was recorded in the Domesday Book of 1086 and was used over a long period of time by local people for cutting wood and bracken for fuel and grazing livestock. The decline of communal use has threatened the heathland by allowing bracken, birch and gorse to take over, smothering the heather and grass. Conserving lowland heathlands is important not just because they are rare but because they support many rare species of plants and wildlife. The heather and gorse provide a habitat for many birds, including the Stonechat, and butterflies such as the Silver Studded Blue. Many unusual plants like the Heath Spotted Orchid and Bog Asphodel depend on heathland soil. Chailey Common gives a great deal of enjoyment to walkers, riders and dog owners. The sense of open space, freedom and natural habitat make it a popular Nature Reserve for both young and old alike.

#### **Ancient Woodlands**

- 1.4.23 An extensive network of public rights of way extends throughout the parish, which also comprises several areas of ancient woodland. To celebrate the Millennium, the villagers of Chailey laid out the ‘Chailey Link Walk’ (see Figure 28), a way-marked circular walk linking the North and South parts of the village. The walk takes in contrasting habitats of farmland, heathland and ancient woodland with extensive views across Sussex and the Downs. (see figures 25 and 29)

#### **Windmill**

- 1.4.24 Near the centre of the St George’s conservation area, stands the Grade II Chailey Windmill, known as Founder’s Mill or Heritage Mill and originally built in 1830. The windmill is a highly visible landmark, which can be easily seen from immediately outside the conservation area and from points further away such as Ditchling Beacon. (see figures 3 and 32)
- 1.4.25 The smock mill was re-erected on the present site in 1864 and was restored in 1933 after damage by the great gale of 1928. The structure comprises an octagonal roundhouse of tarred brick with a platform above and is faced with weatherboarding above. It has a boat-shaped cap. The sweeps have no shutters but the fantail is intact. No machinery remains inside.
- 1.4.26 A windmill has stood at or near the present site for several hundred years. An early reference to a windmill is in a court roll for the Manor of Balneath dated 1590. It refers to a ‘*ventimolum voc[at] a wynde myll*’ held by Richard Houlden. A house associated with the windmill is referred to in documents as early as c.1670 in a List of Tenants of Balneath Manor: “*Tennants of the said mannor who pay unto the Lord of the said mannor uppon death the best beast as a herriott for every tenement copyhold Widdow Comber for a cottage and windmill in Chayley*”. Early Ordnance Survey maps show little more than a windmill and its associated Mill House and outbuildings.



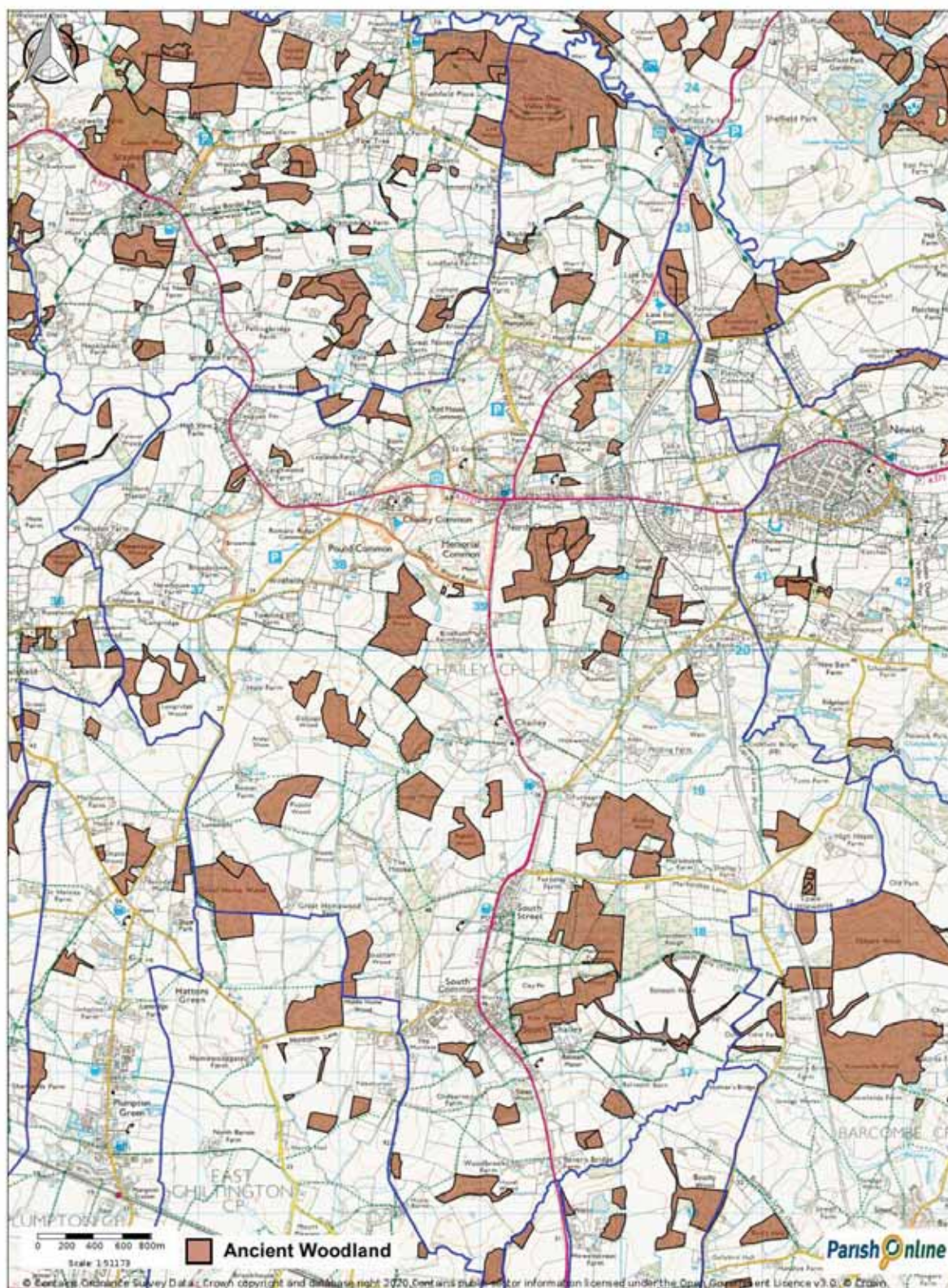


Figure 25: Distribution of Ancient Woodland in and around Chailey



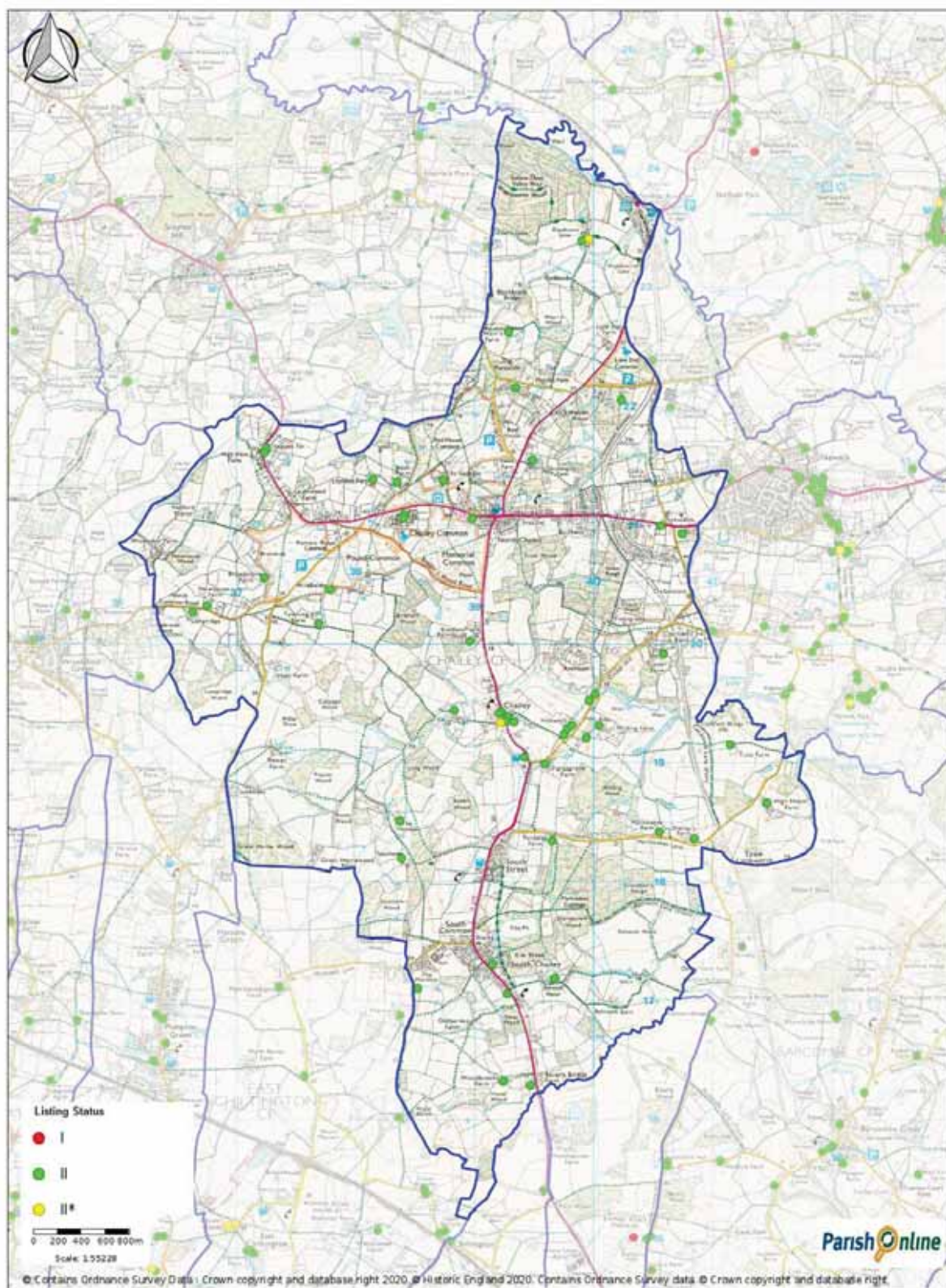


Figure 26: Distribution of Listed Buildings in Chailey

### Historic Cottages & Country Manors

- 1.4.27 There are many historically significant buildings in Chailey, some of which are protected from demolition and inappropriate alteration by their designation as Listed Buildings, because of their architectural and/or historical importance and are graded II or II\*. (see figure 26)
- 1.4.28 Balneath Manor, located in South Common, was once part of the estates of St Pancras' Priory, Lewes. The manor was granted to Thomas Cromwell at the Dissolution in 1537, and then passed to Anne of Cleves and subsequently Sir William Goring, with whose descendants it remained until c.1900.
- 1.4.29 Buildings in Chailey Green are mostly various historic residential dwellings. There are a number of larger detached houses, including Chailey Moat, Beards and Chailey Place but it is the modest houses that are the most prevalent building type. Other, less numerous building types in the conservation area include vernacular farm buildings, St. Peter's Church, the Five Bells public house, the Reading Room, the forge (now a house adjacent to Durrants) and the Chailey Church of England Primary School. Several of the buildings in the conservation area are on the Council's local list or have been statutory listed as being of special architectural or historic interest. Of the statutory listed buildings, all are grade II listed with the exception of The Parish Church of St. Peter which is designated grade II\*.
- 1.4.30 Houses are typically two storeys high, with a variety of roof forms including hipped, pitched, half-hipped and cat-slide, with dormers a rare intrusion into the front roof slopes. Brick chimneys also feature prominently on residential properties. All the houses have a limited palate of materials and architectural detailing. There are also a number of farm buildings, which have a vernacular appearance and are constructed of local materials.
- 1.4.31 Several buildings are thought to date from the 17<sup>th</sup> Century, including Durrants and the Corner Cottage. Chailey Moat, Bosun and Beards too are from this period although they were given a classical makeover in the 18<sup>th</sup> Century. There are also a number of attractive Victorian properties, but since the late 19<sup>th</sup> century, the settlement has changed little, with only a few modern infill houses and agricultural buildings having intruded.
- 1.4.32 The conservation area provides a number of significant historic buildings, which together form a cohesive whole. St. Peter's Church on the southern side of the Green is the main focal point, although all the buildings that enclose the Green are notable. Perhaps most notable is the house called Beards, to the southern side of the Green, next door to St. Peter's, because of its distinctive Georgian character and its slightly raised location due to the gentle north-south slope in the topography.
- 1.4.33 Notable also is the Reading Room, which, while a small single storey building, which appears to have been altered significantly in its history, is a focal point because it sits prominently on The Green.
- 1.4.34 In the northern end of North Common may be found Wapsbourne Manor, one of our most distinguished farmhouses. Described by one author as *all rather grand* and built for an ironmaster in 1605, it not only boasts three storeys in the local brick but *has immense chimneybreasts from which rise two groups of three vertiginous diamond-plan stacks*. (see figure 2)
- 1.4.35 Although having the appearance of a quiet country lane, Cinder Hill and its northern extension Oxbottom Lane accommodate a variety of residential properties, some of historic importance,

being largely hidden from the Lane by hedging or being set back from the Lane and accessible via private driveways. Two very significant properties are the historic Ades Mansion and Roeheath, but other properties in the Lane, such as the cottages at Coppard's Bridge, Tompsett's Charity, White Lodge, Keepers, Hickwells and Cinder Farm are also historically important and attract listed status.

- 1.4.36 Ades House is grade II listed. The main central block of red brick is 18<sup>th</sup> Century and comprises three storeys, each including five windows, two stuccoed stringcourses, wooden cornice, brick parapet and intact glazing bars. The house also has a deep brick porch with fluted stone Doric columns up 5 steps with double doors of eight fielded panels. There are 19<sup>th</sup> century additions to the east and west.

#### **St Peter's Church**

- 1.4.37 The oldest standing building in Chailey is St. Peter's Church, part of which dates from the 13<sup>th</sup> Century. The building includes a chancel, a nave with south aisle and double north aisles, and a west tower with a broached shingled spire dating from the 13<sup>th</sup> century. The 14<sup>th</sup> century south aisle was restored in 1878-9, with one north aisle added in 1846, the other in 1878-9.

#### **Community and Community facilities in Chailey**

- 1.4.38 Chailey can be said to have a strong community. However, it is hindered by the dispersed geography of the parish and a lack of a defined village centre. 54% of respondents in the December 2015 'Shaping Chailey' questionnaire judged Chailey's community to be Fairly Strong, Strong or Very Strong. 34% judged it to be weak or worse. The spread-out nature of the village was cited as the major factor which worked against a stronger sense of community, despite the efforts of the churches, "Chailey News" and the Bonfire Society to foster a greater sense of community spirit.

#### **North Chailey**

- 1.4.39 Community facilities in North Chailey include the Sports ground attached to Chailey Common, which includes a football pitch and sports pavilion. Around the King's Head Crossroads there is the former King's Head public house (now converted to offices and flats), the 'Forget Me Not' tearooms and the Shell Petrol station with Londis convenience store. Eastwards along the A-272 there is North Chailey Dental Care. There is also St Helen's meeting room at the New Heritage housing estate.

#### **Chailey Green**

- 1.4.40 Community facilities around Chailey Green include the Parish Church of St Peter's, St Peter's Primary School, Roeheath recreation ground, The Five Bells public house and the Village Hall and Reading Room which can be used for meetings and events and also contains the Parish Office.

#### **South Chailey**

- 1.4.41 Community facilities in South Chailey include Chailey Secondary School, the Free Church, Chailey Surgery, South Chailey Stores and the Horns Lodge public house.

#### **Community Groups**

- 1.4.42 For a village of its size there are a significant number of communal activities, many characteristic of the caring attitudes which are a distinguishing feature of this community. One can identify a continuing concern for others in Chailey's community, starting with the small Thompsetts Charity (£40 left in 1769 to educate poor children in the Parish, and still awarding a modest



bursary) to the dominant Chailey Heritage (the village's largest employer, certainly if one includes the 300 volunteers) a beacon in the care and advancement of the severely disabled. The Grantham Trust was established with eight 'sheltered' flats for the elderly of Chailey and has grown to thirty (see Chailey through the Centuries, pp.36-38); Headway has an established care institution; and a new care institution is being built at Gradwell Park.

- 1.4.43 The community is expressed most forcefully through Chailey News. This journal is St Peter's parish magazine which is distributed monthly and free-of-charge to every household in Chailey village. It includes information on the activities of societies and of the Parish and District Councils and is founded on the Rector's address and Church information and activities. Chailey News is funded in part by advertisements, mainly for Chailey traders and organisations, and gives a real-life picture of village life. For example, the most recent society, Chailey Litterpickers, typifies such organisations – a citizen's initiative, it meets only to work (i.e. to pick litter along our roads and lanes). However, it brings together and inspires a wide group of residents and demonstrates pride in our terrain. Like so many societies in our community it combines civic concern with a direct interest in the village and its landscape, and includes the 'caring' aspect so typical of our village.
- 1.4.44 Chailey Chat has become a significant social media group on Facebook and allows residents to keep up to date with local news and events or ask for help and advice from other members of the community.
- 1.4.45 Chailey Bonfire Society was re-founded in 1966 and provides the village with an annual parade and firework display, which funds a Christmas dinner and entertainment for elderly residents. The Society also runs the St George's Day Village Fete. These are the most popular village events, attracting residents from all areas of the Parish.
- 1.4.46 Newick Colts FC helps bring the younger members of the community together and is actively run by volunteers from the Parish. Chailey Free Church run a monthly 'Messy Church' which include family activities and games and is attended by around 60 people. Other societies such as the Chailey Outings Group provide organised trips for the elderly residents in Chailey, something particularly important in a village with limited public transport.
- 1.4.47 Chailey Women's Institute and Chailey Horticultural Society are also well supported and hold a number of shows and community events throughout the year, which include the seasonal horticultural shows and special events such as the 'Great Chailey Bake Off'. Likewise Chailey Commons Society run a number of walks and workshops, making use of the nature reserve, and its diverse habitats and heritage, and the Friends of Chailey Windmill holds regular open days, attracting visitors from the village and further afield, in pursuance of its aim to preserve the iconic building.
- 1.4.48 The newest of the voluntary organisations that provide a service to the village is the Repair Café. Founded in August 2018, established and staffed by villagers, the Café provides a convenient and economical way to get a wide range of articles refurbished and repaired. Whilst waiting for their articles, customers are able to use the café and meet and interact with other villagers. Increasingly, the café is providing a new and vibrant focus for social interaction in spread out Chailey. (see figure 27)





Figure 27: Repair café

- 1.4.49 Chailey has two Churches: St Peter's Church on Chailey Green and Chailey Free Church in South Chailey. Both run community based events such as lunch clubs and cafés.
- 1.4.50 Unlike so many other villages, there is no central or communal space, where residents can meet one another as they go about their daily lives. This has in some cases resulted in loose neighbourhood networks, sometimes formalised into localised organisations such as the Cinder Hill Group, the former North Chailey Residents' Association and the New Heritage Residents Group.

#### **Transport Facilities**

- 1.4.51 Community and leisure activities in Chailey are highly dependent on the availability of motor transport, since the distances involved and lack of available footpaths and cycle tracks make this the key to accessing community activities and facilities. As examples, the Sports Ground is 4 kilometers from South Chailey, whilst New Heritage (a recent development of 70 houses in North Chailey) lies 4 kilometers from St Peter's Primary School (figure 15). Such distances between community facilities are in many cases beyond reasonable walking distance and footways either do not exist or do not connect to one another. There are also no cycleways along the busy A roads which bisect Chailey. This generally means that access to a car is essential to residents, not so much to travel outside the village but to make use of the facilities within it. A consequence of this situation is that elderly villagers find it almost impossible to continue living in the village once no one in the family is any longer able to drive. It is worth noting that, of the societies listed in the Annex, Chailey Youth Group is now defunct, at least one reason being that most young people (ages 8-15) can only come together if brought by car. Parental support is vital to the Chailey & Newick Colts Football Club to provide transport to the Sports Ground in North Chailey.
- 1.4.52 There are two bus routes that run through the parish and include the 121 (Lewes - Chailey - Newick) and the 31 (Uckfield - Newick - N. Chailey - Haywards Heath - Cuckfield) routes. Bus services are in decline however. Due to insufficient passengers use, there has been a withdrawal of hourly, evening and weekend services. If, as we maintain, our community is linked through societies which bring together not only residents but also members from other villages, and specifically Newick, our sister village, then this only emphasises how dependent our village, as at present, is on cars.

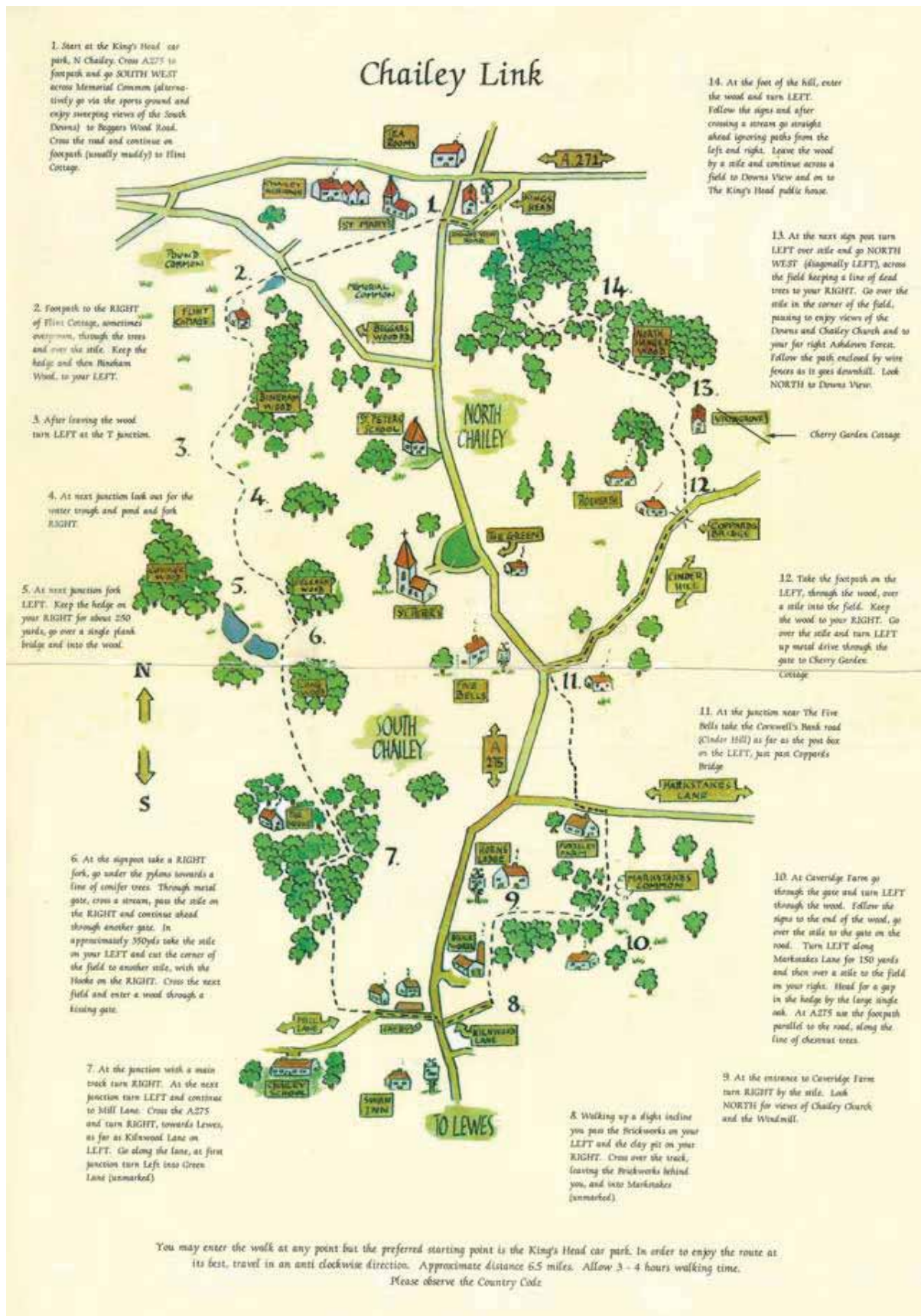


Figure 28: Chailey Link Walk





- |  |   |
|--|---|
| 1. Northeast view from Banks Road across the Ouse Valley and towards Sheffield Park.                         | 7. View south from the Chailey Link Walk looking to the South Downs.  |
| 2. View north from Red House Common over Wealden woodland  | 8. View to the west looking over Bower Farm and the site of the Second World War Advanced Landing Ground.       |
| 3. View south from Chailey Windmill across Chailey Common and the South Downs.                               | 9. View south from St Peters Church to the South Downs.   |
| 4. View south from Memorial Common to the South Downs.   | 10. View over the South Downs, from fields to the south of Ades.  |
| 5. View south from Romany Ridge Common to the South Downs.   | 11. View south from Balneath Lane to the South Downs.   |
| 6. View south-west from the Chailey Link Walk overlooking Chailey Green and the South Downs in the distance. | 12. View south from the footpaths at Oldbarns Farm and the Chailey Parish boundary, looking to the South Downs. |

**Figure 29: Viewscapes across Chailey**



#### 1.4.53 Population

Chailey's population according to the 2011 Census was estimated at 3088 living in 1,168 households (2011 Census quoted on East Sussex in Figures website).

#### 1.4.54 Heritage and Conservation

Since the late 1960s, Lewes District Council, as local planning authority (LPA), has been able to declare Conservation Areas to protect and enhance areas of particular character. The main purposes of such Areas is to prevent unauthorised demolition of significant non-listed buildings and to ensure that new development protects and enhances the area; less development can be carried out without planning permission and there are requirements to advertise planning applications. Conservation Areas are usually, but not exclusively, centred on a core of Listed Buildings, as is the case in Chailey, although the majority of listed buildings in the village are situated along or adjacent to Cinder Hill/Oxbottom Lane, which is not a conservation area.

#### 1.4.55 Conservation Areas

Chailey currently includes two such Conservation Areas: Chailey Green and St.George's. Chailey Green Conservation Area is, understandably, centered on the historic core of Listed Buildings around St Peter's Church. Chailey Green was first designated as a Conservation Area in June 1976. Reference may also be made to the Conservation Area Appraisal document prepared by Lewes District Council in 2003. (see figures 31 and 32)

#### 1.4.56 Historic Buildings

There are many historically significant buildings in Chailey, more than fifty of which are protected from demolition and inappropriate alteration by their designation as Listed Buildings, because of their architectural and/or historical importance and are graded II or II\*. The historically significant buildings, including listed buildings, are identified in the Character Appraisal Document, and their locations are shown in Map 16 of Annex 1. (see figure 26)



Figure 30: Roeheath

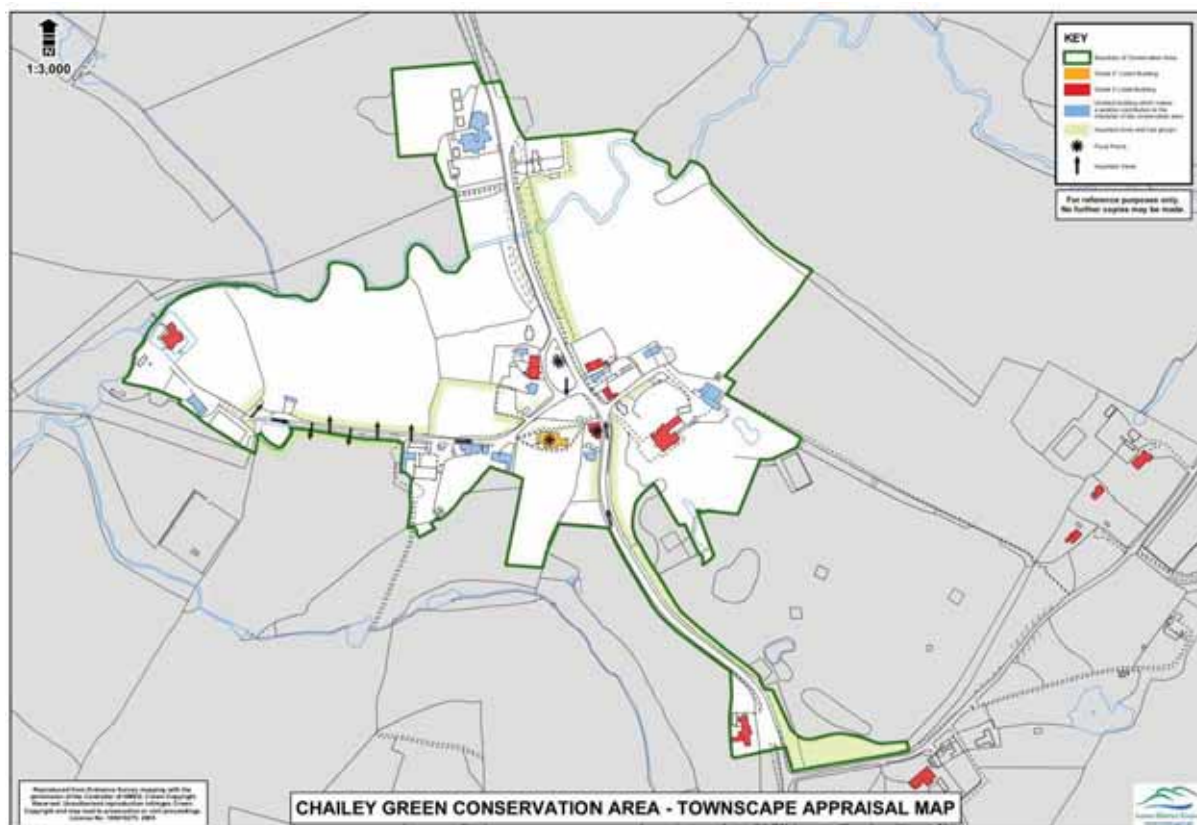


Figure 32: Chailey Green Conservation Area

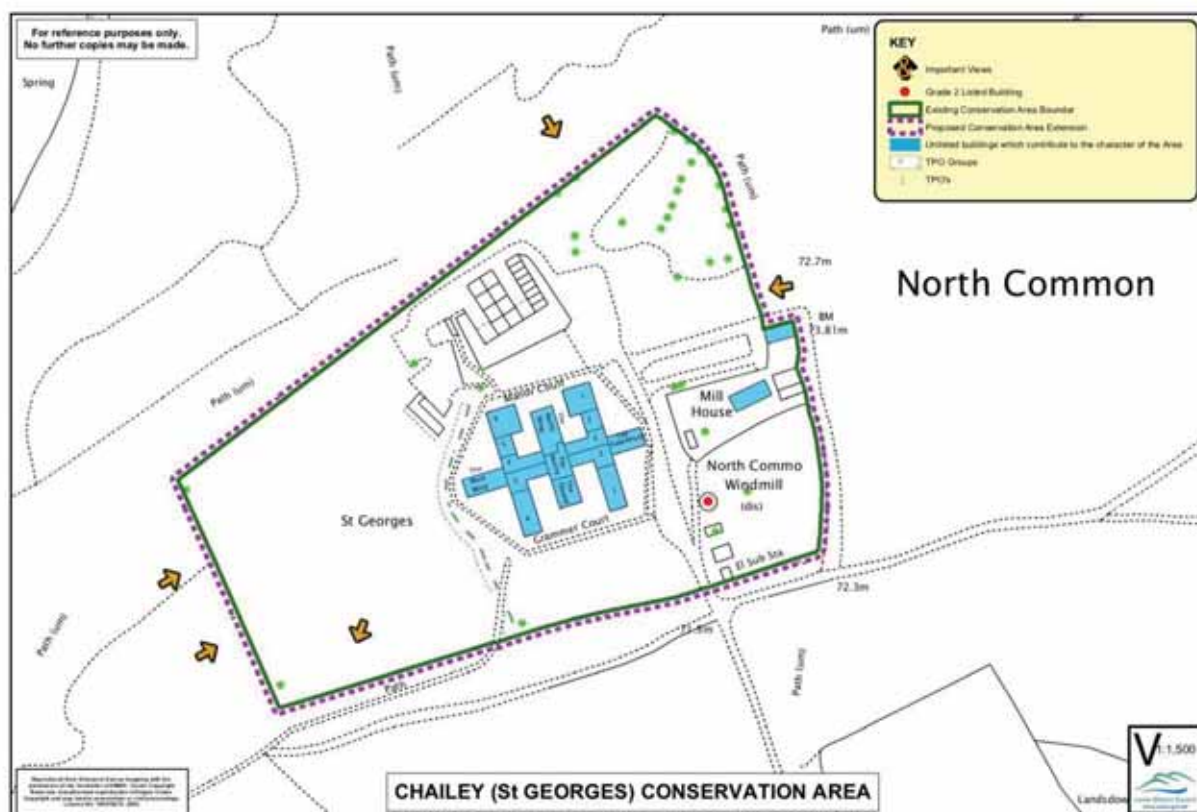


Figure 31: St George's Conservation Area

#### 1.4.57 **Green Lane - Historic Inheritance from the Romans**

Green Lane, running from Markstakes Lane to Setford Fields and then over the entrance to Markstakes Common to Balneath Manor drive, is a remaining section of Roman road. It is possible that the Roman road also continued north and may survive as sections of the modern East Grinstead Road between St Peters Church and North Chailey Crossroads. Further South from Green Lane, lies 'Pigs Easter Bridge' thought to be a corruption of a much earlier placename, now unknown, and further attests to the fact that this is an ancient routeway. On Green Lane, nearby spring ponds are shown on the Ordnance Survey maps as Roman Springs. Part of this track, which is lined with mature oaks and broadleaf trees, forms part of the Chailey Link Walk, and is increasingly used by walkers, cyclists and horse riders. From the top of this hill, one can see the South Downs National Park from Jack and Jill to Black Cap, some two miles. Ashdown Forest is viewed some five miles to the north across a vista of paddocks, woodland ridges and specimen broad leaved trees.

#### 1.4.58 **Past Building Design and Appearance**

Prior to the 1850s and the construction of the railways, the area of Sussex between Ashdown Forest and the South Downs (known as the low Weald) was rural and sparsely populated, with small villages, isolated houses and small-scale, locally-based industry. Many of the larger houses originated in the medieval period and, together with some more modest cottages, survive today and form the core of our Listed Buildings and Conservation Areas. Typically, these were timber framed, with local stock brick and clay tile roofs, but some more expensive buildings used local sandstones and Horsham stone roofs. Flint is also used. The roofs were characteristically steep, compared to modern construction. Nevertheless, notwithstanding its rural character, Chailey was comparatively well served by highways, with the modern A-275 and A-272 corridors closely following earlier routes, many hundreds of years old.

With the coming of the railways, more particularly the construction of the Lewes – East Grinstead line, in the early 1880s, development increased and new building techniques and materials were introduced. Initially, stock bricks were still predominant, but were now mass-produced, and some natural slates took the place of clay tiles. However, traditions of brick, flint, tile and timber weatherboarding and varied roof patterns were still followed.

Significant changes in the style and construction of buildings came with availability of cheap road transport following the Second World War. Mass-produced and fletton bricks came from the Midlands; concrete roof tiles became available in flat and pantile forms. Windows and doors were made in factories to standard patterns, rather than by local joiners; later, plastic and upvc replaced timber and metal in doors, windows and pipes. With a few exceptions, new developments and infill in Chailey from this time (say 1960 – 1980) have no obvious design theme, or link to the traditional designs and materials of the Low Weald. Examples can be seen in infill and ribbon (along roads) developments from this period, a particularly good example being in Lower Station Road where there is a marked contrast between the fine Edwardian houses and the modern replacements on the former railway land. However these tend to have the saving grace of being small-scale, with large gardens, mature landscaping and of varied design, largely by local builders.

The original core of Chailey was centred on St Peter's Church but two other areas have been created by ribbon development straggling along roads in South Chailey and North Common. The visual impact of such development has been a concern for many years and was the subject of legislation in the 1930s.

Within the countryside (and commercial areas) small brick and tile sheds have been replaced with much larger utilitarian buildings of sheet metal and fibre.

Turning back to residential developments, the provision of housing since the 1980s has been dominated by estates, blocks of housing of uniform design carried out by a single developer



and based on a design book which might cover the whole country; houses now familiar in Chailey might be just as familiar to residents of Truro or Doncaster.

#### 1.4.59 **The Future of Building Design**

The written and verbal representations received pursuant to the initial consultation on the Neighbourhood Plan, showed that most respondents accepted the need for development and more housing in Chailey, but with the strong proviso that this should be of the right type and in the right places. For example, small developments, of appropriate design in keeping with the Village and not ribbon development. Smaller dwellings were clearly preferred.

The appearance of the Village and the visual impact of development is a major concern of residents and one which it is entirely appropriate for a Neighbourhood Plan to address. In his book “A vision of Britain” HRH The Prince of Wales asked what was wrong with “... people desiring surroundings which are familiar, traditional, well-trying and beautiful”. He goes on to accept new development, but argues that it must be appropriate and that the community must be actively involved.

This philosophy is incorporated into national policy: the “National Planning Policy Framework states “The creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities”.

The approach of the Neighbourhood Plan Task Group has been to take into account residents' comments, but, also, to make a study of a number of recent developments and to highlight the good and “less good” aspects of each (appraisals in appendices). The lessons learnt have been incorporated into the policies on design and appearance in the NP.



Figure 33: Cockfield Track, an ancient holloway to the east of Chailey

## 2.0 VISION & OBJECTIVES

### 2.1 Introduction

Through a combination of questionnaire surveys, public consultations, workshops, attendance of village events, email correspondence and meetings with local businesses, the Steering Group was able to collect the views of the parishioners on what they wished to see for the future of their village. This began with the Shaping Chailey questionnaire in December 2015 and led to two main village consultations in April 2016 and March 2017. For the villagers, the five most important aspects they wished the Neighbourhood Plan to address included housing, the environment of Chailey, Economy, Transport and the Community and its facilities.

- 2.1.2 The vision and objectives herein were presented to both the community and the Parish Council as a sound basis for proceeding with the NDP. There were various consultations events which informed the vision and objectives.

### 2.2 Vision

The vision of Chailey NDP seeks to capture the purpose and aspirations for the village. It therefore forms the basis on which the objectives and proposed policies are formulated.

#### The Vision is:

*“Chailey will continue to be a thriving community which protects and retains its quiet, rural character and enhances its built and natural heritage. Sustainable development that respects its countryside setting will be supported and infrastructure improvements will be encouraged. The most highly valued countryside areas in the Parish will be recognised and conserved. Job opportunities within the village will be actively encouraged to provide improved prospects for local people. The sense of community spirit and cohesion will be fostered and increased.”*

### 2.3 Objectives

The objectives provide a framework to deliver development and other changes that conserve and enhance the sustainability of Chailey, in a balanced approach to social, economic, and environmental factors. They reflect the nature of the village and the direction the local community wants the plan to take, especially in securing the long term future of those community and environmental assets most precious to local people. They also accept and welcome change that will enable the community to grow in a measured but sustainable way. A number of objectives which seek to address the issues identified have been grouped into themes (which align to the survey sections and the three working groups). They will be used to develop the policies that form the basis of the Plan. Some objectives may appear in more than one section.



2.3.1 OBJECTIVES (not in priority order) under each theme are proposed as follows:

#### **Housing Objectives:**

**Objective 1:** To ensure that all new housing development, through location, quality and design, preserves and enhances the existing character of the village and its environment.

**Objective 2:** To promote new residential development if within the revised planning boundaries shown in the Plan and other allocated sites identified by Lewes District Council in the Local Plan.

**Objective 3a:** To ensure that new housing development in the Parish comprises dwellings with 1, 2 or 3 bedrooms, suitable for starter homes or for elderly residents downsizing from elsewhere in the village.

**Objective 3b:** To ensure that new residential development in the Parish is sustainably constructed, preferably by small house builders using local materials, and in a style and appearance in keeping with existing properties within the immediate vicinity.

#### **Environmental Objectives:**

**Objective 4:** To enhance and protect the natural beauty and biodiversity of the Parish, including the vicinity of Chailey Common.

**Objective 5:** To enhance and protect the countryside setting of the main residential centres of the Parish.

**Objective 6:** To protect and enhance the historic environment and cultural heritage of the Parish.

**Objective 7:** To take all practical steps to protect views, vistas and the dark sky of Chailey, particularly where proposed developments outside the Planning Boundary would adversely impact upon the character and beauty of the village.

#### **Economy and Transport Objectives:**

**Objective 8:** To strengthen and sustain community, recreational, tourism and transport infrastructure in Chailey.

**Objective 9:** To facilitate employment opportunities and tourism in the Village and increase these where possible.

#### **Community Objectives:**

**Objective 10:** To ensure that Chailey's community spirit and its facilities are preserved and enhanced.



## 3.0 POLICIES

### 3.1 Introduction

3.1.1 This section sets out the policies to support and deliver our vision and objectives for the Chailey Neighbourhood Development Plan. Each policy is numbered and set out in the format of coloured boxes. It is accompanied by a reference to its conformity with the National Planning Policy Framework (NPPF) and the Local Plan where relevant. The Local Plan context for this NDP is the Lewes Local Plan. There is also a reference to the relevant key evidence base documents which support the policy.

3.1.2 The policies should be read in conjunction with the evidence base documents. To aid identification, policies have been coded as indicated below.

#### Policy coding

Code	Policy Area
HO	Housing
EN	Environment and Landscape
COM	Community
TRA	Transport
ECO	Economy

#### List of Policies

The policies being proposed in the Plan are:

## Housing

**Policy HO1: Design**

**Policy HO2: Housing mix**

**Policy HO3: Building materials**

**Policy HO4: Building height**

**Policy HO5: Pedestrian connections**

**Policy HO6: Conservation areas**

**Policy HO7: Historic buildings**

**Policy HO8: Housing considerations**

## Environment and Landscape

Policy ENV1: Landscape

Policy ENV2: Wildlife protection

Policy ENV3: Countryside Protection and the village setting

Policy ENV4: Locally Listed buildings

Policy ENV5: Conservation of the environment, ecosystems and biodiversity

Policy ENV6: Protection of open views

Policy ENV7: Dark night skies

Policy ENV8: Chailey Common buffer zone

## Community

Policy COM1: Community leisure / cultural facilities

Policy COM2: Assets of Community Value (Community Right to Bid)

## Transport

Policy TRA1: Road Safety

Policy TRA2: Adequate and appropriate car parking

## Economy

Policy ECO1: Retail provision

Policy ECO2: Communications Infrastructure

Policy ECO3: Employment retention

Policy ECO4: Sustainability

Policy ECO5: Encouraging employment and tourism

## Housing Policies

The Vision Statement for the development of the village over the next fifteen years resulted from various methods of consultation with the community, particularly the responses to the “Shaping Chailey” Questionnaire, which was distributed to every household in the village. Overwhelmingly, residents want the village to retain its quiet, rural character and for any future housing development to conform to that rural character and comprise only small-scale developments in keeping with their surroundings rather than mega housing estates. The responses show that housing is a prime concern in the parish. Villagers’ views remain unchanged from those expressed in earlier surveys such as the initial Shaping Chailey Survey to the later surveys such as the Housing Needs Survey.

Although the Plan does not consider where such developments should be sited, (since such decisions are better left to the site allocation process of Local Plan Part2, which allows the views of the villagers, collectively and individually, to be taken into account), the Plan does consider the overall criteria which should govern the final selection of sites for future development and the type of dwellings to be built to satisfy current and future housing needs in Chailey.

### **Policy HO1: Design**

Proposals for all forms of new development must plan positively for the achievement of high quality and inclusive sustainable design, at the same time demonstrating they have sought to conserve local distinctiveness and the aesthetic qualities of traditional rural settlements as described in the Chailey Parish Character Appraisal. Applications which show sensitivity to the location and have regard to the connections between people and places, or are appropriate to their location, or regard to existing density, scale, massing, landscape and biodiversity considerations will be supported. This does not preclude modern designs which will be supported where they are of high quality and make a contribution to their setting.

### **Conformity list of references:**

- NPPF: Paras 124 -126
- LDC: JCS Core Policy 2 (for residential developments), Core Policy 10, Core Policy 11 and Lewes Local Plan Part 2 (hereafter referred to as LPP2) Policies DM25 and DM33
- NDP objective: Objective 1: To ensure that all new housing development, through location, quality and design, preserves and enhances the existing character of the village and its environment.

**Key Evidence base reference:** Character Appraisal report

### **Policy HO2: Housing mix**

Housing developments within the Development boundary of Chailey will be supported where they include a range of house types, including a mix of one, two and three bedroom starter homes and sheltered and smaller units of two and three bedrooms for the elderly which should be designed in accordance with lifetime homes principles. Housing developments will also be expected to include an element of single level dwellings and, where practicable, sheltered accommodation to meet the needs of the elderly and people with disabilities, thus enabling them to remain independent and within the community for as long as is possible.

**Conformity list of references:**

- NPPF: Para 61
- LDC: Likely to be JCS Core Policy 2, Core Policy 11 and Core Policy 12 and LPP2 Policy DM25
- NDP objective: **Objective 3a:** To ensure that new housing development in the Parish comprises dwellings with 1, 2 or 3 bedrooms, suitable for starter homes or for elderly residents downsizing from elsewhere in the village.

**Key Evidence base reference:**

- Housing Needs Survey

**Policy HO3: Building materials**

New residential buildings should use locally appropriate, external building materials, which reflect the existing rural character of buildings in the locality.

**Conformity list of references:**

- NPPF: Paras 126 and 127
- LDC: JCS Core Policy 11 and LPP2 Policy DM25
- NDP objective: Objective 3b: To ensure that new residential development in the Parish is sustainably constructed, preferably by small house builders using local materials, and in a style and appearance in keeping with existing properties within the immediate vicinity.

**Key Evidence base reference:** Character Appraisal report, Design Report (D. Matthews)

**Policy HO4: Building height**

All new houses and extensions to existing dwellings should be no more than two storeys in height, though this would not preclude the use of roof space.

**Conformity list of references:**

- NPPF: Paras 126 and 127
- LDC: JCS Core Policy 2 (for residential developments), Core Policy 11 and LPP2 Policies DM5, DM25, DM 28 and DM29
- NDP objective: Objective 1: To ensure that all new housing development, through location, quality and design, preserves and enhances the existing character of the village and its environment.

**Key Evidence base reference:** Character Appraisal report, Design Report (D. Matthews)

**Policy HO5: Pedestrian connections**

All new housing developments must provide safe pedestrian access to link up with existing or proposed wider footpath networks, ensuring that residents can walk safely to public transport services, schools and other key village services.

**Conformity list of references:**

- NPPF: Paras 84, 91, 104 and 110
- LDC: JCS Core Policy 2, Core Policy 8, Core Policy 9, Core Policy 11, Core Policy 13 and LPP2 Policy DM35



- NDP objective: A-275Objective 8: To strengthen and sustain community, recreational, tourism and transport infrastructure in Chailey.

**Key Evidence base reference:** Shaping Chailey Questionnaire, Housing Needs Questionnaire

#### **Policy HO6: Conservation areas**

Within the conservation areas development proposals will be required to preserve or enhance the character or appearance of those areas including the green and woodland spaces. Development on land adjacent to the Conservation Areas or which affect views from and into the Conservation Areas will not be supported if it detracts or adversely impact the special character of the conservation areas. Development proposals and extensions and alterations to existing buildings and structures within the Conservation Area will be expected to:

1. be suitably designed for the context within which they are set;
2. ensure that the scale and massing of buildings relate sympathetically to the surrounding area; **and**
3. use traditional and vernacular building materials to respect the context of the development concerned.

#### **Conformity list of references:**

- NPPF: Paras 185 and 186
- LDC: JCS Core Policy 10, Core Policy 11 and LPP2 Policy DM25 and DM33
- NDP objective: Objective 6: To protect and enhance the historic environment and cultural heritage of the Parish.

**Key Evidence base reference:** Character Appraisal, Design Report

#### **Policy HO7: Historic buildings**

Proposals that have an unacceptable impact on the significance of listed buildings or their setting will not be supported. Conversion of heritage assets, whether for residential, community or business purposes, will normally be supported so long as the use is appropriate for the building and its location and subject to the character of the building being protected along with its setting.

#### **Conformity list of references:**

- NPPF: Paras 184 and 189
- LDC: JCS Core Policy 10, Core Policy 11 and LPP2 Policies DM4, DM25, DM28 and DM33
- NDP objective: Objective 6: To protect and enhance the historic environment and cultural heritage of the Parish.

**Key Evidence base reference:** Historic environment report, Character appraisal

#### **Policy HO8: Housing considerations**

New development for affordable housing will be supported if based on proven local need. Such development will be for smaller affordable homes (for rent through a housing association or similar so that they remain in the affordable housing pool in perpetuity or, if for sale, with restrictions to ensure that they remain affordable to future generations).

**Conformity list of references:**

- NPPF: Paras 62 and 63
- LDC: JCS Core Policy 1, Core Policy 2 and LPP2 Policies DM2 and DM7
- NDP objective: Objective 2: To promote new residential development if within the revised planning boundaries shown in the Plan and other allocated sites identified by Lewes District Council in the Local Plan.

**Key Evidence base reference:** Historic environment report, Character appraisal, Housing Needs Survey, Shaping Chailey Questionnaire, Local connection eligibility for affordable housing criteria as required by Lewes & Eastbourne



Figure 35: Part of recent King's Head development - a mix of small flats and 2-3 bedroom apartments in the Sussex Barn style



## Environment and Landscape Policies

Consultation with villagers revealed that the best perceived features of Chailey are its rural setting and environment, particularly the Common, and the overall beauty of the surrounding countryside, especially the South Downs. Villagers wish these highly valued features to continue and for the village to continue positively to complement and support its rural hinterland.

### **Policy ENV1: Landscape**

New development will be supported which incorporates landscape proposals which will

- Sympathetically integrate the development with its surroundings
- Provide a landscape setting for the proposed building(s)
- Create a high-quality environment.

### **Conformity list of references:**

- NPPF: Para 170
- LDC: JCS Core Policy 10, Core Policy 11 and LPP2 Policy DM25
- NDP objective: Objective 5: To enhance and protect the countryside setting of the main residential centres of the Parish.

**Key Evidence base reference:** Historic environment report, Character appraisal

### **Policy ENV2: Wildlife protection**

Development proposals should be designed to retain trees or hedgerows of good arboricultural or amenity value, wherever possible, and proposals that damage or result in their loss will not be supported unless the benefits of the proposed development outweigh the amenity or arboricultural value of the trees and / or hedgerows. In addition, proposals will be expected to enhance the wildlife opportunities on the site by retaining or providing wild life corridors and stepping stones such as hedgerows, ditches, strips of tree planting, green open spaces with trees and grass verges to roads.

### **Conformity list of references:**

- NPPF: Para 174
- LDC: JCS Core Policy 10 and LPP2 Policies DM14 and DM24
- NDP objective: Objective 4: To enhance and protect the natural beauty and biodiversity of the Parish, including the vicinity of Chailey Common.

**Key Evidence base reference:** Historic environment report, Character appraisal, East Sussex Landscape Assessment

### **Policy ENV3: Countryside Protection and the village setting**

Development will be supported which protects the landscape character of the countryside outside of the planning boundary and, where relevant, the setting of the villages within that countryside

### **Conformity list of references:**

- NPPF: Paras 79 and 170
- LDC: JCS Core Policy 8, Policy 10, Core Policy 12, Core Policy 13 and LPP2 Policies DM24 and DM25.

- NDP objective: Objective 5: To enhance and protect the countryside setting of the main residential centres of the Parish.

**Key Evidence base reference:** Historic environment report, Character appraisal, County Council's Local Flood Risk Management Strategy  
<https://www.eastsussex.gov.uk/environment/flooding/localfloodriskmanagementstrategy/>

#### **Policy ENV4: Locally Listed Buildings**

Proposals for development that affect any non-designated heritage asset will be assessed having regard to the scale of any harm or loss to the significance of the affected heritage asset.

#### **Conformity list of references:**

- NPPF: Paras 184,185,205
- LDC: JCS Core Policy 11 and LPP2 Policy DM25 and DM33
- NDP objective: Objective 6: To protect and enhance the historic environment and cultural heritage of the Parish.

**Key Evidence base reference:** Historic environment study, Character Appraisal, Archaeology Report

#### **Policy ENV5: Conservation of the environment, ecosystems and biodiversity**

Development will be expected to protect and retain well-established features of the environment, ecosystem and biodiversity, including mature trees, species-rich hedgerows, watercourses and other ecological networks together with the habitats alongside them including ponds.

All development should consider the existing nature conservation resource of the site, identify significant impacts and assess the need for avoidance, mitigation, compensation and new benefits for biodiversity, including the potential to create and/or strengthen connectivity between existing habitats.

#### **Conformity list of references:**

- NPPF: Para 174
- LDC: JCS Core Policy 10 and Core Policy 12 and LPP2 Policies DM20, DM22 and DM24
- NDP objective: Objective 4: To enhance and protect the natural beauty and biodiversity of the Parish, including the vicinity of Chailey Common.

**Key Evidence base reference:** Historic environment report, Character appraisal

#### **Policy ENV6: Protection of open views**

All development should be considered with regard to the need to protect the open landscape character of the countryside and the natural rural views into and out of Chailey.

#### **Conformity list of references:**

- NPPF: Para 170
- LDC: JCS Core Policy 10, Core Policy 11 and LPP2 Policy DM24, DM25 and DM33  
 NDP objective: **Objective 7:** To take all practical steps to protect views, vistas and the dark sky of Chailey, particularly where proposed developments outside the Planning Boundary would adversely impact upon the character and beauty of the village

**Key Evidence base reference:** Character appraisal

**Policy ENV7: Dark night skies**

Development proposals should avoid light pollution to preserve the dark skies characteristic of Chailey. In instances where lighting is necessary for health and safety reasons, mitigation strategies, including careful design and location should be applied, to cause minimal impact upon the environment.

Development proposals which detract from the unlit environments of the village will not be supported. New lighting will be required to conform to the highest standard of light pollution restrictions in force at the time. Security and other outside lighting on private and public premises will be restricted or regulated to be neighbourly in its use including floodlighting at equine establishments and on sports fields or sports grounds.

**Conformity list of references:**

- NPPF: Para 180
- LDC:
- NDP objective: **Objective 7:** To take all practical steps to protect views, vistas and the dark sky of Chailey, particularly where proposed developments outside the Planning Boundary would adversely impact upon the character and beauty of the village.

**Key Evidence base reference**

- Character appraisal, Dark Skies Report



Figure 36: Farmland to the North across the Ouse Valley and on to the Ashdown Forest

## Community Policies

A constant theme in Surveys conducted over the last fifteen years has been comment on the lack of community spirit in Chailey. Our most recent Survey, Shaping Chailey [Summer 2015] recorded: 54% of respondents judged the Sense of Community in Chailey to be Fairly Strong or better (Strong or Very Strong). 34% judged it to be weak or worse. Geography, the spread-out nature of the village was cited as the major factor which worked against a stronger sense of community, despite the efforts of the churches, “Chailey News” and the Bonfire Society to foster a greater sense of community spirit. (figure 37)

The disadvantages of living in Chailey are perceived to be its totally inadequate job opportunities, its very poor public transport services and its poor leisure facilities and shops. Weak community spirit, which is exacerbated by the extremely dispersed location of the village and the absence of a recognisable village hub, was another negative factor.

Our Plan defines Chailey as a dispersed settlement - a large rural area with no one centre (a landscape of isolated farms and agricultural buildings among woodland and open country, and as such, typical of East Sussex). A ‘task force’ invited to comment on the Positives and Negatives about Chailey’s Community produced an exhaustive list of these aspects (see appendix of Task Group Workshop minutes) with a summary suggestion that Chailey needs a central space/building combining shopping, a pub, a meeting hall and a playing field so that people from different “hamlets’ in the village can interact.

### **Policy COM1: Community leisure / cultural facilities**

Proposals to sustain or extend the viable use of existing community leisure and cultural facilities and the development of new facilities will be supported if they comply with other policies in this Neighbourhood Plan. Development proposals must consider and where appropriate alleviate the adverse impact of any development on existing community and cultural facilities.

#### **Conformity list of references:**

- NPPF: Para 92
- LDC: JCS Core Policy 5, Core Policy 7 and LPP2 Policies DM23 and DM25
- NDP objective: Objective 10: To ensure that Chailey’s community spirit and its facilities are preserved and enhanced.

**Key Evidence base reference:** Shaping Chailey Questionnaire, Community consultation i.e. Task Group Workshops and St George’s Day Fete public engagement.

### **Policy COM2: Assets of Community Value (Community Right to Bid)**

Proposals to encourage the retention, improvement or reuse of an Asset of Community Value will be strongly supported including retaining the existing local businesses in Chailey. However, any proposals that will result in either the loss of an Asset of Community Value or in significant harm to the integrity of an Asset of Community Value will be strongly resisted unless it is demonstrated that the local community has not been able to acquire the building or the building is no longer on the Register of Assets of Community Value.

**Conformity list of references:**

- NPPF: Paras 184 -202
- LDC: JCS Core Policy 5 and Core Policy 7
- NDP objective: Objective 10: To ensure that Chailey's community spirit and its facilities are preserved and enhanced.

**Key Evidence base reference:** Survey, The Assets of Community Value (England) Regulations 2012



Figure 37: Annual Chailey Bonfire Celebration

## Transport Policies

Public transport was highlighted as a particular concern in the surveys and public consultation carried out for the Neighbourhood Plan. The lack of footpaths means that most of the population are dependant either on cars or the use of bus services to move within or outside the Parish. Once there is no one in a household fit enough to drive, it becomes extremely difficult, if not impossible, to continue to live an independent and fulfilling life in Chailey. This explains the Parish's skewed population statistics. The 2011 Census shows that only 15.4% of the population of Chailey were aged 65 or over: the comparable figure for Lewes District as a whole was 22.7%. By comparison, 19.4% of Chailey's population were aged under 15: the figure for Lewes District was 16.2%.

**Policy TRA1: Road Safety**

Proposals for new housing development will be expected to demonstrate how the adverse consequence of increased traffic movements will be mitigated to eliminate or substantially reduce any identified significant impacts on road safety and the environment.

**Conformity list of references:**

- NPPF: Para 102
- LDC: JCS Core Policy 2, Core Policy 9, Core Policy 11 and Core Policy 13
- NDP objective: Objective 8: To strengthen and sustain community, recreational, tourism and transport infrastructure in Chailey.

**Key Evidence base reference:** Shaping Chailey Questionnaire, Housing Needs Survey, Public engagement events including Task Group Workshops and St George's Day Fete.

**Policy TRA2: Adequate and appropriate car parking**

All development will generally be expected to provide adequate and appropriate off street car parking in accordance with ESCC guidance.

Development proposals that would result in the overall net loss of existing off-street car parking will generally not be supported.

**Conformity list of references:**

- NPPF: Paras 105
- LDC: Likely to be JCS Core Policy 2, Core Policy 11, Core Policy 13 and LPP2 Policy DM25.
- NDP objective: Objective 8: To strengthen and sustain community, recreational, tourism and transport infrastructure in Chailey.

**Key Evidence base reference:** Shaping Chailey Questionnaire



Figure 38: A272 near King's Head Cross roads. Here houses lie well back from the main A272 highway through the Northern part of the village



## Economy Policies

### Policy ECO1: Retail provision

The provision of any new or additional retail floor-space will be supported. Where planning permission is required, the conversion of retail units to residential use will be resisted, unless it is shown that there is no market interest in retaining its commercial use. Retail or business proposals introduced into Conservation Areas will be expected to incorporate a shopfront, lighting and/or external signage in a way that protects the character of the locality. Where the proposal reintroduces a retail use into a building which already has a historic shopfront, the presumption will be that the shopfront will be retained and if necessary restored.

#### Conformity list of references:

- NPPF: Para 83
- LDC: JCS Core Policy 5, Core Policy 6, Core Policy 11, Core Policy 13 and LPP2 Policy DM25 and DM33
- NDP objective: Objective 10: To ensure that Chailey's community spirit and its facilities are preserved and enhanced.

**Key Evidence base reference:** The Government's policy paper "The Digital Communication Infrastructure Strategy March 2015", Shaping Chailey Survey, Character Appraisal, Task Group Workshops and public consultation.

### Policy ECO2: Communications Infrastructure

Applications for all new buildings should demonstrate how the development will provide, through the installation of the necessary infrastructure and ducting, the ability for occupiers to be able to connect to ultra-fast broadband.

#### Conformity list of references:

- NPPF: Para 112
- LDC: JCS Core Policy 7 and LPP2 Policy DM25 and DM32
- NDP objective: A-275 Objective 8: To strengthen and sustain community, recreational, tourism and transport infrastructure in Chailey.

**Key Evidence base reference:** Shaping Chailey Survey, Character Appraisal, Task Group Workshops and public consultation.

### Policy ECO3: Employment retention

Proposals for the use of land or buildings on sites of existing employment uses other than employment purposes will only be supported when:

1. it can be demonstrated that the on-going use of the premises or land for employment purposes is no longer viable;
2. it has not been in active use for a minimum of 12 months (or as identified by the market) and active steps have been taken throughout to obtain suitable alternative occupation for employment or community purposes. This must be proven through an independent sustained marketing campaign lasting for a continuous period of at least 6 months; **and**
3. the alternative proposal would provide some employment or community use or benefits.

**Conformity list of references:**

- NPPF: Para 83
- LDC: JCS Core Policy 4, Core Policy 11 and LPP2 Policy DM4, DM10, DM11 and DM19
- NDP objective: Objective 9: To facilitate employment opportunities and tourism in the Village and increase these where possible.

**Key Evidence base reference:** Parish analysis, meetings with local businesses, Shaping Chailey Questionnaire, Housing Needs Survey.

**Policy ECO4: Sustainability**

Proposals for individual and community scale utilities and service including reliable electricity, hydroelectricity, solar photovoltaic panels and clean water will be supported subject to the following criteria:

1. The siting and scale of the proposed development is appropriate to its setting and position in the wider landscape including the character and appearance of the conservation areas and listed buildings;
2. the proposed development does not create an unacceptable impact on the amenities of local residents; **and**
3. the proposed development does not have an unacceptable impact on a feature of natural or biodiversity importance.

**Conformity list of references:**

- NPPF: Para 92
- LDC: JCS Core Policy 7, Core Policy 12, Core Policy 14 and LPP2 Policy DM24 and DM25
- NDP objective: A-275Objective 8: To strengthen and sustain community, recreational, tourism and transport infrastructure in Chailey.

**Key Evidence base reference:** Parish analysis, meetings with local businesses, Shaping Chailey Questionnaire

**Policy ECO5: Encouraging employment and tourism**

Proposals to encourage tourism will be strongly supported and business development in Chailey will be encouraged where:

1. it is in keeping with the character of the area and the amenities of neighbouring properties and minimises visual impact through sensitive siting and design;
  2. it minimises the impact of the proposal on the wider character of the area; **and**
  3. it will not cause or exacerbate any severe traffic problems and will promote sustainable transport.
- Proposals to encourage the retention, improvement or reuse of an existing employment provision for the community will be strongly supported subject to compliance with the requirements of Policy ECO4.

**Conformity list of references:**

- NPPF: para 80
- LDC: JCS Core Policy 4, Core Policy 7, Core Policy 10, Core Policy 11, Core policy 12 and LPP2 Policies, DM23, DM24 and DM25
- NDP objective: Objective 9: To facilitate employment opportunities and tourism in the Village and increase these where possible.

**Key Evidence base reference:** Parish analysis, meetings with local businesses, Shaping Chailey Questionnaire



**Figure 39: Mill Lane, South Common, showing Chailey Secondary School and the Brick Works beyond**

### **3.2 Non statutory community aspirations**

The extensive survey work carried out to create this plan identified a number of issues and projects that residents feel are important but which cannot form part of the Neighbourhood Plan as they do not relate to land use. It is intended that these issues will be picked up and dealt with by the Parish Councils via a Community Action Plan(s).

Where the need is identified, it is hoped that the Community Infrastructure Levy from new development can be used to create and improve green infrastructure, foot paths and cycle lanes to link the settlements within the Parish and provide appropriate new facilities and infrastructure on-site, as required by the Plan, the Local Planning Authority and those identified by the County Council. New and improved utility infrastructure will be encouraged and supported in order to meet the identified needs of the community.

We will support highways or other transport improvements which facilitate connectivity for pedestrians and cyclists through and between all parts of the village, and the linkages between other settlements. It is hoped that all new housing developments will show how safe pedestrian/cycle access can be ensured to connect with existing, or proposed, wider footpath networks, so that residents can walk safely to public transport services, schools and other key facilities. Proposals that encourage the construction of a pedestrian crossing near the junction of the A-275 and Mill Lane will be supported.

*The projects are listed below:*

- Footpath linking north and south Chailey
- Reducing traffic speed limits
- Improved bus services
- Facilities for young people
- Improved Broadband Speeds
- Community transport: The Neighbourhood Plan will, where appropriate, promote the provision of new community transport and/or improve and maintain a good bus service
- Facilities to support and encourage home working through ultra-fast telecommunication provision: we will seek the expansion of communication networks and ultra-fast broadband along with improvements to connectivity
- Support any enhancement to the transport infrastructure that would improve connections with local towns and villages
- Support for a pedestrian path on the A-275, south from the A-272, to the Primary School
- Promote Assets of Community Value
- Promote a local listing survey to identify non-designated buildings that developers/planners should be aware of e.g. the ruins of Chailey windmill (see figure 39 above)



**Figure 40: View over Romany Ridge Common, part of the Chailey Common Nature Reserve and popular for walkers and dog walkers in Chailey and from outside the parish**

## 4.0 DELIVERY

### 4.1 Implementation, Monitoring & Review

- 4.1.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like.
- 4.1.2 The Neighbourhood Plan, if approved in the referendum, will become part of the development plan for Lewes District. Its policies will therefore carry the full weight of the policies in the development plan and, in Chailey, they will have precedence over the non-strategic policies of Lewes's Local Plan unless material considerations indicate otherwise. Applications will then be determined by LDC using the policies contained in the final 'made' Plan.
- 4.1.3 The Plan will be monitored by the Parish Council on an annual basis, using the planning data collected by Lewes District Council and any other data collected and reported at a parish level relevant to the plan. The Parish Council will be particularly concerned to judge whether its policies are being effectively applied in the planning decision process.
- 4.1.4 The extensive survey work carried out to create this plan identified a number of issues and projects that residents feel are important but which cannot form part of the Neighbourhood Plan as they do not relate to land use. It is intended that these issues will be picked up and dealt with by the Parish Councils via a Community Action Plan(s).
- 4.1.5 The Parish Council proposes to complete a formal review of the Plan at least once every five years or earlier if necessary to reflect changes in the Local Plans or the NPPF (National Planning Policy Framework) and other local factors relevant to the Plan.



## 5.0 APPENDICES

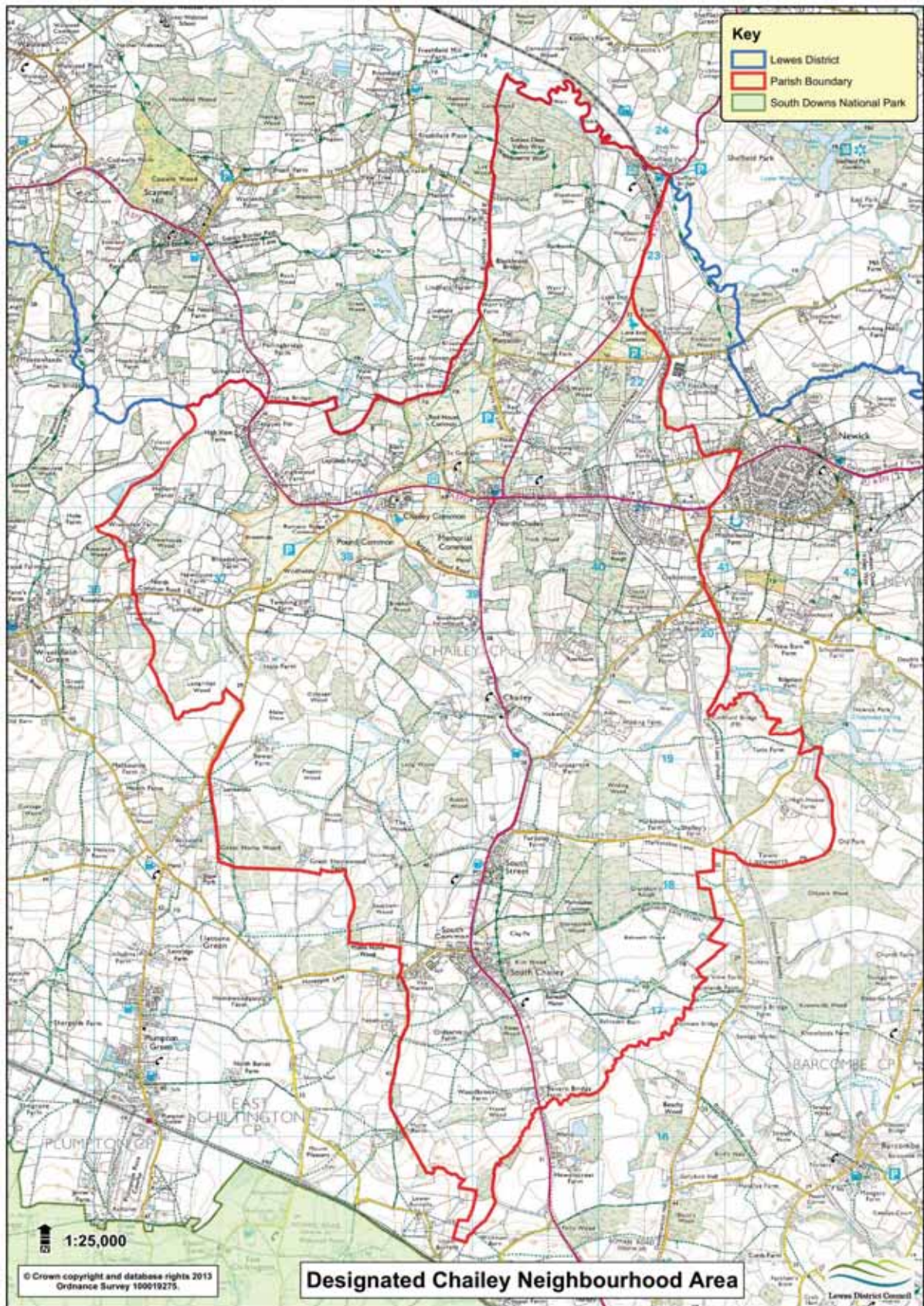
### 5.1 Appendix A Glossary of Terms

<b>Community plan</b>	Community plans are produced through collaboration between local residents and representatives of public, voluntary and private sector organisations and businesses. Community plans seek to influence and inform public bodies, organisations and other service providers about the priorities for people in the plan area.
<b>Community right to build</b>	The community right-to-build process is instigated by a 'community organisation' where the community decides to bring forward specific development proposals for the benefit of the community. This might include community facilities and affordable housing.
<b>Core strategy</b>	A plan setting out the spatial vision and strategic objectives of the planning framework for an area.
<b>Habitats Regulation Assessment</b>	This is a requirement for plans that are likely to lead to significant effects on European sites of nature conservation importance.
<b>Local Planning Authority</b>	A local planning authority is the local authority or council that is empowered by law to exercise statutory town planning functions for a particular area of the United Kingdom
<b>Localism Act</b>	<p>The <a href="#">Localism Act 2011</a> includes five key measures that underpin the government's approach to decentralisation.</p> <ul style="list-style-type: none"> <li>•Community rights</li> <li>•Neighbourhood planning</li> <li>•Housing</li> <li>•General power of competence</li> <li>•Empowering cities and other local areas</li> </ul>
<b>National Planning Policy Framework (NPPF)</b>	<p>The NPPF sets out the planning policies for England. This was a key part of the reforms to make the planning system less complex and more accessible, and to promote sustainable growth.</p> <p>The Framework sets out planning policies for England and how they are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications</p>
<b>National Planning Policy Statements and guidance notes</b>	Planning policy guidance notes, and their replacements planning policy statements, are prepared by the government after public consultation to explain statutory provisions and provide guidance to local authorities and others on planning policy and the operation of the planning system. The majority of planning policy statements and guidance notes have been superseded by the NPPF.
<b>Neighbourhood area</b>	A neighbourhood area has to be formally designated for a neighbourhood plan or order to be produced

<b>Neighbourhood Development Order</b>	A neighbourhood development order can directly grant planning permission for certain specified kinds of developments within a neighbourhood area.
<b>Neighbourhood Development Plans</b>	New type of plans introduced by the Localism Act 2011. They will be prepared by town/parish councils, or constituted Neighbourhood Forums, and develop detailed planning policies for a town/parish (or part of them) in general conformity with the council's Local Plan or LDF.
<b>Planning Advisory Service</b>	The <a href="http://www.pas.gov.uk">Planning Advisory Service</a> helps councils provide faster, fairer, more efficient and better quality planning services. See <a href="http://www.pas.gov.uk">www.pas.gov.uk</a>
<b>Qualifying Body</b>	This can be described as: a parish council, organisation or body designated as a neighbourhood forum, authorised to act in relation to a neighbourhood area for the purposes of a neighbourhood development plan
<b>Statement of Community Involvement</b>	A document setting out how the authority will consult and involve the public at every stage in the production of the Local Development Framework.
<b>Statutory Consultees</b>	Statutory consultees for the purposes of neighbourhood planning are defined within the Neighbourhood Planning (General) Regulations
<b>Steering Group</b>	A steering group is a committee of individuals made up of community representatives who will drive forward the neighbourhood planning project on behalf of the town or parish council.
<b>Strategic Environmental Assessment</b>	Strategic environmental assessment (SEA) is a systematic decision support process, aiming to ensure that environmental and possibly other sustainability aspects are considered effectively in policy, plan and programme making.
<b>Town and Country Planning Act 1990</b>	The Town and Country Planning Act 1990 is an act of the British Parliament regulating the development of land in England and Wales.



## 5.2 Appendix B Chailey Neighbourhood Plan Area Map and Designation Area



### 5.3 Appendix C Schedule of Evidence

The NDP is supported various evidence documents which has been used to inform the policies within the Plan. Including the following would make the Plan too unwieldy so it should be noted that the Plan should be read in conjunction with these documents where further detail/evidence is required.

The supporting documents are:

- ◆ Character appraisal
- ◆ Green Spaces assessment
- ◆ The Archaeology of Chailey
- ◆ Chailey Through the Centuries (Available in St Peters Church, the Parish Office and East Sussex County Library)
- ◆ A Historical Note on the Parish of Chailey - available at [http://www.stpeterschailey.org/uploads/2/6/2/7/26276149/historical\\_notes\\_on\\_the\\_parish\\_of\\_chailey\\_final\\_comp\\_v2.pdf](http://www.stpeterschailey.org/uploads/2/6/2/7/26276149/historical_notes_on_the_parish_of_chailey_final_comp_v2.pdf)
- ◆ Housing Design Report
- ◆ Housing Needs Survey Results
- ◆ Chailey's Past in Pictures – available at <http://chailey.org/about-chailey/chaileys-past-in-pictures/>
- ◆ Chailey in Photos
- ◆ Chailey census figures on population and household make up
- ◆ Shaping Chailey Results & Summary Report
- ◆ Objectives and Policies clarification survey

**These can be found on the Chailey Parish website <http://chailey.org/>**

5.4 **Appendix D** **Chailey Screening opinion statement**



**Chailey Neighbourhood Development Plan**

**Strategic Environmental Assessment Screening Opinion**

**June 2017**

Final Version



## Introduction

1. Neighbourhood Development Plans are a relatively new tier of planning policy produced by local communities. When adopted, such plans will be used by local planning authorities to determine planning applications for the Neighbourhood Areas that they cover.
2. Chailey Parish Council has had its entire Parish designed as a Neighbourhood Area which allows it to produce a Neighbourhood Development Plan.
3. The Strategic Environmental Assessment (SEA) Regulations<sup>1</sup> transpose the European Union SEA Directive<sup>2</sup> into law. It requires those making plans that could impact on the environment to consider whether they are likely to have a significant effect or not.

## Screening Opinion

4. As part of the process of making the Neighbourhood Development Plan, the Parish Council has requested a screening opinion to see whether a SEA is required as part of the plan-making process. Such a requirement can be screened out if it is felt, based on the information available, that the Neighbourhood Development Plan would not have a likely significant environmental effect.
5. In order to assess the likely significance of the plan on the environment, the purpose of the plan has been appraised against the criteria detailed in the regulations and Directive. This analysis has been made in Table 1.
6. The District Council has based its screening opinion on the understanding that the Chailey Parish Council will prepare a Neighbourhood Development Plan that:
  - will have policies consistent with national policy;
  - will have policies consistent with existing and emerging local policies;
  - will not allocate sites for development;
  - will base policies on the evidence it has gained from documents such as the State of the Parish Report.
7. If it is presented with additional information that changes its understanding as to what the Chailey Neighbourhood Plan will cover, the District Council reserves the right to undertake another Screening Assessment which may have different conclusions.

Table 1: Screening Assessment

Criteria	Notes	Likely Significant Effect?
<b>1. The characteristics of plans and programmes, having regard, in particular, to—</b>		
<b>(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;</b>	Neighbourhood Development Plans are the lowest-level statutory planning documents in the UK. As such, the Chailey Neighbourhood Development Plan does not set a framework for other projects or plans outside of the Parish but will be used for guiding development in the Parish until 2030.	No

<sup>1</sup> Known fully as The Environmental Assessment of Plans and Programmes Regulations 2004

<sup>2</sup> Known fully as Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment

Criteria	Notes	Likely Significant Effect?
<b>(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;</b>	Neighbourhood Development Plans are influenced by other plans, such as the adopted Lewes District Core Strategy, as well as national planning policy and guidance. The plan is at the base of the hierarchy of national policy and is not intended to influence other plans and programmes.	No
<b>(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;</b>	The Neighbourhood Development Plan, as directed by the National Planning Policy Framework, will help promote sustainable development and will consider the environment of the Parish.	No
<b>(d) environmental problems relevant to the plan or programme; and</b>	The state of the environment has been considered by those making the plan to help with such consideration. Based on the information received to date, it is likely that the plan will attempt to reduce environmental problems and thus no significant negative impact is envisaged through the provisions in the Neighbourhood Development Plan.	No
<b>(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).</b>	Not applicable for the Neighbourhood Development Plan	No
<b>2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to—</b>		
<b>(a) the probability, duration, frequency and reversibility of the effects;</b>	The Neighbourhood Development Plan will guide development in the parish until 2030, with the aim of having a positive impact on the parish and by promoting sustainable development.	No
<b>(b) the cumulative nature of the effects;</b>	Development in the Neighbourhood Plan is likely to be consistent with the amount	No

Criteria	Notes	Likely Significant Effect?
<b>(c) the trans-boundary nature of the effects;</b>	<p>of development proposed in the Joint Core Strategy.</p> <p>The Sustainability Appraisal (SA) (incorporating a SEA) of the Joint Core Strategy considered the impact of development in the Parish alongside development in other settlements and parishes, including neighbouring districts. Neighbouring authorities have not objected to these findings.</p> <p>The Habitats Regulations Assessment (HRA) of the Joint Core Strategy considered the effects of development on protected sites. Additional work is currently being carried out to consider the combined traffic impacts on protected sites (i.e. Ashdown Forest SAC/SPA).</p> <p>It is not anticipated that the Chailey Neighbourhood Plan will have direct negative trans-boundary impacts as it will only contain policies to guide development within the Parish up to 2030 and will not be allocating sites for development.</p>	No
<b>(d) the risks to human health or the environment (for example, due to accidents);</b>	It is not thought that anything in the Neighbourhood Development Plan will increase risks to human health.	No
<b>(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected);</b>	The Neighbourhood Development Plan, unlike most plans, is to be written for a small area and modest population. Its impacts are unlikely to be extensive.	No
<b>(f) the value and vulnerability of the area likely to be affected due to—</b> <b>(i) special natural characteristics or cultural heritage;</b> <b>(ii) exceeded environmental quality standards or limit values; or</b> <b>(iii) intensive land-use; and</b>	<p>In collecting information for the Neighbourhood Development Plan, information has been gained on the characteristics of the area – including information on land use, listed buildings, TPOs and SSSIs. This information gathering will inform the contents of the Neighbourhood Development Plan.</p> <p>There are no known environmental quality standards being exceeded. The plan is not likely to lead to a significant intensification of land use nor is it felt that its provisions are likely to harm natural and cultural characteristics.</p>	

Criteria	Notes	Likely Significant Effect?
(g) the effects on areas or landscapes which have a recognised national, European Community or international protection status.	<p>The Neighbourhood Area does include nationally designated landscape including Chailey Common Site of Special Scientific Interest (SSSI). It is not envisaged that the SSSI will be significantly affected by the provisions of the Neighbourhood Development Plan as the Chailey neighbourhood Plan will not allocate sites for development.</p> <p>The northernmost portion of the Neighbourhood Area is within the 7 km zone of influence around the Ashdown Forest SAC/SPA and so could be of concern for recreation impacts. It is not anticipated that that Chailey Neighbourhood Plan will have direct negative effects on air quality and in particular nitrogen deposition on the SAC. This is because the Chailey Neighbourhood Plan will not allocate sites but only seek to provide additional policies to inform the planning application process within the Neighbourhood Area. Therefore it is thought that this issue should be considered at a strategic level.</p> <p>Additional work is currently being carried out on the HRA for the Joint Core Strategy to consider the combined traffic impacts resulting from new developments on protected European sites (i.e. Ashdown Forest SAC/SPA).</p> <p>Air quality monitoring on the Ashdown Forest SAC is ongoing and if any future results change our understanding of the associated impacts that information will be fed into the SEA of the Chailey Neighbourhood Plan at a later stage.</p>	No

8. The above analysis was undertaken by Lewes District Council on behalf of the Parish Council. In light of the analysis, it is not thought that the Neighbourhood Development Plan would have significant environmental effects.
9. This Screening Opinion was made available to the three statutory environmental bodies (Natural England, Environment Agency and English Heritage) for their views.
10. Comments were welcomed between Tuesday, 25<sup>th</sup> April and Tuesday, 6<sup>th</sup> June 2017. The following comments were made from Natural England: "Natural England agrees that the Neighbourhood Plan is unlikely to have significant environmental effects. This is for the reasons set out in Table 1, principally because the Plan is not intending to allocate sites."

11. After considering these comments, we have concluded that the Parish Council does not need to undertake a Strategic Environmental Assessment as part of the Neighbourhood Plan Development process. This decision has been based on the assumption set out in paragraph (6) and for the following Statement on Reasons:
- The Chailey Neighbourhood Plan will not allocated sites for development
  - The Chailey Neighbourhood Plan is not expected to have any significant environmental effects that had not already been considered through the Lewes District Core Strategy Sustainability Appraisal (incorporating a Strategic Environmental Assessment) which was an important consideration of the screening assessment



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# Calendar of Meetings

## May 2021 - May 2022



MEETING:	Day	Time	May 2021	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr	May
Annual Council	M	6pm	27												23
Council	M	6pm	27		15		20		22			21			23
Cabinet	Th	2.30pm		10	8		23		11	9		3	24		
Policy and Performance Advisory Committee	Th	3.30pm		3	1		16		4	2	27		17		
Planning Applications Committee*	W	5pm*		9	7	4	8	6	10	8	12	16	9	6, 27	
Licensing Committee	Th	10.30am		24				7		16			3		
Audit and Standards Committee	M	10am			26		13 27		15		17		14		
Devolution Committee**	Ad hoc														
Joint Staff Advisory Committee***	M (L) / W (E)	2.30pm		14(M)			22(W)			6(M)			2(W)		
Bank Holidays			3, 31			30				27, 28	3			15, 18	2, 3
Elections+			6 (PCC) (ESCC)												
Other				LGA Ann Conf 29 - 30	LGA Ann Conf 1										

### Notes:

\*Meeting frequency and start time will be kept under review during 2021/22.

\*\*The dates of other Committees, Sub-Committees and Panels which do not meet regularly will be announced as and when.

\*\*\*Meetings of Joint Staff Advisory Committee will alternate venues and days between Lewes (L) and Eastbourne (E).

+ Scheduled Elections during 2021/22 – Police and Crime Commissioner (PPC) and East Sussex County Council (ESCC) May 2021.

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## Executive decision taken by Leader/Cabinet portfolio holder

### ***Decision taken by:***

Councillor James MacCleary

### ***Date of decision:***

31 March 2021

### ***Subject of report:***

On 3<sup>rd</sup> March the Government announced additional support to certain business sectors that have been legally required to close due to national restrictions being put in place to manage coronavirus and save lives.

The announcement included additional grant funding support that will operate to support non-essential retail, hospitality, accommodation, leisure, personal care and gym businesses within the business rates system. This will be a 'one-off' grant payment made to eligible businesses.

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

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

No

### ***Key decision:***

Yes

### ***Open summary of decision made:***

The Leader of the Council has approved the Restart Grants scheme April 2021 and granted the Director of Service Delivery delegated authority, to implement, and if

necessary, amend each Policy (in consultation with the Leader). Such delegated authority will include any measures necessary for or incidental to its management and administration

In accordance with section 17 of the Council's Policy and Performance Advisory Committee Procedure Rules, the call-in procedure shall not apply to this decision given its urgency. A decision is urgent if, in the view of the decision maker, any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or the public's interests.

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

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

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

***Alternative options considered:***

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

***Was an executive councillor(s) consulted before decision was taken? If so, what was the result of this consultation?***

Councillor Nicholson.

***Does the proposal involve any unplanned expenditure? If so, please confirm that you have consulted with the Chief Finance officer and include the date of consultation***

The cost of the schemes are being met by Central Government and any additional expenditure will be met through the New Burdens Funding and it is expected the Department for Business, Energy and Industrial Strategy are expected to provide Council's to administer the schemes.

***Signed:***

Councillor James MacCleary, Leader of the Council

***Leader/Cabinet portfolio holder***



**Lewes District Council Standards Panel**

**Hearing Date: 19 March 2021**

**Hearing into allegations that Cllr Stephen Gauntlett failed to comply  
 with the Council's Code of Conduct for Members**

**Localism Act 2011, section 28**

**DECISION NOTICE**

**1. Whether Cllr Gauntlett failed to comply with the Council's Code of  
 Conduct for members**

Having carefully considered the investigator's written report and the verbal submissions made by all parties at today's hearing, and having taken account of the views of the Independent Person, the Panel concludes as follows:

- (i) The Panel accepts the investigator's observation at paragraph 5.13 of his report that there were circumstances during Cllr Gauntlett's relationship with Ms Rigby-Faux when he was acting in his capacity as Chair of Lewes District Council, and that he was therefore subject to the Council's Code of Conduct at these times.
- (ii) The Panel also agreed that Cllr Gauntlett's conduct during those times came within the scope of paragraphs 3(1), 3(2)(b), 5 and 6(a) of the Code of Conduct. These elements of the Code relate respectively to the obligation to treat others with respect; not to bully or harass any person; not to conduct oneself in a manner that might reasonably be regarded as bringing your office or authority into disrepute; and not using one's position as a Member improperly to confer on or secure for oneself or any other person an advantage or disadvantage.
- (iii) The Panel noted that Cllr Gauntlett had on many occasions recognised the good work Ms Rigby-Faux had done in the early days of the Greenhavens Network. The Panel also recognised that both parties had the best interests of the Greenhavens Network at heart and wanted the lottery bid to produce the best outcome for local communities.
- (iv) The Panel agreed with the investigator's findings that Cllr Gauntlett did not treat Ms Rigby-Faux disrespectfully; nor did he bully or harass her; nor did he conduct himself in a manner that could reasonably be regarded as bringing his office or authority into disrepute in relation to

the allegation that he did not declare his interests in breach of the Code of Conduct under paragraphs 3(1), 3(2)(b) or 5 respectively, for the reasons stated in the investigator's report.

- (v) The Panel then addressed the difficult issue of whether Cllr Gauntlett had complied with paragraph 6(a) of the Code of Conduct. This provision of the Code consists of three significant elements: first, using one's position as a Member to confer on oneself an advantage; second and alternatively, using that position to disadvantage someone else; and third, that either of these acts be done improperly.

The Panel found no evidence to support the allegation that Cllr Gauntlett had improperly used his position to confer on himself an advantage. While it was alleged that Cllr Gauntlett wanted to take control of the Lottery Bid submission in order to secure himself a position on the Council's Cabinet, the Panel concluded that any evidence of such conduct was purely anecdotal and hearsay and could not, therefore, be relied upon.

The Panel considered in detail the three emails which Cllr Gauntlett wrote on 3 April 2020, 1 May 2020 and 30 May 2020. If any of these emails did confer a disadvantage on Ms Rigby-Faux, the Panel felt that this had not been Cllr Gauntlett's intention. Rather, the Panel felt that Cllr Gauntlett had written to the various parties in good faith and in the wider public interest because he was seeking the best outcome for the lottery bid which he personally felt was being disrupted by Ms Rigby-Faux's actions.

The Panel noted that Cllr Gauntlett had copied Ms Rigby-Faux's employer into his emails of 3 April and 1 May 2020. However, in both instances, Cllr Gauntlett included an explanation as to why he had done that, namely that he wanted Ms Rigby-Faux's employer to be aware of her actions while on furlough. In addition, the Panel felt it appropriate for Cllr Gauntlett to have raised this with her employer because of the Council's own contractual arrangement with them.

Further, the Panel could find no direct link between Cllr Gauntlett's emails sent on those dates, and Ms Rigby-Faux being made redundant.

With regard to Cllr Gauntlett's communication to Lesley Boniface on 30 May 2020, the Panel felt that Cllr Gauntlett was acting in the public interest in seeking to recover the £1,000 donated from his discretionary Chair's fund because he was concerned that under a new Greenhavens Network constitution the funds might be spent in a manner that conflicted with Cllr Gauntlett's original aim and in a way that would be of less benefit to the wider community.

For these reasons, the Panel found that Cllr Gauntlett **had not** breached paragraph 6(a) of the Code of Conduct.

- (vi) Incidental to the above findings, the Panel wished to recognise the difficulties for Councillors when balancing several public roles and communicating clearly in what role they are operating at any given time. This is especially true where a Councillor is writing in one email to multiple parties both within and outside of the Council, as it may not immediately be clear in which capacity they are communicating.

In view of the decision that Cllr Gauntlett **did not fail** to comply with the Code of Conduct in respect of any of the allegations made by Ms Rigby-Faux, it is not necessary for the Panel to go on to consider whether any sanction should be taken in respect of the conduct in question.

## **2. Appeal**

There is no internal right of appeal against the decision of the Standards Panel. This is without prejudice to an interested party's right to seek redress by other permissible means.

## **3. Publication**

A copy of this Notice will be sent to the subject member, Cllr Gauntlett, and to the complainant, Ms Karen Rigby-Faux. The Notice will be uploaded to the Council's website and reported to the next convenient meeting of the full Council.

Notice prepared by Oliver Dixon, Monitoring Officer, Lewes District Council; and approved by the Panel Chair, Cllr Christine Robinson.

Date of Notice: 19 March 2021

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