

Cabinet

14 March 2024



Lewes District Council

Time and venue:

9.30 am in the Room 209/210 on the Second Floor, The Marine Workshops, Railway Quay, Newhaven, East Sussex, BN9 0ER.

Membership:

Councillor Zoe Nicholson (Chair); Councillors Christine Robinson (Deputy-Chair) Chris Collier, Johnny Denis, Wendy Maples, Emily O'Brien, Laurence O'Connor and Mark Slater

Quorum: 4

Published: Wednesday, 6 March 2024

Agenda

1 Minutes of the meeting held on 1 February 2024 (Pages 5 - 10)

2 Apologies for absence

3 Declarations of interest

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

4 Urgent items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972. A supplementary report will be circulated at the meeting to update the main reports with any late information.

5 Public question time

To deal with any questions received from members of the public in accordance with Council Procedure Rule 11 (if any).

6 Written question from councillors

To deal with written questions which councillors may wish to put to the Chair of the Cabinet in accordance with Council Procedure Rule 12 (if any).

7 Matters referred to the Cabinet

Matters referred to the Cabinet (whether by the Policy and Performance Advisory

Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Policy and Performance Advisory Procedure Rules or the Budget and Policy Framework Procedure Rules set out in part 4 of the Council's Constitution.

None.

**8 Revenue & Capital Financial Monitoring Report Quarter 3 2023-24
(Pages 11 - 32)**

Report of Director of Finance and Performance
Lead Cabinet member: Councillor Zoe Nicholson

**9 Portfolio Progress and Performance Report Quarter 3 - 2023-2024
(Pages 33 - 44)**

Report of Director of Finance and Performance
Lead Cabinet member: Councillor Chris Collier

**10 Eastbourne & Lewes Community Safety Partnership – Annual Report
(Lewes) (Pages 45 - 56)**

Report of Deputy Chief Executive and Director of Regeneration and Planning
Lead Cabinet member: Councillor Christine Robinson

11 Housing Development and Property Update (Pages 57 - 72)

Report of Deputy Chief Executive and Director of Regeneration and Planning
Lead Cabinet member: Councillor Zoe Nicholson

12 Exclusion of the public

The Chief Executive considers that discussion of the following items is likely to disclose exempt information as defined in Schedule 12A of the Local Government Act 1972 and may therefore need to take place in private session. The exempt information reasons are shown beneath the items listed below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. (The requisite notices having been given under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)

(Note: Exempt papers are printed on pink paper).

**13 Housing Development & Property Update - Exempt Appendix 2 and 3
(Pages 73 - 76)**

Report of Deputy Chief Executive and Director of Regeneration and Planning
Lead Cabinet member: Councillor Zoe Nicholson

Exempt information reasons 3 – Information relating to the financial and business affairs of any particular person (including the authority holding that information)

Information for the public

Accessibility:

Please note that the venue for this meeting is wheelchair accessible and has a hearing loop to help people who are hearing impaired. If you would like to use the hearing loop please advise Democratic Services (see below for contact details) either in advance of the meeting or when you arrive so that they can set you up with the relevant equipment to link into the system.

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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

Disclosure of interests:

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

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

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

Councillor right of address:

A member of the Council may ask the Chair of a committee or sub-committee a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that Committee or Sub-Committee.

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

Other 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.

Democratic Services

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

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Cabinet

Minutes of meeting held in Room 209/210 on the Second Floor, The Marine Workshops, Railway Quay, Newhaven, East Sussex, BN9 0ER. on 1 February 2024 at 2.30 pm.

Present:

Councillor Zoe Nicholson (Chair).

Councillors Christine Robinson (Deputy-Chair), Chris Collier, Johnny Denis, Wendy Maples, Emily O'Brien, Laurence O'Connor and Mark Slater.

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Director of Finance and Performance (Section 151 Officer)), Becky Cooke (Director of Tourism, Culture and Organisational Development), Simon Russell (Head of Democratic Services and Monitoring Officer), Kate Slattery (Head of Legal Services), Jo Harper (Head of Business Planning and Performance), Steven Houchin (Interim Deputy Chief Finance Officer (Corporate Finance)), Lynn Ingram (Interim Head of Financial Planning) and Ross Sutton (Head of Financial Reporting).

Also in attendance:

Councillor Julie Carr, Councillor Stephen Gauntlett (Chair of Audit and Governance Committee) and Councillor James MacCleary (Leader of the Liberal Democrat Group).

Ms Debbie Twitchen (Tenants of Lewes District)

44 Minutes of the meeting held on 7 December 2023

The minutes of the meeting held on 7 December 2023 were submitted and approved and the Chair was authorised to sign them as a correct record.

45 Apologies for absence

An apology for absence was reported from visiting member, Councillor Brett.

46 Declarations of interest

None were declared.

47 Urgent items

Since publication of the agenda, the Cabinet were asked and agreed to formally approve the following appointment to outside bodies. The Head of Democratic Services would then make the appointment under delegated authority.

- Councillor Charlotte Keenan to replace Councillor Joa Saunders as a council representative on Wave Active Ltd Board

48 General Fund Revenue Budget 2024/25 and Capital Programme

The Cabinet considered the report of the Director of Finance and Performance, seeking their recommendation to Full Council on the General Fund Budget 2023/24 and updated Medium Term Financial Strategy (MTFS), together with the updated Capital Programme and Treasury Management position.

The announcement of the recent Local Government Finance Settlement, equated to around £120,000 for the Council and this would be factored into the budget proposed to Full Council.

Debbie Twitchen (Tenants of Lewes District), addressed the Cabinet and thanked the Council for their work with TOLD in preparing the budget.

Cabinet expressed thanks to officers for their work in producing a balanced budget in difficult economic circumstances.

Policy and Performance Advisory Committee (PPAC), held on 25 January 2024 considered the report and were supportive of the officer recommendations in full. A budget briefing had also taken place for all Councillors to attend.

Recommended to Full Council (Budget and policy framework):

(1) To agree the General Fund Budget 2024/25 (original) and projected MTFS as set out at Appendix 1 to the report.

(2) To agree the General Fund Budget 2023/24 (revised) as set out in Appendices 2 & 3 to the report.

(3) To agree an increase in the Council Tax for Lewes District Council of 2.99% resulting in a gross Band D charge (including Special Expenses) of £228.17 for 2024/25.

(4) To agree the revised General Fund & Housing Revenue Account Capital Programme 2024/25 as set out at Appendix 4 to the report.

(5) The rates of Fees and Charges proposed within Appendix 5 to apply from 1 April 2024 and to implement changes to statutory fees and charges for services shown within Appendix 5 to the report as and when notified by Government.

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

Reason for decisions:

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

49 Treasury Management Strategy, Investment Strategy, Capital Strategy and Prudential Indicators 2024/25

The Cabinet considered the report of the Director of Finance and Performance, seeking their recommendation to Full Council of the Council's Annual Treasury Management Strategy, Capital Strategy and Investment Strategy together with the Treasury and Prudential Indicators.

Officers were thanked for their work in producing the report.

Policy and Performance Advisory Committee (PPAC), held on 25 January 2024 considered the report and were supportive of the officer recommendations in full.

Recommended to Full Council (Budget and policy framework):

(1) To approve the Treasury Management Strategy and Annual Investment Strategy for 2024/25 as set out at Appendix A to the report;

(2) To approve the Minimum Revenue Provision Policy Statement 2024/25 (as set out at Appendix A to the report);

(3) To approve the Prudential and Treasury Indicators 2024/25 to 2026/27 (as set out at Appendix A to the report)

(4) To Approve the Capital Strategy 2024/25 (as set out at Appendix B to the report).

Reason for decisions:

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

50 Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2024/25 and HRA Capital Programme 2023-28

The Cabinet considered the report of the Director of Finance and Performance, asking them to agree the detailed Housing Revenue Account (HRA) budget proposals, rent levels and service charges for 2024/25 and the HRA Capital Programme 2023-28 and recommend to Full Council.

Cabinet stated that those most impacted by the proposed changes and were not in receipt of benefits would be supported by the Exceptional Hardship Fund.

Thanks were expressed to Tenants of Lewes District (TOLD) for their collaborative working and also to officers for their work in applying for the Social Housing Decarbonisation grant funding in a limited timescale.

Policy and Performance Advisory Committee (PPAC), held on 25 January 2024 considered the report and were supportive of the officer recommendations in full.

Recommended to Full Council (Budget and policy framework):

(1) The HRA budget for 2024/25 and revised 2023/24 budget as set out at Appendix 1 to the report.

(2) To agree that social and affordable rents (including Shared Ownership) are increased by 7.7% with effect from 1st April 2024, in line with government policy issued in December 2022.

(3) To agree that, with effect from 1st April 2024, when social-rented properties are relet to new tenants, the applicable rent will be increased by 5% above target rent.

(4) To agree that the revised service charges as set out in paragraph 2.3 of the report are implemented with effect from 1st April 2024.

(5) To agree that garage rents are increased by 6.7%.

(6) To agree the HRA Capital Programme as set out at Appendix 2 to the report.

(7) To note that £5.691m of Major Works expenditure is shown in the Capital Programme in 2024/25 and 2025/26 to improve EPC ratings in HRA properties, this expenditure being the subject of a Government grant bid to secure 50% match-funding.

Reason for decisions:

The Cabinet must 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.

51 Re-imagining Lewes District: Delivering the Vision 2024 - 2028

The Cabinet considered the report of the Chief Executive, asking them to consider and recommend the draft 'Reimagining Lewes District: Delivering the Vision 2024-2028' plan to Full Council for adoption.

The Council received 122 responses to the consultation on the plan, with it being noted that some were submitted by organisations on behalf of a group of people. Thanks were expressed to all that contributed, and feedback received would be incorporated into the final plan that would be submitted to Full Council. It was also stated that detailed comments relating to climate and nature would be picked up as part of the Climate and Nature Action Plan, which was running parallel to this process.

Thanks were expressed to officers for their work in formalising the proposed plan.

Policy and Performance Advisory Committee (PPAC), held on 25 January 2024 considered the report and were supportive of the officer recommendations in full. It was acknowledged that in disseminating the final document, it was important to reach as many people in the community as possible and also continue work on engaging as many as possible for future consultations.

Resolved (Key decision):

(1) To consider the 'Reimagining Lewes District: Delivering the Vision 2024-2028' plan.

(2) That any final minor amendments arising from the consultation responses be delegated for amendment to the Chief Executive, in consultation with the Leader.

Recommended to Full Council (Budget and policy framework):

(3) To adopt the plan as its overarching corporate policy document for the next 4 years.

Reason for decisions:

To enable the Council to set out its strategic vision, objectives and priority projects for the next four years and provide a firm basis for forward planning and performance management.

The meeting ended at 3.05 pm

Councillor Zoe Nicholson (Chair)

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Agenda Item 8

| | |
|-------------------------------------|--|
| Report to: | Cabinet |
| Date: | 14 March 2024 |
| Title: | Revenue & Capital Financial Monitoring Report Quarter 3 2023-24 |
| Report of: | Homira Javadi, Director of Finance and Performance |
| Cabinet member: | Councillor Zoe Nicholson, Leader of the Council and portfolio holder for Finance |
| Ward(s): | All |
| Purpose of report: | The report provides an assessment of the Council's financial performance against it approved 2023-24 budget, incorporating key financial risks, issues and opportunities identified since 2 April 2023 for the General Fund and the Housing Revenue Account (HRA) |
| Decision type: | Non-Key |
| Officer recommendation(s): | It is recommended that the Cabinet: <ul style="list-style-type: none">i) Note the forecast outturn position for 2023-24 and associated risks.ii) Delegate authority to the Director of Finance and Performance and the portfolio holder for finance to apply any budget virements required to effectively manage the overall budget.iii) Note Appendices 1 & 2 |
| Reasons for recommendations: | To update members on the financial position of the Council and ensure that the Authority complies with its financial regulations. |
| Contact Officer(s): | Name: Homira Javadi Post title: Director of Finance and Performance E-mail: homira.javadi@lewes-eastbourne.gov.uk Telephone number: 01323 485512 |

1. Introduction

- 1.1. Lewes District Council provides a range of services to residents and businesses across the area including the collection and disposal of waste, housing, and support for the homeless, leisure and community wellbeing, planning and tourism and culture activities.
- 1.2. The Council, alongside many other local authorities and organisations across the nation, has seen a significant impact on its finances because of external factors beyond its control. The recent exercise to construct the Medium-Term Financial Strategy for 2024-25 through to 2027-28 has highlighted continued pressures facing the council's finances although we have been able to set a balanced budget for 2024/25. The main drivers of these cost pressures are highlighted below:
 - The increased cost of borrowing affecting our ability to fund Capital Expenditure.
 - Inflationary and cost of living pressures impacting on the pay award for 2023-24, contract inflation and energy costs.
 - Demand led and inflationary pressures within housing and temporary accommodation for homelessness.
 - The lack of clarity over Government funding for local government particularly around business rates and a long-term settlement to enable planning over the medium term.
- 1.3. As a result of these externally driven financial challenges, the Corporate Management Team continue to focus on reducing costs to support the Council to keep costs to budget while ensuring that services are still delivered and at the quality expected.
- 1.4. For the quarter ending December 31st 2023 the Council is forecasting a balance of income and expenditure for the year. **This is an improved position of £547k** since the Q2 exercise.

2. General Fund

- 2.1. The position at Q3 follows our usual review of budgets and likely expenditure. The position will continue to be analysed and monitored over the coming months to achieve the balanced position by the year end.
- 2.2. The pay award agreed and paid to staff in November has been reflected in budgets and forecast spend and the central contingency reduced accordingly. This should have no material impact on forecasts.
- 2.3. The initial main underlying pressures which directorates are seeking to mitigate are as follows:
 - Underlying levels of inflation and increased interest costs affecting contracts, operations, running costs and capital expenditure.
 - The risks of losing planning appeals and costs of associated consultancy and the legal reimbursement costs of being found against.

- Increase in homelessness and the use of expensive nightly purchase temporary accommodation.

2.4. The detailed forecast variations against budget are set out from Section 3.

Table 1: Quarter 2 Forecast Outturn 2023-24 by Directorate

| Directorate | Net Budget | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast | var % |
|--|---------------|--------------------|--------------------|----------------------|--------------|--------------------------|------------|
| | £'000 | | | | | | |
| Corporate Services | 6,218 | 6,382 | 6,224 | (158) | 63 | (221) | -2% |
| Service Delivery | 10,869 | 11,337 | 12,074 | 737 | 1,025 | (288) | 7% |
| Regeneration & Planning | 1,367 | 1,376 | 2,237 | 861 | 839 | 23 | 63% |
| Tourism & Culture | 292 | 303 | 342 | 39 | 48 | (10) | 13% |
| Recharges to the HRA | (4,111) | (4,203) | (4,203) | 0 | 0 | 0 | 0% |
| Cost of Services | 14,635 | 15,195 | 16,674 | 1,480 | 1,975 | (496) | 10% |
| Technical/Centrally Controlled Budgets | 968 | 409 | (429) | (838) | (742) | (96) | -205% |
| Total Budgeted Expenditure | 15,603 | 15,603 | 16,245 | 642 | 1,234 | (592) | 4% |
| Less Funding | (15,603) | (15,603) | (16,245) | (642) | (687) | 45 | 4% |
| Net Position 2023-24 | 0 | 0 | (0) | (0) | 547 | (547) | |

Financial Overview by Directorate

This section of the report provides an update on the forecast variations against the 2023-24 budget focused on individual Directorates.

3.0 Corporate Services

The Corporate Services Directorate delivers services including human resources, financial services and performance, corporate management team, business transformation and legal and democracy support.

Table 2: Corporate Services Forecast Outturn 2023-24

| Table 1A: Corporate Services Q3 Forecast Outturn | Net Budget | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast | var % |
|--|--------------|--------------------|--------------------|----------------------|-------------|--------------------------|------------|
| | £'000 | | | | | | |
| Finance | 967 | 1,030 | 1,210 | 180 | 156 | 24 | 19% |
| Corporate Management Team | 521 | 530 | 523 | (7) | (20) | 13 | -1% |
| Internal Audit and Corporate Fraud | 250 | 280 | 251 | (29) | (7) | (22) | -12% |
| Business Strategy and Performance | 843 | 851 | 929 | 27 | 149 | (122) | 3% |
| Human Resources | 348 | 363 | 282 | (81) | (71) | (10) | -23% |
| Business Transformation | 1,706 | 1,722 | 1,728 | 6 | (16) | 23 | 0% |
| Legal & Democratic Services | 1,660 | 1,626 | 1,259 | (317) | (158) | (159) | -19% |
| Land Charges | (76) | (21) | 42 | 62 | 30 | 32 | -82% |
| Net Position | 6,218 | 6,382 | 6,224 | (158) | 63 | (221) | -3% |

3.1 The Directorate is forecasting an outturn position of (£158k) underspent. **This is an improved position of £221k** since the Q2 exercise.

- 3.2 **Finance £180k forecast overspend.** In common with many other local authorities, Finance has struggled to recruit to key posts on a permanent basis. Savings from permanent vacant posts are currently partially offsetting interim costs. The service conducted a successful recruitment campaign with seven posts permanently recruited to and five having started. The reduction this quarter is because there had been an assumption that the new starters would start earlier but notice periods were longer than expected. The issue is not expected to continue into 24/25
- 3.3 **Business Strategy and Performance £27k overspend** forecast. The forecast has been adjusted by £122k this quarter reflecting salary expenditure within the team which has been reviewed and now allocated as Capital Spend.
- 3.4 **HR – (£81k) underspent.** Lower than expected costs with regards to Recruitment and Training.
- 3.5 **Business Transformation (IT) £6k overspend** forecast.
- 3.6 **Legal/Democratic Services – (£317k) underspent.**
- Increased legal services income which could not be accurately forecast at Q2 because of a time lag in payments received.
 - District Election costs revised to take account of Reserves Funding.
 - A small reduction across both areas forecast in staffing costs and Land Charges staff transferred to the correct budget.
- 3.7 **Land Charges - £62k overspend** - £30k relates to a revised fee income projection as there was insufficient information to make a reliable forecast at Q2. £8k relates to increase in Highways Question Fees and the remainder is additional staff costs.
- 3.8 Other areas are forecasting various amendments to their Q2 positions.

4.0 Service Delivery

The Service Delivery Directorate delivers services including housing and support to the homeless, waste, and environmental services and maximisation and welfare and regulatory service teams.

Table 3: Service Delivery Forecast Outturn 2023-24

| Table 1B: Service Delivery Q3 Forecast Outturn | Net Budget | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast | var % |
|---|---------------|--------------------------|-----------------------|----------------------------|----------------|--------------------------------|-----------|
| | £'000 | | | | | | |
| Head of Customer First | 242 | 242 | 299 | 57 | 48 | 9 | 24% |
| CFRT Income Max and Welfare | 1,091 | 1,180 | 1,536 | 355 | 673 | (317) | 33% |
| CFRT Regulatory Services | 69 | 191 | 359 | 168 | 98 | 70 | 244% |
| CFRT Customer Contact | 985 | 929 | 992 | 63 | (4) | 67 | 6% |
| Bereavement Services | (23) | (23) | 47 | 70 | 26 | 45 | |
| Neighbourhood First | 1,725 | 1,764 | 2,151 | 388 | 310 | 78 | 22% |
| Waste and Recycling | 4,447 | 4,647 | 4,401 | (246) | (72) | (175) | -6% |
| Head of Homes First | 72 | 76 | 116 | 40 | 41 | (0) | |
| Homes First - Housing Property Services | 786 | 826 | 858 | 32 | (1) | 33 | 4% |
| Homes First - Neighbourhood Management | 888 | 918 | 857 | (61) | (48) | (13) | -7% |
| Homes First - Customer Experience | 166 | 176 | 178 | 2 | (8) | 10 | 1% |
| Home First - Housing Needs and Standards | 421 | 412 | 280 | (132) | (37) | (95) | -31% |
| Net Position | 10,869 | 11,337 | 12,074 | 737 | 1,025 | (288) | 7% |

- 4.1 The Directorate is forecasting an outturn position of £737k overspend, which is a improved position of £288k since the Q2 forecast.

CFRT Income, Max, and Welfare £355k overspend forecast.

The information on Housing Benefit Subsidy has not altered since October as the NEC system has not produced reports yet. The forecast has reduced by £317k this quarter due to some expenditure relating to 2022/23 being forecast throughout the year at Q2.

Homelessness Emergency Accommodation £150k overspend forecast - The Council had budgeted to support approximately 44 homeless households whereas an average of 50 households have been supported throughout 2023/24. The cost of one night's accommodation is also higher than anticipated (£65 rather than £60). The current demand is 47 households in emergency accommodation. While the current demand has levelled off and the number of households in emergency accommodation by December had decreased, the service is still projecting an overspend relating to activity during the entirety of the year. This will continue to be monitored and reviewed over the coming months.

Staff costs including agency staff £190k overspend forecast - to help with preparation of implementation work for the new Revenues and Benefits System (NEC) by back filling and processing for the old system. These costs can only be capitalised if they were increasing the value of the new system asset costs. Finance is identifying which posts can be capitalised.

- 4.2 **CFRT Regulatory Services £198k overspend forecast** A change in forecast by £100k relates to Lewes Bonfire overspend of £100k in relation to Crowd Management Barriers and Health & Safety costs during the event which were unbudgeted.

4.3 **Neighbourhood First (£388k overspend forecast)**

There is a medium-term plan to review the Neighbourhood First Service and a recognition that their funding does not align with their current commitments. The Council has set aside sums for increases to their budget for 2024/25 and together with the Service Review expects the current issue to be resolved within 2024/25.

The main issues in the service are.

Car Parks - Car Park income and Penalty Charges are lower than is expected and the contracts with both RINGO and ESCC need reviewing.

Neighbourhood First Team Forecast overspends relating to employee costs in the Neighbourhood First Team for Cleaning, and Public Convenience team.

Pest Control overspent on the use of Pest Control Contractors – we do not charge for Pest Control.

- 4.4 **Waste and Recycling. (£246k) forecast underspend.** The service has benefited from lower-than-expected fuel costs which has been part offset by higher vehicle repair costs. It has not used its agency staff budget and has used existing staff overtime to meet demand. The Food waste collection started later than planned in October 23 and is currently still recruiting some of these roles and expects to be at full FTE by the end of the year. It has been able to therefore absorb part of their pay award from existing salary budget.
- 4.5 **Housing Needs and Standards. (£132k) underspend.** Private Sector leasing payments scheme costs are projected to be £100k lower than reported at Q2. This relates to repairs and maintenance on properties of £90k and provision for doubtful debt of £30k which are both forecasting no spend.
- 4.6 There are other smaller variances across teams that make up the remaining overspend.

5.0 Regeneration and Planning

The Regeneration and Planning Directorate delivers services including estates and property estate management and regeneration and planning activity across the area.

Table 4: Regeneration and Planning Forecast Outturn 2023-24

| Regeneration & Planning Q3 Forecast Outturn | Net Budget | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast | var % |
|--|---------------|--------------------------|-----------------------|----------------------------|----------------|--------------------------------|------------|
| £'000 | | | | | | | |
| Estates and Property | (73) | (73) | 8 | 82 | (34) | 115 | |
| Wave Leisure | 224 | 224 | 224 | 0 | (1) | 1 | |
| Solar Panel Trading Account | (74) | (74) | (74) | 0 | 0 | 0 | |
| Planning Policy | 567 | 567 | 1,513 | 946 | 919 | 28 | |
| Building Control | 64 | 64 | 119 | 55 | 37 | 18 | |
| Regeneration | 533 | 541 | 320 | (220) | (82) | (139) | |
| Regeneration Portfolio | 128 | 128 | 127 | (2) | (2) | 0 | |
| Net Position | 1,367 | 1,376 | 2,237 | 861 | 839 | 23 | 63% |

5.1 The Directorate is forecasting an outturn position of £861k overspend, which is an adverse movement of £23k from the previous forecast. The overall financial issue in the Directorate continues to be Planning Policy.

5.2 **Planning Policy £946k overspend forecast** due to

- £330k - The Consultancy costs of defending planning appeals.
- £184k - The cost of one Planning Appeal where costs were awarded to the appellant.
- £380k - The management consultant fees for Planning Policy to support the development of Local Plan. This could be funded from the Resilience Reserve; the decision will be made at Outturn.

Since the Q2 report the perceived risk of planning appeals to LDC has reduced. There are currently 2 appeals still to be heard. This was reported to the Planning Applications Committee on 6th Dec 2023.

5.3 **Regeneration (£220k underspent)** – The further £139k underspend (over Q2) relates to Grant Funding which has been identified to cover Consultancy Costs.

5.4 There are other smaller variances across teams making up the remaining overspends.

6.0 Tourism and Culture

The Tourism and Culture Directorate delivers a range of cultural activities across the area as well as ongoing and one-off yearly events.

Table 5: Tourism and Culture Forecast Outturn 2023-24

| Tourism & Culture Q3 Forecast Outturn | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast | var % |
|--|--------------------------|-----------------------|----------------------------|----------------|--------------------------------|------------|
| | £'000 | | | | | |
| Arts Development | 6 | 20 | 15 | 20 | (6) | |
| Tourism and Enterprise | 297 | 321 | 24 | 28 | (4) | |
| Net Position | 303 | 342 | 39 | 48 | (10) | 13% |

6.1 The Directorate is forecasting an outturn position of £39k overspend, which is an improved position of £10k from the previous forecast. The overspend relates to a £10k VAT adjustment relating to 2022/23 and £30k of consultancy fees for design and publicity.

7.0 Technical and Central Controlled Budgets

Technical and centrally controlled budgets include the treasury budgets, capital financing and contingency budgets. This area will also include any Council wide funds.

Table 6: Technical and centrally controlled Forecast Outturn 2023-24

| Technical/Centrally Controlled Budgets Q3 Forecast Outturn | Net Budget | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast | var % |
|---|---------------|--------------------------|-----------------------|----------------------------|----------------|--------------------------------|-------------|
| | £'000 | | | | | | |
| Capital Financing | (603) | (603) | (1,246) | (643) | (643) | 0 | |
| Minimum Revenue Provision | 703 | 703 | 467 | (236) | (236) | 0 | |
| Centrally Managed | 868 | 309 | 350 | 41 | 137 | (96) | |
| Net Position | 968 | 409 | (429) | (838) | (742) | (96) | -87% |

7.1 The Council is forecasting an outturn position of (£838k) underspent which is a improved position of £96k from Q2.

7.2 Capital Financing - the underspend is due to higher than budgeted investment interest payments due to the significant increase in interest rates that has occurred since the original budget was approved by Council in February 2023.

7.3 Minimum Revenue Provision - The MRP is forecast to be lower than budgeted this year due to Capital Programme expenditure expecting to be lower than budgeted.

7.4 Centrally Managed Budgets The staffing inflation contingency has been transferred to services as expected. and the central contingency of £350k has been used to offset Neighbourhood First overspends for this year.

7.5 Further updates and will be provided to Cabinet as the year progresses and as financial monitoring is reported.

8.0 Housing Revenue Account (HRA)

The Housing Revenue Account is a ring-fenced account used to manage the Council's housing stock. The costs of managing and maintaining the properties, collecting rents, and meeting the interest cost of monies borrowed to pay for investment in the housing stock are all charged to the housing revenue account.

Table 7: HRA Quarter 3 Forecast Outturn 2023-24

| Housing Revenue Account | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast |
|---|--------------------|--------------------|----------------------|--------------|--------------------------|
| £'000 | | | | | |
| Dwelling Rents | (17,047) | (17,008) | 39 | 18 | 21 |
| Non-Dwelling Rents | (391) | (343) | 48 | 52 | (4) |
| Charges for services | (1,386) | (1,781) | (395) | (221) | (174) |
| Contributions towards expenditure | (210) | (191) | 19 | 53 | (34) |
| GROSS INCOME | (19,034) | (19,323) | (289) | (98) | (191) |
| Repairs and Maintenance | 5,804 | 6,164 | 360 | 420 | (60) |
| Supervision and Management | 3,962 | 3,637 | (325) | (60) | (265) |
| Special services | 1,650 | 1,780 | 130 | 168 | (38) |
| Rents, Rates, Travel and other charges | 287 | 254 | (33) | (27) | (6) |
| Increase in impairment of debtors | (190) | (227) | (37) | 0 | (37) |
| Depreciation of Fixed Assets | 5,583 | 5,583 | 0 | 0 | 0 |
| Amortisation of Intangible Assets | 3 | 3 | 0 | 0 | 0 |
| Debt management cost | 10 | 10 | 0 | (1) | 1 |
| GROSS EXPENDITURE | 17,109 | 17,204 | 95 | 500 | (405) |
| NET COST OF HRA SERVICES | (1,925) | (2,119) | (194) | 402 | (596) |
| HRA share of Corporate & Democratic Core | 128 | 128 | 0 | 104 | (104) |
| NET OPERATING COST | (1,797) | (1,991) | (194) | 506 | (700) |
| Interest payable | 2,970 | 2,971 | 1 | (79) | 80 |
| Interest receivable | (798) | (798) | 0 | (259) | 259 |
| Revenue Contributions to Capital Expenditure | 94 | 94 | 0 | (100) | 100 |
| Total Capital Financing and Interest Charges | 2,266 | 2,267 | 1 | (438) | 439 |
| Transfer to (from) Reserves | 0 | 0 | 0 | 0 | 0 |
| HRA (SURPLUS) DEFICIT | 469 | 276 | (193) | 68 | (261) |

8.1 The Housing Revenue Account is reporting a forecast outturn position of (£193k) underspend, which is the third reported outturn projection reported for financial year 2023-24 compared to the revised budget.

8.2 The additional income forecast for Service Charges of £395k is the recovery of contract and energy inflationary increases in 2022-23 including recovery of Special Services contract inflation (£130k) forecast for this financial year.

- 8.3 There are forecast overspends of £360k relating to Repairs and Maintenance. Whilst the demand for stock repairs remains high, the service's priority remains on essential repairs.
- 8.4 Supervision & Management is reporting a (£325k) underspend. The service has not proceeded with planned Cyclical Decorations (£240k) to mitigate the pressures experienced in Repairs & Maintenance.

Table 8 – HRA Working Balances

| HRA Working Balance (£000) | Original Budget | Revised Budget | Projected Outturn |
|-----------------------------------|-----------------|----------------|-------------------|
| Working Balance at 1st April 2023 | (3,993) | (3,993) | (3,993) |
| (Surplus)/ Deficit for year | 59 | 469 | 276 |
| Use of Cost of Living Provision | | 150 | 150 |
| | (3,934) | (3,374) | (3,567) |

| Allocation of Working Balance (£000) | Original Budget | Revised Budget | Projected Outturn |
|--------------------------------------|-----------------|----------------|-------------------|
| General Working Balance | (3,239) | (2,829) | (3,023) |
| Special Projects | (270) | (270) | (270) |
| Cost of Living Provision | (150) | 0 | 0 |
| Self Insurance | (275) | (275) | (275) |
| | (3,934) | (3,374) | (3,568) |

9.0 Capital Expenditure

9.1 Capital Expenditure – Housing Revenue Account (HRA)

- 9.2 The table below shows a revised HRA capital budget for the year of £19.1 m and reflects the recent review of the HRA 30-year business plan that was undertaken as part of the 2024/25 budget setting process. The 2023/24 revised budget was approved by Cabinet on 1 February 2024.
- 9.3 The revised capital budget reflects an overall increase against the original budget of £2.6m due to an increase in investment in the construction and acquisition of new dwelling and an increase to the major repairs budget for the year.
- 9.4 The overall spend as at the end of Q3 was £6.6m with projected forecast spend for the year at Q3 of £18.7m, a reduction of £.4m on the revised budget. Projects that will not be completed in 2023/24 and will be re-profiled to 2024/25 and later years. Actual expenditure at the end of quarter was £3.2m, so significant expenditure is expected for the final quarter of the year. Details of the capital programme are in **Appendix 1**.

Table 9: HRA Capital programme 2023-24

| HRA CAPITAL PROGRAMME | Original Budget 2023-24 | Revised Budget 2023-24 | Forecast Outturn 2023-24 | Variance to Revised Budget | Actual Spend Q3 2023/24 |
|---------------------------|-------------------------|------------------------|--------------------------|----------------------------|-------------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Construction of Dwellings | 11,501 | 12,444 | 12,252 | -192 | 3,886 |
| Retirement Schemes | 83 | 0 | 0 | 0 | 0 |
| Improvements to Stock | 4,500 | 6,200 | 6,304 | 104 | 2,595 |
| Adaptations | 415 | 415 | 158 | -257 | 108 |
| Recreation & Play Areas | 50 | 50 | 8 | -42 | 8 |
| Total HRA | 16,549 | 19,109 | 18,722 | -387 | 6,597 |

9.5 Capital Expenditure – General Fund

- 9.6 The table below shows a revised GF capital budget for the year of £32.7m and reflects the recent review of the GF Capital Programme that was undertaken as part of the 2024/25 budget setting process. The 2023/24 revised budget was approved by Cabinet on 1 February 2024.
- 9.7 The revised capital budget reflects an overall reduction against the original budget of £52.6m primarily due to reduction in the Regeneration programme. Projects in this area are linked to the councils Levelling Up, Town Deal and Future High Street grants schemes have been re-profiled due to so the Council's successful bid to become a Pathfinder Pilot which allows a greater level of autonomy to choose how each scheme is funded.
- 9.8 The forecast for the year at Q3 is £17.3m, a reduction of £14.0m on the revised budget. GF projects that will not be completed in 2023/24 will also been re-profiled to 2024/25 and later years. Actual expenditure at the end of quarter was £10.5m. Details of the capital programme are in **Appendix 1**.

Table 10: GF Capital programme 2023-24

| GENERAL FUND CAPITAL PROGRAMME | Original Budget 2023/24 | Revised Budget 2023/24 | Forecast for Year 2023/24 | Variance to Revised Budget | Actual Spend Q3 2023/24 |
|--|-------------------------|------------------------|---------------------------|----------------------------|-------------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 |
| Housing Support & Disabled Facility Grants | 1,135 | 1,486 | 1,101 | -385 | 765 |
| Loans to Housing Companies | 2,000 | 0 | 0 | 0 | 0 |
| Total GF Housing | 3,135 | 1,486 | 1,101 | -385 | 765 |
| Recovery and Stabilisation | 20 | 607 | 607 | 0 | 69 |
| Regeneration | 35,223 | 16,195 | 7,785 | -8,410 | 4,555 |
| Asset Management | 3,080 | 775 | 626 | -149 | 215 |
| Indoor Leisure Facilities | 2,159 | 2,527 | 924 | -1603 | 909 |
| Energy Schemes | 500 | 500 | 0 | -500 | 0 |
| Infrastructure Levy (CIL) | 900 | 1,486 | 414 | -1072 | 219 |
| Service Delivery | 6,181 | 6,225 | 5,500 | -725 | 3,866 |
| Flood and Coastal | 236 | 705 | 209 | -496 | 21 |
| Parks & Pavilions | 200 | 1,053 | 230 | -823 | 230 |
| Open Space/Biodiversity | 610 | 789 | 554 | -235 | 231 |
| Information Technology | 213 | 397 | 406 | 9 | 182 |
| Finance Transformation | 150 | 0 | 0 | 0 | 0 |
| Total General Fund | 49,472 | 31,259 | 17,255 | -14,004 | 10,497 |

- 9.9 At the end of quarter 3, both the HRA and General Fund spend against the 2023/24 revised budget has increased. However significant challenges remain in construction sector which continues to be under pressure from rising prices for materials and labour shortages. The year-end forecasts are provided against a backdrop of economic uncertainty, regarding supply chain challenges, building cost inflation and other factors outside of the control of those delivering the projects.
- 9.10 Project budget holders and managers are required to review scheme progress on an ongoing basis throughout the year and advise where there are significant revisions. The programme is under continuous review by the Capital Programme Overview Board, which is reflected by the recent reductions in the overall revised budget.
- 9.11 Schemes that have been deferred and are funded from additional borrowing (rather than from capital grants, capital receipts or revenue) will impact on the projected cost of borrowing and minimum revenue provision (MRP).

10 Funding

The Council's net service budget is funded from the following areas: Council Tax income, Business Rates income, Government grants and reserves. A breakdown of the funding budget is detailed below.

Table 11: Financing Quarter 3 Forecast Outturn 2023-24

| Financing Budgets Q3 Forecast Outturn | Net Budget | Revised Net Budget | Forecast Net Spend | Q3 Forecast variance | Q2 variance | Q3/Q2 change in forecast | var % |
|--|-----------------|--------------------|--------------------|----------------------|--------------|--------------------------|-----------|
| | £'000 | | | | | | |
| Council Tax Income | (8,831) | (8,831) | (8,919) | (88) | (87) | (1) | 1% |
| Grants and Contributions | (1,643) | (1,643) | (1,736) | (93) | (138) | 45 | 6% |
| NNDR Income | (4,900) | (4,900) | (5,361) | (462) | (462) | 0 | 9% |
| Transfer from Reserves | (229) | (229) | (229) | 0 | 0 | 0 | 0% |
| Net Position | (15,603) | (15,603) | (16,245) | (642) | (687) | 45 | 4% |

10.1 The Council is forecasting an outturn of £642k more funding than budget which is an improved position of £45k from Q2.

10.2 Council Tax income is forecast at £8.9m, as additional £88k on the budget of £8.8k.

10.3 Retained Business Rates income budget of £4.9m includes,

- NNDR income
- Tariff
- Section 31 grant
- previous year deficit
- Levy
- Pooling redistribution

There is a projected to be an additional income of £462k for NNDR.

11.0 Financial appraisal

11.1 The report reflects the position at 30th September 2023. Services have an early awareness of their pressures and as a result can take positive steps to mitigate the overspend in this area.

11.2 The capital programme will continue to be reviewed with regard to the prior year slippage that is routinely added to the Original Budget to ensure that only those amounts required are allocated within the revised Capital Programme going forward.

12. Legal implications

12.1 There are no legal implications arising directly from this report.

13. Risk management implications

13.1 There are no risk management implications arising directly from this report.

14. Equality analysis

14.1 There are no environmental sustainability implications arising directly from this report.

15. Appendices

Appendix 1 – LDC Capital Programme Monitoring Q3 2023-24

Appendix 2 – Glossary of Items

16. Background Papers

16.1 LDC General Fund Revenue Budget 2023/24 and Capital Programme

| LDC CAPITAL PROGRAMME 2023/24 (Appendix 1) | Original Programme 2023-24 £ | Revised Programme 2023-24 £ | Forecast Outturn 2023-24 £ | Actual YTD Spend as at Q3 2023-24 £ | Forecast Variance Against Revised Budget |
|---|---|--|---|--|---|
| HRA HOUSING INVESTMENT CAPITAL PROGRAMME | | | | | |
| Construction of New Dwellings | | | | | |
| - New Acquisitions & New Build | 11,501,000 | 7,207,680 | 7,097,503 | 556,883 | 110,177 |
| - Saxonbury Redevelopment | - | 16,922 | 16,922 | 7,513 | 0 |
| - Newhaven Police Station Redevelopment | - | 4,639,049 | 4,575,105 | 3,173,245 | 63,944 |
| - Newhaven Fire Station Redevelopment | - | - | 52,500 | 52,500 | 52,500 |
| - Long Park Corner | - | - | - | - | - |
| - Lewes Infills | - | 15,000 | 150,000 | - | 135,000 |
| -The Lynchetts, Lewes | - | - | - | - | - |
| - Oakfield House, Plumton Green | - | 77,543 | 77,543 | 26,619 | 0 |
| - Meridian Court (Peacehaven) | - | - | - | - | - |
| - Harrison Road, Seaford (Refurbishment) | - | - | - | - | - |
| - Mill Road, Ringmer | - | 387,806 | 387,806 | 174,681 | 0 |
| - Broyle Close | - | 100,000 | - | - | 100,000 |
| -Sustainability Initiative Pilot Scheme | - | - | - | - | - |
| Total Construction of New Dwellings | 11,501,000 | 12,444,000 | 12,252,380 | 3,886,442 | 191,620 |
| Improvements to Stock | - | 1,700,000 | - | - | 1,700,000 |
| Retirement schemes equipment's | 47,500 | - | 7,500 | - | 7,500 |
| Retirement schemes - Guest House | 35,000 | - | 35,000 | - | 35,000 |
| Conversions & Additional Rooms in Roof | - | - | - | - | - |
| - Home Dampness Rectification | - | - | - | - | - |
| -Capitalisation of Voids | - | - | 6,368 | - | 6,368 |
| -Capital Salary | - | - | 180,000 | - | 180,000 |
| -Common Rooms Converted to Dwellings | - | - | - | - | - |
| - Electric Heating Sustainable Replacement | - | - | - | - | - |
| - Environmental Improvements | - | - | - | - | - |
| - Fire Precaution Works | 225,000 | 225,000 | 126,729 | - | 98,271 |
| - Garage Refurb | - | - | - | 23,728 | - |
| - Heating Improvement Programme | 460,000 | 460,000 | 485,955 | - | 25,955 |
| - Minor Insulation & Other Sundry Housing Works | - | - | - | 213,692 | - |
| - Kitchen & Bathroom Renewals | 495,000 | 495,000 | 795,000 | - | 300,000 |
| - Lift Replacements | - | - | - | 474,701 | - |
| - Roads, Paths & Engineering | - | - | - | - | - |
| - Roofing & Chimney Works | 730,000 | 730,000 | 1,006,423 | - | 276,423 |
| - Stuctural Works | 885,000 | 885,000 | 766,397 | 322,538 | 118,603 |
| - Window & Door Replacement Programme | 795,000 | 795,000 | 973,006 | 260,430 | 178,006 |
| - Electrical T & R | 785,000 | 785,000 | 1,756,715 | 319,329 | 971,715 |
| - Block Repair & Redecoration | - | - | - | 975,201 | - |
| - Barber Court, Lewes (Elevator) | - | - | - | - | - |
| - Reed Court, Lewes (Elevator) | - | - | - | - | - |
| - Lee Court, Newhaven (Elevator) | - | - | - | - | - |
| - Meeching Court, Newhaven (Elevator) | 125,000 | 125,000 | 164,455 | - | 39,455 |
| - Door Entry Security Systems | - | - | - | 4,950 | - |
| - Roof Replacement Programme | - | - | - | - | - |
| - Asbestos Removal | - | - | - | - | - |
| -Water Tanks | - | - | - | - | - |
| - Fencing | - | - | - | - | - |
| -Warden Call Systems Upgrade | - | - | - | - | - |
| -Broadband Installations | - | - | - | - | - |
| Total Improvement to Stock | 4,582,500 | 6,200,000 | 6,303,548 | 2,594,569 | 103,548 |
| | | | | | |
| Adaptations for Disabled Tenants | 415,000 | 415,000 | 157,847 | 107,847 | 257,153 |

| LDC CAPITAL PROGRAMME 2023/24 (Appendix 1) | Original Programme 2023-24 £ | Revised Programme 2023-24 £ | Forecast Outturn 2023-24 £ | Actual YTD Spend as at Q3 2023-24 £ | Forecast Variance Against Revised Budget |
|--|---|--|---|--|---|
| Housing Estates Recreation and Play Areas | 50,000 | 50,000 | 8,077 | 8,077 | - 41,923 |
| TOTAL HRA HOUSING INVESTMENT CAPITAL PROGRAMME | 16,548,500 | 19,109,000 | 18,721,851 | 6,596,935 | - 387,149 |
| GF HOUSING INVESTMENT CAPITAL PROGRAMME | | | | | |
| General Fund Housing Grant Funded | | | | | |
| Private Sector Housing Grants | 135,000 | 270,000 | - | - | - 270,000 |
| Mandatory Disabled Facilities Grants | 1,000,000 | 1,225,485 | 1,099,186 | 763,153 | - 126,299 |
| - Emergency Repair Grants | - | 9,485 | 2,250 | 2,250 | 11,735 |
| - Keep Warm in Winter | - | - | - | - | - |
| - Home Trust Loans | - | - | - | - | - |
| Total General Fund Housing Grant Funded | 1,135,000 | 1,486,000 | 1,101,436 | 765,403 | - 384,564 |
| Loans to Housing Companies | | | | | |
| - Lewes Housing Investment Company Ltd (Loan for Delivery of Mixed Tenure Homes) | - | - | - | - | - |
| - Aspiration Homes LLP (Loan for Delivery of Mixed Tenure Homes) | 2,000,000 | - | - | - | - |
| Total Loans to Housing Companies | 2,000,000 | - | - | - | - |
| TOTAL GF HOUSING INVESTMENT CAPITAL PROGRAMME | 3,135,000 | 1,486,000 | 1,101,436 | 765,403 | - 384,564 |
| TOTAL HOUSING | 19,683,500 | 20,595,000 | 19,823,287 | 7,362,338 | - 771,713 |
| GF NON HOUSING CAPITAL PROGRAMME | | | | | |
| Digital Transformation | | | | | |
| Service Transformation/Integration Programme | - | - | - | - | - |
| Recovery and Reset Programme | - | 607,000 | 554,051 | 16,500 | - 52,949 |
| Recovery and Reset Programme | - | - | 52,999 | 52,999 | 52,999 |
| HR and Payroll | 20,000 | - | - | - | - |
| Total Digital Transformation | 20,000 | 607,000 | 607,050 | 69,499 | 50 |
| Regeneration | | | | | |
| Commercial Property Acquisition & Development | 1,000,000 | 1,000,000 | 1,499,000 | - | 499,000 |
| NSQ - North Street Quarter | 300,000 | 335,000 | 58,468 | 23,468 | - 276,532 |
| NSQ - Springman House | - | - | - | - | - |
| NSQ - Commercial Development Springman House | - | - | - | - | - |
| NSQ - Blue Light Services Hub (Feb 2018) | - | - | - | - | - |
| NSQ - Temporary Car Park (July 2018) | - | - | - | - | - |
| NSQ - North Street Commercial Property Acquisition/ Development | - | - | - | - | - |
| Asset Development Newhaven (November 2017) (september 2018) | - | 97,000 | - | - | - 97,000 |
| Seaford Health Hub (September 2018) | - | - | - | - | - |
| Newhaven Enterprise Centre | 15,000 | 15,000 | - | - | 15,000 |
| Newhaven Square Co-Op - Demolition | - | - | 11,697 | 11,697 | 11,697 |
| Town Centre & Public Realm Improvements | - | - | - | - | - |
| Future High Streets Fund - Reimagining Newhaven | 6,749,580 | 3,596,000 | 2,159,003 | 1,659,003 | - 1,436,997 |
| Reimagining Newhaven - Wayfinding | - | - | - | - | - |
| Reimagining Newhaven - Co-op | 3,000,000 | - | - | - | - |
| Reimagining Newhaven - Dacre Road Car Park (Urban Living Room) | - | - | - | - | - |

| LDC CAPITAL PROGRAMME 2023/24 (Appendix 1) | Original Programme 2023-24 £ | Revised Programme 2023-24 £ | Forecast Outturn 2023-24 £ | Actual YTD Spend as at Q3 2023-24 £ | Forecast Variance Against Revised Budget |
|--|---|--|---|--|---|
| Reimagining Newhaven - Peacocks | - | - | - | - | - |
| Denton Island Commercial Development (Feb 2018) | - | - | - | - | - |
| Construction of Avis Way Depot, Newhaven (July 2018) | 6,300,000 | - | - | - | - |
| The Sidings, Railway Quay, Newhaven | - | - | - | - | - |
| Marine Workshops (Newhaven) | - | 1,171,000 | 1,329,334 | 760,890 | 158,334 |
| Caburn House, Lewes Refurbishment | - | - | - | - | - |
| The Friars Redevelopment, Lewes | - | - | - | - | - |
| Newhaven Town Deal | 7,590,310 | - | - | - | - |
| Re-connecting our Town: Pedestrian Gateway | - | 18,903 | 82 | 82 | 18,821 |
| Re-connecting our Town: Wayfinding & Visitor Trails | - | 1,068,097 | 112,723 | 29,923 | 955,374 |
| Building our Economic Strength: Social Enterprise Incubator | - | 874,000 | 31,941 | 31,941 | 842,059 |
| Building our Economic Strength: Business Grants Programme | - | 341,000 | 237,563 | 97,563 | 103,437 |
| Re-imagining our Town Centre: Community & Creative Hub | - | 6,000 | - | - | 6,000 |
| An Active Community: Eastside Recreation Ground | - | 331,384 | 100,000 | - | 231,384 |
| An Active Community: Fort Road Recreation Ground | - | 1,330,044 | 201,167 | 109,547 | 1,128,877 |
| An Active Community: Newhaven Football Club | - | - | - | - | - |
| An Active Community: Denton Island Slipway | - | 8,572 | 1,198 | 1,198 | 7,374 |
| Destination Newhaven: Newhaven Fort | - | 2,732,000 | 1,231,980 | 258,751 | 1,500,020 |
| Better Journeys for All: Hydrogen Hub & Training Facility | - | - | - | - | - |
| Better Journeys for All: Body, Paint & Trim Facility | - | - | - | - | - |
| Maintaining Maritime Vitality: Marine Gateway | - | 1,134,000 | - | 792,503 | 1,134,000 |
| Newhaven Fishing Landing Stages: | 9,938,520 | 130,000 | 220,116 | 220,116 | 90,116 |
| Unit 7 Oak Estate – Newhaven Processing Facility | - | 361,000 | 74,490 | 74,490 | 286,510 |
| Newhaven West Beach Restaurant | - | 480,000 | 152,406 | 152,406 | 327,594 |
| Property & Development - AIRS Grants | - | - | 20,000 | 20,000 | 20,000 |
| Property & Development - Castle wall | - | 295,000 | 294,946 | 231,946 | 54 |
| Property & Development - Robinson Road development | - | 800,000 | - | 57,529 | 800,000 |
| UKSPF Peacehaven Community Hub | - | - | - | - | - |
| UKSPF Changing Spaces Landport and beyond | 50,000 | 41,000 | 31,362 | - | 9,638 |
| UKSPF Cliff Gardens Project | 45,600 | 30,000 | 17,664 | 21,362 | 12,336 |
| UKSPF Changing Spaces Landport and beyond | - | - | - | 664 | - |
| UKSPF Changing Spaces Landport and beyond | - | - | - | - | - |
| Regeneration | 234,400 | - | - | - | - |
| Total Regeneration | 35,223,410 | 16,195,000 | 7,785,138 | 4,555,077 | 8,409,862 |
| Asset Management | | | | | |
| Asset Management Block Allocation | 100,000 | 198,000 | 1,686 | 1,686 | 196,314 |
| Lewes (Stanley Turner Recreation Ground Improvements) (Feb 2018) | - | - | - | - | - |
| Car Parks - (Capital Maintenance Programme) | 50,000 | 20,000 | 18,815 | 18,815 | 1,185 |
| Chapel Street Car Park | - | - | - | - | - |
| Cliff Tops @ Peacehaven (June 2017) | - | - | - | - | - |
| Market Tower/Sqaure | 50,000 | 94,000 | 93,904 | 4,804 | 96 |
| Flint Walls Repairs (November 2015) | 30,000 | 30,000 | 30,674 | 30,674 | 674 |
| Westgate Street Castle Wall H&S | - | 150,000 | 41,046 | 41,046 | 108,954 |
| Robinson Road Depot - asset management | 2,250,000 | - | 52,155 | 52,155 | 52,155 |
| Newhaven Fort Bridge (september 2019) | - | - | 9,525 | 9,525 | 9,525 |
| Newhaven Fort Refurbishment | - | - | 2,315 | 2,315 | 2,315 |
| Stanley Turner Changing Room_Club House | 150,000 | 45,000 | 45,000 | 7,220 | - |
| 187/2 Fisher Street | 150,000 | 26,000 | 34,856 | 34,856 | 8,856 |
| School Hill House | 50,000 | 200,000 | 271,500 | 1,500 | 71,500 |
| Newhaven Square - Unit | - | - | - | - | - |
| Newhaven Square - roof works | 150,000 | - | - | - | - |
| Public Conveniences | 100,000 | 12,000 | 25,000 | 10,365 | 13,000 |

| LDC CAPITAL PROGRAMME 2023/24 (Appendix 1) | Original Programme 2023-24 £ | Revised Programme 2023-24 £ | Forecast Outturn 2023-24 £ | Actual YTD Spend as at Q3 2023-24 £ | Forecast Variance Against Revised Budget |
|---|---|--|---|--|---|
| Total Asset Management | 3,080,000 | 775,000 | 626,476 | 214,961 | - 148,524 |
| Indoor Leisure Facilities | | | | | |
| Indoor Leisure Facilities - Major Repairs and Improvements (Block allocation) | 300,000 | 1,477,000 | 812,834 | 812,834 | - 664,166 |
| Wave Leisure Loan | 1,059,000 | 250,000 | 102,520 | 87,520 | - 147,480 |
| Downs Leisure Centre - Priority Works | - | - | - | - | - |
| Lewes Leisure Centre - Replacement AHU/Boilers | - | - | - | - | - |
| Seahaven Swim and Fitness, Newhaven Priority Works | 800,000 | 800,000 | 8,289 | 8,289 | - 791,712 |
| Peacehaven Leisure Centre - Replacement Gutters | - | - | - | - | - |
| Total Indoor Leisure Facilities | 2,159,000 | 2,527,000 | 923,643 | 908,643 | - 1,603,357 |
| Energy Schemes | | | | | |
| Local Energy Schemes | 250,000 | 250,000 | - | - | - 250,000 |
| Retrofit Lending Schemes | 250,000 | 250,000 | - | - | - 250,000 |
| OVESCO- Ouse Valley Solar Farm | - | - | - | - | - |
| Total Energy Schemes | 500,000 | 500,000 | - | - | - 500,000 |
| Community Infrastructure | | | | | |
| CIL Barcombe Parish Council | - | 586,490 | 72,528 | 72,528 | - 513,962 |
| CIL Chailey Parish Council | - | - | 3,147 | 3,147 | 3,147 |
| CIL Ditchling Parish Council | - | - | - | - | - |
| CIL East Chiltington Parish Council | - | - | - | - | - |
| CIL Falmer Parish Council | - | - | - | - | - |
| CIL Firle Parish Council | - | - | - | - | - |
| CIL Glynde & Beddingham Parish Council | - | - | - | - | - |
| CIL Hamsey Parish Council | - | - | - | - | - |
| CIL Iford Parish Meeting | - | - | - | - | - |
| CIL Kingston Parish Council | - | - | - | - | - |
| CIL Lewes Town Council | - | - | - | - | - |
| CIL Newhaven Town Council | - | - | 35,300 | 35,300 | 35,300 |
| CIL Newick Parish Council | - | - | 13,000 | 13,000 | 13,000 |
| CIL Peacehaven Town Council | - | - | 61,808 | 61,808 | 61,808 |
| CIL Piddinghoe Parish Council | - | - | - | - | - |
| CIL Plumpton Parish Council | - | - | - | - | - |
| CIL Ringmer Parish Council | - | - | 14,601 | 14,601 | 14,601 |
| CIL Rodnmell Parish Council | - | - | - | - | - |
| CIL St. Anne Without Parish Meeting | - | - | - | - | - |
| CIL St. John Without Parish Meeting | - | - | - | - | - |
| CIL Seaford Town Council | - | - | 6,957 | 6,957 | 6,957 |
| CIL Southease Parish Meeting | - | - | - | - | - |
| CIL South Heighton Parish Council | - | - | - | - | - |
| CIL Streat Parish Meeting | - | - | - | - | - |
| CIL Tarring Neville Parish Meeting | - | - | - | - | - |
| CIL Telscombe Town Council | - | - | 7,929 | 7,929 | 7,929 |
| CIL Westmeston Parish Council | - | - | - | - | - |
| CIL Wivelsfield Parish Council | - | - | 3,246 | 3,246 | 3,246 |
| CIL Strategic Pot | - | - | - | - | - |
| CIL Local Pot | - | - | - | - | - |
| CIL Block Budget | 900,000 | 899,510 | 195,167 | - | - 704,343 |
| Total Community Infrastructure Levy (CIL) | 900,000 | 1,486,000 | 413,684 | 218,517 | - 1,072,316 |
| Service Delivery | | | | | |

| LDC CAPITAL PROGRAMME 2023/24 (Appendix 1) | Original Programme 2023-24 £ | Revised Programme 2023-24 £ | Forecast Outturn 2023-24 £ | Actual YTD Spend as at Q3 2023-24 £ | Forecast Variance Against Revised Budget |
|---|---|--|---|--|---|
| Vehicle & Plant Replacement Programme - Food Waste Collection | - | 115,000 | 100,000 | 83,225 | - 15,000 |
| Plant Renewal | 227,000 | - | - | - | - |
| Waste & Recycling Review | - | - | - | - | - |
| Waste Vehicle Replacement-Refurbishmet | 3,500,000 | 3,500,000 | 3,400,000 | 2,708,507 | - 100,000 |
| Waste & Recycling - Other Equipment Renewal | - | 50,000 | 300,000 | 104,605 | 250,000 |
| Waste & Recycling - Wheelie Bins | 963,700 | 964,000 | 963,700 | - | 300 |
| Waste & Recycling - Food Caddies | 35,000 | 35,000 | 35,000 | 22,678 | - |
| EV Charge Points and Car Clubs | 150,000 | 150,000 | - | - | 150,000 |
| Car Park Machines | 125,000 | 125,000 | - | - | 125,000 |
| MOT Test Equipment (Roller Brake Tester and Headlamp Aligner) | - | - | - | - | - |
| Cockshut Stream (Stanley Turner Diversion) | 600,000 | 600,000 | 693,731 | 470,526 | 93,731 |
| New Crematorium & Green Burial Facility (Biodiversity) | - | 96,000 | 1,000 | - | 95,000 |
| Burial Records Digitalisation | 50,000 | 50,000 | - | - | 50,000 |
| Play Areas Full Refurbishment | 400,000 | 400,000 | - | - | 400,000 |
| Bell Lane Rain Garden | 60,000 | 70,000 | - | - | 70,000 |
| Rewilding and Nature Restoration | 20,000 | 20,000 | 6,200 | 6,200 | 13,800 |
| Cliff Top Fencing | - | - | - | - | - |
| Upper Ouse Project | 50,000 | 50,000 | - | - | 50,000 |
| Total Service Delivery | 6,180,700 | 6,225,000 | 5,499,631 | 3,395,742 | - 725,369 |
| Specialist Projects | - | - | - | - | - |
| Flood Alleviation Project | 136,000 | 205,000 | 100,000 | - | 105,000 |
| Total Specialist Projects | 136,000 | 205,000 | 100,000 | - | 105,000 |
| Coastal Defence Works | - | - | - | - | - |
| South East Coastal Monitoring Programme | - | - | - | - | - |
| Coastal Defence Works | 100,000 | 500,000 | 108,728 | 20,728 | - 391,272 |
| Total Coastal Defence Works | 100,000 | 500,000 | 108,728 | 20,728 | - 391,272 |
| Parks & Pavilions | - | - | - | - | - |
| Southover Grange Gardens Improvements | - | 8,000 | - | - | 8,000 |
| Parks and Pavilions Remedial Works | 160,000 | - | - | - | - |
| Play Area Upgrade / Replacement equipment | 40,000 | 1,045,000 | 226,306 | 226,306 | - 818,694 |
| Fort Road, Newhaven (incl Tennis & Muga) | - | - | 3,399 | 3,399 | 3,399 |
| Total Parks & Pavilions | 200,000 | 1,053,000 | 229,705 | 229,705 | - 823,295 |
| Open Spaces - Biodiversity | - | - | - | - | - |
| Cockshut Stream (Stanley Turner Diversion) | 220,000 | 220,000 | - | - | 220,000 |
| Denton Parks Improvement Scheme | - | 27,000 | - | - | 27,000 |
| Peacehaven Big Parks Project | - | - | 2,102 | 2,102 | 2,102 |
| Funds for local groups for Biodiversity Projects | 7,500 | 16,000 | - | - | 16,000 |
| Town & Parish Council - joint working /grants | 25,000 | 25,000 | - | - | 25,000 |
| Wildlife Planting / Habitat creation in parks | 30,000 | 60,000 | 25,000 | - | 35,000 |
| Land for Biodiversity | - | 20,000 | 228,152 | - | 208,152 |
| Land at Lewes Brooks | 250,000 | 270,000 | 251,652 | 228,152 | - 18,348 |
| Creation of wildflower seed areas | 7,500 | 16,000 | 12,000 | - | 4,000 |
| Tree Planting | 10,000 | 15,000 | 15,334 | 334 | 334 |
| Newhaven / Peacehaven Coastal Park | 60,000 | 120,000 | 20,000 | - | 100,000 |
| Total Open Spaces - Biodiversity | 610,000 | 789,000 | 554,241 | 230,589 | - 234,759 |
| IT Block Allocation | 213,000 | 397,000 | 405,510 | 182,439 | 8,510 |

| LDC CAPITAL PROGRAMME 2023/24 (Appendix 1) | Original Programme 2023-24 £ | Revised Programme 2023-24 £ | Forecast Outturn 2023-24 £ | Actual YTD Spend as at Q3 2023-24 £ | Forecast Variance Against Revised Budget |
|---|---|--|---|--|---|
| Finance Transformation | 150,000 | - | - | - | - |
| TOTAL GENERAL FUND NON HOUSING | 49,472,110 | 31,259,000 | 17,253,807 | 10,025,900 | - 14,005,194 |
| TOTAL HRA & GF PROGRAMME | 69,155,610 | 51,854,000 | 37,077,094 | 17,388,237 | - 14,776,907 |

Appendix 2 - Glossary

| | |
|--|---|
| Capital Expenditure | Capital Expenditure is the funds invested in long term assets like buildings, infrastructure, equipment, or technology. The expenditure is significant and provides lasting benefits and are depreciated over time. It contrasts to operating expenditure which are day to day expenditure. |
| Capital Financing | Capital Financing is how we raise money for to invest in capital projects. It can involve selling assets, borrowing money, using existing balances, and obtaining grants. Borrowing money means interest payments during the life of the loan plus the repayment of loan. |
| Capital Programme | A strategic plan outlining long term investments in assets like building and technology. It identifies projects and budgets, sets timelines, assesses risks and has approval processes. The plan aligns Capital Expenditure with Corporate Objectives. |
| Department for Levelling Up Housing and Communities (DHUHC) | The Department for Levelling Up, Housing and Communities, formerly the Ministry for Housing, Communities, and Local Government, is a department of His Majesty's Government responsible for housing, communities, and local government in England and the levelling up policy |
| Depreciation | An accounting method that allocates the cost of a tangible asset over its useful life. The process matches the cost of the asset with the benefit it provides reflecting its diminishing value over time. |
| Financial Regulations | Financial regulations are a set of financial procedures and rules that ensure good financial governance is observed. They include policies, procedures, financial delegation, and approvals and protect both staff and the council from financial misconduct. |
| General Fund (GF) | The main operating fund used for expenditure such as salaries and the running costs of day-to-day operations. |
| Grants and Contributions | Financial support received from external sources such as Central Government or developers. They can be for specific projects or more general. |
| Housing Revenue Account (HRA) | A separate accounting system for local authorities to manage their housing services. It includes rental income, housing related costs and is distinct from the General Fund. The HRA is used for improvements, maintenance and operational expenses related to local-authority owned housing. |
| Medium Term Financial Strategy | This Medium-Term Financial Strategy (MTFS) sets out the Council's strategic approach to the management of its finances and provide a framework within which decisions can be made regarding future service provision and council tax levels. |

| | |
|--|---|
| | It is based on a five-year rolling forecast and is reviewed annually. The MTFS provides the financial context for the Council's financial resource allocation and budget setting processes. |
| Minimum Revenue Provision (MRP) | An annual provision made to set aside funds for repaying debt associated with Capital Projects. It ensures the gradual allocation of resources to cover debt repayment obligations and is set out in the Prudential Code. |
| Section 151 Officer | Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a S151 Officer, also known as a Chief Financial Officer (CFO), to have responsibility for those arrangements. |

| | |
|-------------------------------------|--|
| Report to: | Cabinet |
| Date: | 14 March 2024 |
| Title: | Portfolio progress and performance report 2023/24 - Quarter 3 |
| Report of: | Homira Javadi, Director of Finance and Performance |
| Cabinet member: | Councillor Chris Collier, Cabinet member for innovation, delivery and people |
| Ward(s): | All |
| Purpose of report: | To consider the council's progress and performance in respect of service areas for the Third Quarter of the year (October-December 2023) as shown in Appendix 1 |
| Decision type: | Non-key |
| Officer recommendation(s): | To note progress and performance for Quarter 3 2023/24 |
| Reasons for recommendations: | To enable Cabinet members to consider specific aspects of the council's progress and performance |
| Contact Officer(s): | Luke Dreeling: Performance Lead Tel: 07525 351757 or email: luke.dreeling@lewes-eastbourne.gov.uk |

1 Introduction

- 1.1 The council has an annual cycle for the preparation, implementation and monitoring of its business plans and budgets. This cycle enables us regularly to review the council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and council aspirations.
- 1.2 It is important to monitor and assess progress and performance on a regular basis, to ensure the council continues to deliver priority outcomes and excellent services to its customers and communities.
- 1.3 Appendix 1 of this report sets out details of the key performance indicators for 2023/24 which were agreed by Cabinet in July 2023.

2 Appendix 1 Review

- 2.1 We have experienced an extremely challenging quarter, especially due to IT software changes associated with the new revenue and benefits NEC system, as well as other short-term challenges which we believe will be rectified by Q4. Positive

strides have been made in call answering times, significantly improving to 2mins36s from 4m29s. Within Appendix 1 we have 25 PIs, this quarter we have had: 3 PIs achieve target, 4 slightly below target, 8 below target, 7 Data only points and 3 unavailable for reporting. We have 12 positive trends (such as Contact Centre, Complaints and Communications) and 10 negative trends from Q2 to Q3.

3 Recovery and Reset Programme

3.1 Digital transformation activity has, this Quarter, focused on two key projects:

- The project to implement a new Revenues and Benefits solution reached a key milestone in December with the commencement of the go live of the new system. When fully implemented, the new system will deliver improvements and efficiencies (eg. financial, operational – for customers and staff – and contractual). Work will continue into the next Quarter to complete the project and deliver the full range of benefits. In the first couple of weeks of operation, benefits were starting to be seen alongside the usual and anticipated types of issues that come with a new system of this complexity; the latter having been managed through the well-established project management approach across the council and with the third-party provider.
- The final preparation and testing of the council's next phase of deployment of ELLIS – a next generation chat bot – took place in the Quarter. In early 2024, ELLIS will be implemented on more of the council's phone lines, offering an effective solution to improve further on the council's customer service offer. The testing, being undertaken by Customer First colleagues in the contact centre, will ensure that the solution meets the expectations of residents and businesses when contacting the council, and meets the council's high standards for customer care.

4 Solution Sprints

4.1 The Solution Sprint (SS) review into Out of Hours (OOH) provision and Incident Liaison Officer (ILO) activity concluded this Quarter, culminating in a report with options and recommendations for associated service improvement. The report was considered by the new CMT lead for business continuity, and the next steps were planned. Options and recommendations with regards to OOH service resilience, capacity and consistency are now being taken forward. As previously reported, a 'Smartsheet' has been set up whereby ILO and OOH colleagues can log incidents online and direct from their mobiles. This new data continues to help paint a better picture of demand, so that associated responses and allocation of resources can be more data driven and evidence based.

Other notable SS activity this Quarter included the completion of a sprint with Housing First colleagues, resulting in an improved process for reporting and collating key data with regards to tackling domestic violence and abuse. Associated good practice in collating this information has been shared with and applauded by a number of our partners. Work is nearing conclusion on another 'Smartsheet' solution to assist Green Consultancy colleagues track performance and report progress. Parallel work has also been completed in producing a similar 'Smartsheet'

solution to capture, track and report on corporate sustainability and net zero commitments. Where appropriate, take up will follow the conclusion of the Sustainability Strategy refresh. Quarter 4 will include a review of SS activity at year end, taking stock, lessons learned and associated direction of travel for the new financial year.

5 Financial appraisal

- 5.1 Project and performance monitoring and reporting arrangements are contained within existing estimates. Corporate performance information should also be considered alongside the council's financial update reports (also reported to Cabinet each Quarter) as there is a clear link between performance and budgets/resources.

6 Legal implications

- 6.1 Comment from the Legal Services Team is not necessary for this routine monitoring report.

7 Risk management implications

- 7.1 It is important that corporate performance is monitored regularly otherwise there is a risk that reductions in service levels, or projects falling behind schedule, are not addressed in a timely way.

8 Equality analysis









- 8.1 The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant council reports or as part of programmed equality analysis.

9 Appendices











- Appendix 1 – Portfolio Progress and Performance Report (Quarter 3 2023/24)







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Lewes District Council Portfolio Progress and Performance Report Quarter 3 2023-2024 (October to December 2023)

| Key | | | |
|---|--|---|---|
|  | Performance that is at or above target Project is on track |  | Performance that is below target Projects that are not expected to be completed in time or within requirements |
|  | Project has been completed, been discontinued or is on hold |  | Performance that is slightly below target but is within an acceptable tolerance Projects : where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks |
|  | Direction of travel on performance indicator : improving performance |  | Direction of travel on performance indicator : declining performance |
|  | Direction of travel on performance indicator : no change |  | Data with no performance target |



Key Performance Indicators















| KPI Description | Annual Target 2023/24 | Q2 2023/24 | Q3 2023/24 | | | | Latest Note |
|---|-----------------------|------------|---------------|--------|---|---|--|
| | | Value | Value | Target | Status | Short Trend | |
| 1.(Finance) Maximise amount of Council Tax collected during the year | 97.8% | 56.04% | 83.61% | 85% |  |  | Q3 2022/23 for comparison: 83.72% What happened: Q3 performance is slightly below the target due to the system migration, as the system was closed down for a short period of time. What was learned/changed: Recovery action was suspended in Q3 for this reason but has now restarted. The new revenues and benefits system also went live during Q3. |
| 2.(Finance) Maximise amount of Business Rates collected during the year | 98% | 56.74% | 83.01% | 84.07% |  |  | Q3 2022/23 for comparison: 85.50% What happened: Q3 performance is slightly below the target due to the system migration, as the system was closed down for a short period of time. What was learned/changed: Recovery action was suspended in Q3 due to the system migration but has now restarted. The new revenues and benefits system also went live during Q3. |
| 3.(Community and Customers) Average number of days to process new claims for housing/council tax benefit | 17.0 | 17.1 | 43.04 | 17.0 |  |  | What happened: During Q3 the migration and implementation of the new revenues and benefits system was undertaken. During this time the team prioritised the daily review of new claims being received and prepared them for the system when it became available. What was learned/changed: The team continue to investigate trends into claims that have taken longer than anticipated to process. New claims are a priority activity and continue to be prioritised to bring the number of days to process down. |
| 4.(Community and Customers) Average days to process change of circumstances (Housing/Council Tax Benefit) | 6 | 5.6 | 18.94 | 6.0 |  |  | What happened: During Q3 the migration and implementation of the new revenues and benefits system was undertaken. During this time the team prioritised the daily review of changes in circumstances being received and prepared them for the system when it became available. What was learned/changed: Changes in circumstance alongside new claims are a priority activity and continue to be prioritised to bring the number of days to process down. |
| 5.(Community and Customers) | 80% | 37.16% | 54.68% | 80% |  |  | What happened: Customer contact saw a significant improvement of 17.52% from Q2. We have seen month on month progress throughout Q3. Although |











| KPI Description | Annual Target 2023/24 | Q2 2023/24 | Q3 2023/24 | | | | Latest Note |
|--|-----------------------|------------|-----------------|-----------|---|---|---|
| | | Value | Value | Target | Status | Short Trend | |
| Increase the percentage of calls to the contact centre answered within 60 seconds | | | | | | | <p>the overall call volume was slightly down for the quarter, we did continue to receive calls of a complex nature especially due to the Revenue and Benefits IT system migration.</p> <p>What was learned/changed: During Q3 we saw 2 leavers and had 7 new starters join the team who are all progressing well with their training and likely to be handling contact independently come the end of January. Further recruitment has taken place, we have seen an additional 2 advisors join the team in January and an additional interview round taking place in early February to fill out remaining 2.5FTE vacancies. The expansion of our Artificial Intelligence, ELLIS, on our phones has progressed well during Q3. During the start of Q4 we will be completing some final user acceptance testing before ELLIS is deployed onto our live environment and phones. This will also see an overall time-reduction and improvement of our telephony system which will enable our residents and customers to reach the correct team seamlessly should ELLIS find the enquiry too complex to assist.</p> |
| 6. Customers: Average time taken to answer calls | Data Only | 4m29s | 2mins36s | Data Only |  |  | See KPI5 Commentary |
| 7. Customers: Telephone calls graded as high quality under the call monitoring scheme | 90% | 84% | 86% | 90% |  |  | <p>What happened: Q3 saw the team reaching an overall score of 86% - classed as 'Great' – which was a 2% positive increase when compared to Q2</p> <p>What was learned/changed: During the Q3 all advisors who had joined us since March 2023 had a training review to check their understanding and ensure there were no gaps in their knowledge – this resulted in a series of 1-2-1 and classroom-based training sessions, Team meetings were also held in order to re-cap some of the areas requiring improvement.</p> <p>Our future focus will be on ensuring that all team members, both new and experienced, are fully confident with our garden waste renewal process and Annual Council Tax Billing. We anticipate high levels of contact coming in Q4.</p> |
| 8. Customers: Customer complaints logged at stage 1 resolved within 10 working days | 100% | 59% | 57% | 100% |  |  | <p>What happened: Q3 saw a reduction in overall complaints, which is in line with the yearly trends, however an increase in Q4 is likely, as in previous years. The top 3 service areas for complaints remains to be Homes First repairs Council Tax and Waste and Recycling. Homes First had a challenging period with unavoidable periods of sickness, staff changes and contractor delays which increased complaints.</p> <p>What was learned/changed: Some service areas performed particularly well, making good use of monitoring systems to track complaint deadlines and taking on board the ombudsman guidance of closing complaints on time. We</p> |

| KPI Description | Annual Target 2023/24 | Q2 2023/24 | Q3 2023/24 | | | | Latest Note |
|---|-----------------------|------------|------------|-----------|---|---|---|
| | | Value | Value | Target | Status | Short Trend | |
| | | | | | | | are working to see other areas follow this good practice. The recent reporting of KPIs has given teams a clear indication of their performance. The highest performing teams have increased their complaints closed on time by 35%, to achieve 100% closed on time in Q3. |
| 9. Customers: Customer complaints logged at stage 2 resolved within 20 working days | 100% | 71% | 46% | 100% |  |  | Please see KPI8 commentary |
| 10. Customers: The number of corporate complaints upheld at stage 1 and stage 2 | Data Only | 39 | 32 | Data Only |  |  | Stage 1 Upheld complaints: Total Complaints 127 Upheld 14, Partially Upheld 12 Stage 2 Upheld Complaints: Total Complaints 24 Upheld 2, Partially Upheld 4 |
| 11. Customers: The number of corporate complaints received at stage 1 and stage 2 | Data Only | 200 | 151 | Data Only |  |  | Please see KPI10 commentary |
| 12. (Housing) Decrease total number of households living in emergency (nightly paid) accommodation | Data Only | 45 | 46 | Data only |  |  | Numbers of households in emergency accommodation remain stable. This is due to the teams continued efforts to move households into temporary accommodation and direct lets via the housing register. |

Other Performance Indicators

| KPI Description | Annual Target 2022/23 | Q2 2023/24 | Q3 2023/24 | | | | Latest Note |
|--|-----------------------|------------|-------------|------------------|---|---|---|
| | | Value | Value | Quarterly Target | Status | Short Trend | |
| 13. Housing: Decrease average number of days to re-let Council homes (excluding temporary lets) | 20 (annual) | 30.0 | 45.0 | 20 |  |  | What happened: Budget constraints have put significant pressure on performance, as major repairs are generally undertaken when properties are empty and resources to undertake such repairs have been limited. What was learned/changed: We will use recommendations from the Tenant Security Review and our Internal Auditors to look to improve performance. |

| KPI Description | Annual Target 2022/23 | Q2 2023/24 | Q3 2023/24 | | | Latest Note | |
|---|--------------------------|------------------------------|----------------------------|---------------------|---|---|--|
| | | Value | Value | Quarterly Target | Status | | Short Trend |
| | | | | | | | We will also be taking a constant management review of tenant and property processes, to ensure for timely solutions. |
| 14. Housing: DFGs - Time taken from council receiving a fully complete application to the council approving the grant | 14 days | 5 days | 4 days | 14 days |  |  | Performance remains above target, continuing a positive trend from 2022/23. |
| 15. Housing: Rent arrears of current tenants (expressed as a percentage of rent debit) (L) | 3.5% (quarterly) | 3.74% | 4.05% | 3.5% |  |  | The collection is 0.55% above the target; however the arrears over annual rent has decreased by 0.12% on last financial year. The overall collectable arrears balance increased by £19,428.40 since April 2023 (increase by 0.05%). |
| 16. People and performance: Number of new sign-ups to the Councils' social media channels | 650 | 242 | 291 | 162.5 |  |  | PI remains above target. |
| 17. People and performance: Number of people registering for our email service | Data Only | 846 | 1,190 | Data Only |  |  | PI remains consistent. |
| 18. People and performance: Average days lost per FTE employee due to sickness (J) | 8.0 days | 1.99 days | 2.32 days | 2.0 days |  |  | Sickness levels have increased for this quarter, but we do remain on track for our 8.0 day target for the full year. HR Business Partners continue to support managers in managing any attendance issues that arise. |
| 19. Planning: % of appeals allowed against the authority's decision not to grant planning permission (2 year rolling government figures) | <10% | Major – 0.0% Minor – 0.4% | Major– 0.0% Minor– 0.4% | 10% |  |  | We have seen no change from Q2, continuing to achieve target, with the latest government data published (October 2020-September 2022). Due to the significant lag in the government data, we are exploring the options with the planning portfolio holder to give more up to date data. |
| 20. Planning: Exceed government targets for the % of major applications determined within 13 weeks - LDC | 60% | 60% | 100% | 60% |  |  | PI continues to perform above target. |

| KPI Description | Annual Target 2022/23 | Q2 2023/24 | Q3 2023/24 | | | Latest Note | |
|---|--------------------------|------------|---------------|------------------|---|---|--|
| | | Value | Value | Quarterly Target | Status | | Short Trend |
| 21. Planning: Exceed government targets for the % of minor applications determined within 8 weeks- LDC | 70% | 88.89% | 58% | 70% |  |  | <p>What happened: We continue to perform well against the annual government target. We have experienced a few challenges regarding extensions of time.</p> <p>What was learned/changed: We continue to work with the new statutory regulations set up by government and endeavour to use extensions of time wherever possible.</p> |
| 22. Recycling & Waste: KG waste collected per household | Data Only | 104 | 104 | Data only |  |  | <p>Holding figure from Q2 until data from ESCC is available. Short trend shown from Q1 to Q2.</p> <p>Q1 2022/23 for comparison: 104.8</p> |
| 23. Recycling & Waste: Percentage of household waste sent for reuse, recycling and composting | 46% | 42.39% | 42.39% | 46% |  |  | <p>Holding figure from Q2 until data from ESCC is available. Short trend shown from Q1 to Q2.</p> <p>Q2 2022/23 for comparison: 44.01%</p> |
| 24. Recycling & Waste: Total number of reported fly-tipping incidents | Data Only | 86 | 90 | Data Only |  |  | <p>Reported incidents breakdown: Oct 40, Nov 30 and Dec 20.</p> <p>Hotspot: Lewes Castle</p> |
| 25. Air Quality: Nitrogen Dioxide levels within Local Authority statutory management and monitoring of air pollution | 20% | 4.5% | 4% | 20% |  |  | <p>All quarterly figures presented in the KPIs use raw data. Bias correction takes place annually and the complete data is presented in the Annual Status Report exclusively. Quarter on quarter comparison is not possible, due to varying atmospheric conditions which allow for greater/lesser pollution dispersal and/or chemical reactions in air. There may also be specific local variables such as roadworks/traffic diversions.</p> <p><u>Q2 Data</u></p> <p>Tubes contained NO2 above the Air Quality Standard (40 ug/m3):</p> <p>July: 1 / 50</p> <p>Aug: 2 / 50</p> <p>Sep: 3 / 50</p> |

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|-------------------------------------|---|
| Report to: | Cabinet. |
| Date: | 14 March 2024 |
| Title: | Eastbourne & Lewes Community Safety Partnership – Annual Report (Lewes) |
| Report of: | Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning |
| Cabinet member: | Councillor Christine Robinson, Cabinet Portfolio Holder for Community Wellbeing |
| Ward(s): | All |
| Purpose of report: | To enable Cabinet to consider the 2023/24 performance of the Eastbourne & Lewes Community Safety Partnership (E&L CSP). |
| Decision type: | Non-key |
| Officer recommendation(s): | That Cabinet note the achievements and activities of the E&L CSP in 2023/24. |
| Reasons for recommendations: | For Cabinet to consider progress on delivery of the current Community Safety Plan. |
| Contact Officer(s): | Name: Oliver Jones. Post: Lead, Housing, Homelessness & Community Safety. E-mail: Oliver.Jones@lewes-eastbourne.gov.uk. Telephone number: 01323 415 464. |

1. Introduction

- 1.1. Community Safety Partnerships (CSPs) were established under the Crime and Disorder Act 1998, which set out a statutory requirement for specified public service authorities to meet regularly to discuss ways of reducing crime and disorder, address incidences of anti-social behaviour, and minimise re-offending in their local area.
- 1.2. Key members of the Eastbourne & Lewes Community Safety Partnership (E&L CSP) include Sussex Police; East Sussex Fire & Rescue Authority; The Probation Service; Lewes District Council; and East Sussex County Council. Membership can be extended to other key local and voluntary partners as appropriate, and ESCC Drug Commissioning Services, Crimestoppers and the Office of the Sussex Police & Crime Commissioner are all regular attendees at meetings. Lewes District and Eastbourne Borough Councils play a key role in supporting the work of the CSP, by acting as the secretariat, co-ordinating agreed strategic plans, and reporting performance. The respective portfolio holders from each Council co-chair Partnership meetings.

- 1.3. Lewes & Eastbourne CSPs have worked on a joint basis since their merger was formally ratified by the Police & Crime Commissioner in 2019, although scope is left within the business priorities to reflect the issues of concern in each Council area, such as road safety in Lewes and supporting the street community in Eastbourne. A budget allocated by the Sussex Police Crime Commissioner remains ring fenced for use across the District.
- 1.4. A strategic planning meeting of the E&L CSP takes place every quarter, whilst the Lewes Joint Action Group (LJAG) meets monthly to identify local issues and risks across the town. Portfolio holders and senior Council officers routinely attend the County level community safety forum (the East Sussex Safer Communities Board) to address issues such as domestic abuse, organised crime, and county lines, at a strategic level.

2. Annual Plan 2023/24

- 2.1. CSPs have a statutory duty to set out a plan and monitor progress. The latest plan was approved by the Partnership in July 2023, following a review that considered recent crime and anti-social behaviour trends, residents views, and issues of national concern, such as the impact that the cost-of-living crisis may have on patterns of crime and anti-social behaviour. It also considered the wider strategic priorities of the Police & Crime Commissioner (PCC) and the Safer East Sussex Team, who support the work of the County Council.
- 2.2. The review recommended that the headline priorities of the plan were unchanged, as they remained well placed to tackle the District's current challenges. As a result, the five priorities addressed by the Partnership in 2023/24 remained as follows:
 - Promoting safe & welcoming spaces to reduce the incidence of crime & ASB.
 - Tackling the incidence of hate crime, domestic & sexual abuse.
 - Reducing the incidence of serious violence & knife crime.
 - Addressing the impact of organised crime on local communities.
 - Lowering levels of anti-social driving on the District's roads.
- 2.3. CSPs are awarded an annual grant by the PCC, based on a formula that takes account of population density and an analysis of local levels of crime. A review of funding was last carried out by the Sussex Police & Crime Commissioner in 2019, resulting in an increased allocation of £34,829. The level of funding received during this current financial year remained unchanged.

3. Crime and incident trends

- 3.1. An analysis of the latest data shows that for the year to December 2023, 5,850 crimes were reported across Sussex Police's Lewes District, meaning that the number of crimes reported is at a similar level than that in the previous year (5,842 crimes). A summary of reported crimes by type comparing the twelve months to December 2022 and 2023 is set out in appendix 1. It should be noted that reported crime categories are not mutually exclusive and that some crimes will be marked against more than one category.

- 3.2. Beyond this headline figure there were some increases in reported levels of acquisitive crime, most notably reports of burglary (237 crimes) which is an increase of 40%, shoplifting (416 crimes) an increase of 13%, and theft (943 crimes) an increase of 9%. There were smaller increases in organised acquisitive crime(which includes fraud), and vehicle related offences. The cost of living and more opportunities to commit crime as residents return to working at the office, are both likely factors driving these increases, although a proportion of the increase in shoplifting reports is due to partnership work encouraging retailers to log reports in a more consistent manner. Sussex Police are working closely with retailers to understand the issues at play and are also deploying routine operations to target prolific offenders.
- 3.3. Offences relating to violence against the person in a public place (761 reports) fell, ↓9%, whilst reports of violence in a non-public place (1,526 reports) increased marginally, ↑2%. Whilst it is recognised that all crimes have a significant impact on victims, the majority of these incidents were not categorised as serious crimes by the police and levels of serious violence (58 reports) and robbery (38 reports) remain low, although these numbers were higher than in the previous year. Reported knife crime (25 crimes) fell by more than a quarter (↓26% compared to the year before), which is encouraging.
- 3.4. Once other incidents which are not categorised as crimes are taken into account, the number of reports made overall fell slightly (↓0.3%), with increases in recorded ASB reports (↑3%) and domestic abuse incidents (↑11%), off-set by falls in hate crime incidents (↓20%).
- 3.5. Levels of reported domestic abuse (crime & incidents) remained relatively high (1,463 reports) an increase of 6% compared to a year earlier, whilst there was a 6% fall in reported numbers of stalking incidents.
- 3.6. Overall, the District continues to be a relatively low crime area. The most recent figures from the Government’s benchmark ‘Most Similar [Crime] Group’¹, which compares Lewes District with fourteen other local authority areas (September 2023) shows that with a rate of 57 crimes per 1000 people, it is one of the three lowest. This level is well below the group average of 68 crimes per 1000 people. Figures for the benchmark group are set out in appendix 2.
- 3.7. These trends have set the tone for the work of the partnership across the last year, which has supported a range of initiatives that have helped; address anti-social behaviour; support organisations tackling domestic abuse; respond to increasing levels of serious and violent crime; and address safety on local roads. Key highlights, activities and achievements across these priorities are set out below.

¹ ‘Most Similar Groups’ are districts / boroughs that have been found to be leading comparators based on an analysis of those demographic, social and economic characteristics which most relate to crime.

Priority 1. Promoting safe & welcoming spaces to help reduce the incidence of crime & ASB - through:

- Funding six art workshops in Lewes over the summer, which engaged over 90 young people, some of whom had been identified as struggling with attendance at local schools or being at risk of offending or exploitation. Over the coming months some of the children involved will be invited to take part in creating murals to be created at identified locations across Lewes town.
- Supporting the delivery of 6 community 'cycle register' events by funding the purchase of 130 bike marking kits. Volunteers, trained to mark bikes during last year's event delivered the sessions at venues in Lewes, Landport, Neville and Malling, and provided attendees with advice about cycle security and cycle safety information provided by Safer Sussex Road Partnership.
- Working with members of the Sussex Camera Safety Partnership, including the town councils in Lewes, Newhaven, and Seaford, to replace the existing analogue CCTV network with new digitally enabled cameras, digital video recorders and Wi-Fi enabled transmission. The new system, scheduled to go live on the 1st of April, will provide improved imagery, remote access for Sussex Police HQ, and put future proof technology in place for the coming years.
- Working with Sussex Police to support *Operation Blitz*, the local initiative targeted at tackling anti-social behaviour across the District. Over the past year the operation has helped address numerous incidents of ASB and co-ordinated the activities of police, youth outreach services, Neighbourhood First and Homes First council officers, to help tackle identified local issues.
- Supporting the Council's Neighbourhood & Environment First team's work to keep public spaces across the District clean, tidy, and free from rubbish. In the year to date (April to December) the teams dealt with over 330 reports of fly-tipping, graffiti, rubbish, and abandoned vehicles. The teams employ a range of monitoring and enforcement activities, including warnings, fixed penalty notices, prosecutions, and the deployment of mobile CCTV.

Priority 2. Tackling the incidence of hate crime, domestic & sexual abuse - through:

- Taking part in strategic initiatives to address the incidence of domestic abuse. This work involves contributing to the development of joint needs assessments and implementing the two key action plans that set out to improve support services and increase the availability of specialist accommodation in which to re-house victims.
- Directly funding projects offering support through programmes delivering yoga and breathing rehabilitation therapy sessions, targeted at referrals from the local domestic abuse survivors' network. The sessions provided 120 places for local women from across the District, delivering exercises that helped participants to overcome adversity, improve their resilience, and regain control of their lives.

- Continuing to drive forward best practice in managing domestic abuse across the Council, led by Homes First co-ordinated work to assess policies and practice against the Domestic Abuse Housing Alliance (DAHA) standard, an initiative backed by the leading sector specialist organisation supporting housing providers in this field. In moving toward obtaining full accreditation over the past year, this programme of work has launched new Homes First and staff domestic abuse policies, refreshed the staff DA awareness course in line with recommendation suggested by the DAHA team, and added a new resource to the Council's website, providing comprehensive list of local and national agencies that can provide support to victims.
- Contributing to a fund that pays the cost of Domestic Homicide Reviews in East Sussex. These reviews undertake detailed assessments of the circumstances surrounding individual cases and apply insights and key learning points to the processes and practices of the relevant agencies involved, to help reduce future risk.

Priority 3. Reducing the incidence of serious violence - through:

- Supporting activities to reduce knife crime, which include Sussex Police's *Operation Safety*, that drives a range of local awareness and enforcement activities targeted at keeping residents safe from knife-related harm. These include incident led patrols, social media campaigns, community engagement, knife sweeps, test purchasing and much more. It runs side by side with the *kNOw Knives* programme delivered by ESCC's Targeted Youth Service. This programme runs prevention sessions in local schools that raise awareness of the risks of knife carrying, discuss the related topic of exploitation, and examine the myths and fears surrounding knife crime and gang culture.
- Working in partnership with ESCCs Youth Outreach Team and Wave Leisure to deliver a programme of activity comprising of targeted and open access youth sports activities, engaging young people identified as at risk. Supported by additional grants received from the Government's Safer Streets 4 fund, the programme comprised of:
 - Forty-eight weekday evening football sessions held at Newhaven F.C., providing 960 places at coaching sessions for local children.
 - Mixed sports activity sessions held at the Downs leisure centre in Seaford during the summer holidays, offering 100 places for local children.
 - Funding 40 free three-month gym / swim passes, targeted at young people identified at risk by the youth outreach service. The sessions, accompanied by mentoring delivered by youth workers also trained to supervise the gym sessions, have received positive feedback from both the young people and partners involved.

Priority 4. Addressing the impact of organised crime on local communities - through:

- Contributing to the *Serious & Organised Crime Partnership*, a police-led collaboration, set up to tackle serious crimes that are being systematically carried out by organised groups. The partnership has an operational focus, identifying specific crimes that present a high level of harm to local residents, then sharing information and intelligence to help disrupt these.
- Directly funding organisations that deliver programmes engaging and supporting young people, many of whom are at risk of being drawn into anti-social behaviour and more serious crime. This year these included providing funding towards the refurbishment of the youth space at the Landport Community Hub in Lewes, which will help expand the range of activities the centre is able to offer to young people, and funding towards material and staffing costs for the *Friday Club* operating from Newhaven Youth Centre. The funding will contribute towards the provision of over 950 places across the year.
- Participating in the Violence Reduction Unit, a Sussex Police and County led task force, co-ordinating a strategic approach to tackling serious violence across East Sussex. Pilot work conducted in Eastbourne over the past year, is now being rolled out to one identified 'harm hotspot' in each District and Borough. In Lewes, work to profile victims and offenders, engage local statutory and voluntary partners, and map local assets is focussing on Newhaven. This work is in its infancy and will be delivered across the next year.
- Supporting the work of Sussex Police's *Discovery* team, who co-ordinate operations that tackle modern slavery, exploitation, and human trafficking. Partners, including the Council's Homes First, licencing, benefits and democratic services teams routinely work with *Discovery* to source information on residents and businesses, verify intelligence, and on some occasions accompany visits.

Priority 5 - Lowering levels of anti-social driving on the District's roads - through:

- Funding the purchase of three radar 'speedwatch kits and safety equipment to meet the demands of local residents wishing to set up community Speedwatch groups. The distribution of the kits is co-ordinated by the *Sussex Safer Roads Partnership*, who will also provide training to the new volunteer groups.

3.8. A summary of the annual income and expenditure for the Partnership's budget is set out in appendix 3. During the first three quarters of the year 70% of the available grant (£26,337) has been allocated to a range of community groups, voluntary organisations, and statutory agencies. Where possible opportunities have been taken to draw on match funding to help optimise the impact of the grant. A pipeline of projects is in place which should ensure that the majority of the budget is fully utilised by the end of this financial year.

4. Consultation

- 4.1. An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership. Over the past year this has involved key operational representatives, including those from Sussex Police, East Sussex Fire & Rescue, and the Safer East Sussex team. They meet regularly to consider the implications of issues raised by the Lewes Joint Action Group, analyse crime trends, and respond to emerging risks.

5. Corporate Plan & Council Policies

- 5.1. The objectives of the E&L CSP continue to be in line with those set out in the Council's Corporate Plan, which commits to delivering resilient, healthy, and engaged communities, by employing strategies to help reduce the incidence and fear of crime, tackle anti-social behaviour, and minimise re-offending. Measures taken to reduce environmental crime and improve road safety raise the quality of the local area for all local residents, visitors, and businesses.

6. Business case

- 6.1. The annual CSP plan sets out the approach that the Council, along with other partners, will take to reduce crime and disorder, anti-social behaviour, and re-offending across their local area. The current plan identifies five clear priorities, agreed with partners, that will help address local issues. The next plan is due to be approved by the Partnership in the Spring of 2024.

7. Financial appraisal

- 7.1. As the partnership is wholly grant funded there are no direct financial implications for the Council arising from the activities set out in this report. However, a summary of the current income and expenditure account, managed by the Council on behalf of the Partnership is provided in Appendix 1. *Interim Deputy Chief Finance Office consulted 20/02/2024.*

8. Legal implications.

- 8.1. This report sets out how the Council has complied, and will continue to comply with, its duties under section 6 of the Crime and Disorder Act 1998 and the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007. *Lawyer consulted: 14/02/2024 - Legal ref: 012766-JOINT-KS.*

9. Risk management implications

- 9.1 The annual Community Safety Plan incorporates a review of high level risks associated with the delivery of CSP activities. These include risks relating to, maintaining adherence to the statutory duties set out in the Crime & Disorder Act 1998, partner attendance, and funding. It also looks at how current issues, such as the cost of living crisis, might impact crime trends. The risk review provides an assessment of the likelihood, impact and severity of each risk and assigns ratings accordingly, alongside accompanying mitigations.

10. Equality analysis

- 10.1. This report provides an update on progress in meeting the objectives set out in the current Community Safety Plan and as such does not contain proposals or specific recommendations. As such there are no direct impacts on the public or employees, so no Equality and Fairness Analysis is associated with this report.

11. Environmental impact analysis

- 11.1. There are no direct environmental impact implications for the Council arising from the recommendations set out in this report.

12. Appendices.

- 12.1. Appendix 1 – Lewes CSP - Income & Expenditure 2023/24
Appendix 2 – Most Similar Crime Group' benchmark Data, June 2023
Appendix 3 - Lewes CSP – Income & Expenditure 2022/23

13. Background papers.

- 13.1. The following background paper is associated with this report - Eastbourne & Lewes Community Safety Plan.

Appendix 1 – Crime reports, twelve months to December 2023

| Lewes | Year to Dec 22 | Year to Dec 23 | Diff | % change |
|---|----------------|----------------|-----------|-------------|
| Total crimes & incidents | 7499 | 7479 | -20 | -0.3% |
| Total Crime | 5842 | 5850 | 8 | 0.1% |
| Criminal damage | 659 | 692 | 33 | 5.0% |
| Arson | 71 | 45 | -26 | -36.6% |
| Rape | 92 | 87 | -5 | -5.4% |
| Other sexual offences | 180 | 193 | 13 | 7.2% |
| Possession of drugs | 93 | 103 | 10 | 10.8% |
| Trafficking of drugs | 12 | 29 | 17 | 141.7% |
| Burglary | 170 | 237 | 67 | 39.4% |
| Theft | 864 | 943 | 79 | 9.1% |
| Shoplifting | 367 | 416 | 49 | 13.4% |
| Serious organised acquisitive crime / fraud | 1103 | 1134 | 31 | 2.8% |
| Vehicle offences (theft of / from a vehicle) | 247 | 256 | 9 | 3.6% |
| Violence against the person (VAP) in a public place | 834 | 761 | -73 | -8.8% |
| Violence against the person (non-public place) | 1498 | 1526 | 28 | 1.9% |
| Possession of weapons | 44 | 64 | 20 | 45.5% |
| Robbery | 28 | 39 | 11 | 39.3% |
| Serious violent crime | 38 | 58 | 20 | 52.6% |
| Knife crime | 34 | 25 | -9 | -26.5% |
| Gun crime | 0 | 0 | 0 | 0.0% |
| Homicide | 0 | 2 | 2 | n/a |
| ASB - Personal | 84 | 141 | 57 | 67.9% |
| ASB - Nuisance | 953 | 923 | -30 | -3.1% |
| ASB - Environmental | 31 | 39 | 8 | 25.8% |
| Total ASB | 1068 | 1103 | 35 | 3.3% |
| Domestic violence crimes | 879 | 909 | 30 | 3.4% |
| Domestic violence incidents | 496 | 554 | 58 | 11.7% |
| Racist crime | 61 | 54 | -7 | -11.5% |
| Race | 93 | 96 | 3 | 3.2% |
| Sexuality | 36 | 35 | -1 | -2.8% |
| Gender | 21 | 9 | -12 | -57.1% |
| religion | 15 | 7 | -8 | -53.3% |
| Disablist | 35 | 19 | -16 | -45.7% |
| Other | 25 | 14 | -11 | -44.0% |
| Stalking and harassment | 778 | 732 | -46 | -5.9% |

Appendix 2 – ‘Most Similar Crime Group’ benchmark Data, June 2023

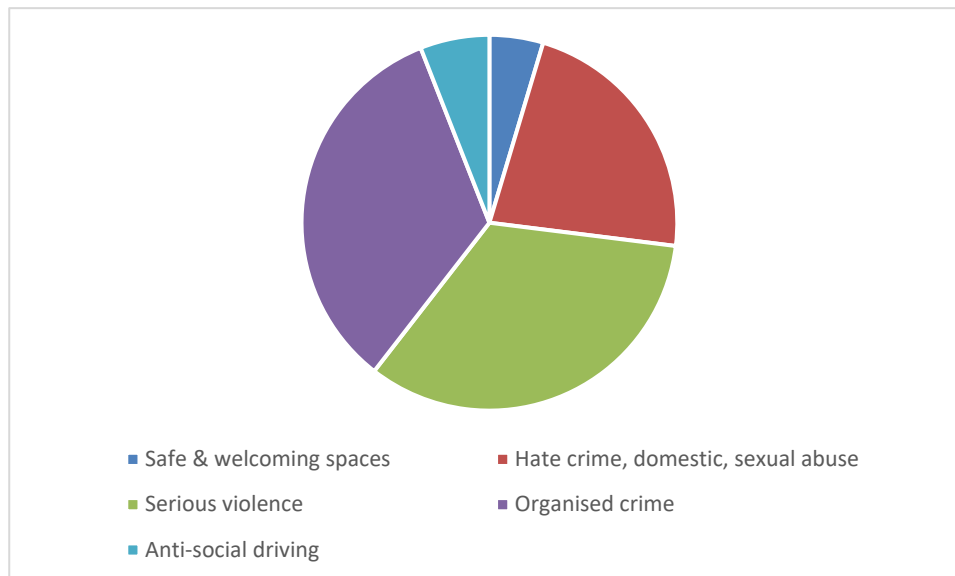
| Community Safety Partnership Area | Crimes / 1000 residents - June 2023 |
|-----------------------------------|-------------------------------------|
| Cheshire East | 54 |
| South Nottinghamshire | 56 |
| Lewes | 57 |
| South Ribble | 60 |
| Wyre | 61 |
| Rugby | 62 |
| North Somerset | 69 |
| Arun | 70 |
| Hinckley and Bosworth | 71 |
| South Worcester | 74 |
| Epping Forest | 75 |
| Cheshire West and Chester | 76 |
| North Worcestershire | 76 |
| Ashford | 82 |
| North West Leicestershire | 82 |
| Group average | 68.3 |

Appendix 3 - Lewes CSP – Income & Expenditure 2023/24

Spend by project

| | | |
|---------------------------------|---|-------------------|
| Grant | Police & Crime Commissioner 2023/24 | £34,829.03 |
| Other income | Accruals / refunds 2022/23 | £3,290.48 |
| | Total income | £38,119.51 |
| Bid | Organisation | £ |
| U Can Spray CIO | Art workshops - young people | £5,000.00 |
| Cycle Lewes | Bike marking (£674 net £131.47 VAT) | £788.80 |
| Unity | The Nurture Project | £5,918.00 |
| ESCC | Contribution to Domestic Homicide Reviews | £2,313.20 |
| Southern Rail | Banner to support safety sessions | £91.94 |
| Seahaven FM | Ad campaign | £525.00 |
| Sussex Police | Data for CSP funded NOMAD camera | £740.00 |
| Landport Community Hub | Refurbishment of youth space - storage | £2,986.00 |
| Sussex Police | Speedwatch equipment | £1,059.73 |
| Youth Club Provision - Newhaven | SCDA | £6,914.00 |
| | Total spent | £26,336.67 |
| | Remaining funds | £11,782.84 |
| | Remaining accounting for pipeline | £1,980.34 |
| | Total spent as a % budget | 69% |
| | Total - pipeline as a % budget | 95% |
| Pipeline bids 2023/24 | LEWES | £ 2022/23 |
| Warming Up the Homeless (WUTH) | Prison release housing support | £1,802.50 |
| Lewes District Council | Private Sector Mediation Services - 5 referrals | £8,000.00 |
| Total | | £9,802.50 |

Spend by priority



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| | |
|-----------------------------------|--|
| Report to: | Cabinet |
| Date: | 14 March 2024 |
| Title: | Housing Development and Property Update |
| Report of: | Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning |
| Cabinet member: | Councillor Zoe Nicholson, Leader of the Council and Cabinet member for Finance, Assets and Community Wealth Building |
| Ward(s): | All |
| Purpose of report: | <ul style="list-style-type: none">• To provide an update on the housing delivery programme, and• To provide brief context to the current challenges in maintaining the existing social housing stock. |
| Decision type: | Key |
| Officer recommendation(s): | <ol style="list-style-type: none">(1) To note the progress of the housing delivery programme, as set out in Appendix 1, and evolving New Homes Principles.(2) To note the pressures on budgets in maintaining the existing social housing stock in this current market economy.(3) To approve an increase to the total budget allocation within the capacity of the existing HRA Capital Programme of up to £4.7m for the purchase and development of land and assets at Peacehaven Golf and Fitness in accordance with Appendix 2 (Exempt), subject to planning, contract, valuation, and full due diligence.(4) To approve a new budget allocation within the capacity of the existing HRA Capital Programme of up to £1.6m for the development of land and assets at Broyle Close, Ringmer, to be taken through the Modular Housing Framework, in accordance with Appendix 3 (Exempt), subject to contract, valuation, and full due diligence.(5) To approve £150k within the capacity of the existing HRA Capital Programme (2023/24) in order to capitalise costs associated with securing planning permission for the Phase 1 Garage Infills Programme. |

(6) To authorise the Assistant Director – Property and Development, in consultation with the Director of Finance and Performance (S151 Officer) and Lead Member for Finance, Assets and Community Wealth Building, to progress recommendations (3), (4) and (5) in this report and to conclude them including the approval and implementation of all processes and procedures, negotiation and agreement of terms, award of contract(s), and authorising the execution of all related documentation.

Reasons for recommendations:

- (1) To provide Cabinet with an update on the growing housing delivery programme, in the context of the Corporate Plan.**
- (2) To support HRA finances in the context of current pressures and further the Council’s objectives to build and maintain quality, affordable, and sustainable homes.**

(3) To update on the challenges and financial pressures in maintaining the existing social housing stock, in the context of national cost increases and limitations in generating new income streams within the HRA.

Contact Officer(s):

**Name: Nathan Haffenden
Post title: Assistant Director – Property and Development
E-mail: nathan.haffenden@lewes-eastbourne.gov.uk
Telephone number: 01323 436422**

1 Introduction

- 1.1 This report provides Cabinet with an update on the housing delivery programme across Lewes District. This includes opportunities for s106 affordable housing acquisitions, increasing the number of new homes directly accessible to meet the demands of the Housing Waiting List, whilst also ensuring those affordable housing allocations are not lost where there is no interest from other Registered Providers (RP).
- 1.2 The report also introduces the New Homes Principles (Building Better Council Housing): a set of key principles underpinning the delivery of future Council housing that meets the aspirations of the administration.
- 1.3 Lastly, the report sets the scene on the current economic circumstances, which continues to impact on the Council’s ability to both: a) deliver new homes, and b) maintain our existing stock.

2 Background

2.1 The Reimagining Lewes District Corporate Plan 2020-2024 set out clear goals for Council housing over a 4-year period:

- 200 new additional council houses.
- More sustainable and energy efficient homes across the district.
- Opening up access to quality housing options for low-middle income residents.
- Accessible housing for those with physical and additional support needs.

This also included building more homes in our villages and rural locations across the district, reducing our reliance on temporary and emergency accommodation, finding solutions for smaller brownfield and infill sites, and increasing the use of modular construction.

2.2 The Corporate Plan was implemented during a time of unforeseen and unprecedented challenges, including the global Covid-19 pandemic, Brexit, and Russia's invasion of Ukraine, all of which had a compounded crippling impact on the UK national economy. The last two updates provided (June 2022 and July 2023) have set out the implications and consequences of these events on the housing delivery programme.

The Housing Revenue Account (HRA) Business Plan remains under significant financial strain, mainly due to a combination of cost increases impacted by inflation, changes to the Public Works Loan Board (PWLB) borrowing rates, and limited other options to proportionately increase income streams.

2.3 In addition, those same implications impact on other areas of the Housing Revenue Account (HRA) including the Council's ability to afford the maintenance of homes within the existing stock to a decent (and sustainable) level.

2.4 The HRA 30-Year Business Plan however continues to include provision for the continued development and acquisition of new homes over the next 4 years. This programme helps support the Business Plan and balance the financial challenges, through an increased portfolio and creation of additional revenue streams. The Council also continues to strive to deliver quality, sustainable, and affordable homes for our residents and so is developing a set of key principles to support in the delivery of new homes during this next Corporate Plan period.

2.5 The Re-imagining Lewes District: Delivering the Vision 2024 – 2028 Corporate Plan was approved by Full Council including:

- Delivering 200 additional council houses
- Directly delivering more council housing for rent
- More sustainable and energy efficient homes across the district
- Accessible housing for those with additional support needs

3 New Homes Principles (Building Better Council Housing)

3.1 To ensure that the housing delivery programme continues to achieve core corporate objectives, officers have been working with Lead Members and the Tenants of Lewes District (TOLD) to develop principles for new homes.

3.2 As such, the New Homes Principles will seek to put those objectives into a single context for housing development and against core values:

- **Accountability**– the Council will make ethical, transparent, and well-intentioned decisions in relation to the use of land, specifically targeting brownfield sites, and with consideration of corporate climate change objectives.
- **Accessibility** – the pipeline will reflect the different needs of our residents and those on the Council’s housing waiting list, taking into consideration factors such as location, individual design needs, adaptations, and the importance of community.
- **Affordability** – all new Council homes will be affordable to live in, taking into consideration household running costs as well as rent levels.

3.3 The principles will also look to address key areas across design, place-making, build quality, sustainability and environment impact, social value, and local community benefit to ensure new homes delivered by the Council remain to the highest standard. In addition, the principles will help to shape priorities in the context of the current financial challenges and budget pressures as follows:

- Build quality, including achieving fabric first, adopting Healthy Homes principles, and implementing carbon reduction measures, shall not be compromised on new homes in the context of increasing costs. This also includes objectives for achieving high levels of biodiversity net gain wherever possible.
- To balance viability if/where challenged, rents may need to be aligned to the current Local Housing Allowance (LHA). However, by futureproofing and investing in sustainable construction methodologies, the rent levels will be balanced with reduced household running costs. Business case viability on future schemes for approval will therefore focus on the overall household costs and not rents alone.
- In the assessment of scheme viability, options appraisals will be undertaken that also considers (where appropriate) the benefit of introducing mixed-tenure schemes (including potential home ownership options) to both support finances and to create balanced communities.
- Where a developer reasonably cannot identify a suitable RP to take on the affordable housing allocation on private development sites, the Council will prioritise protecting those provisions through direct intervention and, where possible, seek to influence at an early stage the build quality through using our own Employers Requirements (ERs).

In partnership with TOLD, a survey will be undertaken shortly with a cross-reference of Council tenants within the existing social housing stock to capture average annual household running costs to help benchmark against on future new build schemes in the development of business cases.

3.4 The principles will also be drafted in the context of a wider policy framework – both nationally and locally – picking up on changes in regulations and standards

since previous decisions were made, as well as those we wait to see realised (e.g., the Future Homes Standard).

As such, if a past Council decision (for example, a motion) is eventually superseded by wider changes in national regulations and/or policy, then the Council's New Homes Principles will "reset" to the new minimum standards.

- 3.5 The New Homes Principles continue to be developed in consultation with TOLD and will be presented in their final form to Cabinet in the near future.

4 Programme

- 4.1 In spite of the significant challenges, the Council has been able to drive forward a successful and diverse programme of sustainable new build developments, acquisitions, s106 schemes, and supported community-led housing solutions as summarised in Appendix 1.

- 4.2 The evolving pipeline for the new Corporate Plan includes opportunities to deliver new housing on redundant brownfield sites that will be ready to start in 2024/25. Opportunities have also arisen to secure affordable housing on s106 sites in the district where, without the Council's intervention on these sites, there is a high probability that the direct provision of affordable housing would be lost.

- 4.3 Since the last update was provided, the status of the following pipeline projects has also changed:

- **Local Authority Housing Fund (LAHF) 2023/24** – the Council secured funding to deliver up to 13 units over two rounds of funding. This increased the acquisitions programme for 2023/24 up to 21 new homes.

Peacehaven Golf & Fitness – in July 2023, Cabinet approved the business case and capital budget allocation to deliver 16 units within a £3.1m budget. The contractor has developed the proposals and, to achieve the Council's high levels of sustainability in the construction, is now seeking planning approval to deliver up to 24 units based on a new build scheme.

The increased number of units (+50%) will be delivered utilising the existing building footprint and overall height. To meet the Council's ERs, the contractor will seek to demolish the existing clubhouse, improving the build quality and layout. Therefore, in addition to more homes, these changes will also help to ensure the proposed development meets the Council's high performing thermal standards ("fabric first") and energy performance requirements to reduce running costs for tenants. Appendix 2 (Exempt) sets out an updated business case to support the increased capital budget allocation of up to £4.7m, a proportionate increase based on the increased number of new homes.

- **Castelmer Fruit Farm, Kingston** – Negotiations remain ongoing with the developer and the Heads of Terms (HoT) are still to be agreed. As such, the scheme is therefore not currently showing in the pipeline presented.

- **Broyle Close, Ringmer** – As previously reported, the existing brownfield garage site in Ringmer has planning permission for 3 x 3-bed houses. Boutique Modern have assessed the site and provided costs for delivery through the Council’s Modular Housing Framework. These properties will provide a high performing specification, including a Solar PV system to generate electricity and hot water system with heat recovery/air source. This targets a 60% improvement over current Building Regulations in relation to energy usage, resulting in lower running costs to our tenants. Appendix 3 (Exempt) provides the business case to support the recommended capital budget allocation.

4.4 The Council continues to review assets, including a number of General Fund sites (e.g., car parks), that could form part of the growing Council housing pipeline toward future Corporate Plan objectives. Further work still needs to be undertaken to assess feasibility and viability but will be subject to further consultation with Ward Councillors and other key stakeholders before being presented to Cabinet.

4.5 The housing pipeline continues to explore different construction methodologies to support corporate objectives, which includes the Modular Housing Framework the Council previously procured and awarded to Boutique Modern based in Newhaven. The framework is available to all local authorities in the Sussex and Greater Brighton area.

5 Asset Review – Garage Sites

5.1 In June 2022, Cabinet approved the feasibility of 12 sites across Lewes District. These were listed as:

| Asset Review (Phase 1 – HRA) | |
|-------------------------------------|-----------------|
| Site | Location |
| Buckwell Court | Lewes |
| Waldshut Road | Lewes |
| Crisp Road | Lewes |
| Landport Road | Lewes |
| Kingsley Road | Lewes |
| The Course | Lewes |
| Queens Road | Lewes |
| Prince Charles Road | Lewes |
| Chandlers Mead | Cooksbridge |
| South View | Ditchling |
| Valley Road | Newhaven |
| Western Road (2) | Newhaven |

5.2 Following initial review stages, The Course, Lewes and South View, Ditchling have been discounted for development and are now being reconsidered in the context of the HRA Asset Management Strategy. The Lynchets, Lewes, has also since been added to the list making a new total of 11 sites. Plans have been developed through to planning for all 11 sites, that could result in up to 45 new homes being delivered between 2024/25-2025/26, subject to planning approval and a final business case.

- 5.3 The homes have been developed in consultation with Boutique Modern to ensure they are capable of being delivered through the Modular Housing Framework. As with other sites, these homes will target high thermal performance and low energy usage, reducing tenant running costs and without compromising on the quality and sustainability of the overall build.
- 5.4 Due to the location of the different sites across the district, a programme approach is considered the best approach at this stage, grouping smaller sites together and reducing development costs through greater economies of scale. Once planning permission has been secured on all sites, business cases will be presented to Cabinet for approval.
- 5.5 Two of the sites have already secured grant through the government Self & Custom Build programme: Buckwell Court and Waldshut Road. Both sites will look to provide fully wheelchair accessible homes. To support the programme further, Brownfield Land Release Funding (BLRF) has also been applied for via the One Public Estate (OPE) and Affordable Homes Grant applications are being developed with Homes England.
- 5.6 The recommendation for a £150k capital budget allocation within the capacity of the existing 2023/24 HRA Capital Programme will ensure all feasibility spend to date can be capitalised to the sites, reflecting the future uplift in land values expected through obtaining planning permission(s).

6 s106 Affordable Homes

- 6.1 The HRA Capital Programme includes capacity for four s106 developments across the district, which will secure a further 66 homes to toward the direct needs of the Council's growing Housing Waiting List.

The below table provides a breakdown of the s106 sites and the split between affordable rent (AR) and shared ownership (SO) as determined by the planning permission(s):

| Location | AR | SO | Total | Target Completion |
|-------------------------------------|----|--------------|-----------|-------------------|
| All Saints Church Plumpton Green | 5 | 3 | 8 | May 2024 |
| Broyle & Round House Ringmer | 12 | 4 | 16 | Dec 2025 |
| Nolands Farm Plumpton Green | 24 | 10 | 34 | Oct 2026 |
| Oxbottom Lane Newick | 6 | 2 | 8 | Jun 2027 |
| | | Total | 66 | |

- 6.2 Although s106 sites do provide additional housing options, they are within private development schemes that may not have been on the whole supported by the Council, including in its capacity as the Local Planning Authority (if applicable). However, in the event a development is approved on planning appeal and

outside of our direct control, the Council will at least want to see the affordable housing allocation come forward.

- 6.3 Due to the level of affordable housing on some of these sites, developers can struggle to secure interest from other RPs, especially in this current market. In-line with the above and evolving New Homes Principles, the Council will therefore strive to at least ensure that these sites deliver the direct provision of affordable housing as intended and required – intervening if necessary to ensure the provision is not lost altogether.
- 6.4 The four proposed sites have been built into the updated HRA Capital Programme and are in-line with budgets approved in February 2024. The programme will be supported using available Right to Buy (RTB) receipts.
- 6.5 Delegations to officers as approved by Cabinet in June 2020 are in place for the delivery of s106 sites. Therefore, Cabinet is only being asked to note the proposals, which will be subject to the usual due diligence.

7 Repairs and Maintenance

- 7.1 The Council's ability to sufficiently maintain homes within the existing social housing stock, both in terms of day-to-day maintenance and in the repair of void properties for re-let, remains challenged in the context of current financial pressures and the constraints on the HRA.
- 7.2 The priority is to our residents, both existing and new, but without other funding options it is becoming increasingly difficult to balance the varying needs of the HRA. The Council continues to deliver a capital programme of planned preventative and cyclical maintenance works however will only be able to do as much as the HRA can afford and also subject to grant and policy decisions made by central government.
- 7.3 Cabinet previously considered a need to undertake more intensive management of the stock through the Council's Asset Management Strategy, making the best use of assets in the context of available finances, toward ultimately delivering more homes within the district – even as we see annual losses through the statutory RTB. This will remain an important factor as we move into the next Corporate Plan period whilst discussions with government continue about more appropriate ways to help fund the sector in meeting these statutory obligations.
- 7.4 In the meantime, four disproportionately high-cost void HRA assets have since been identified and are being consulted on with TOLD about best use.

8 Corporate Plan and Council Policies

- 8.1 These proposals meet the following objectives in accordance with the Corporate Plan:

Sustainability and Climate Change

- Building energy efficient homes, including low carbon heating technologies, to ensure homes are not only cheap to rent but also affordable to live in.

- Use of renewable technology to increase energy re-use and efficiency.
- Increased site biodiversity.

Building Community Wealth

- Leading on the best use of public sector land and property assets.
- Through procurement, using established contractors to support the use of local sub-contractors and supply chains to increase local spending, employment, and training opportunities.
- Inclusion of new skills, training, and apprenticeships.

Delivering Homes

- Forms part of the new additional council houses target.
- Adds to more sustainable and energy efficient homes across the district.
- Increases the availability of quality homes for low rents.
- Inclusion of adaptable units to provide accessible homes.
- Supports households directly from the housing register and reduces the reliance on temporary / emergency accommodation.

8.2 Ward Councillors, Lead Members, and TOLD have all been consulted on the pipeline schemes. This will continue to be an iterative and ongoing process.

9 Business Case and Financial Appraisal

9.1 The HRA Capital Programme 2023/24 included an allocation for new build housing development and acquisitions across the Medium-Term Financial Plan (MTFP) as follows:

| | 2023/24 | 2024/25 | 2025/26 |
|-------------------------------------|----------------|----------------|----------------|
| New build & Acquisitions | £12,444,000 | £8,200,000 | £27,017,000 |

Those schemes in progress already approved by Cabinet are in accordance with the budget allocations within the MTFP.

9.2 As reported in July 2023, the HRA Revenue Budget 2023/24 includes an allocation of £189k to undertake feasibility work on new potential housing development sites to support business case development up to planning. This budget has been utilised to further the Asset Review (Phase 1 – Garage Infills) schemes as previously considered by Cabinet in 2022/23. As per the above recommendation, the proposed £150k allocation within the existing HRA Capital Budget 2023/24 will ensure all relevant costs are now capitalised.

9.3 Cabinet is asked to approve an increased project budget of up to £4.7m to progress the purchase and development of land at Peacehaven Golf & Fitness, subject to contract.

Cabinet is also asked to approve a project budget of up to £1.6m to progress the development at Broyle Close, Ringmer. Both sites are subject to valuation and the usual due diligence. The HRA Business Plan as approved in February 2024, subject to Full Council approval, has sufficient capacity to develop these sites

and can be met from existing approved budgets within the Capital Programme as set out above.

Appendix 2 (Exempt) and Appendix 3 (Exempt) set out the detailed business cases.

- 9.4 The proposed s106 development schemes have also been built into the MTFP and included in the HRA Capital Programme as approved in February 2024. The homes will be supported with the use of available RTB receipts, which have been confirmed for those set out.

10 Legal Implications

10.1 Purchase and development of land and assets at Peacehaven Golf & Fitness and s106 Development Sites

The Council can rely on Section 9 of the Housing Act 1985 (HA 1985) to acquire land and undertake development. This is a power to provide sub-market rented housing for its area i.e., to address a gap in the housing market and meet the needs of the local community. RTB will apply to these properties.

In disposing of properties, Section 32 of the HA 1985 permits the Council to let on secure tenancies without the requirement for Secretary of State consent.

The Council will take full advice on any title issues associated with any development and in respect of appropriate ways to address any issues revealed.

10.2 Broyle Close, Ringmer & Phase 1 Garage Infill programme

Legal advice has been sought to date on the development of these sites and the Council will continue to take advice on any title issues associated with any development and in respect of appropriate ways to address any issues revealed.

11 Risk Management Implications

- 11.1 The key risks and mitigations at this stage are set out in Table 2:

| TABLE 2 – Risk Management Implications | | |
|---|---|--|
| | Risk | Mitigations |
| 1 | Costs for developing small sites may prove too high to be viable | By selecting small local firms to deliver sites, overheads can be kept to a minimum. Some sites can be delivered as part of a wider agreement by a modular house builder. Consideration is also being given to available government grant funding options. |
| 2 | Increasing construction costs due to inflation and instability of interest rates impacting on | The market continues to be monitored closely and the viability of each scheme in the pipeline will be assessed on their own merits, with reference to the Business Plan(s). Specialist/external advice will also be taken from |

| | | |
|---|---|---|
| | development viability | independent agencies and the Council will look to enter into fixed price contracts wherever possible. |
| 3 | Planning may be refused on some sites | Extensive pre-application discussions and due diligence will take place on all sites prior to a formal submission. |
| 4 | Abortive costs as a result of sites not taken forward | The feasibility budgets were approved on this basis, understanding there is a risk element to exploring scheme capacity, which will be managed, monitored, and minimised in the early stages of each project. Schemes without sufficient viability and strategic benefit will be aborted to reduce the risk of unnecessary cost exposure. |
| 5 | S106 sites not being taken forward | There is a potential risk that the developer does not take the affordable housing scheme elements forward, impacting the Council's ability to meet the rising demands of the Housing Waiting List. |

12 Equality Analysis

12.1 The proposals outlined in this report have no direct impacts relating to equality and fairness, but ultimately aim to improve affordability for residents and create new opportunities to meet a range of close needs including for those who may be disabled, of an older demographic, and / or young families.

12.2 The proposed developments at Broyle Close and Phase 1 Garage Infills Programme have been through the planning process, or are currently in the process, and surrounding residents have been consulted. As these are brownfield sites, formally used as garages, there are no existing residents that are affected or need to be relocated.

The designs proposed are for high quality specification and sustainable homes, to reduce running costs for tenants. Properties will also be designed to current Building Regulations and associated standards, to ensure access and facilities at ground floor meet the needs of those visiting who may have disabilities. Those designated as wheelchair user units will be designed to current Building Regulations and once the end user has been identified, any specific adaptations will be made.

13 Environmental Sustainability Implications

13.1 The proposals within this report adhere to the Council's Sustainability Policy and objectives to deliver quality, affordable, and sustainable homes to meet the demands of the Housing Waiting List and a range of locally identified needs.

13.2 All homes continue to be built in accordance with the Council's Employers Requirements (ERs), which includes clear criteria regarding sustainability, lower

running costs, as well as the requirement to adhere to the 'Healthy Homes Principles' as per a previously approved Council Motion. The development of the New Homes Principles (Building Better Council Housing) will also be underpinned by the Council's objectives for high quality, sustainable, and affordable to live-in homes.

- 13.3 The garage infills are being developed on brownfield sites to reduce the impact of developing on green spaces. The proposals will also see ecological improvements and full landscape proposals will be agreed with the Local Planning Authority prior to tenant occupation.

14 Contribution to Community Wealth Building

- 14.1 The procurement of works and services are undertaken using the Council's adopted Social Value Charter. The Charter considers and assesses important elements over and above financial cost. The Charter aims to ensure sustainability and value in the community. Appointments of main contractors will continue to utilise the Modular Housing Framework alongside local partnerships and supply chains as appropriate. The Charter encourages the use of local Small & Medium Enterprises (SME), which in turn increases local employment and training opportunities.
- 14.2 The Council continues to work closely with local education partners, including the East Sussex College Group (ESCG), to ensure opportunities for apprenticeships and work placements are integrated and embedded within the housing delivery programme.
- 14.3 As above, the delivery of new Council homes will utilise the latest Employers Requirements (ERs), encompassing the current thinking on sustainable house building, 'Healthy Homes', social housing decarbonisation, and upcoming New Homes Principles (Building Better Council Housing).
- 14.4 The housing delivery programme also priorities the building on brownfield sites, which are typically ignored by the private sector due to the additional challenges and costs, which helps to promote local regeneration and place-making improvements. If the Local Authority did not use its position in the community to intervene and make best use of these sites, then they would be unlikely to come forward for new homes and to support local priorities.

15 Appendices

- Appendix 1 – Housing delivery programme
- Appendix 2 (Exempt) – Peacehaven Golf & Fitness updated business case
- Appendix 3 (Exempt) – Broyle Close, Ringmer business case

16 Background Papers

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

- LDC Cabinet – Housing Development Update – June 2022
- LDC Cabinet – Housing Development Update – July 2023

Housing Delivery Programme

The schemes are categorised by their progress in accordance with the Royal Institute of British Architects (RIBA) Plan of Work:

- *Stage 0 – Strategic definition (concept)*
- *Stages 1-3 - Feasibility and planning*
- *Stage 4 - Technical design*
- *Stage 5 - Construction*
- *Stage 6 – Handover*
- *Stage 7 – Use*

| Corporate Plan 2020 - 2024 | | | | |
|-----------------------------------|--|----------------|---|----------------|
| Project | Description | Unit No | Corporate Policy Alignment | Stage |
| Acquisitions | The purchase of homes from the open market to support housing numbers to meet a range of housing needs, utilising both Council resources and external grant funding. | 28 | Providing more Council homes and reducing the reliance on temporary and emergency accommodation. | RIBA 3-6 |
| S106 – All Saints Church | As presented to Cabinet, this mixed tenure s106 development site will see the acquisition and development of 5 x affordable rent and 3 x shared ownership homes. | 8 | Providing more Council homes. | RIBA Stage 5-6 |
| Broyle Close, Ringmer | This development has planning permission for 3 x 3 bed houses, subject to Cabinet approval of the enclosed business case. The homes will be of modular construction. | 3 | Providing more Council homes that are affordable, sustainable, and meet a range of housing needs. | RIBA Stage 4 |

| | | | | |
|--|--|----|---|-----------------|
| Gralea House, Mill Road, Ringmer | The assembly and development of former redundant garage land to develop a 5-bed specially adapted affordable and sustainable bungalow to support a family within the social care system in consultation with East Sussex County Council (ESCC). The development includes mechanical ventilation and heat recovery, water harvesting, and the use of sun pipes to reduce the need for artificial lighting. | 1 | Providing more Council homes that are affordable, sustainable, and meet a range of housing needs. | RIBA Stage 6 |
| Stowe Place, (Former Police Station), Newhaven | The purchase of redundant public sector land to develop 21 x new Council homes (15 x 2-bed flats, 4 x 1-bed flats, and 2 x 3-bed family houses). The development includes 12 x units for a mix of wheelchair / accessible dwellings. The development is 100% electric with air source heat pumps and mechanical ventilation with heat recovery (MVHR). It also includes a green living roof and solar PV panels. | 21 | Providing more Council homes that are affordable, sustainable, and meet a range of housing needs. | RIBA Stage 5 |
| Danforth Way (Anchor Field), Ringmer | Development of 11 x s106 affordable housing units (11 x 2-bed houses) as part of a larger development through Aspiration Homes Limited Liability Partnership (AHLLP). This development includes PV panels to every property. | 11 | Providing more Council homes | RIBA Stage 7 |
| Oakfield Lane (Oakfield House), Plumpton | Purchase of 8 x s106 affordable housing units (5 x 2-bed houses and 3 x 3-bed houses) as part of a larger development. These includes houses for rent and shared ownership. | 8 | Providing more Council homes | RIBA Stage 7 |

| | | | | |
|--|---|-----|---|--------------|
| Palmerston House (20 Fort Road), Newhaven | The re-development of the former Council offices using modular construction to deliver 13 x new Council homes (6 x 2-bed flats and 7 x 1-bed flats). The scheme is all electric with PV panels connected to a battery storage unit for each unit. | 13 | Providing more Council homes that are affordable, sustainable, and meet a range of housing needs. | RIBA Stage 7 |
| Saxonbury House, Lewes | Redevelopment of a redundant Council-owned asset to provide 12 x Council homes (6 x 1-bed and 6 x bed-flats) in the heart of Lewes town. | 12 | Providing more Council homes that are affordable, sustainable, and meet a range of housing needs. | RIBA 7 |
| 24-27 Western Road (Gray's Infants School), Newhaven | Purchase of 5 x 3-bed s106 affordable houses as part of a larger development through AHLLP including rent and shared ownership. | 5 | Providing more Council homes | RIBA Stage 7 |
| Woodland View / Meadow Way (Old Hamsey Lakes), Chailey | Purchase of 12 x s106 affordable housing units (5 x 3-bed houses and 7 x 2-bed houses) as part of a larger development including rent and shared ownership. | 12 | Providing more Council homes | RIBA 7 |
| Total units delivered 2020- 2024 | | 122 | | |

| Project | Description | Unit No | Corporate Policy Alignment | Stage |
|---|---|----------------|--|--------------|
| Asset Review (Phase 1) | Feasibility and due diligence on 11 x identified Council-owned sites to deliver homes. 8 in Lewes; 2 in Newhaven and 1 in Cooksbridge. Following recent local consultation, planning submissions are expected in April 2024. The homes will be of modular construction. | 45 | Providing more Council homes (including custom build) that are affordable, sustainable, and meet a range of housing needs. | RIBA 1-3 |
| Peacehaven Golf & Fitness | Acquisition and development of 24 x affordable rent units on the site of the existing Peacehaven Golf & Fitness clubhouse, subject to Cabinet approval of the updated business case enclosed. The plans are being developed for submission into the SDNP. | 24 | Providing more Council homes that are affordable, sustainable, and meet a range of housing needs. | RIBA 2-3 |
| s106 Developments | Purchase of 58 x s106 affordable housing units as part of 3 x larger developments, subject to planning approval and acceptance of the Council's offer made under delegated powers. | 58 | Providing more Council homes | RIBA 1-3 |
| Current Pipeline Total 2024 - 2028 | | 127 | | |

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