

**Policy and Performance
Advisory Committee
7 March 2024**



Lewes District Council

Time and venue:

2.30 pm in Room 209/210 Marine Workshops, Railway Quay, Newhaven BN9 0ER

Membership:

**Councillor Christine Brett (Chair); Councillors Janet Baah (Deputy-Chair)
Ciarron Clarkson, Graham Clews, Ezra Cohen, Paul Davies, Nikki Fabry, Paul Keene,
Imogen Makepeace, Paul Mellor and Daniel Stewart-Roberts**

Quorum: 3

Published: Wednesday, 28 February 2024

Agenda

1 Minutes of the previous meeting (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 Written Questions from Councillors

To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).

PERFORMANCE REVIEW - Updates and Reports from the Policy and Performance Advisory Committee Work Programme.

6 Update on the Lewes Farmers Market petition - to follow

POLICY INPUT AND DEVELOPMENT

7 Requested reports due for consideration by the Cabinet on 1 February 2024

- (a) Revenue & Capital Financial Monitoring Report Quarter 3 2023-24 (Pages 11 - 32)**
- (b) Portfolio progress and performance report 2023/24 - Quarter 3 (Pages 33 - 44)**
- (c) Eastbourne & Lewes Community Safety Partnership - Annual Report (Lewes) (Pages 45 - 56)**
- (d) Housing Development and Property Update (Pages 57 - 72)**

8 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.)

9 Housing Development and Property Update - Exempt appendices 2, 3 (Pages 73 - 76)

Exempt reason 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

10 Forward Plan of Decisions (Pages 77 - 88)

To receive the Forward Plan of the Council.

11 Policy and Performance Advisory Committee Work Programme (Pages 89 - 94)

To receive the Policy and Performance Advisory Committee Work Programme.

12 Date of Next Meeting

To be confirmed following the following the meeting of the 19 February 2024 Full Council.

Information for the public

Accessibility:

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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

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Policy and Performance Advisory Committee

Minutes of meeting held in Room 209/210 Marine Workshops - Marine Workshops on 25 January 2024 at 2.30 pm.

Present:

Councillor Christine Brett (Chair).

Councillors Janet Baah (Deputy-Chair), Ciarron Clarkson, Ezra Cohen, Nikki Fabry, Paul Keene, Paul Mellor, Daniel Stewart-Roberts and Charlotte Keenan.

Officers in attendance:

Philip Brown (Property Lawyer), Homira Javadi (Director of Finance and Performance (Section 151 Officer)), Nick Peeters (Committee Officer), Jo Harper (Head of Business Planning and Performance), Steven Houchin (Interim Deputy Chief Finance Officer (Corporate Finance)), Julie Quanstrom (Neighbourhood First Manager) and Ross Sutton (Head of Financial Reporting).

Also in attendance:

Councillor Wendy Maples

41 Minutes of the previous meeting held on 30 November 2023

The minutes of the meeting held on the 30 November 2023 were submitted and the Deputy Chair was authorised to sign them as a correct record.

42 Apologies for absence

Apologies for absence were received from Councillors Clews and Councillor Keenan was a substitute.

43 Declarations of Interest

There were none.

44 Urgent Items

There were none.

45 Written Questions from Councillors

There were none.

46 Lewes Farmers Market update - to follow

Julie Quanstrom, Head of Neighbourhood First, provided a verbal update on

the further work being considered, following the presentation of a petition at the Committee's previous meeting, requesting that the Lewes Farmers Market be moved back to Cliffe Precinct. The Committee was informed that, having received quotes for survey work, it was considered that the cost was excessive and further quotes would be sought. During discussion, the following points were highlighted:

- It had been the understanding of officers that all car park parks in the area would be included in the survey in order to get an overall understanding of the parking needs for the Farmers Market, visitors and retail businesses, on Market days. Any elements of public consultation would also be considered. Members were advised that interview surveys could include questions that would provide a focus on Friars Walk Car Park specifically.
- The presenter of the petition and Common Cause, who managed the Farmers Market, would be notified of any future developments and officers confirmed that both had been advised upon publication of the report and their comments had been fed back to the lead officer. The sharing of information with stakeholders would continue.
- The Cabinet Member for Neighbourhood and Wellbeing reiterated previous discussions on the issue by highlighting the importance of any survey work being independently sourced and evidence based.

Resolved that officers return to the Committee with an update on further work undertaken.

47 Update from the Chair of the Southern Water Panel

The Chair of the Southern Water Panel, Councillor Keene, updated the Committee on the Panel's work. The most recent meeting had taken place on the 12 January and included representatives from Ouse & Adur Rivers Trust, The National Farmers Union, and Surfers Against Sewage. Discussion at the meeting covered the following points:

- A number of maps pinpointed specific areas of water quality along the River Ouse, including sewage discharge points and where there were areas of concern. The Ouse and Adur Rivers Trust had compiled 20 years of water quality data, including the status of the river either side of the Barcombe Water Treatment Works.
- There was a need for innovative, nature-based solutions to mitigate the pressure from planning and development, however funding for these solutions continued to be an issue. The Ringmer Wetlands project was an example of a successful nature-based solution. The project was low cost and stored and slowed 500,000 litres of water, which reduced surface water flow into the sewage network, and reduced flooding for 17 properties in the village.
- There were historic and continuing challenges in engaging with Southern

Water - other water companies were more successful at engaging with stakeholders and interest groups. Response times by Southern Water to reports of blocked pipes and spillages on farmland was good but the reporting mechanism through the Environment Agency was challenging and needed changing.

- The Safer Season River Service (SSRS) app was available for bathers to advise if waters were safe or polluted and was based on data received from water companies. There was a government requirement for water companies to deliver a similar service.
- Flooding, sewage leaks and river contamination were broader issues than those only involving Southern Water, and included agriculture and privately owned water treatment centres – pharmaceutical contamination was a current concern also.

The Committee discussed a recent visit by Members to the Barcombe Waste Water Treatment Works and it was noted that, although work was being done to increase the capacity (the Works was already operating beyond capacity), financial constraints imposed by the Environment Agency meant that longer-term planning was not possible within the current five-year investment strategy.

Resolved to note the update.

48 Requested reports due for consideration by the Cabinet on 1 February 2024.

It was agreed by Members that all the reports on the agenda would be considered by the Committee.

48a General Fund Revenue Budget 2024/25, Capital Programme

Director of Finance and Performance, Homira Javadi, presented the report which detailed the General Fund Budget 2023/24 and provided an update on the Medium-Term Financial Strategy, together with the updated Capital Programme and Treasury Management position. During discussion, the following points were highlighted:

- In terms of any financial impact on Lewes District Council, from Eastbourne Borough Council's current position, the only element that was shared under 'shared services' was officer resources. Lewes retained financial and decision-making autonomy, as a sovereign authority. There had been an impact on Eastbourne as a result of Covid, but services were still delivered in a way that was appropriate to each authority's key priorities and corporate plans.
- Reference in the report to 'special expenses' was identification of particular elements of the Council's budget that were provided specifically for particular parishes in the Lewis area. A slightly higher proportion of Council tax would be levied on the basis that some services, for example,

open spaces and parks are provided specifically for those parishes. Council tax bills would include reference to special expenses, if applicable.

- There were potential risks associated with the ability to recover Port Health Charges costs, as additional services were being provided in the current year. The Finance team was working with other authorities to get a better understanding of the charges and to look at other ways of providing the service – there was limited potential to recover charges from the Government.
- The reductions in the ‘service planning and effectiveness’ column related to year-to-year budget adjustments. The Finance team was undertaking a line-by-line review to further identify areas of the Budget that needed adjustments.
- Aspiration Homes was a joint piece of work between Eastbourne Borough Council and Lewes District Council. It had been set up to provide greater flexibility for the provision of affordable housing, and was able to take greater advantage of, for example, the Right to Buy scheme.
- The Local Energy Scheme was a community Wealth building initiative that looked at green energy investments. It was necessary to ensure that local communities benefited from the Council’s investments, the Scheme had provision within the capital program and was subject to a business case.
- Any business rates income generated in the Newhaven Enterprise Zone was intended to be returned to its reserves. The current reserves were in a financially healthy position and the return of some of the fund to the Council was being considered.
- A number of measures were already in place to address the cost-of-living crisis and provide a financial support system. This included the appropriate provision of officer support to ensure information to residents was available. Hardship funds were available and a funds had been set aside which were dedicated to address cost of living pressures. These were partly funded by the general fund and partly by the housing revenue account.

Resolved to support the Officer recommendations in the Cabinet report, in full.

48b Treasury Management Strategy, Investment Strategy, Capital Strategy and Prudential Indicators 2024/25

Deputy Chief Finance Officer, Steve Houchin, presented the report which detailed the Council’s Annual Treasury Management Strategy, Capital Strategy & Investment Strategy together with the Treasury and Prudential Indicators. During discussion, the following points were highlighted:

- The Council had limited investments and followed the security, liquidity

and yield principles, but it was not a requirement that the Council had to choose non-ethical investments.

Resolved to support the Officer recommendations to the Cabinet, in full.

48c Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2024/25 and HRA Capital Programme 2023-28

Deputy Chief Finance Officer, Steve Houchin, presented the report which detailed the Housing Revenue Account budget proposals, rent levels and service charges for 2024/25, and the Housing Revenue Account Capital Programme 2023-28

- In order to maintain a balanced position within the Housing Revenue Account (HRA) business plan, the Council needed to undertake significant levels of investment in order to maintain the property portfolio over a prolonged period of time. The 30-year plan was in place to ensure that over the lifetime of the HRA the Council would be able to balance the Account and make it sustainable for the duration of that period. In order to maintain the sustainability, the Council would need to invest in property (either by acquiring new property or building new property).
- In respect of garage rents, the management of the HRA bases the rents charged on a single indicator, with the September inflation figure as the primary indicator.

Resolved to support the Officer recommendations in the Cabinet report, in full.

48d Re-imagining Lewes District: Delivering the Vision 2024 - 2028

Jo Harper, Head of Business Planning and Performance, presented the report which provided the draft Corporate Plan for the Committee to consider and comment on. The Committee was advised that the draft Plan had been out for consultation and that, in its current version, minor amendments were being considered. During discussion the following points were highlighted:

- Members expressed concern at the low responses to the consultation and urged future versions of the plan to be made available to as wide a range of groups as possible.
- The final version of the Plan would be promoted by the Council through social media. The availability of the Plan could be made known through the publication 'District News'.
- Members highlighted a number of minor amendments which officers agreed to consider prior to the presentation of the draft Plan to Full Council.

Resolved to support the Officer recommendations in the Cabinet report, in

full.

49 Forward Plan of Decisions

The Chair, Councillor Brett, introduced the Cabinet Forward Plan of decisions, which outlined decisions due to be presented to the Cabinet at its future meetings. Members agreed that the following Cabinet reports be included on the agenda for the Committee's next meeting on the 7 March 2024:

- Rights of Rivers Update
- Portfolio progress and performance report quarter 3 - 2023-2024
- Finance update - performance quarter 3 - 2023-2024
- Eastbourne & Lewes Community Safety Partnership – Annual Report (Lewes)
- Complaints Policy

Resolved to note the Forward Plan of Cabinet decisions.

50 Policy and Performance Advisory Committee Work Programme

The Deputy Chair, Councillor Baah, introduced the Committee's work programme, which detailed the items due to be considered at future meetings and provided an opportunity for Members to request any areas or issues they wished the Committee to look at in further depth:

Members were advised that a review of the Council's maintenance of green spaces, grass-cutting and cemeteries would be retained on the work programme.

Resolved to note the Committee's work programme.

The meeting ended at Time Not Specified

Councillor Christine Brett (Chair)

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 – (£317k) underspent.** Increased legal services income which could not be accurately forecast at Q2 because of a time lag in payments received. Also, reduced training and recruitment costs forecast.
- 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

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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

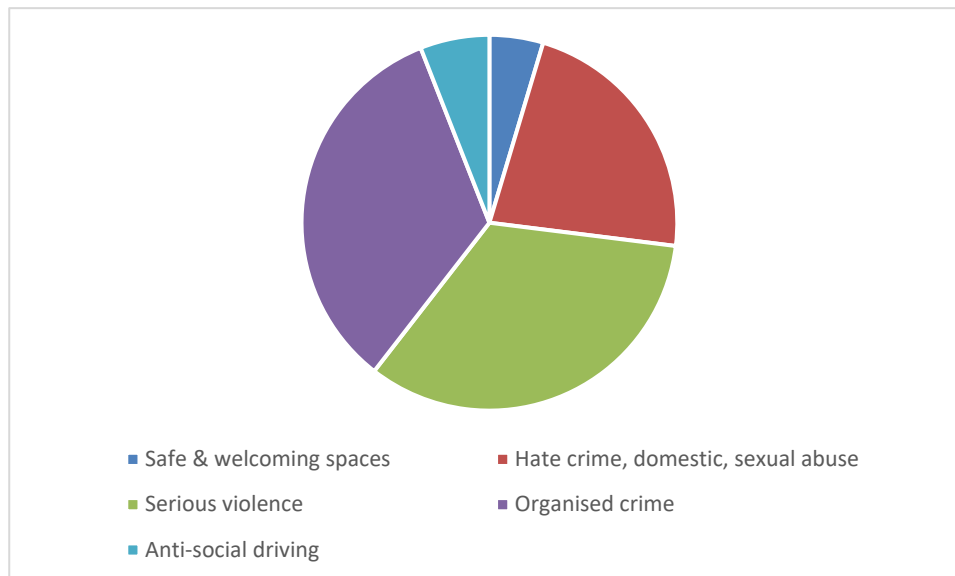
Community Safety Partnership Area	Crimes / 1000 residents - June 2023
Cheshire East	54
South Nottinghamshire	56
Lewes	57
South Ribble	60
Wyre	61
Rugby	62
North Somerset	69
Arun	70
Hinckley and Bosworth	71
South Worcester	74
Epping Forest	75
Cheshire West and Chester	76
North Worcestershire	76
Ashford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

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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of the Local Government Act 1972.

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Lewes District Council

March 2024

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 March to 30 June 2024

Date of publication:

14 February 2024

Membership of Cabinet:

Councillor Zoe Nicholson: Leader of the Council, Chair of Cabinet and Cabinet member for finance, assets and community wealth building

Councillor Christine Robinson: Deputy leader of the Council, and Cabinet member for community wellbeing

Councillor Chris Collier: Cabinet member for innovation, delivery and people

Councillor Johnny Denis: Cabinet member for arts, culture and tourism & leisure

Councillor Wendy Maples: Cabinet member for neighbourhood wellbeing

Councillor Laurence O'Connor: Cabinet member for planning and infrastructure

Councillor Emily O'Brien: Cabinet member for climate, nature and food systems

Councillor Mark Slater: Cabinet member for tenants and those in housing need

Please see the explanatory note appended to this Plan for further information and details of how to make representations and otherwise contact the Council on matters listed in the Plan. Documents referred to will be available at least 5 clear working days before the date for decision.

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Finance update - performance quarter 3 - 2023-2024</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2023/2024 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	14 Mar 2024	Open	Policy and Performance Advisory Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378 steven.houchin@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Portfolio progress and performance report quarter 3 - 2023-2024</p> <p>to update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 3 2023/24 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	14 Mar 2024	Open	Policy and Performance Advisory Committee to receive report.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Eastbourne & Lewes Community Safety Partnership – Annual Report (Lewes)</p> <p>To enable Cabinet to consider the 2023/24 performance of the Eastbourne & Lewes Community Safety Partnership (E&LCSP).</p> <p>(Lead Cabinet member: Councillor Christine Robinson)</p>	All Wards	Non-Key	Cabinet	14 Mar 2024	Open	<p>An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership.</p> <p>Policy and Performance Advisory Committee to receive report.</p>	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Lead, Housing, Homelessness & Community Safety Tel: 01323 415464 Oliver.Jones@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Housing Development & Property Update</p> <p>The report will provide updates on housing development projects, acquisitions and disposals across Lewes District.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	14 Mar 2024 20 May 2024	Part exempt Exempt information reason: 3	Policy and Performance Advisory Committee (if requested).	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Haffenden, Assistant Director, Property and Development Tel: (01323) 410000 nathan.haffenden@lewes-eastbourne.gov.uk,</p> <p>Marc Stephens, Capital Delivery Lead Tel: 07925 893659 marc.stephens@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Allocations Policy Review</p> <p>Seeking approval to change the Council's Allocations policy. The report will seek to go out to consultation with a view to implementation by April 2024.</p> <p>(Lead Cabinet member: Councillor Mark Slater)</p>	All Wards	Key	Cabinet	14 Mar 2024	Open	As detailed in the report.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Katie Dawkins, Housing Needs and Standards Lead</p>

Explanatory Note

The Council is required to publish information about all key decisions at least 28 days in advance of the decision being taken.

This plan is a list of the decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is updated and re-published monthly.

The forward plan shows details of key decisions intended to be taken by the Cabinet and Chief Officers under their delegated powers.

The plan shows:-

- the subject of the decisions
- what wards are affected
- the decision type
- who will make the decision
- when those decisions will be made
- expected exemption class (open, part exempt or fully exempt.)
- what the consultation arrangements are
- what documents relating to those decisions will be available
- who you can contact about the decision and how to obtain copies of those documents referred to in the plan

What is a key decision?

"Key decisions" relate to a decision, which is likely:-

(1) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area.

What is budget and policy framework?

When a decision is marked as "budget and policy framework", it requires the approval of Full Council.

Confidential and exempt information

From time to time, the forward plan will indicate matters (or part thereof) which may need to be considered in private, during which time the press and public will be excluded. This is in accordance with the provisions of Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Any representations that such matters should not be considered in private should be sent to the contact officer.

Information given to the Council by a Government Department on terms which forbid its disclosure to the public, information which cannot be publicly disclosed by a Court Order and information, the disclosure of which is prohibited by an enactment are all legally defined as "Confidential Information" and must not be disclosed. All other local authority information which it is desired should not be disclosed has to be categorised under one or more of the following "Exempt Information" reasons (as given under Schedule 12A of the Local Government Act 1972) and subject to the public interest test.

Category	Condition No.
1. Information relating to any individual.	See conditions 9 and 10 below.

Category	Condition No.
2. Information which is likely to reveal the identity of an individual.	See conditions 9 and 10 below.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).	See conditions 8, 9, 10 and 12 below.
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.	See conditions 9, 10, 11 and 12 below.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	See conditions 9 and 10 below.
6. Information which reveals that the authority proposes— (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.	See conditions 9, 10 and 12 below.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	See conditions 9 and 10 below.

Conditions
8. Information is not exempt information if it is required to be registered under: (a) the Companies Acts (as defined in section 2 of the Companies Act 2006); (b) the Friendly Societies Act 1974; (c) the Friendly Societies Act 1992; (d) the Industrial and Provident Societies Acts 1965 to 1978; (e) the Building Societies Act 1986; or (f) the Charities Act 1993.

“Financial or business affairs” includes contemplated as well as past or current activities.

9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

10. Information which:

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. “Labour relations matter” means:

(a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or

(b) any dispute about a matter falling within paragraph (a) above;

and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;

“Office-holder”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.

“Employee” means a person employed under a contract of service.

12. “The authority” is a reference to the council or a committee or sub-committee of the council or a joint committee of more than one council.

Further information

The plan is available to view on our [Council website: http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/](http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/)

If you have any questions about the Forward Plan please contact Simon Russell, Head of Democratic Services, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk.

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Policy and Performance Advisory Committee Work Programme 2023/2024

Subject	Lead Officer	Date of meeting
Southern Water Panel	Nick Peeters, Committee Officer nick.peeters@lewes-eastbourne.gov.uk	11 July 2023
Policy and Performance Advisory Committee work programme	Nick Peeters, Committee Officer nick.peeters@lewes-eastbourne.gov.uk	11 July 2023
LGA Peer Challenge	Jo Harper, Head of Business Planning and Performance, jo.harper@lewes-eastbourne.gov.uk	11 July 2023
Portfolio progress and performance report quarter 4 - 2022-2023	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	11 July 2023
Housing Development & Asset Update (PART EXEMPT)	Nathan Haffenden, Head of Development, Investment and Delivery nathan.haffenden@lewes-eastbourne.gov.uk Marc Stephens, Capital Delivery Lead Tel: marc.stephens@lewes-eastbourne.gov.uk	11 July 2023
Property and Assets Update	Mark Langridge Kemp, Head of Property and Asset Management, mark.langridge-kemp@lewes-eastbourne.gov.uk	11 July 2023
Private Housing Financial Assistance Policy 2023-2025	Rebecca Wynn, Regulatory Services Lead (Operational Lead - Emergency Planning), Rebecca.wynn@lewes-eastbourne.gov.uk	11 July 2023
Portfolio progress and performance report quarter 1 - 2023-2024	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	07 September 2023

Policy and Performance Advisory Committee Work Programme 2023/2024

Revenue & Capital Financial Monitoring report Quarter 1 2023-24	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk Parmjeet Jassal, Interim Head of Financial Planning parmjeet.jassal@lewes-eastbourne.gov.uk Mark Walker, Head of Financial Planning mark.walker@lewes-eastbourne.gov.uk	7 September 2023
Robinson Road Depot - Capital Development Project Update	Nathan Haffenden, Head of Development, Investment and Delivery, nathan.haffenden@lewes-eastbourne.gov.uk	07 September 2023
Community Wealth Building Action Plan update	Peter Jenion, Project Manager - Community Wealth Building peter.jenion@lewes-eastbourne.gov.uk	07 September 2023
Business support for Lewes District	Kerry Barrett, Regeneration Project Manager kerry.barrett@lewes-eastbourne.gov.uk	07 September 2023
Cost of Living Update	Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships seanne.sweeney@lewes-eastbourne.gov.uk	07 September 2023
Funding Simplification Pathfinder Pilot	Lisa Rawlinson, Head of Regeneration and Planning Policy lisa.rawlinson@eastbourne.gov.uk	07 September 2023
Air quality Annual Status Report	Rachel Sadler, Specialist Advisor Air Quality Rachel.Sadler@lewes-eastbourne.gov.uk	02 November 2023
Update on the Emergency Climate Change Panel	Mark Horan, Improvement and Business Design Lead Mark.Horan@lewes-eastbourne.gov.uk	02 November 2023

Policy and Performance Advisory Committee Work Programme 2023/2024

Climate Change and Sustainability Strategy - Annual update 2023	Jo Wunsch, Specialist Advisor (Sustainability) jo.wunsch@lewes-eastbourne.gov.uk	2 November 2023
Lewes Local Plan - Towards a Spatial Strategy and Policies Approaches	Nadeem Din, Planning Policy Lead Nadeem.Din@lewes-eastbourne.gov.uk	2 November 2023
Petition - 'To Return Lewes Farmers Market Back to Cliffe Precinct'	Julie Quanstrom, Head of Neighbourhood First julie.quanstrom@lewes-eastbourne.gov.uk	30 November 2023
Draft Medium Term Financial Strategy 2024/25 to 2027/28	Steven Houchin, Interim Deputy Chief Finance Officer steven.houchin@lewes-eastbourne.gov.uk	30 November 2023
Local council tax reduction scheme	Bill McCafferty, Lead for Income Maximisation and Welfare bill.mccafferty@lewes-eastbourne.gov.uk	30 November 2023
Council Tax Discounts and Premiums	Nick Ducatel, Lead for Income Maximisation and Welfare nick.ducatel@lewes-eastbourne.gov.uk	30 November 2023
Council tax base and non-domestic rate income for 2024/25	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk	30 November 2023
Portfolio progress and performance report quarter 2 - 2023-2024	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	30 November 2023
Finance update - performance quarter 2 - 2023-2024	Steven Houchin, Interim Deputy Chief Finance Officer steven.houchin@lewes-eastbourne.gov.uk	30 November 2023
General Fund Revenue Budget 2024/25, Capital Programme	Steven Houchin, Interim Deputy Chief Finance Officer steven.houchin@lewes-eastbourne.gov.uk	25 January 2024

Policy and Performance Advisory Committee Work Programme 2023/2024

Treasury Management and Prudential Indicators 2024/25, Capital Strategy & Investment Strategy	Steven Houchin, Interim Deputy Chief Finance Officer steven.houchin@lewes-eastbourne.gov.uk	25 January 2024
Re-imagining Lewes District: Delivering the Vision 2024 - 2028	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	25 January 2024
Housing revenue account budget 2024/25	Steven Houchin, Interim Deputy Chief Finance Officer steven.houchin@lewes-eastbourne.gov.uk	25 January 2024
Update on Petition - 'To Return Lewes Farmers Market Back to Cliffe Precinct'	Julie Quanstrom, Head of Neighbourhood First julie.quanstrom@lewes-eastbourne.gov.uk	25 January 2024
Update on Lewes Farmers Market petition	Julie Quanstrom, Head of Neighbourhood First julie.quanstrom@lewes-eastbourne.gov.uk	7 March 2024
A review of the Council's green spaces, grass-cutting and cemeteries.	Lee Michael, Neighbourhood First Operational Manager lee.michael@lewes-eastbourne.gov.uk	7 March 2024
Portfolio progress and performance report quarter 3 - 2023-2024	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	7 March 2024
Finance update - performance quarter 3 - 2023-2024	Steven Houchin, Interim Deputy Chief Finance Officer steven.houchin@lewes-eastbourne.gov.uk	7 March 2024
Eastbourne and Lewes Community Safety Partnership – Annual Report (Lewes)	Oliver Jones, Lead, Housing, Homelessness & Community Safety Oliver.Jones@lewes-eastbourne.gov.uk	7 March 2024
Housing Development & Property Update	Nathan Haffenden, Assistant Director, Property and Development nathan.haffenden@lewes-eastbourne.gov.uk	7 March 2024

Policy and Performance Advisory Committee Work Programme 2023/2024

Allocations Policy Review	Katie Dawkins, Housing Needs and Standards Lead Katie.Dawkins@lewes-eastbourne.gov.uk	7 March 2024
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Standing Items at all meetings of the Committee

- Forward Plan of Decisions
- Policy and Performance Advisory Committee Work Programme

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