

Annual Full Council

19 May 2021



Working in partnership with **Eastbourne Homes**

Quorum: 7

Published: Tuesday, 11 May 2021

To the Members of the Borough Council

You are summoned to attend the annual meeting of Eastbourne Borough Council to be held at the Shackleton Hall in the Welcome Building, Devonshire Quarter, Compton Street, Eastbourne BN21 4BP on 19 May 2021 at 6.00 pm to transact the following business.

Agenda

1 Election of Mayor.

2 Notification of apologies for absence.

3 Declarations of Interest

4 Minutes of the last meeting (Pages 5 - 14)

To consider the minutes of the last meeting of the Full Council held on 24 February 2021, and resolve whether to accept them as a correct record.

5 Appointment of Deputy Mayor.

6 Investiture of Mayor's Consort.

7 Mayor's Chaplain - Notification of Appointment.

8 Results of the Borough By-Elections 2021

To receive the following results of the Borough By-Elections held on 6 May 2021 and welcome the new Members to the Council:

Hampden Park Ward – Councillor Josh Babarinde (Liberal Democrat)

Sovereign Ward – Councillor Kshama Shore (Conservative)

9 Executive Arrangements

(Note: The election of Leader of the Council took place at the Annual Meeting on 21 May 2019. The Leader was appointed to a 4-year term of office in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007.)

Leader of the Council to report:

(a) Any changes in respect to the names of those Councillors serving on the

Cabinet and the Councillor appointed as Deputy Leader of the Council (and Deputy Chairman of the Cabinet) and the respective areas of responsibility for each member of the Cabinet.

(b) That the terms of reference and constitution of the Cabinet be as set out in the Council's Constitution.

(c) That delegations to individual Cabinet members in respect of executive functions have not been made at this time.

10 Appointments (Pages 15 - 18)

1. To approve the proposed number and allocation of seats and nominations to Committees, Other Bodies and Boards.
2. To approve the appointment of Chairs and Deputy Chairs
3. To approve the appointments of Members to serve on Outside Bodies.
4. To agree that the following bodies be confirmed with terms of reference as set out in the Council's Constitution, and that they have a fixed membership or to which members are appointed by the Chief Executive, Deputy Chief Executive or relevant Director as the need arises: Equality Steering Group, Council Panels, Recruitment Panels, Task Groups and Project Boards.

(Appendix 1 – To Follow)

11 Confirmation of the Calendar of Meetings for 2021/22 (Pages 19 - 20)

To approve the calendar of meetings for 2021/22 as amended.

Amendments are highlighted and include:

- Licensing Committee to move to 24th May (from 28th June to receive the results of a consultation)
- Audit and Governance Committee to move to 29th September (from 1st September to accord with the revised national statement of account timescales).
- Cabinet to move to 21st March 2022 (from 16th March 2022 due to member availability).

12 Annual Pay Policy Statement (Pages 21 - 26)

To consider the report of the Assistant Director of Human Resources and Transformation and to approve the Annual Pay Policy Statement.

13 Special Urgency Decisions by Cabinet Members. (Pages 27 - 28)

Report of the Leader on a Cabinet Member decision made under special urgency powers since the last meeting and reported in accordance with Section 17.3 of the Council's Access to Information Procedures Rules. A copy of the decision notice is attached for information:

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

14 Discussion on minutes of council bodies.

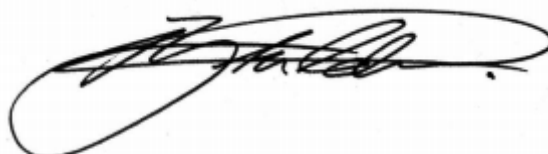
Members of the Council who wish to raise items for discussion (council procedure rule 14) on any of the minutes of the meetings of formal council bodies listed below must submit their request to the Head of Democratic Services no later than 10.00 am on the day of the meeting. A list of such items (if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

The following are appended to this agenda:-

- (a) Minutes of Cabinet - 10 February 2021 (Pages 29 - 36)
- (b) Minutes of Scrutiny Committee - 8 February 2021 (Pages 37 - 42)
- (c) Minutes of Planning Committee - 23 February 2021 (Pages 43 - 46)
- (d) Minutes of Audit and Governance Committee - 3 March 2021 (Pages 47 - 54)
- (e) Minutes of Cabinet - 22 March 2021 (Pages 55 - 58)
- (f) Minutes of Planning Committee - 23 March 2021 (Pages 59 - 62)
- (g) Minutes of Scrutiny Committee - 24 March 2021 (Pages 63 - 70)
- (h) Minutes of Planning Committee - 20 April 2021 (Pages 71 - 74)

15 Date of next meeting

The next meeting of Full Council is scheduled to take place at 6 pm on 21 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.

To assist with our arrangements please email committees@lewes-eastbourne.gov.uk if you are planning to attend in person, and also if you need to use a hearing loop unit at the meeting. We will also require that you wear a face covering (unless medically exempt), observe social distancing and check in at the meeting using the QR codes provided.

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Public participation:

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

Information for Councillors

Items for discussion:

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

Disclosure of interests:

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

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

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

Democratic Services

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

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Working in partnership with **Eastbourne Homes**

Full Council

Minutes of meeting held remotely on 24 February 2021 at 6.00 pm.

Present:

Councillor Steve Wallis (Mayor).

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

Officers in attendance:

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

17 Welcome and Introductions.

The Mayor welcomed all Councillors to the second online Full Council meeting being held remotely in accordance with government regulations.

18 Notification of apologies for absence.

There were no apologies for absence.

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

Councillor Burton declared a disclosable pecuniary interest in Item 11, as the charity that she ran had received a business grant. However, she remained in the room as the item was not discussed.

Councillor Holt declared personal interests for transparency in the following items as he was employed by Your Eastbourne BID (Business Improvement District):

- Item 8 (a), as the BID may apply for future grants or support for recovery.
- Item 9 (a), as the BID had provided a public written speech in respect of this item.
- Item 11, as the BID had been supporting organisations to claim grants but had not received any funding to do so.

Councillor Shuttleworth declared a personal and prejudicial interest in Item 11, as chair of the charity trustees for Langney Community Library, who received support from the grants. However, he remained in the room as the item was not discussed.

Councillor Wallis declared a personal interest in Item 9a as he worked for a charity called 'Warming up the Homeless'.

20 Minutes of the meeting held on 18 November 2020

The minutes of the meeting held on 18 November 2020 were presented and the Mayor was authorised to sign them as a correct record, subject to a correction to minute 2 to replace the name 'Derek Cullen' with the name 'Dennis Cullen'.

21 Public right of address.

The Mayor advised that four public speeches had been submitted in respect of Item 9(a) use of Emergency Accommodation in Eastbourne from the following people, which would be read out by an officer at the start of that item, and had been circulated to all Councillors in advance of the meeting:

Christina Ewbank of Eastbourne Chamber of Commerce
Luke Johnson of Your Eastbourne BID (Business Improvement District)
Kris Hayter of The Eastbourne Hospitality Association
Heidi Lane proprietor of the Crown and Anchor Pub

22 Mayor's announcements.

The Mayor drew attention to the list of the mayoral engagements on the agenda.

The Mayor advised that since the last meeting of the Council, Dean Sabri had stepped down as a Councillor and thanked him for his work in his ward and for the Borough and wished him well in his new endeavours.

The Leader, Councillor Tutt, also played tribute to Dean Sabri for his work on the Council and wished him well for the future.

23 Order of business.

The business proceeded in accordance with the agenda.

24 Other matters referred from Cabinet or other council bodies.

24a Council Budget and Setting of the Council Tax for 2021/22

Councillor Holt moved and Councillor Tutt seconded 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 in respect of 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 Smart moved and Councillor di Cara seconded an amendment, which had been circulated to all Councillors, to add the following as an additional recommendation (11):

“Eastbourne Borough Council is pleased to receive the offer of exceptional financial support from the Government, will fulfil its statutory obligations, and will revise its budget as necessary when the requirements of the Capitalisation Direction are known, including the recommendations of the mandated external assurance review.”

Councillor Holt as Cabinet Member for Finance presented the budget. He highlighted the impact of coronavirus on the authority and the local area, and its impact on the Council's finances, and expressed his condolences to the families of those who had lost their lives. He advised that the Council had achieved over £4.8m savings or efficiencies over the last year but had faced a loss of 60% of its income due to the impact of Covid 19. He advised that there had been extensive external scrutiny of the Council's financial position, and on the basis of this the Government had provided a loan and capitalisation direction to the Council, which would enabled it to achieve a balanced budget and to stabilise its position during the next year, and he set out the context of the plans for this recovery in terms of Council investments, strategies and partnership working. He thanked the Chief Finance Officer and her team for their work on the budget.

Councillor Smart responded to the budget proposals on behalf of the opposition and presented his amendment. He paid tribute to residents and Council employees in their response to Covid 19, and in particular the speed of business grant distribution. He expressed his concerns that the final audited accounts for 2018/19 and 2019/20 had not yet been presented to the Council, and as to the uncertainties this created for the budget proposals. He stated his view that the loss of income was not the major contributor to the shortfall experienced by the Council but was due to choices made by the administration over the last few years. He welcomed the external assurance review required by Government as part of its capitalisation direction, and suggested that a revised budget be prepared after this review, and asked that an additional Council meeting be added in September if necessary to consider this.

The Council debated the budget in full, and Councillor Smart and Councillor Holt were given the opportunity to sum up at the end of the discussion.

As part of her contribution to the discussion, Councillor Bannister paid tribute to the work of Phil Evans, Director of Tourism and Enterprise, who was leaving the Council, and on behalf of the Council extended her thanks to him for his excellent work and wished him well for the future, and this was echoed by other Councillors.

The Mayor reminded Councillors that all votes in relation to the setting of the Council Tax were named votes in accordance with legislation.

The amendment was then put to a named vote and was lost by 16 against, 9 votes for, and 1 abstention:

For: Councillors Ansell, Belsey, di Cara, Freebody, Lamb, Metcalfe, Murdoch, Smart and Taylor (9).

Against: Councillors Bannister, Burton, Choudhury, Diplock, Dow, Holt, Maxted, Miah, Morris, Murray, Rodohan, Shuttleworth, Swansborough, Tutt, Vaughan and Whippy (16).

Abstention: Councillor Wallis (1).

The original motion was then put to a named vote and carried by 16 votes for, 1 against and 9 abstentions:

For: Councillors Bannister, Burton, Choudhury, Diplock, Dow, Holt, Maxted, Miah, Morris, Murray, Rodohan, Shuttleworth, Swansborough, Tutt, Vaughan and Whippy (16).

Against: Councillor Belsey (1).

Abstention: Councillor Ansell, di Cara, Freebody, Lamb, Metcalfe, Murdoch, Smart, Taylor and Wallis (9).

Resolved:

1. The recommendations as detailed in the reports from the Chief Finance Officer to Cabinet on 10 February 2021 be approved:
 - (i) To approve the General Fund budget for 2020/21 (Revised) and 2021/22 (original):
 - (ii) To approve an increase in the Council Tax for Eastbourne Borough Council of 1.998% resulting in a Band D charge of £256.74 for 2021/22.
 - (iii) To agree the revised General Fund capital programme 2021/22.
 - (iv) To approve the Treasury Management Strategy and Annual Investment Strategy for 2021/22.
 - (v) To approve the Minimum Revenue Provision Policy Statement 2021/22.
 - (vi) To approve the Prudential and Treasury Indicators 2021/22 to 2023/24.
 - (vii) To approve the Capital Strategy.

- (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 arrangements for finalising Eastbourne Homes' management fee.
2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement at 6 below remains unchanged.
3. That it be noted, that since the Cabinet meeting on 05 February the Business Rates return to the Government (NNDR1) has been finalised with no changes to the previous net budget assumptions.
4. That consequent upon a General Fund budget of £13,473,950 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £256.74 (representing an increase of 1.998%) calculated as follows:

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

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

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

7. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

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

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

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

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

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

(Note – at the end of this agenda item at 19.47 the Council meeting adjourned for a short recess of 5 minutes)

24b Local Council Tax Reduction Scheme

Councillor Shuttleworth moved and Councillor Tutt seconded the recommendations from Cabinet to approve the Local Council Tax Reduction Scheme and continue with the Exceptional Hardship scheme.

This was put to the Council and approved unanimously.

Resolved –

1. To adopt the 2020/21 Local Council Tax Reduction Scheme as the 2021/22 scheme; and
2. To continue the Exceptional Hardship Scheme in 2021/22.

24c Approval of Licensing Fees and Charges 2021-22

Councillor Rodohan moved and Councillor Tutt seconded the recommendations from the Licensing Committee to approve the licensing fees for 2021/22.

This was put to the Council and approved unanimously.

Resolved –

1. To formally ratify the scale of licensing fees for 2021/22 set out within Appendix 1 to the report, to apply from 1 April 2020.
2. To continue the Exceptional Hardship Scheme in 2021/22.

25 Motions.**25a Motion 1 - Use of Emergency Accommodation in Eastbourne**

Councillor Shuttleworth moved and Councillor di Cara seconded a motion set out in the agenda in respect of use of emergency accommodation in Eastbourne by Brighton and Hove City Council.

The four public statements received from Christina Ewbank (Eastbourne Chamber of Commerce), Luke Johnson (Your Eastbourne BID), Kris Hayter (The Eastbourne Hospitality Association) and Heidi Lane (Proprietor of the Crown and Anchor Pub) were read out by the Senior Committee Officer.

The motion was debated in full and received support from across the Council. Councillors expressed concerns not only to impact of the policy on Eastbourne area and businesses, but as to human cost to those who were vulnerable and often in need of specialist support, being placed outside their area and support networks.

In response to a request from Councillor Ansell, Councillor Shuttleworth agreed to include in the letter to Brighton and Hove Council a request for it to share with Eastbourne Borough Council its plans to discontinue the current practice of out of area placements of this sort, and also advise how it would be returning those placed into temporary accommodation in Eastbourne back to the Brighton and Hove area as soon as possible.

It was noted that a dedicated Scrutiny meeting had been set up on this issue, and representatives of Brighton and Hove City Council would be invited to participate in a discussion on this matter.

The motion was put to the Council and approved unanimously.

Resolved that –

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

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

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

26 Calendar of Meeting 2021/22

The Council received the proposed Calendar of Meetings for 2021/22 and noted that this would be formally ratified at the Annual Council meeting on 19 May 2021.

Councillor Smart asked for an additional Council meeting to be added to the calendar in September to consider any revised budget arising from the external assurance review required by Government as part of its capitalisation direction. Councillor Belsey asked for written response as to why the Council had reduced from five to four meetings a year. A request was also made to consider if the dates of Scrutiny Committee and Cabinet in February could be moved to enable the minutes to be reported in full to the February Council meeting.

Councillor Tutt advised he was happy to discuss any necessary changes with Officers and Councillor Smart outside the meeting. He confirmed that the move to reduce the number of Council from 5 to 4 a year was agreed cross-party a few years ago and resolved by Full Council.

Resolved –

1. To note the proposed Calendar of Meetings for 2021/22;
2. For Group Leaders to discuss the need for any adjustments to the Calendar of Meetings 2021/22 with Officers, ahead of it being brought back for approval to the Annual Council Meeting.

27 Special Urgency Decisions by Cabinet Members.

The Council formally noted the three decisions made by the Leader under special urgency powers since the last meeting in relation to approval of and granting of delegated authority in respect of the Grants Schemes (made on 12 November 2020, 19 November 2020 and 23 December 2020). These were reported to the Council in accordance with the Council's Procedure Rules.

28 Discussion on minutes of council bodies.

The minutes of the following Council bodies were submitted to the meeting for information:

Audit and Governance Committee – 26 November 2020

Cabinet – 4 November 2020, 2 December 2020

Licensing Committee – 18 January 2021

Planning Committee – 20 October 2020, 24 November 2020, 15 December 2020, 26 January 2021.

Scrutiny Committee – 2 November 2020

None of the minutes had been reserved for discussion.

Resolved (unanimously) – That the minutes of the above council bodies be noted.

29 Date of Next Meeting

It was noted that the next meeting of Full Council was scheduled to take place on Wednesday 19 February 2021 at 6 pm.

The meeting ended at 9.05 pm.

Councillor Steve Wallis (Mayor)

Report to:	Annual Council
Date:	19 May 2021
Title:	Appointments to Committees, Other Bodies and Outside Bodies, and appointment of Chairs and Deputy Chairs.
Report of:	Head of Democratic Services
Ward(s):	All
Purpose of report:	To seek approval of proposed allocations of seats and nominations, of the continuation of specified bodies, and of appointments to outside bodies.
Officer recommendation:	<ol style="list-style-type: none">1. To approve the proposed number and allocation of seats and nominations as set out in Appendix 1.2. That the continuation of the following bodies be confirmed with terms of reference as set out in the Council's Constitution, and that they have a fixed membership or to which members are appointed by the Chief Executive, Deputy Chief Executive or relevant Director as the need arises: Equality Steering Group, Council Panels, Recruitment Panels, Task Groups and Project Boards.3. To approve the appointments of Members to serve on Outside Bodies in accordance with the names listed in Appendix 1.
Reasons for recommendations:	To enable the Council to proceed with decision-making in the relevant bodies.
Contact Officer(s):	Name: Simon Russell, Post title: Head of Democratic Services. E-mail: Simon.Russell@lewes-eastbourne.gov.uk Telephone number: 01323 415021

1. Introduction

- 1.1 Whole council elections were held on 2 May 2019, and two seats were determined at a by-election on 6 May 2021. As a result, the total number of councillors used in the calculation of committee seat numbers is 27 and the break down of seats is 18 Liberal Democrats and 9 Conservatives. The seat allocations are set out below.

2. Current Structure

2.1 This paper is based on the current democratic governance structure. and Group Leaders have submitted nominations on this basis.

2.2 Base percentages:-

No. of Councillors (27)	% seats on Council
Liberal Democrats 18	66.67
Conservatives 9	33.33

2.3 **Committees.** The allocation of seats in accordance with the rules is as follows:

Committee	No. of Seats	Controlling Group	Opposition Group
Planning	8	5	3
Licensing	12	8	4
Audit and Governance	8	6	2
Scrutiny	8	5	3
Totals:	36	24	12

2.4 **Scrutiny Committee.** There is constitutional provision for a 7 or 8 seat committee. The proposed allocation of seats is for the latter in order to achieve overall balance.

2.5 **Licensing Committee (General and Licensing Act).** The law requires there to be not less than 10 members and not more than 15 members of a committee dealing with Licensing Act functions. In order to achieve overall balance, the proposal is for a 12-member committee in 2021/22. 5 members are appointed as chairs of ad hoc Licensing sub-committees.

2.6 Advisory Bodies

Body	No. of Seats	Controlling Group	Opposition
Conservation Area Advisory Group	4 (or 3)	2	2 (or 1)
Downland Forum	3 (or 4)	2 (or 3)	1

Conservation Area Advisory Group has had 4 members in 2020/21, and it was agreed as part the approval of its terms of reference in November 2020 that it would continue to have either 3 or 4. If 4, past Council practice has been to allow the opposition an equality of seats. The

Downland Forum had 3 members and nominations have been made on the basis that this continues.

2.7 **Other Task Groups and Boards.** So far as is possible, groups are recommended to retain existing membership so as to maintain continuity and enable ongoing work to continue.

2.8 **Nominations.** The schedule of nominations from political groups based on these allocations will be circulated in due course.

3. **Financial appraisal**

There are no financial implications from these proposals.

4. **Legal implications**

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.

Lawyer consulted 20.04.21

Legal ref: Monitoring Officer

5. **Appendices**

- Appendix 1 – Proposed Allocations to Committee and Other Bodies, to Chairs and Deputy Chairs, and Appointments to Outside Bodies.
(Cabinet and Shadow Cabinet appointments are included for information only) **To Follow**

6. **Background papers**

None

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Calendar of Meetings

May 2021 - May 2022

EASTBOURNE

Borough Council



Working in partnership with **Eastbourne Homes**

MEETING:	Day	Time	May 2021	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr	May
Annual Council	W	6pm	19												18
Council	W	6pm	19		21				17			23			18
Cabinet	W	6pm		2	14		15		3	1		9	16, 21(m)		
Scrutiny Committee	M	6pm			12		13		29			7			
Planning Committee	Tu	6pm	25	22	20	24	21	19	23	14	25	22	22	19	31
Licensing Committee	M	6pm	24	28				11			17		28		
Audit and Governance Committee	W	6pm			28		4 29		24				2		
Conservation Area Advisory Group	Tu	6pm		8	6	10	7		9		11		8		
Joint Staff Advisory Committee**	M(L) / W(E)	2.30pm		14(M)			22(W)			6(M)			2(W)		
Bank Holidays			3, 31			30				27, 28	3			15, 18	2, 30
Elections+			6 (PCC) (ESCC)												
Other				LGA Ann. Conf. 29 - 30	LGA Ann. Conf. 1										

Notes:

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

+ Scheduled Elections during 2021/22 – Police and Crime Commissioner (PCC), East Sussex County Council (ESCC) and local by-elections May 2021.

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Report to:	Full Council
Date:	19 May 2021
Title:	Annual Pay Policy Statement
Report of:	Assistant Director for HR and Transformation
Ward(s):	All
Purpose of report:	To present a Pay Policy Statement for the financial year 2021/22 for approval by Council
Officer recommendation(s):	That Council notes and recommends the updated Pay Policy Statement for publication on the Council's website
Reasons for recommendations:	Sections 38-39 of the Localism Act 2011 require local authorities to adopt and publish a Pay Policy Statement
Contact Officer(s):	Name: Becky Cooke Post title: Assistant Director for HR and Transformation E-mail: becky.cooke@lewes-eastbourne.gov.uk Telephone number: 07805 812060

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 Eastbourne Borough 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



Working in partnership with **Eastbourne Homes**

Decision taken by:

Councillor David Tutt

Date of decision:

31 March 2021

Subject of report:

On 3rd 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 approves the Restarts Grant Scheme and grants the Director of Service Delivery delegated authority, to implement, and if necessary, amend each Policy (in consultation with the Leader). Such delegated authority will include any measures necessary for or incidental to its management and administration.

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

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

Reason(s) for decision:

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

Alternative options considered:

This additional funding 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?

No

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

Not applicable

Signed:

Councillor David Tutt, Leader of the Council



Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held remotely on 10 February 2021 at 6.00 pm.

Present:

Councillor David Tutt (Chair).

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

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Philip Evans (Director of Tourism & Enterprise), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Andrew Clarke (Deputy Chief Finance Officer (Financial Planning)), Oliver Dixon (Head of Legal Services), Jane Goodall (Strategy and Partnership Lead, Quality Environment), Nathan Haffenden (Head of Commercial Business Development), Jo Harper (Head of Business Planning and Performance), Oliver Jones (Strategy and Partnership Lead), Millie McDevitt (Performance and Programmes Lead), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Simon Russell (Head of Democratic Services) and Sean Towey (Head of Environment First).

Also in attendance:

Councillor Robert Smart (Opposition Leader).

33 Minutes of the meeting held on 2 December 2020

The minutes of the meeting held on 2 December 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

34 Apologies for absence

None were reported.

35 Declaration of members' interests

Councillors Tutt and Shuttleworth declared a personal and prejudicial interest in the sixth officer recommendation for agenda item 9 (General Fund Revenue Budget 2021/22 and Capital Programme) as members of the AHLLP Executive Committee. They withdrew from the meeting whilst this section of the item was discussed and determined. Councillor Holt chaired the meeting for the duration of this section.

Councillor Bannister declared a personal interest in agenda item 13

(Adaptations to the waste collection service) as she resided in the area that would continue to receive a weekly collection service. She remained on the meeting and voted on the item.

36 Recovery and Reset

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

Resolved (Non-key decision):

To note the progress made within the Recovery and Reset Programme

Reason for decision:

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

37 Corporate performance - quarter 3 - 2020/21

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

Performance highlights for the quarter included average days to process housing and council tax benefit claims, number of people registering for the Council's email service, waste collection, staff attendance and reducing the number of households in emergency accommodation. Thanks were conveyed to officers for their continued high performance.

Councillor Dow reported that work was ongoing to reduce the number of reported fly-tipping incidents.

Part B of the report detailed the Council's financial performance for the same quarter. Councillor Holt highlighted section 1.2 of the report, that detailed the additional costs and reduced income because of Covid-19.

Resolved (Non-key decision):

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

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

Reason for decisions:

To enable Cabinet members to consider specific aspects of the Council's

progress and performance.

38 General Fund Budget 2021/22 and Capital Programme

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

Councillor Holt presented the proposed budget and referred to section 2.1 of the report, that detailed the financial impact of Covid-19, including additional costs to the Council of £3.7 million and projected loss of £10 million. Thanks were conveyed to the Chief Finance Officer and the finance team for their work in preparing the reports during an extremely challenging period.

During August 2020, the Chief Finance Officer initiated a formal notification process with the Ministry of Housing, Communities and Local Government (MHCLG), asking for financial support or capitalisation directive.

On 2nd February 2021, Luke Hall, MP and Minister of State for Regional Growth and Local Government in a letter addressed to Cllr Tutt, Leader of the Council, approved a total capitalisation direction to fund revenue expenditure not exceeding £6.8m, for the financial year 2020/21 and up to £6m for 2021/22. Councillor Holt added that there were significant costs associated with MHCLG's capitalisation offer and wanted the Secretary of State to reconsider some of the conditions laid out to ensure best value for all. Thanks were conveyed to Caroline Ansell, MP for Eastbourne for her continued support on behalf of the Council.

The Scrutiny Committee at its meeting on 8 February 2021 recommended that the Cabinet accept the offer of support from MHCLG. Councillor Tutt confirmed that MHCLG had set a deadline of 9 February 2021 for a response to the offer. Councillor Tutt confirmed that he had accepted the offer, on behalf of the Council.

The budget proposed a rise in council tax of just under 10p a week, despite the pandemic leaving the council with a significant shortfall in funding. The proposed increase would ensure the council could continue to deliver essential services to residents and support businesses.

The Chief Executive gave an overview of the programme of activities as part of the Council's Recovery and Reset programme to revise service delivery and achieve the required savings.

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

Recommended to Full Council (Budget and policy framework):

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

Resolved (Key decision):

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

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

Reason for decisions:

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

39 Treasury Management and Prudential Indicators 2021/22, Capital Strategy & Investment Strategy

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

Recommended to Full Council (Budget and policy framework):

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

Reason for decisions:

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

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

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

Recommend to Full Council (Budget and policy framework)

- (1) The HRA budget for 2021/22 and revised 2020/21 budget as set out at appendix 1 to the report.
- (2) That social and affordable rents (including Shared Ownership) are increased by 1.5% in line with government policy.
- (3) That service charges for general needs properties are increased by 1.5% (CPI +1%).
- (4) That the service charge for the Older Persons' Sheltered Accommodations increases by an average of 1.5%.
- (5) That the Support charges for Sheltered Housing Residents are set at £7.82 per unit, per week, an increase of 1.5%.
- (6) That heating costs are increased by 1.5% (CPI+1%) in line with estimated costs set at a level designed to recover the actual cost.
- (7) That water charges are increased by 1.5% (CPI+1%) designed to recover the estimated cost of metered consumption.

(8) Garage rents are increased by 2.1% (September RPI+1%).

(9) To give delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Services and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.

(10) The HRA Capital Programme as set out at appendix 2 to the report.

Reason for decisions:

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

41 Eastbourne & Lewes Community Safety Partnership - Annual report (Eastbourne)

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, considering the 2020/21 performance of the Eastbourne and Lewes Community Safety Partnership.

Priorities of the partnership had been adapted to tackle the Covid-19 impact on crime trends, such as the increase in anti-social behaviour and domestic abuse. Thanks were conveyed to Oliver Jones, Strategy and Partnership Lead (Housing and Communities), and the Partnership for their work in tackling acquisitive crimes, detailed in section 4 of the report.

The Cabinet commented on the additional strain put on the Council, because of Brighton and Hove City Council's policy of placing many homeless people into emergency accommodation in Eastbourne over the recent months. A notice of motion on the topic was scheduled to be submitted for the Full Council meeting on 24 February 2021, calling on a change to the policy.

Resolved (Non-key decision):

To note the achievements and activities of the Eastbourne and Lewes Community Safety Partnership in 2020/21.

Reason for decision:

For Cabinet to consider progress on delivery of the current Community Safety Plan.

42 Adaptations to the waste collection service

The Cabinet considered the report of the Director of Service Delivery, regarding proposed adaptations to the waste collection service. The adaptations were proposed to improve the town's recycling rate and to contribute to meeting the council's carbon reduction and financial objectives.

Eastbourne's current recycling rate was 35%, with the government recycling target for local authorities in 2020 set at 50%. Evidence had shown that in many towns where councils collected on an alternate weekly basis, residents recycled more of their household waste.

The council undertook an extensive consultation exercise, asking residents for their views about waste and recycling and that feedback had been invaluable in shaping the new plans for refuse and recycling.

The Scrutiny Committee at its meeting on 8 February 2021 recommended that the Council's communications, including changes to the Waste Service, be made publicly accessible and be provided in an 'easy read' format. The Cabinet confirmed that this had already been actioned.

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

Resolved (Key decision):

- (1) To approve an alternate weekly refuse and recycling collection service as standard across the borough.
- (2) To agree to certain areas and dwellings remaining on a weekly refuse collection with operational flexibility to adjust rounds as required.
- (3) To authorise the Director of Service Delivery, in consultation with the Portfolio Holder for Place Services and the Portfolio Holder for Climate Change, to develop and progress operational plans to ensure new service arrangements are in place for April 2021.
- (4) To approve the business case as set out in section 6 and exempt appendix 4 of the report.

Reason for decisions:

Eastbourne Borough Council's ambitions for higher recycling rates and increased resource efficiency, alongside helping to meet challenging financial and carbon reduction objectives.

43 Exclusion of the public

Resolved:

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

44 Adaptations to the waste collection service - Exempt Appendix 4

The Cabinet considered the exempt appendix in relation to agenda item 13 (Adaptations to the waste collection service).

Resolved (Non-key decision):

That the exempt appendix be noted.

Reason for decisions:

As detailed in minute 42.

Notes: (1) The appendix remained exempt. (2) Exempt information reasons 1 - Information relating to an individual.

The meeting ended at 7.15 pm

Councillor David Tutt (Chair)



Scrutiny Committee

Minutes of meeting held remotely on 8 February 2021 at 6.00 pm.

Present:

Councillor Tony Freebody (Chair).

Councillors Peter Diplock (Deputy-Chair), Helen Burton, Jane Lamb, Robin Maxted, Amanda Morris, Pat Rodohan and Robert Smart.

Officers in attendance:

Millie McDevitt (Performance and Programmes Lead), Bryn Mabey (Customer, Communications and Engagement Lead), Jane Goodall (Strategy and Partnership Lead, Quality Environment), Andrew Clarke (Deputy Chief Finance Officer (Financial Planning)), Homira Javadi (Chief Finance Officer) and Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)).

Also in attendance:

Chief Inspector Di Lewis.

23 Minutes of the meeting held on 2 November 2020

The minutes of the meeting held on 2 November 2020 were submitted and approved and signed as a correct record by the Chairman.

24 Apologies for absence / declaration of substitute members

No apologies were received.

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

There were none.

26 Questions by members of the public

There were none.

27 Urgent items of business

There were none.

28 Right to address the meeting/order of business

There were no requests.

29 Community Safety Partnership annual report

Oliver Jones, Strategy and Performance Lead – Partnerships, presented the report. Chief Inspector Di Lewis, Sussex Police, was in attendance also to support the presentation. During discussion the following points were highlighted:

- A number of the placements in Eastbourne, of those experiencing homelessness, by Brighton and Hove City Council, had resulted in individuals being placed in vulnerable locations unsupported, which had also impacted on vulnerable people already living in those areas. Further Scrutiny of this issue was welcome.
- Anti-social driving around the town centre, the seafront and other areas was generally attributed to young people. Preventative measures did not include regular road checks but where vehicles had been stopped and where Covid 19 breaches had taken place, fixed penalty notices had been issued. The placement of speed cameras was dependent on the severity levels and frequencies of injuries in potential hotspots.
- Noise issues were of concern across the Borough and the County, however there was a significant financial cost to the use of a noise camera. The Roads Policing team was working with neighbourhood teams to look at other measures.
- There had been an increase in anti-social behaviour, particularly in the town centre and in the street community. There were a number of contributing factors including malicious communications and general levels of frustration increasing among young people.
- County-lines crime was a key area of concern for Sussex Police and had a significant impact on other areas. It was an area of work that the Police would continue to work on and support.
- The Business Crime Reduction Partnership (BCRP) supported the reduction of crime experienced in and around businesses, including retail businesses and residential hotels. The work of the BCRP would play a more significant role as and when Covid 19 restrictions were eased.
- Bike theft had resulted in two individuals being charged and investigations continued as result of further impact from the incidents. Scooter thefts had resulted in the seizure of scooters and the charging of juveniles.
- £420,000 had been awarded by the Government through the Safer Streets Initiative. Bids were led by the Police and Crime Commissioners office and were for specific 'outputs' of crime that applied to areas with the highest rates of acquisitive crime.

- It was noted that there was not a programme of vaccination available for police officers and other police staff working in the community. The Committee thanked Sussex Police for its continued work in difficult circumstances.

RESOLVED to note the report.

30 Corporate performance - Quarter 3 - 2020/21

Millie McDevitt, Organisational Effectiveness and Performance Lead, presented part A of the report. During the discussion the following points were highlighted:

- The Performance Indicators were changed with the agreement of the lead member of the Cabinet.
- The process for setting the PIs on an annual basis started with agreement by the Cabinet each April, on which PIs and associated targets would form the Performance report.
- The performance indicator for the 'percentage of household waste sent for recycling' relied on third party data being provided, which led to delays in the value being available. The data would be provided when available.
- The detail in the performance indicator measuring the 'percentage of Council Tax collected during the year' would be clarified after the meeting.

Andrew Clarke, Deputy Chief Finance Officer presented part B of the report (Financial Performance). During the discussion the following points were highlighted:

- The key variation of £539,000 detailed in the table in 1.2 of the report related solely to the loss of subsidy on additional emergency accommodation.
- The emergency Government grant was to provide for the initial cost of food packages and additional support to external bodies affected by Covid-19 and the distribution of the food packages, IT costs and additional costs such as housing benefit. The specific allocation of the grant would not be clear until the Council's out-turn position was known.

RESOLVED:

- 1) To note the Council's progress and performance in Quarter 3.

31 General fund budget 2021/22 and capital programme

Homira Javadi, Chief Finance Officer, presented the report. During the discussion the following points were highlighted:

- Members supported the offer of financial support from the Ministry of Housing, Communities and Local Government to Eastbourne borough Council and considered that the Cabinet should accept the offer. The timescales for the Leader of the Council accepting the offer were noted.

RESOLVED:

- 1) To note the report; and
- 2) Request that the Cabinet accept the offer of support from the Ministry of Housing, Communities and Local Government.

32 Treasury Management and Prudential Indicators 2021/22, Capital Strategy & Investment Strategy

Ola Owolabi, Deputy Chief Finance Officer, presented the report. During the discussion the following points were highlighted:

- The Council's cash-flow was fluid throughout the year and was reflected as part of the finance and budget reports, and governance framework required by the Authority. The separate monitoring and forecasting of cash-flow would require the production of a document at particular points throughout the year and additional resources. The Committee agreed that it was not necessary to request this.

RESOLVED to note the report.

33 Housing revenue account budget 2021/22

Andrew Clarke, Deputy Chief Finance Officer, presented the report. During discussion the following points were highlighted:

- The format and presentation of the Housing Revenue Account for Eastbourne Borough Council differed from the one produced for Lewes District Council in that the Eastbourne version included the net value. Future reports would be standardised in the Eastbourne Borough Council format.

RESOLVED to note the report.

34 Response to the public consultation on waste collections

Jane Goodall, Strategy and Partnership Lead (Quality and Environment) and Bryn Mabey, Customer Communications Engagement Lead, presented the report. During the discussion the following points were highlighted:

- The increased size of recycling bins to a standard 240 litres would increase capacity. Residents would also be able to request additional recycling bins - both these measures would encourage recycling. Bulletins and campaigns on best practice for residents to recycle were also part of the Service.

- Additional waste bin capacity would be provided where a need connected to protected characteristics was recognised. Assisted collections would continue where needed.
- The balanced response to the consultation was noted and that a number of respondents had asked for the weekly collection service to be retained and that equally, other respondents were in favour of a change to bi-weekly collection. The key element of communications once a decision had been made and the service implemented, would be to inform residents of the frequency of collections and the relevant dates.
- Members felt that the communications around the changes to the service should be put in an accessible format for access by all residents. It was confirmed that the Learning Disability and the Autism Partnership Boards across East Sussex and the Eastbourne networks would be used to share the information.

RESOLVED:

- 1) To note the report attached at Appendix 1 of the Scrutiny report; and
- 2) To note the Equality and Fairness Analysis at Appendix 2 of the Scrutiny report.

And that the following recommendation be considered by the Cabinet:

- 3) That the Council's communications, including changes to the Waste Service, be made publicly accessible and be provided in an 'easy read' format.

35 Forward Plan of Decisions

The Chair, Councillor Freebody, introduced the Forward Plan of Decisions.

There was no discussion on the item.

RESOLVED to note the Forward Plan of Decisions.

36 Scrutiny Committee Work Programme

The Chair, Councillor Freebody, introduced the item.

- Members requested that an additional Scrutiny meeting be held in public to discuss the placing by Brighton and Hove City Council, of those experiencing homelessness, in Eastbourne hotels/accommodation.
- A request was also made for a task group to be appointed to look at how East Sussex County Council interacts with Eastbourne Borough in delivery of a transport strategy that works for Eastbourne Borough.

RESOLVED to note the Committee's work programme subject to the inclusion of the items above.

The meeting ended at 8.20 pm

Councillor Tony Freebody (Chair)



Planning Committee

Minutes of meeting held remotely on 23 February 2021 at 6.00 pm.

Present:

Councillor Jim Murray (Chair).

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

Officers in attendance:

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

Also in attendance:

Councillor Alan Shuttleworth, Ward Member for Langney.

53 Welcome and Introductions

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

54 Apologies for absence and notification of substitute members

Apologies for absence had been received from Councillor Jane Lamb. Councillor Paul Metcalfe confirmed he was acting as substitute for Councillor Jane Lamb.

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

Councillor Peter Diplock declared a personal interest in item 8 on the agenda - Land at Friday Street Farm, Stone Cross, as he had a relative who lived on Friday Street.

56 Minutes of the meeting held on 26 January 2021

The minutes of the meeting held on 26 January 2021 were submitted and approved as a correct record, and the Chair was authorised to sign them.

57 Urgent items of business.

There were none.

58 1 Ridgeland Close. ID: 200986

Planning application for the erection of 1.8m high close board fence –
UPPERTON.

The Committee was advised that there had been an error in the description of the application, this was corrected to read 'erection of 1.8m high close boarded fence'.

A written representation against the proposal was read aloud by the by the Head of Planning First on behalf of Mr Enefer, objector. The speech raised a number of concerns regarding the height, scale, style, stability, intrusion of the fence and the loss of trees and shrubs.

A written representation in support of the proposal was read aloud by the Head of Planning First on behalf of Mr and Mrs Mitchell, applicants. The speech was in support of their application for a consistent level of fencing around the property and the proposed conditions for a planting scheme.

Members discussed alternative methods in which the fence could sit more sympathetically in its surroundings and agreed that officers speak with the parties involved to negotiate an agreeable solution.

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

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

59 Ocklynge Chalk Pit. ID: 200855

Outline application with all matters reserved for siting of 18 residential units –
RATTON.

The Committee was advised by way of an addendum report that the consultation response from the County Ecologist would be reported at the meeting and of an amendment to Condition 10.9 - Arboriculture.

The Senior Specialist Advisor – Planning, informed the Committee that the comments of the County Ecologist had been received prior to the meeting, which raised no objection subject to an ecological impact assessment and reserved matters. Consequently, the application was recommended for approval rather than for delegated authority for officers to determine the application following receipt of the recommendations of the County Ecologist.

A written representation against the proposal was read aloud by the by the Head of Planning First on behalf of Mrs S and Miss M Verrall, objectors. The speech highlighted concerns about the destruction of biodiversity, health and safety risks, and the dangers of the concealed entrance to the site.

In discussing the application, Members raised concerns regarding the loss of trees, ground stability, flooding, sunlight, wildlife, site entrance and requested sight of the County Ecologist's report.

The Senior Specialist Advisor – Planning, explained that this was an outline application with all matters reserved. The principal considerations were ecology and trees. Details of the dwellings, flood measures and other impacts would be determined at the reserved matters stage. Structural stability details would be determined by Building Control.

Councillor Murdoch recommended a site visit take place for members to view the site to decide if in principle it could accommodate 18 houses.

Councillor Taylor proposed a motion to refuse the application for the following reason: "The Council are not satisfied that the proposal can be accommodated at the site without causing material harm to the interest of ecological and arboricultural importance and in addition given the existing topography it is likely to result in an inhospitable living environment for the occupiers of any residential unit". This was seconded by Councillor Metcalfe. Councillor Taylor requested that there be a named vote and this was approved. The motion was lost by **3 votes for** (Councillors Metcalfe, Murdoch and Taylor) **and 5 votes against refusal** (Councillors Diplock, Maxted, Miah, Vaughan and Murray).

Councillor Diplock proposed a motion to defer the application for the committee members to undertake a site visit in accordance with Covid-19 rules. This was seconded by Councillor Miah and was carried. Councillor Taylor requested that his vote against the motion to be recorded.

RESOLVED: (by 7 votes for and 1 vote against (Councillor Taylor)) that Outline planning permission be deferred, for members to undertake a site visit, in accordance with Covid-19 rules.

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

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

The Committee was advised by way of an Addendum of supplementary comments from East Sussex County Council - Highways.

The Head of Planning First explained that the application was deferred at the Planning Committee meeting held on 26 January 2021 at the request of the

members to explore the full funding arrangements for the strategic highways works which were required by East Sussex County Council (ESCC) Highways prior to commencement of the wider works at the site. He confirmed, as detailed in his report, that assurances had been received on the funding arrangements and any approval would be subject to a S106 Legal Agreement and the conditions listed in the report.

Councillor Shuttleworth, Langney ward Member, addressed the Committee. He asked the Committee to refuse planning permission on the grounds that the additional traffic would cause an unacceptable severe congestion impact without the necessary mitigation measures, which were not guaranteed.

Members were of a mixed opinion, raising concerns regarding access, traffic congestion, speed of traffic on Friday Street and the imposition of the application. Members noted that their request had been met for the mitigation measures to Pennine Way be resolved pre-commencement of the works.

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

RESOLVED: (by 5 votes to 2 against and 1 abstention) that Planning permission be granted, subject to the conditions set out in the report.

61 Date of Next Meeting

Resolved:

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

The meeting ended at 7.54 pm

Councillor Jim Murray (Chair)



Audit and Governance Committee

Minutes of meeting held remotely on 3 March 2021 at 6.00 pm.

Present:

Councillor Robin Maxted (Chair).

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

Officers in attendance:

Oliver Dixon (Head of Legal Services), Lee Ewan (Counter Fraud Investigations Manager), Jackie Humphrey (Chief Internal Auditor), Homira Javadi (Chief Finance Officer), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)) and Elaine Roberts (Committee Officer).

Also in attendance:

Ben Sheriff and Paul Thomas (External Auditor - Deloitte)

26 Apologies for absence/declaration of substitute members

Apologies were received from Helen Burton.

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

There were none.

28 Minutes

The minutes of the last meeting, 26 November 2020, were approved.

29 Questions by members of the public.

No questions had been received.

30 Urgent items of business.

There were none.

31 Right to address the meeting/order of business.

The Chair confirmed that no requests to address the meeting had been received.

32 External Audit 2018/19

Report of the External Auditor, Deloitte.

The Deputy Chief Finance Officer (DCFO), Ola Owolabi, gave a verbal update to the Committee. He reported that a meeting of senior management from Deloitte and the Council, including Chief Finance Officer Homira Javadi, Chief Executive Rob Cottrill and Craig Wisdom, Partner (Audit & Assurance), Deloitte, had taken place in February to discuss the situation of outstanding External Audits. As a result, Deloitte had now committed appropriate resources, between March and September, to address the three external audits of 2018/19, 2019/20 and 2020/21. This would be supported with monthly progress-monitoring meetings.

Ben Sheriff, Deloitte, then presented his update on plans to complete the External Audit for 2018/19 (which had been circulated to committee members ahead of the meeting as an agenda supplement).

Mr. Sheriff confirmed that he expected to complete the ISA 260 report for the 2018/19 audit within a month or so and that there would be only minor amendments compared to the draft ISA 260 report presented to the Committee at the November 2020 meeting.

The Chair thanked Mr Sheriff, the CFO and the DCFO for their reports and for their efforts to establish a position where the Committee could now look forward with confidence to receiving the outstanding External Audits in the next few months.

Resolved

1. To note the updates from Deloitte and the Deputy Chief Finance Officer.
2. To request that Officers liaise with Democratic Services to agree an appropriate schedule of committee meetings to ensure timely review of External Audit reporting from Deloitte.

33 External Audit 2019/20

Ben Sheriff, External Auditor, Deloitte, presented a verbal update.

Mr. Sheriff confirmed that staff and resourcing at Deloitte, including input from specialists, had been secured from mid March, and that the Council's Finance Team was already working with Mr Sheriff to ensure the audit would start on schedule.

The Council's Chief Finance Officer, Homira Javadi, thanked Mr. Sheriff and his team, and acknowledged the immense pressure on resourcing at Deloitte.

The CFO confirmed there was full commitment from the Council to support and facilitate the work of Deloitte, and noted that Deloitte's commitment to provide continuity of resources had been a key outcome from the recent senior management meeting. This, along with the new monthly monitoring meetings,

would mean closure of the External Audits was realistically achievable.

The Chair thanked Deloitte and the Council's Finance team for their reports.

Resolved:

To note the update from Deloitte and the CFO/DCFO.

34 External Audit draft plan 2020/21 - to follow

Deputy Chief Finance Officer, Ola Owolabi, presented his report regarding Deloitte's draft Plan for the External Audit of 2020/21. He noted that, in line with best practice, the Plan included: the assessment of key risks, the approach that would be taken by the external auditors, and the process for determining and ensuring economy and efficiency and effectiveness.

The DCFO welcomed the commitment of resources from Deloitte and the consequent opportunity it presented to deliver all three external audits this year. He reminded the Committee that Central Government was considering implementing some of Sir Redmond's Report's recommendations this year, which would change the deadline for publishing audited local authority accounts from 31 July to 30 September.

Ben Sherrif, Deloitte, then presented his draft Plan for the External Audit 2020/21. He summarised the main areas of risk and focus for the audit, and noted that these would be monitored and revisited if matters arose.

The Chair thanked Mr Sheriff and the Committee considered the report.

Mr Sheriff confirmed that the three main risk areas of property valuation, credit, and management control, were all typical for a local authority. Focus areas would include pensions, ICE accounting and Covid-19-related matters.

He noted that 'value for money' reporting would be different for this audit, to reflect new regulations for more detailed commentary on this issue.

Mr Sheriff clarified the context for property valuations and the noted the potential for uncertainty around valuations as a result of Covid-19 impacts.

During discussion of the issue of property valuation:

- The DCFO confirmed that a list of Council property valuations could be made available to the committee, if requested. Issues of commercial sensitivity around information from the Council's investment portfolio would have to be considered first
- The CFO clarified that there was a rolling programme of evaluation monitoring and such a list would be from a given point of time.
- The CFO clarified that when the Council had a specific interest, either for

making an investment or disposing of an asset, then far more detailed work would be undertaken to determine both fair market value and the best 'value for money' outcome for the Council.

- Mr Sheriff confirmed that the external audit work would include a detailed review of the property valuations and use of outside specialists to ensure a comprehensive 'check and challenge' approach.

The Committee expressed a preference for having the external audits presented to them individually across the coming months, rather than all in one meeting.

An ideal schedule for presenting the external audits was agreed as:
2018/19 Accounts – April/May time
2019/20 Accounts – July
2020/21 Accounts – September/November

The Chair thanked Ben Sheriff and Paul Thomas for attending the meeting, and went on to thank both the team at Deloitte and the Finance Team within the Council for the progress on resolving the issue of the delayed external audits.

Resolved:

1. To note the draft External Audit Plan for 2020/21.
2. The Deputy Chief Finance Officer to liaise with Democratic Services to schedule Committee meetings to fit with expected report delivery from Deloitte. Nominally, for May, July and end of September.

35 Annual report on the use and governance of covert surveillance powers

Lee Ewan, RIPA (Regulation of Investigatory Powers Act 2000) Monitoring Officer, presented the report and the Committee considered the recommendations.

Lee Ewan clarified that the Team had a responsibility to continuously monitor to check that any surveillance activity remains appropriate and proportionate to continue with any surveillance. If a case no longer warranted surveillance before the end of the period granted by the JP, it would cease immediately.

Lee Ewan confirmed that a complaints process is in place for anyone wishing to express a grievance about the Council's use of surveillance. The process is managed by the Investigatory Powers Commissioner's Office (IPCO), an independent authority for investigating allegations of a breach or concerns of abuse of powers. IPCO conducts regular independent reviews of Local Authorities; its recent report of Eastbourne Borough Council was very complimentary.

The Chair thanked Lee Ewan for his report.

Resolved:

1. To note the report

36 Draft Internal Audit Plan 2021/22

The Chief Internal Auditor, Jackie Humphrey presented the report of the Draft Internal Audit Plan for 2021/22.

In her presentation, Jackie Humphrey explained that the Plan had been designed to provide flexibility while ensuring an appropriate breadth of coverage and proceeded to explain the approach in detail, including explanation for the areas of focus and the rationale for the selections.

The Committee then considered the proposed plan.

The relatively high proportion of time allocated for Corporate Services and Service Delivery was noted, but it was recognised that the report detailed why this was required, due to the wide scope and varied activities that these areas encompass. The Chief Internal Auditor highlighted that this would also include the work of the Counter Fraud Team.

The Chief Internal Auditor confirmed that the Plan was flexible and would adapt to any changes that might occur between during the course of the year.

Resolved

1. To agree the proposed Internal Audit Plan 2021/22.

37 Internal Audit and Counter Fraud Quarterly Review

The Chief Internal Auditor, Jackie Humphrey, presented a review of Counter Fraud activity over the last quarter and the Committee considered the report.

The Chief Internal Auditor clarified that CMT (Corporate Management Team) had requested a caveat in the reporting of the Council's Covid-19 response: namely, that while the Council had responded well to the Covid-19 crisis, there was not a detailed written plan: the assurance level would go back up, once the response plan activity had been captured as a process, in writing.

The Chief Internal Auditor confirmed that, while some aspects of Counter Fraud activity had been limited due to Covid-19, a lot of work had still gone ahead. This included investigating cases around tenancies, right to buy and housing options, debt, business grants fraud and post verification. Work in this area had proved vital both from recovery of monies as well as savings – identifying fraud before payments were made.

The Committee thanked Jackie Humphrey and her team and all that their hard work had achieved, especially under such difficult circumstances.

Resolved:

1. To note the report.

38 Strategic Risk Register Quarterly Review

Chief Internal Auditor, Jackie Humphrey, presented the report and provided an explanation of the current risk register.

The Committee then considered the report.

The Chief Internal Auditor clarified that the impacts of Covid-19 had been regularly captured under the new flexible reporting model adopted for this year. In addition, a specific mention had now been included as a measure of control, in line with recommendations from Central Government.

The Chief Internal Auditor drew attention to the change of risk score for Risk 9 (from '3 / 4' to '5 / 5') and explained that, while any changes would normally be downward not upward, the rise in this instance was because this is 'unknown territory' and the higher grading ensured that it was properly flagged.

The Committee commented on the number of 'red tagged' items (5 in total), specifically the item regarding 'issues delegated to the officers' (Risk 11). The Chief Internal Auditor explained this was to recognise the additional risks from having remote meetings and the potential impacts from any technical issues.

The Committee thanked the Chief Internal Auditor and her team, and recognised the comprehensive, clear and accessible quality of the reporting.

Resolved:

1. To note the report

39 Arrangements for dealing with complaints about Councillor conduct report

The Council's Monitoring Officer (MO), Oliver Dixon, presented his report.

He explained that the proposal for a complaints procedure to support the Members' Code of Conduct would help ensure transparency and consistency, protect the Council from accusations of unfairness, and align it with best practice recommendations by the Committee on Standards in Public Life.

The Committee considered the report.

During discussions the MO clarified that:

- There were no changes being proposed to The Code of Conduct itself.
- The only difference between the approach taken by Lewes District Council (LDC) and Eastbourne Borough Council (EBC) is that the Lewes arrangements include provision for complaints about members and co-opted members of parish councils.
- The amendments referenced in recommendation no. 3 referred to minor technical changes only. These would always be reported to the Chair. If any substantive change was ever proposed, it would be brought to the Audit

and Governance Committee for approval, before the procedure was formally changed.

Members discussed the benefits of a written complaints procedure and noted that it would:

- provide an extra element of governance, which would be particularly useful for serious cases;
- ensure greater transparency and consistency for the Council; and
- help provide support and confidence to the MO and his team in the execution of their duties.

The work of the previous MO in resolving complaints about Councillor conduct was noted and praised.

Resolved

1. To approve the procedure for dealing with complaints about councillor conduct, as set out in Appendix 1;
2. To approve the investigation procedure and hearings procedure set out at Appendices 2 and 3 respectively; and
3. To grant delegated authority to the Monitoring Officer to make any administrative or technical amendments to the above procedures, necessary to ensure ongoing compliance with the law and best practice.
4. To request that the procedures be published on the Council's website and copies sent to all Members.

40 Date of next meeting

The date of the next scheduled meeting was confirmed as the 28th July 2021.

Other meeting dates would be confirmed following resolution made under item 9 of the agenda.

The meeting ended at 7.40 pm

Councillor Robin Maxted (Chair)

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Working in partnership with **Eastbourne Homes**

Cabinet

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

Present:

Councillor David Tutt (Chair)

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

Officers in attendance:

Robert Cottrill (Chief Executive), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Oliver Dixon (Head of Legal Services), Nathan Haffenden (Head of Commercial Business Development), Sarah Roberts (Commercial Business Project Manager) and Simon Russell (Head of Democratic Services).

45 Minutes of the meeting held on 10 February 2021

The minutes of the meeting held on 10 February 2021 were submitted and approved and the Chair was authorised to sign them as a correct record.

46 Apologies for absence

None were reported.

47 Declaration of members' interests

Councillor Shuttleworth declared a personal interest in agenda item 7 (Housing development update) as a member of the Bedfordwell Road Project Board. He remained on the meeting and voted on the item.

Councillor Holt declared a personal interest in agenda item 7 (Housing development update) as he resided near the proposed development at Cavalry Crescent. He remained on the meeting and voted on the item.

48 New housing development update

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, updating them on the progress of the Housing Revenue Account new developments.

Sarah Roberts, Commercial Business Project Manager delivered a presentation at the meeting on the proposed delivery programme. The programme aimed to deliver 200 homes by 2024 and would include

sustainability features that would help the Council hit the zero-carbon target of 2030.

Councillors Holt and Shuttleworth declared a personal interest in this item. They remained on the meeting and voted on the item.

Resolved (Key decision):

(1) To note the progress of the Housing Revenue Account (HRA) Capital Programme for housing delivery.

(2) To authorise the development of the garage sites at Brede Close and Timberley Road, as well as the site at Fort Lane, for new homes and to allocate a budget within the capacity of the approved HRA Capital Programme, with reference to the delegations in recommendation 6.

(3) To approve a waiver under paragraph 2.4.1(a) of the Contract Procedural Rules (CPR) to allow the direct negotiation with, and appointment of, a main contractor for the development at Brede Close, which has an estimated contract value below £4,733,252.

(4) To authorise (a) the transfer for a nominal consideration of the garage site at Biddenden Close to the Eastbourne Community Land Trust (ECLT), and (b) where for any reason the transfer referred to in recommendation 4(a) above does not proceed, the development by Eastbourne Borough Council (EBC) of such property for new homes and to allocate a budget within the approved HRA Capital Programme.

(5) To authorise commencement of the project to develop the site known as Cavalry Crescent up to the planning stage, subject to further Cabinet approval on the appointment of a contractor and the commencement of any works.

(6) To authorise the Director of Regeneration and Planning, in consultation with the Portfolio Holder for Housing and Chief Finance Officer, to carry out all necessary actions to facilitate the proposals outlined at Recommendations 2), 3), 4) and 5) including feasibility, development and determining the terms of, and authorising the signature of, all necessary documentation and to sub-delegate those actions as required. Also to authorise the Director of Regeneration and Planning to take all necessary actions including determining the terms of, and authorising the signature of, all necessary documentation to let the homes to new tenants and dispose on shared ownership terms as required

(7) To approve an increase to the feasibility revenue budget of £250,000, approved in July 2018, up to a total amount of £350,000 to enable the development of a new housing delivery project pipeline as part of the HRA Capital Programme and to delegate authority to the Director of Regeneration and Planning to approve all expenditure, to be sub-delegated as required.

(8) To note that EBC proposes to procure a single provider framework for a

contractor offering an off-site manufactured house building solution, through an advertised open competition. Further details to follow.

Reason for decisions:

To provide information and secure approvals in relation to ongoing key development projects.

The meeting ended at 6.30 pm

Councillor David Tutt (Chair)

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Planning Committee

Minutes of meeting held remotely on 23 March 2021 at 6.00 pm.

Present:

Councillor Jim Murray (Chair).

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

Officers in attendance:

Leigh Palmer (Head of Planning First), Neil Collins (Senior Specialist Advisor for Planning), Helen Monaghan (Lawyer, Planning) and Emily Horne (Committee Officer)

62 Welcome and Introductions

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

63 Apologies for absence and notification of substitute members

Apologies for absence had been received from Councillor Jane Lamb. Councillor Paul Metcalfe confirmed he was acting as substitute for Councillor Jane Lamb.

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

There were none.

65 Minutes of the meeting held on 23 February 2021

The minutes of the meeting held on 23 February 2021 were submitted and approved as a correct record, and the Chair was authorised to sign them.

66 Urgent items of business.

There were none.

67 Ocklyne Chalk Pit. ID: 200855

Outline application with all matters reserved for siting of 18 residential units – **RATTON**.

The Senior Specialist Advisor – Planning, explained that the application was

deferred at the Planning Committee meeting held on 23 February 2021 at the request of the members to carry out a site visit to decide if in principle the site could accommodate 18 dwellings.

It was confirmed that the site visit took place on 6 March 2021, in accordance with Covid-19 rules, and that the consultation response from the County Ecologist had been disseminated to the Committee for consideration.

Members were of a mixed opinion, stating the site was oppressive, lacked daylight and would be better suited to industrial or commercial use. Whilst other Members felt the site was ideal for housing and had good road access.

The Committee were reminded that if consent was granted, a reserved matters application would be brought to the committee for additional consideration and would involve: layout, design, landscaping, drainage, flood risk, tree removal/works, sustainability, ecology assessment/mitigation and affordable housing.

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

RESOLVED: (by 5 votes for (Councillors Diplock, Maxted, Miah, Murray and Vaughan) **and 3 votes against** (Councillors Metcalfe, Murdoch and Taylor) that outline planning permission be granted, with all matters reserved for siting of 18 residential units, subject to a S106 legal agreement securing affordable housing; local labour agreement and the remaining conditions set out in the report.

68 Planning Enforcement Policy

The Head of Planning First presented his report on the Planning Enforcement Policy. He explained that the purpose of the proposed policy was to publicise the Council's approach in the management and guidance of planning enforcement matters.

A written representation supporting the policy was read aloud by the by the Head of Planning First on behalf of Mr Scard, Chair of Meads Community Association. The speech proposed an amendment to the policy referred to in paragraph 6.13 of Appendix 1. It was recommended the word 'invite' be replaced with 'inform the developer that there has been a planning breach and that retrospective planning consent is required which does not imply that consent will be granted and the development regularised', and this was supported by Members.

The Committee welcomed the Planning Enforcement Policy and requested that in addition to the change above, it also include guidance on notifying ward members when a formal complaint about a breach of planning control had been made.

Resolved (unanimously):

1. That the contents of the report be noted; and
2. That Cabinet be recommended to approve the new Planning Enforcement Policy as set out in Appendix 1, subject to replacing the word 'invite' with 'inform the developer that there has been a planning breach and that retrospective planning consent is required which does not imply that consent will be granted and the development regularised' as set out in paragraph 6.13 of the proposed policy, and include guidance on notifying ward members when a formal complaint about a breach of planning control had been made.

69 Date of Next MeetingResolved:

That the next meeting of the Planning Committee which is scheduled to commence at 6:00pm on Tuesday, 20 April 2021 in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted.

The meeting ended at 6.47 pm

Councillor Jim Murray (Chair)

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Scrutiny Committee

Minutes of meeting held remotely on 24 March 2021 at 6.00 pm.

Present:

Councillor Tony Freebody (Chair).

Councillors Peter Diplock (Deputy-Chair), Helen Burton, Jane Lamb, Robin Maxted, Pat Rodohan and Robert Smart.

Visiting Members:

Councillor Shuttleworth and Councillor Holt

Officers in attendance:

Philip Brown (Property Lawyer), Katie Dawkins (Housing Needs and Standards Lead), Gary Hall (Head of Homes First), Rebecca Jackson (Rough Sleeping Initiative Coordinator East Sussex) and Tim Whelan (Director of Service Delivery).

Also in attendance: Rachel Sharpe, Brighton and Hove City Council, Executive Director of Housing, Communities and Neighbourhoods, Martin Reid, Brighton and Hove City Council, Executive Director of Housing,

.

37 Minutes of the meeting held on 8 February 2021

It was agreed that the minutes of the previous meeting and proposed amendments would be dealt with at the Committee's next scheduled meeting on 12 July.

38 Apologies for absence / declaration of substitute members

Apologies for absence were received from Councillor Morris. Councillor Lamb was welcomed back to the Committee as a full member, replacing Councillor Di Cara.

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

Visiting member, Councillor Holt declared personal interests for transparency in the following item as he was employed by Your Eastbourne BID (Business Improvement District):

Item 7. Homelessness Placements into Eastbourne by Brighton and Hove City Council.

40 Questions by members of the public

There were none.

41 Right to address the meeting/order of business

The following members of the public attended the meeting and addressed the Committee:

Christine Ewbank (Chief Executive, Eastbourne Chamber of Commerce) and Luke Johnson (Operations Manager, Your Eastbourne Business Improvement District).

Representations from Kristian Hayter (Vice Chair, Eastbourne Hospitality Association) and Jane Cook (Health and Homelessness Adviser, Ministry of Housing, Communities and Local Government) were read out at the meeting.

Visiting Members, Councillors Shuttleworth and Holt also addressed the Committee.

42 Homelessness placements into Eastbourne by Brighton and Hove City Council

The Chair provided a background to the reason for this item being called to Committee, he thanked all those who were in attendance, and outlined the format for the meeting and the order in which he would call those present to speak.

He invited the members of the public who attended as public speakers to speak first.

Christina Ewbank, (Chief Executive, Eastbourne Chamber of Commerce) addressed the Committee and expressed the following concerns:

- The impact from use of hotels. For example, a hotel in Eastbourne town centre had increased its accommodation capacity and was operating more as a house of multiple occupation. Incidents of drug misuse, criminality and anti-social behaviour had increased locally to the hotel unchecked, which had impacted on Chamber of Commerce members, residents and businesses. Employment was also at risk.
- There was concern that the level of support being provided by Brighton and Hove City Council was insufficient to those in temporary accommodation with complex needs.

Luke Johnson, Your Eastbourne Business Improvement District (BID), addressed the Committee and raised the following points:

- Many of the individuals placed in Eastbourne had high, complex needs and were in hotels that were not dedicated to emergency accommodation. The

number of placements had escalated and a number of those placed in Eastbourne had been identified with previous criminality and anti-social behaviour in Brighton and Hove.

- The number of placements had escalated and there had been a direct impact on the members of Your Eastbourne BID. The level of support provided by BHCC for many of the people being placed was not sufficient and the need was having being met by Eastbourne's Rough Sleeper initiative and local emergency services.

Kristian Hayter (Vice- Chair, Eastbourne Hospitality Association (EHA)) had provided a representation which was read out by the Committee Officer and which raised the following points:

- Many EHA members had been closed for almost a year and were only able to open for short period in 2020. Others did not open at all as it was considered unviable. The placement of people in Eastbourne by BHCC was causing reputational damage.
- Online reviews posted by visitors during the brief reopening and more recently referenced safety as an issue. The effect of the placements had driven cheaper room rates down further.
- BHCC had been provided with greater resources to deal with the situation. The hospitality sector in Eastbourne formed a large part of many business's revenue and suppliers to the hospitality sector in Eastbourne were struggling. An urgent solution was needed to avoid permanent damage to the industry.

Jane Cook (Health and Homelessness Adviser, Ministry of Housing, Communities and Local Government) also provided a statement which was were read out by the Committee Officer. The points raised were:

- The housing of people from Brighton in Eastbourne had an impact on local services.
- Funding from the Rough Sleepers Initiative (RSI) for East Sussex was based on figures for rough sleepers who are housed, and were the responsibility of Councils in East Sussex, especially rough sleepers placed by Eastbourne Council.
- Those placed in Eastbourne by BHCC who present with multiple and complex health, housing and care needs do not have the accompanying support which increases their vulnerability, risk of harm and of death. A thematic review should be undertaken.

The Chair then invited visiting Members, Councillors Shuttleworth and Holt to address the Committee.

Councillor Shuttleworth made the following points:

- A meeting with members from BHCC had taken place earlier in the day and it was noted that communication had improved and it was acknowledged that the number of placements had recently reduced.
- A strategic plan and an agreement between the two authorities was needed to address the key issue of supporting people with multiple needs who had been moved away from familiar areas.

Councillor Holt, also addressed the Committee and highlighted the following points:

- Several of the hotels being used to provide accommodation were in close proximity to each other, increasing the impact of incidents. There was concern over the perception of Eastbourne Town as a safe place to stay and visit, and the public and visitors were to be assured that the Town remained a safe destination.
- A reduction in the number of placements to pre-COVID-19 levels was being sought by all those concerned. It was felt that people whose anti-social behaviour and acts of criminality were not being tolerated in Brighton and Hove, should not be tolerated in Eastbourne.

Rachel Sharpe (Brighton and Hove City Council (BHCC)) Executive Director of Housing, Neighbourhoods and Communities), Martin Reid (BHCC Assistant Director of Housing) and Councillor David Gibson (BHCC Housing Committee Joint Chair) then addressed the Committee. During the presentation and the resulting Committee discussion the following points were highlighted:

- BHCC was attempting to respond to its own homelessness crisis and every effort was being made to update Eastbourne Borough Council Officers and liaise with other agencies and those services involved in providing support for homelessness.
- BHCC had historically used Eastbourne to house people. However the COVID-19 pandemic had created an increased uncertainty around homelessness and levels for BHCC had increased from 500 to 800 people. However, the number of people placed in Eastbourne had reduced in recent weeks. The placement of vulnerable people in Eastbourne remained a concern and it was key that all those involved worked together to return those people back to Brighton and Hove – this could be explored at an officer level. Prevention services were not yet fully operational but there was a date by which it was expected that they would be fully operational.
- BHCC had plans within its Housing First programme to support people with complex needs and would take them out of emergency accommodation. The number of people currently housed in emergency accommodation was unsustainable, both from a welfare and financial perspective. BHCC was aiming to reduce its numbers experiencing homelessness to pre-COVID-19 levels.

- Many hotels in Brighton and Hove had closed at the start of the Pandemic. BHCC had approached large hotel groups to secure accommodation in the city but the hotels had either been closed, or were unavailable to BHCC due to being open for normal business. 200 units of emergency accommodation had been secured in one of the university's halls of residence. BHCC had attempted to secure as much accommodation as possible in the City. 90 units had been secured in the previous month in a hotel in Brighton and Hove, and Eastbourne Borough Council had been included in this offer. BHCC was looking at procuring its own accommodation for rough sleepers with multiple- complex needs and 38 units had been procured for emergency accommodation.
- BHCC had invested in a welfare officer service to support people in accommodation and work to avoid eviction. The Service included weekly drop-ins at an Eastbourne hotel that included signposting to further support such as GP services and mental health professionals.
- A report to the March meeting of BHCC Housing Committee set out a route-map with the aim of phasing out the risk of rough-sleeping by 21 June 2021. There would be a further report to the June meeting of the Housing Committee and future reports could include updates on out-of-city placements.
- BHCC had used a Care and Protect model at the start of the Pandemic to support high-need clients. The majority high-need cases had been retained in the City and where a social care need was identified, Adult Social Care services would become involved. There were cases where people had been housed out of the City and where their conditions and circumstances had then deteriorated to point where they became high need. It was a negative outcome for BHCC to place people with complex needs outside of the City.
- BHCC had made a £2.9 million investment in hotels in the City and they were being used for emergency accommodation. The use of Eastbourne accommodation was not a cost-benefit to BHCC as it created several issues. The decision had been taken as a last resort. Although it was preferable to not use emergency accommodation, it was recognised that it would be required to some degree.
- BHCC's understanding was that Eastbourne Borough Council had been provided with regular updates on placements in Eastbourne. It was confirmed that this was the case and that there was dialogue between officers from both authorities. The welfare officer support was not specialist support and was provided for all those in emergency accommodation and in certain cases, rough-sleepers, and would be subject to review. For those with high or complex needs, they had liaised with health commissioners outside of Brighton and Hove, to ensure that there was no breakdown in substance misuse and mental health support.
- Members noted that BHCC had medium and long-term plans in place and

they were welcomed. However, concern remained that people with complex needs, who had lost their placements and were sleeping rough, were not being supported and there was an immediate need for this support.

- BHCC recognised the 21 June as a significant date, when a degree of societal normality was anticipated to return with the planned end of lockdown, and although certainty on numbers and timelines could not be provided, the number of placements had reduced by 70 in the previous six weeks. It was hoped that a similar trajectory could be maintained with the additional support of all services being re-opened by 21 June, including teams working on interventions and use of the usual homeless prevention options approach. Various mechanisms were in place to assess need and identify those with complex needs. The details of the mechanisms and associated policies could be provided to the Committee. BHCC would be bidding for further Government funding and any funding received would be focused solely on placements in the City with an emphasis on support for rough sleepers and those with complex needs.
- Although the Pandemic had had a significant impact on Eastbourne, along with surrounding towns, communications had improved and there was cross-border work to identify anti-social behaviour, drug related criminality and offenders.
- The homelessness issue was not necessarily linked to local authority boundaries and impacted on the South Coast region. A number of people experiencing homelessness did not have a fixed area.
- BHCC had a minimal amount of block-booking in place in Eastbourne going forward and when used, it was for emergency accommodation. People evicted, who then became rough-sleepers, needed to be looked at on a case-by-case basis. People identified with complex needs were assessed prior to being placed out of the City and where necessary, East Sussex County Council (ESCC) Adult Social Care was involved.

Chief Inspector Di Lewis, Sussex Police, addressed the Committee and highlighted the following:

- Through increased communication, Sussex Police was now being made aware of the movement of offenders, which made the impact easier to manage. The need for hotels to generate an income through being available for temporary accommodation and the desire for those accommodated to return to their previous areas also needed management.
- Cross-border work was in place to ensure that offenders were identified and those with complex needs provided with support.

A suggestion was made for a further update on this issue to come back to the Committee at its next meeting. The Chair suggested that how updates would be reported back could be discussed going forward, as part of the development of the Committee's work programme.

The Chair, Councillor Freebody, thanked all those who had attended the meeting and took part in this valuable discussion.

RESOLVED to note the report and verbal updates provided at the meeting.

43 Date of the next meeting

RESOLVED: to note that the date of the next meeting of the Scrutiny Committee is scheduled for Monday, 12 July 2021.

The meeting ended at 8.35 pm

Councillor Tony Freebody (Chair)

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Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held remotely on 20 April 2021 at 6.00 pm.

Present:

Councillor Jim Murray (Chair).

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

Officers in attendance:

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

70 Welcome and Introductions

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

A short period of silence was held in memory of His Royal Highness, The Prince Philip, Duke of Edinburgh who passed away on Friday, 9th April 2021.

71 Apologies for absence and notification of substitute members

Apologies for absence had been received from Councillor Colin Murdoch. Councillor Paul Metcalfe MBE confirmed he was acting as substitute for Councillor Colin Murdoch.

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

There were none.

73 Minutes of the meeting held on 23 March 2021

The minutes of the meeting held on 23 March 2021 were submitted and approved as a correct record, and the Chair was authorised to sign them.

74 Urgent items of business.

There were none.

75 Gate Court Dairy, Waterworks Road. ID: 200742

Outline Planning Application (Access, Appearance, Layout and Scale) for the redevelopment of site to form 60N° flats, consisting of 3N° three bedroom flats, 29N° two bedroom flats and 28N° one bedroom flats
– **DEVONSHIRE.**

The Committee was advised by way of an addendum report of two additional representations that had been received, an additional condition at paragraph 10.21 for the provision of electric charging points and the inclusion of Car Club contributions to be added to the S106 agreement.

A typographical error was noted at Condition No.10.15, page 25 of the report. Replace the words 'flood warming' with 'flood warning'.

The Committee were reminded that the details for consideration were: access, layout, scale and appearance. If consent was granted, a Reserved Matters application would be brought to the committee for additional consideration and would involve: landscaping, construction and environmental management, drainage, sustainability, land contamination investigation / remediation and travel plan.

In discussing the application the Committee felt it was in keeping with the surrounding area and was good use of a brownfield site. Concerns were raised regarding flood risks, sewage and drainage, infrastructure and parking.

Officers advised the Committee the Council had consulted with the Environment Agency regarding the flood risks and they had raised no objection subject to the conditions set out in the officers report. It was noted that a flood risk assessment and an evacuation plan were required for an application in a flood risk zone. Sewage and drainage matters would be considered under reserved matters in consultation with East Sussex County Council and Southern Water. Whilst the scheme was too small for an infrastructure report it would be monitored by East Sussex County Council and unallocated parking arrangements would be secured as part of the S106 agreement.

Councillor Vaughan proposed a motion to approve the application in line with the officers' recommendation, the provision of electric charging points and the inclusion of Car Club contributions to be added to the S106 agreement as referred to in the Addendum. This was seconded by Councillor Metcalfe and was carried.

RESOLVED: (Unanimously) that outline planning permission be granted, with all matters reserved for the redevelopment of site to form 60 flats subject to a S106 legal agreement securing affordable housing, a local labour agreement and to secure unallocated on-site parking provision, a S278 agreement for off-site highway works, the remaining conditions set out in the report and the inclusion of Car Club contributions as a Head of Term to be added to the S106 agreement as referred to in the Addendum.

The meeting ended at 6.46 pm

Councillor Jim Murray (Chair)

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