



Lewes District Council

October 2019

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 October 2019 to 31 January 2020

Date of publication:

27 September 2019

Councillor Zoe Nicholson: Leader of the Council and Chair of Cabinet.

Councillor James MacCleary: Deputy leader and Cabinet member for regeneration and prosperity

Councillor Matthew Bird: Cabinet member for sustainability

Councillor Julie Carr: Cabinet member for recycling, waste and open spaces

Councillor Chris Collier: Cabinet member for performance and people

Councillor Johnny Denis: Cabinet member for communities and customers

Councillor William Meyer: Cabinet member for housing

Councillor Emily O'Brien: Cabinet member for planning

Councillor Ruth O'Keeffe: Cabinet member for tourism and devolution

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>Local council tax reduction scheme</p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk</p>

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<p>Pollinator strategy and reduced pesticides</p> <p>The report recommends the adoption of the Pollinator Strategy and the Reduced use of Pesticides on council land</p> <p>(Lead Cabinet members: Councillor Julie Carr, Councillor Matthew Bird)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	None	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk</p>

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<p>Community Infrastructure Levy Recommendations for Spending</p> <p>The report will present the recommendations of the CIL Management and Executive Boards following the assessment of infrastructure project bids by Members and officers.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	Infrastructure Providers will be invited to submit bids over a 6 week window. The bids will be assessed by the CIL Management Board and Executive Board formed of officers and councillors. Both of these Board meetings will occur in the week commencing 9th September.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Estelle Maisonnial, Senior Planning Policy Officer (Infrastructure) estelle.maisonnial@lewes-eastbourne.gov.uk ,</p> <p>Tondra Thom, Planning Policy Lead Tel: 01323 415677 tondra.thom@lewes-eastbourne.gov.uk,</p> <p>Emma Kemp, Planning Policy Officer Tel: 01273 085756 emma-kemp@lewes-eastbourne.gov.uk</p>

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<p>Statement of Community Involvement</p> <p>The Statement of Community Involvement (SCI) sets out the Council's approach to consulting the local community and other stakeholders on planning matters.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Budget and policy framework	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	An informal pre-consultation has taken place from 21 August till 1 October 2018. A questionnaire was sent to 19 Town and Parish Councils in the District outside the National Park and to 3 organisations recommended by the Equality and Fairness Officer. It was stated that any other comments on experiences with past consultations were welcomed.	Draft Statement of Community Involvement	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Gerda Zijm, Planning Policy Officer Tel: 01273 085870 Gerda.zijm@lewes-eastbourne.gov.uk</p>

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<p>East Sussex College Group - Partnership Working</p> <p>To provide an update on the informal joint working between the council and East Sussex College Group to date and to propose a formal partnership to support the mutual delivery of strategic objectives</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	Not applicable	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Lee Banner, Joint Transition Programme Manager Tel: 01323 415763 lee.banner@lewes-eastbourne.gov.uk</p>

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<p>Newhaven Neighbourhood Plan</p> <p>The 'making' of the Newhaven Neighbourhood Plan as part of the statutory development plan for Lewes District.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Budget and policy framework	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	Statutory consultation stages on the draft neighbourhood plan (Regulation 14 Consultation March-July 2017) and the submission version prior to Examination (Regulation 16 Consultation Feb/March 2019). A referendum will be held on 10th October 2019 and the public will be notified in accordance with the relevant statutory requirements.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Julia Edwards, Neighbourhood Planning Officer Tel: 01323 415773 Julia.Edwards@lewes-eastbourne.gov.uk</p>

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<p>Public conveniences</p> <p>For Cabinet to note that an Asset Challenge process is to be carried out on the Council's public conveniences and to agree options be explored for the future public cleaning contract.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	Public consultation date to be confirmed	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p>

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<p>Property Disposal and Transfer Policy</p> <p>For Cabinet to agree revisions to the Property Disposal and Transfer Policy to include reference to Community Asset Transfer.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p>

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<p>Denton Island Bowls Club</p> <p>For Cabinet to consider whether to financially support the a roof replacement at Denton Island Bowls Club</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p>

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<p>Commercial Investment Strategy</p> <p>The Commercial Investment Strategy will set out the Councils approach to asset, development and business opportunities which the Council may pursue. It will also outline their priority areas for consideration of investment and the associated targets which need to be achieved.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	To be confirmed	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jessica Haines, Head of Commercial Business Tel: 07814921262 jessica.haines@lewes-eastbourne.gov.uk</p>

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<p>Former Police Station, South Road, Newhaven</p> <p>The purchase and redevelopment of the former police station to provide affordable homes</p> <p>(Lead Cabinet members: Councillor William Meyer, Councillor James MacCleary)</p>	All Wards	Budget and policy framework	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Part exempt Exempt information reason: 3	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Ian Beckett, Development Consultant Tel: 07740 336751 ian.beckett@lewes-eastbourne.gov.uk</p>

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<p>Housing development update</p> <p>An update on a number of housing development projects that are not yet under construction, have previously been approved by Cabinet.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leighton Rowe, Development Project Manager Tel: 01323 415367 Leighton.rowe@lewes-eastbourne.gov.uk</p>
<p>Provision of IT Services to the Council</p> <p>Report on the provision of IT services to the Council</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	28 Oct 2019	Fully exempt Exempt information reason: 3	None	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Tony Barden, Head of ICT Tel: 07733 195470 tony.barden@lewes-eastbourne.gov.uk</p>

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<p>Seaford Health Hub</p> <p>The report will include draft proposals for the site and any associated updates to the scheme business and investment case.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Part exempt Exempt information reason: 3	Exhibitions took place in January 2019 to establish public views on high level proposals for the scheme	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Beverley Lucas, Regeneration Specialist – North Street Quarter Tel: 01273 085523 beverley.lucas@lewes.gov.uk</p>

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<p>Portfolio progress and performance report quarter 2 - 2019-2020</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 2 2019/20 period</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	2 Dec 2019	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p>

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<p>Finance update - performance quarter 2 - 2019-2020</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 2 2019/2020 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@lewes-eastbourne.gov.uk</p>

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<p>Draft budget proposals 2020/21</p> <p>Preparation of the 2020/21 council budget.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@lewes-eastbourne.gov.uk</p>

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<p>Council tax and business rate base 2020/21</p> <p>The Council is required to set its council tax base and the expected business rate income for the forthcoming year. These calculations are used as the basis for the amount of income the Council will precept from the collection fund.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@lewes-eastbourne.gov.uk</p>

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<p>Fees and charges</p> <p>To propose a revised schedule of fees and charges to apply from 1 April 2020.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Part exempt Exempt information reason: 3	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@lewes-eastbourne.gov.uk</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.
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 for inspection, free of charge upon request from Reception at the Council Offices at Southover House, Southover Road, Lewes between 9.00am and 5.00pm on Monday to Friday; Saxon House, Meeching Road, Newhaven between 10.00am and 2.00pm on Monday to Friday; the Tourist Information Centre at 37 Church Street, Seaford between 9.00am and 4.45pm on Monday to Friday and the Information Office, Meridian Centre, Peacehaven between 9.00am and 4.00pm on Monday to Friday and 9.00am to 12.00noon on Saturday, website at <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, Committee and Civic Services Manager, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk