



Lewes District Council

**January 2022**

## **FORWARD PLAN OF DECISIONS**

Period covered by this Plan:

**1 January to 30 April 2022**

Date of publication:

**5 January 2022**

### **Membership of Cabinet:**

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

**Councillor James MacCleary:** Deputy leader of the Council 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 Stephen Gauntlett:** Cabinet member for planning and infrastructure

**Councillor William Meyer:** Cabinet member for housing

**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><b>Recovery and reset programme</b></p> <p>This report will update on progress with the R&amp;R programme.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	3 Feb 2022	Open	As detailed in the report.	Report	<p>Chief Executive (Robert Cottrill)</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>
<p><b>Assurance Review</b></p> <p>To update Cabinet on the progress of the Assurance Review and to formally note receipt of the Assurance Review report.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Non-Key	Cabinet	3 Feb 2022	Open	Policy and Performance Advisory Committee (if requested).	Report	<p>Chief Executive (Robert Cottrill)</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>

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<p><b>Portfolio progress and performance report quarter 3 - 2021-2022</b></p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 3 2021/22 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	3 Feb 2022	Open	Policy and Performance Advisory Committee to receive report.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</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>

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<p><b>Finance update - performance quarter 3 - 2021-2022</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2021/2022 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	3 Feb 2022	Open	Audit and Standards Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Isabel Brittain, Project Accountant <a href="mailto:isabel.brittain@lewes-eastbourne.gov.uk">isabel.brittain@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>General Fund Revenue Budget 2022/23, Capital Programme</b></p> <p>To recommend full Council to set the 2022/23 budget and council tax at their meeting in February 2022.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	3 Feb 2022  21 Feb 2022	Part exempt  Exempt information reasons: 3, 5	The budget is subject to a wide and varied consultation process. The Council's Policy and Performance Advisory Committee will also have a formal opportunity of considering the proposals.	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>Isabel Brittain, Project Accountant <a href="mailto:isabel.brittain@lewes-eastbourne.gov.uk">isabel.brittain@lewes-eastbourne.gov.uk</a></p>

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<p><b>Treasury Management and Prudential Indicators 2022/23, Capital Strategy &amp; Investment Strategy</b></p> <p>To recommend full Council to set the 2022/23 budget and council tax at their meeting in February.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	3 Feb 2022  21 Feb 2022	Open	The budget is subject to a wide and varied consultation process. The Council's Policy and Performance Advisory Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Isabel Brittain, Project Accountant <a href="mailto:isabel.brittain@lewes-eastbourne.gov.uk">isabel.brittain@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>Housing revenue account budget 2022/23</b></p> <p>Recommendations to full Council in respect of the housing revenue account for 2022/23.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	3 Feb 2022  21 Feb 2022	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>Isabel Brittain, Project Accountant <a href="mailto:isabel.brittain@lewes-eastbourne.gov.uk">isabel.brittain@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>Fees and charges</b></p> <p>To propose a revised schedule of fees and charges to apply from 1 April 2022.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	3 Feb 2022	Open	Policy and Performance Advisory Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Isabel Brittain, Project Accountant <a href="mailto:isabel.brittain@lewes-eastbourne.gov.uk">isabel.brittain@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>
<p><b>Levelling Up Fund</b></p> <p>To provide an update on the successful bid to the Levelling Up Fund.</p> <p>(Lead Cabinet member: Councillor James MacCleary)</p>	All Wards	Key	Cabinet	3 Feb 2022	Open	To be confirmed.  Policy and Performance Advisory Committee (if requested)	Report	<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>Community grants programme</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	3 Feb 2022	Part exempt  Exempt information reasons: 3	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>Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships <a href="mailto:seanne.sweeney@lewes-eastbourne.gov.uk">seanne.sweeney@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	3 Feb 2022	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 if requested.</p>	Report	<p>Director of Service Delivery (Tim Whelan)</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>Litter strategy 2022-27</b></p> <p>A report to set out the litter and fly tipping reduction strategy</p> <p>(Lead Cabinet member: Councillor Julie Carr)</p>	All Wards	Key	Cabinet	3 Feb 2022	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a></p>
<p><b>A Coastal Concordat for England</b></p> <p>To seek approval for Lewes District Council to adopt and be a signatory to the Coastal Concordat.</p> <p>(Lead Cabinet member: Councillor Stephen Gauntlett)</p>	All Wards; East Saltdean and Telscombe Cliffs	Key	Cabinet	3 Feb 2022	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Head of Planning First Tel: 01323 415215 <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a></p>

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<p><b>Asset Management</b></p> <p>Report providing recommendations on the Council's office space requirements and customer strategy post-pandemic for consideration by Cabinet.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	3 Feb 2022	Fully exempt  Exempt information reason: 3	<p>Strategic Property Board – 14 October 2021</p> <p>Policy and Performance Advisory Committee to receive report if requested.</p>	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>Introduction of Planning Obligation 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 Stephen Gauntlett)</p>	All Wards	Key	Cabinet	24 Mar 2022	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Head of Planning First Tel: 01323 415215 <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing development update</b></p> <p>The report will provide introductions and updates on a number of housing development projects across Lewes District Council that the District Council is proposing to develop.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Key	Cabinet	24 Mar 2022	Part exempt  Exempt information reason: 3	Policy and Performance Advisory Committee (if requested)	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>Lewes District Homelessness Strategy</b></p> <p>Sets out a new five year homelessness strategy for the District, in line with our statutory obligations set out in the Homelessness Act 2002, which places a legal responsibility on local authorities to carry out a review of homelessness in their district and publish a revised homelessness strategy every five years.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Non-Key	Cabinet	24 Mar 2022	Open	Preceding review has been subject to consultation; The strategy will be out to public consultation between December 2021 & January 2022.	Report	<p>Director of Service Delivery (Tim Whelan)</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>Local Connection Eligibility Self-build and Custom Housebuilding Register</b></p> <p>To seek Cabinet approval to include Local Connection Eligibility into the Self-Build and Custom Housebuilding Register.</p> <p>(Lead Cabinet member: Councillor Stephen Gauntlett)</p>	All Wards	Non-Key	Cabinet	24 Mar 2022	Open	A public consultation on the proposal took place between 8 October and 19 November 2021.	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>



## 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.

Category	Condition No.
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
<p>8. Information is not exempt information if it is required to be registered under:</p> <ul style="list-style-type: none"> <li>(a) the Companies Acts (as defined in section 2 of the Companies Act 2006);</li> <li>(b) the Friendly Societies Act 1974;</li> <li>(c) the Friendly Societies Act 1992;</li> <li>(d) the Industrial and Provident Societies Acts 1965 to 1978;</li> <li>(e) the Building Societies Act 1986; or</li> <li>(f) the Charities Act 1993.</li> </ul> <p>“Financial or business affairs” includes contemplated as well as past or current activities.</p>
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.
<p>10. Information which:</p> <ul style="list-style-type: none"> <li>(a) falls within any of paragraphs 1 to 7 above; and</li> <li>(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,</li> </ul> <p>is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the</p>

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](mailto:simon.russell@lewes-eastbourne.gov.uk).