



Lewes District Council

**February 2020**

# **FORWARD PLAN OF DECISIONS**

Period covered by this Plan:  
Date of publication:

1 February to 31 May 2020  
25 February 2020

## **Membership of Cabinet:**

**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 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 and infrastructure

**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

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<p><b>Portfolio progress and performance report quarter 2 and 3 - 2019-2020</b></p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 2 and 3 2019/20 period</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	10 Feb 2020	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 <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

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<p><b>Corporate plan 2020-24</b></p> <p>Corporate Plan for 2020-24 which sets out the vision and key projects for the Council.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	10 Feb 2020  24 Feb 2020	Open	To be considered by Scrutiny Committee on 28 November 2019	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a></p>

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<p><b>Voluntary sector support</b></p> <p>Report on the performance of those voluntary organisations funded by the Council and for Cabinet to agree the Council's policy on grants to voluntary organisations and the levels of grant funding for the coming year</p> <p>(Lead Cabinet member: Councillor Johnny Denis)</p>	All Wards	Key	Cabinet	10 Feb 2020	Open	The provision of grant funding is based on regular discussion with voluntary sector agencies, including surveys of local voluntary organisations carried out each year by 3VA.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Strategy and Partnership Lead Tel: 01323 415464 <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a></p>

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<p><b>'Making' the Seaford Neighbourhood Plan</b></p> <p>The 'making' (adoption) of the Seaford Neighbourhood Plan to continue to use it as part of the statutory development plan for Lewes District, should a successful referendum take place.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	10 Feb 2020  24 Feb 2020	Open	There are statutory consultation stages on draft neighbourhood plans. The draft Seaford Neighbourhood Plan has been subject to two Regulation 14 (pre-submission) consultations – 3rd Nov '17- 2nd Jan '18 & 1st Nov- 13th Dec '18) and the Regulation 16 (submission) consultation prior to Examination – 24th May-5th July '19.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Thea Davis, Neighbourhood Planning Officer Tel: 01273 085773 <a href="mailto:thea.davis@lewes-eastbourne.gov.uk">thea.davis@lewes-eastbourne.gov.uk</a></p>

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<p><b>Adoption of the Lewes District Local Plan Part 2: Site Allocations &amp; Development Management</b></p> <p>The Examination Inspector's Final Report on the Lewes District Local Plan Part 2 has now been received. Council approval is sought to adopt the Local Plan Part 2, incorporating the modifications set out in the Examination Inspector's report, as part of the statutory development plan for the district.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	10 Feb 2020  24 Feb 2020	Open	None	Report Background Papers: Equality Analysis, Schedule of Main Modifications (published for consultation in July 2019), Regulations 22 Consultation Statement Addendum 2019, Lewes District Local Plan Part 2: Submission Document 2018 and Sustainability Appraisal: Submission Document 2018	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Robert King, Senior Planning Policy Officer Tel: 01273 085455 <a href="mailto:robert.king@lewes-eastbourne.gov.uk">robert.king@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing Revenue Account (HRA) 30-Year Business Plan Update</b></p> <p>The report will present a new HRA 30-Year Business Plan covering the years from 2019-20 to 2048-49, describe the assumptions that underpin it and highlight the changes in approach, policy and aspirations when compared to previous plans.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Key	Cabinet	10 Feb 2020	Open	None	Report	<p>Chief Finance Officer (Homira Javadi), Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Helen Waring, HRA Business Plan Consultant Tel: 07522 186807 <a href="mailto:Helen.Waring@lewes-eastbourne.gov.uk">Helen.Waring@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing revenue account budget 2020/21</b></p> <p>Recommendations to full Council in February 2019 in respect of the housing revenue account for 2020/21.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson, Councillor William Meyer)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	10 Feb 2020  24 Feb 2020	Open	An integral part of the Budget process is a constructive dialogue with The Tenants of Lewes District Group (TOLD)	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>,</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p>



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<p><b>The Werks Group - Creative Hub Lewes</b></p> <p>For Cabinet to note proposals for 4 Fisher Street, Lewes to be leased to The Werks Group and draft lease arrangements, and agree a capital sum to be earmarked for capital works on the building.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	Lewes Castle	Non-Key	Cabinet	10 Feb 2020	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 <a href="mailto:mark.langridge-kemp@eastbourne.gov.uk">mark.langridge-kemp@eastbourne.gov.uk</a></p>

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<p><b>Avis Way Waste Vehicle Depot - Revised Funding</b></p> <p>Request for additional funding to develop previously approved Avis Way Waste Vehicle Depot</p> <p>(Lead Cabinet member: Councillor Julie Carr)</p>	All Wards	Key	Cabinet	10 Feb 2020	Open	None	Report	<p>Director of Service Delivery (Tim Whelan), Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Colin Jordan, Project Manager <a href="mailto:colin.jordan@lewes-eastbourne.gov.uk">colin.jordan@lewes-eastbourne.gov.uk</a></p>

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<p><b>Climate Change and Sustainability Strategy-progress update</b></p> <p>Progress report on the delivery of the Climate Change and Sustainability Strategy to date with short-term work plan</p> <p>(Lead Cabinet member: Councillor Matthew Bird)</p>	All Wards	Non-Key	Cabinet	10 Feb 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Kate Richardson, Strategy and Partnership Lead for Sustainability <a href="mailto:kate.richardson@lewes-eastbourne.gov.uk">kate.richardson@lewes-eastbourne.gov.uk</a></p>

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<p><b>Police and Fire Station, Newhaven</b></p> <p>The report recommendation that the Council acquire the sites of the former Police Station and Fire Station Sites in Newhaven and develop for affordable housing.</p> <p>(Lead Cabinet members: Councillor William Meyer, Councillor James MacCleary)</p>	Newhaven South	Key	Cabinet	10 Feb 2020	Part exempt  Exempt information reason: 3	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leighton Rowe, Development Project Manager Tel: 01323 415367 <a href="mailto:Leighton.rowe@lewes-eastbourne.gov.uk">Leighton.rowe@lewes-eastbourne.gov.uk</a></p>

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<p><b>General Fund Revenue Budget 2020/21, Capital Programme</b></p> <p>To recommend full Council to set the 2020/21 budget and council tax at their meeting in February 2020.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	10 Feb 2020  24 Feb 2020	Open	The budget is subject to a wide and varied consultation process which will be conducted alongside the Corporate Plan (see separate listing). This will include consultation with the business and voluntary/comm unity sectors. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p>

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<p><b>Treasury Management and Prudential Indicators 2020/21, Capital Strategy &amp; Investment Strategy</b></p> <p>To recommend full Council to agree treasury management policies and prudential indicators for 2020/21.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	10 Feb 2020  24 Feb 2020	Open	None, other than provided for the main budget proposals (see separate item).	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p>

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<p><b>Council tax and business rate base 2020/21</b></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	10 Feb 2020	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>,</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p>

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<p><b>Fees and charges</b></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	10 Feb 2020	Part exempt  Exempt information reason: 3	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a>,</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p>



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<p><b>Seaford Health Hub</b></p> <p>Project update</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	26 Mar 2020	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, Specialist Project Manager Tel: 01273 085523 <a href="mailto:beverley.lucas@lewes.gov.uk">beverley.lucas@lewes.gov.uk</a></p>

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<p><b>Finance update - performance quarter 3 - 2019-2020</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter3 2019/2020 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	26 Mar 2020	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a>,</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p>

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<p><b>Commercial Investment Strategy</b></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	26 Mar 2020  13 May 2020	Open	To be confirmed	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jessica Haines, Head of Commercial Business Tel: 07814921262 <a href="mailto:jessica.haines@lewes-eastbourne.gov.uk">jessica.haines@lewes-eastbourne.gov.uk</a></p>

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<p><b>Wave Leisure Service Plan 2020/21</b></p> <p>To receive and approve the Wave Leisure service delivery plan for 2020/21.</p> <p>(Lead Cabinet member: Councillor Ruth O'Keeffe MBE)</p>	All Wards	Key	Cabinet	26 Mar 2020	Open	None	Report	<p>Director of Tourism and Enterprise (Philip Evans)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 <a href="mailto:mark.langridge-kemp@eastbourne.gov.uk">mark.langridge-kemp@eastbourne.gov.uk</a></p>
<p><b>Denton Island Bowls Club</b></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	26 Mar 2020	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 <a href="mailto:mark.langridge-kemp@eastbourne.gov.uk">mark.langridge-kemp@eastbourne.gov.uk</a></p>

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<p><b>Community Asset Transfer</b></p> <p>To consider the Community Asset Transfer of the Dripping Pan to Lewes Football Club.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	26 Mar 2020	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 <a href="mailto:mark.langridge-kemp@eastbourne.gov.uk">mark.langridge-kemp@eastbourne.gov.uk</a></p>

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<p><b>Adoption of the Revised Statement of Community Involvement</b></p> <p>To seek Cabinet and Council approval to adopt the Revised Statement of Community Involvement following public consultation on the draft document.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	26 Mar 2020  13 May 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Gerda Zijm, Planning Policy Officer Tel: 01273 085870  <a href="mailto:Gerda.zijm@lewes-eastbourne.gov.uk">Gerda.zijm@lewes-eastbourne.gov.uk</a></p>

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<p><b>Community safety partnership annual report</b></p> <p>Receipt of annual report to note.</p> <p>(Lead Cabinet member: Councillor Johnny Denis)</p>	All Wards	Non-Key	Cabinet	26 Mar 2020	Open	The LCSP Community Safety Plan was developed following consultation at meetings and workshops with relevant partners and stakeholders.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Strategy and Partnership Lead Tel: 01323 415464 <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing Development at 20 Fort Road</b></p> <p>The report includes recommendations from the Scrutiny Committee, who looked at the costs associated with developing housing at 20 Fort Road, Newhaven.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	Newhaven North; Newhaven South	Non-Key	Cabinet	26 Mar 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leighton Rowe, Development Project Manager Tel: 01323 415367 <a href="mailto:Leighton.rowe@lewes-eastbourne.gov.uk">Leighton.rowe@lewes-eastbourne.gov.uk</a></p>



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<p><b>Newhaven Regeneration and Development</b></p> <p>Capital &amp; revenue budgets to take forward improvements to Newhaven Town Centre</p> <p>(Lead Cabinet member: Councillor James MacCleary)</p>	<p>Newhaven North; Newhaven South; Ouse Valley and Ringmer</p>	<p>Key</p>	<p>Cabinet</p>	<p>26 Mar 2020</p>	<p>Fully exempt</p> <p>Exempt information reason: 3</p>	<p>None</p>	<p>Report</p>	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Peter Sharp, Head of Regeneration Tel: 01273 085044 <a href="mailto:Peter.Sharp@lewes-eastbourne.gov.uk">Peter.Sharp@lewes-eastbourne.gov.uk</a></p>

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<p><b>North Street Quarter - update on procurement of a developer and associated decisions on next stages</b></p> <p>The report will provide an update on the marketing of the scheme and progress towards delivery.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	Lewes Bridge; Lewes Castle; Lewes Priory	Key	Cabinet	26 Mar 2020	Fully exempt  Exempt information reason: 3	Public consultation took place during the planning application stages of the North Street Quarter scheme, and at subsequent points during the scheme's detailed development. Public workshops have taken place on proposed improvements to Pells and Mallings Recreation Areas.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Beverley Lucas, Specialist Project Manager Tel: 01273 085523 <a href="mailto:beverley.lucas@lewes.gov.uk">beverley.lucas@lewes.gov.uk</a></p>

## Forthcoming decisions

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<p><b>Access Audit</b></p> <p>To seek Cabinets approval of proposals relating to a Access Audit for buildings and other facilities owned by the council</p> <p>(Lead Cabinet member: Councillor Johnny Denis)</p>	All Wards	Non-Key	Cabinet	26 Mar 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>
<p><b>CIL (Community Infrastructure Levy) Governance Review</b></p> <p>To consider the review of the governance principles of the Community Infrastructure Levy (CIL) and agree the proposed modifications.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	26 Mar 2020	Open	No formal consultation required.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Emma Kemp, Planning Policy Officer Tel: 01273 085756 <a href="mailto:emma-kemp@lewes-eastbourne.gov.uk">emma-kemp@lewes-eastbourne.gov.uk</a></p>

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<p><b>Introduction of S106 monitoring fees</b></p> <p>The 2019 amendments to the CIL Regulations 2010 allows local planning authorities to charge a fee for the monitoring, and reporting on, the delivery of planning obligations. Introducing these monitoring fees would allow the Councils to cover the costs of efficient and effective monitoring and reporting of section 106 contributions.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	26 Mar 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Estelle Maisonnial, Senior Planning Policy Officer (Infrastructure) <a href="mailto:estelle.maisonnial@lewes-eastbourne.gov.uk">estelle.maisonnial@lewes-eastbourne.gov.uk</a>,</p> <p>Tondra Thom, Planning Policy Lead Tel: 01323 415677 <a href="mailto:tondra.thom@lewes-eastbourne.gov.uk">tondra.thom@lewes-eastbourne.gov.uk</a></p>

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<p><b>Council Tax Reduction Scheme Exceptional Hardship Payments Policy</b></p> <p>The report is proposing two amendments to the existing Exceptional Hardship policy. They are to accept an application for a Discretionary Housing Payment as an application for an Exceptional Hardship Payment and to remove the provision that an EHP cannot be used to pay arrears of council tax.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	26 Mar 2020	Open	None	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a></p>

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<p><b>East Sussex College Group - Partnership Working</b></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	26 Mar 2020	Open	Not applicable	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Lee Banner, Transformation Programme Manager, Tel: 01323 415763 <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a></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.

<b>Category</b>	<b>Condition No.</b>
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.

<b>Conditions</b>
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](mailto:simon.russell@lewes-eastbourne.gov.uk)