

## FORWARD PLAN OF DECISIONS

Period covered by this Plan:

**1 February to 31 May 2025**

Date of publication:

**3 February 2025**

### Membership of Cabinet:

**Councillor Stephen Holt** (Leader and Chair of Cabinet): Community Strategy, Local Strategic Partnership, the Corporate Plan, Performance and Staff.

**Councillor Margaret Bannister**: (Deputy Leader and Deputy Chair of Cabinet): Tourism, Leisure, Accessibility and Community Safety

**Councillor Daniel Butcher**: Finance

**Councillor Peter Diplock**: Housing and Homelessness

**Councillor Jim Murray**: Carbon Neutral 2030 and Water Champion

**Councillor Colin Swansborough**: Enterprise, Community Spaces and Planning.

**Councillor Jenny Williams**: Heritage, Culture and Seafront.

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><b>English Devolution White Paper</b></p> <p>To inform Cabinet of the government White Paper on Devolution and the response made to the paper impacting on the Sussex area.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Non-Key	Cabinet	12 Feb 2025	Open	At EBC briefing papers were prepared for all staff and members ahead of the ESCC cabinet decision on 9 January.	Report	<p>Chief Executive (Robert Cottrill)</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>General fund budget 2025/26 and capital programme</b></p> <p>To recommend full Council to set the 2025/26 budget and council tax at their meeting in February 2025.</p> <p>(Lead Cabinet member: Councillor Daniel Butcher)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	12 Feb 2025  26 Feb 2025	Open	The budget is subject to a wide and varied consultation process. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Deputy Chief Finance Officer Tel: 01323 415378 <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Treasury Management and Prudential Indicators 2025/26, Capital Strategy &amp; Investment Strategy</b></p> <p>To approve the Council's Annual Treasury Management Strategy, Capital Strategy &amp; investment Strategy together with the Treasury and Prudential Indicators.</p> <p>(Lead Cabinet member: Councillor Daniel Butcher)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	12 Feb 2025  26 Feb 2025	Open	The budget is subject to a wide and varied consultation process. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Deputy Chief Finance Officer Tel: 01323 415378 <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing revenue account budget 2025/26</b></p> <p>Recommendations to full Council in respect of the housing revenue account for 2025/26.</p> <p>(Lead Cabinet member: Councillor Daniel Butcher)</p>	All Wards	Budget and policy framework	Cabinet Full Council	12 Feb 2025 26 Feb 2025	Open	Consultation with tenants via newsletter and focus groups.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Deputy Chief Finance Officer Tel: 01323 415378 <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Local council tax reduction scheme</b></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 Daniel Butcher)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	12 Feb 2025  26 Feb 2025	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Nick Ducatel, Assistant Director, Revenues and Benefits Tel: (01323) 415914 <a href="mailto:nick.ducatel@lewes-eastbourne.gov.uk">nick.ducatel@lewes-eastbourne.gov.uk</a></p>

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<p><b>Eastbourne Local Development Scheme</b></p> <p>To seek Cabinet endorsement of the Local Development Scheme, which sets out the timetable for the preparation of local plan documents, and to recommend that the LDS be formally adopted at Full Council on 26th February 2025.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	12 Feb 2025  26 Feb 2025	Open	The LDS was prepared in consultation with the Local Plan Steering Group	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Matt Hitchen, Senior Planning Policy Officer Tel: (01323) 415253 <a href="mailto:matt.hitchen@lewes-eastbourne.gov.uk">matt.hitchen@lewes-eastbourne.gov.uk</a></p>

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<p><b>Eastbourne Tourist Accommodation Retention Supplementary Planning Document (SPD)</b></p> <p>Cabinet decision required to give authority to publish the draft Tourist Accommodation Retention SPD for public consultation in accordance with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012.</p> <p>(Lead Cabinet members: Councillor Margaret Bannister, Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	12 Feb 2025	Open	Following authority from Cabinet, the Draft Tourist Accommodation Retention Supplementary Planning Document will be published for consultation with the local community and other stakeholders for a eight-week period.	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Matt Hitchen, Senior Planning Policy Officer Tel: (01323) 415253 <a href="mailto:matt.hitchen@lewes-eastbourne.gov.uk">matt.hitchen@lewes-eastbourne.gov.uk</a></p>



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<p><b>Eastbourne Houses in Multiple Occupation Supplementary Planning Document (SPD)</b></p> <p>Cabinet decision required to give authority to publish the HMO SPD for public consultation in accordance with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	12 Feb 2025	Open	Following authority from Cabinet, the HMO SPD will be published for consultation with the local community and other stakeholders for an eight-week period.	General Exception Notice - Eastbourne Houses in Multiple Occupation Supplementary Planning Document (SPD)	<p>Chief Executive (Robert Cottrill)</p> <p>Nadeem Din, Planning Policy - Lead  <a href="mailto:Nadeem.din@lewes-eastbourne.gov.uk">Nadeem.din@lewes-eastbourne.gov.uk</a></p>

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<p><b>Allocations Policy - Review of the Choice Based Lettings Model</b></p> <p>Seeking approval to change our Allocations policy, moving away from a Choice Based Lettings model to a 'direct-lettings' model. Decision sought to go out to consultation on the proposed policy with a view to final implementation by April 2025.</p> <p>(Lead Cabinet member: Councillor Peter Diplock)</p>	All Wards	Non-Key	Cabinet	12 Feb 2025	Open	If cabinet approve the proposal, the draft policy will go out to 28-day full public consultation, this will include:	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Katie Dawkins, Housing Needs and Standards Lead</p> <p><a href="mailto:katie.dawkins@lewes-eastbourne.gov.uk">katie.dawkins@lewes-eastbourne.gov.uk</a></p>

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<p><b>General Fund Accommodation Programme</b></p> <p>To establish a new programme within the General Fund to acquire and develop additional accommodation to meet current corporate priorities including the pressures of homelessness.</p> <p>(Lead Cabinet member: Councillor Peter Diplock)</p>	All Wards	Key	Cabinet	12 Feb 2025	Open	Scrutiny Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Marc Stephens, Interim Head of Development and Acquisitions Tel: 07925 893659 <a href="mailto:marc.stephens@lewes-eastbourne.gov.uk">marc.stephens@lewes-eastbourne.gov.uk</a></p>

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<p><b>Strategic Finance Programme</b></p> <p>Report to update on the Strategic Finance Programme and the results of an assurance review undertaken by CIPFA in the summer of 2024.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Non-Key	Cabinet	26 Mar 2025	Open	Scrutiny Committee	Report	<p>Chief Executive (Robert Cottrill)</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>Eastbourne and Lewes Community Safety Partnership - Annual Report</b></p> <p>To enable Cabinet to consider the 2023/24 performance of the Eastbourne &amp; Lewes Community Safety Partnership (E&amp;LCSP).</p> <p>(Lead Cabinet member: Councillor Margaret Bannister)</p>	All Wards	Non-Key	Cabinet	26 Mar 2025	Open	An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Lead, Housing, Homelessness &amp; Community Safety 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>Corporate performance - quarter 3 - 2024/25</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q3 2024/25 period.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	26 Mar 2025	Open	Scrutiny Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@lewes-eastbourne.gov.uk</a></p>

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<p><b>Finance update - performance quarter 3 - 2024-2025</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2024/2025 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Daniel Butcher)</p>	All Wards	Key	Cabinet	26 Mar 2025	Open	Audit & Governance/Scrutiny Committee (where applicable)	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Deputy Chief Finance Officer Tel: 01323 415378  <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Eastbourne Air Quality Strategy</b></p> <p>Air Quality Strategy as required by Defra for all local authorities with responsibility for Local Air Quality Management regime.</p> <p>Approval required for document to go out to public consultation prior to publication and adoption.</p> <p>(Lead Cabinet member: Councillor Jim Murray)</p>	All Wards	Non-Key	Cabinet	26 Mar 2025	Open	Public consultation after Cabinet approval of draft document.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Rachel Sadler, Specialist Adviser (Air Quality)  <a href="mailto:rachel.sadler@lewes-eastbourne.gov.uk">rachel.sadler@lewes-eastbourne.gov.uk</a></p>



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<p><b>NCIL Spending Recommendations for Eastbourne Borough Council</b></p> <p>The report is to approve the recommendations of the CIL Advisory Board for bids that have been recommended funding.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	26 Mar 2025	Open	Infrastructure Providers will be invited to submit bids over a 3-week period from the beginning of 16th Sept 2024). The bids will be assessed by the CIL Advisory Board. This forward plan is for the recommendations coming forward from the Second Round.	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Emma Kemp, Senior 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>Grounds Maintenance Management - Proposal for the future of Grounds Maintenance across EBC and LDC</b></p> <p>The report will bring forward options and recommendations for successor arrangements to replace the current Grounds Maintenance contract with ID Verde which terminates in March 2026.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	26 Mar 2025	Open	Scrutiny Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Charlotte Fox, Project Manager, BTU  <a href="mailto:Charlotte.fox@lewes-eastbourne.gov.uk">Charlotte.fox@lewes-eastbourne.gov.uk</a></p>

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<p><b>Homes First - Update</b></p> <p>Update of performance, achievements and priorities challenges across Homes First service areas.</p> <p>(Lead Cabinet member: Councillor Peter Diplock)</p>	All Wards	Non-Key	Cabinet	26 Mar 2025	Open	As detailed in the report.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Gary Hall, Head of Homes First  <a href="mailto:gary.hall@lewes-eastbourne.gov.uk">gary.hall@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 on the [Council website at 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](mailto:simon.russell@lewes-eastbourne.gov.uk).