

Annual Full Council

24 May 2023



Working in partnership with **Eastbourne Homes**

Quorum: 7

Published: Tuesday, 16 May 2023

To the Members of the Borough Council

You are summoned to attend an annual meeting of Eastbourne Borough Council to be held at the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 24 May 2023 at 6.00 pm to transact the following business.

Agenda

A - Business of Annual Council

- 1 Election of the Mayor.
- 2 Notification of apologies for absence.
- 3 Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct (please see note at end of agenda).
- 4 Minutes of the meeting held on 22 February 2023 (Pages 5 - 20)
- 5 Appointment of Deputy Mayor.
- 6 Investiture of Mayor's Consort.
- 7 Mayor's Chaplain - Notification of Appointment.
- 8 Election of Leader of the Council

To receive nominations and vote thereon.

Note – The Leader is to be appointed to a 4-year term of office in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007.

- 9 Borough Council Elections 2023 - Returning Officer report. (Pages 21 - 28)
To receive the report of the Chief Executive and Returning Officer.
- 10 Appointments Report (Pages 29 - 48)
Report of the Head of Democratic Services.

11 Executive Arrangements

Leader of the Council to report:

(a) The names of those Councillors serving on the Cabinet and the Councillor appointed as Deputy Leader of the Council (and Deputy Chairman of the Cabinet) and the respective areas of responsibility for each member of the Cabinet.

(b) That the terms of reference and constitution of the Cabinet be as set out in the Council's Constitution.

(c) To confirm if any delegations to individual Cabinet members in respect of executive functions have been made at this time.

12 Calendar of Meetings 2023/24 (Pages 49 - 50)

To ratify the Calendar of Meetings of 2023/24 as attached. This is as approved at Full Council in February subject to the following changes:

- Cabinet – the meeting scheduled for 7 June 2023 has been moved to 13 June 2023 (2 pm) due to member availability.
- Conservation Advisory Group – the meeting scheduled for 6 June 2023 has been cancelled due to lack of business.

B - Business of Full Council

13 Annual Pay Policy Statement 2023-24 (Pages 51 - 58)

Report of the Director of Tourism, Culture and Organisational Development.

14 Discussion on minutes of council bodies.

Members of the Council who wish to raise items for discussion (council procedure rule 14) on any of the minutes of the meetings of formal council bodies listed below must submit their request to the Head of Democratic Services no later than 10.00 am on the day of the meeting. A list of such items (if any) will be circulated prior to the start of the meeting.

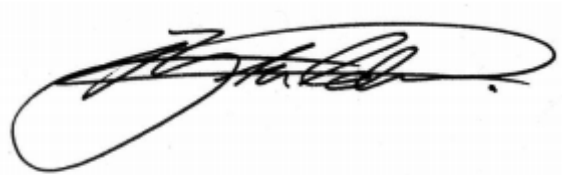
The following are appended to this agenda:-

- (a) **Minutes of Planning Committee - 27 February 2023** (Pages 59 - 62)
- (b) **Minutes of Audit and Governance Committee - 1 March 2023** (Pages 63 - 68)
- (c) **Minutes of Cabinet - 14 March 2023** (Pages 69 - 72)
- (d) **Minutes of Planning Committee - 17 April 2023** (Pages 73 - 76)

15 Date of next meeting.

The next meeting of Full Council is scheduled to take place at 6 pm on 26 July

2023.



Robert Cottrill
Chief Executive

Information for the public

Accessibility:

Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

Filming/Recording:

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

Public participation:

Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Information for Councillors

Items for discussion:

Members of the Council who wish to raise items for discussion on any of the minutes of council bodies attached to the meeting agenda, are required to notify Democratic Services by 10am on the day of the meeting.

Disclosure of interests:

Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

Council website: <https://www.lewes-eastbourne.gov.uk/>

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Working in partnership with **Eastbourne Homes**

Full Council

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 22 February 2023 at 6.00 pm.

Present:

Councillor Pat Rodohan (Mayor).

Councillors Josh Babarinde, Margaret Bannister, Colin Belsey, Penny di Cara, Peter Diplock, Jonathan Dow, Tony Freebody, Stephen Holt, Jane Lamb, Robin Maxted, Amanda Morris, Colin Murdoch, Jim Murray, Hugh Parker, Kshama Shore, Alan Shuttleworth, Robert Smart, Colin Swansborough, Barry Taylor, David Tutt and Steve Wallis.

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Sarah Lawrence (Committee Team Manager), Simon Russell (Head of Democratic Services), Kate Slattery (Solicitor), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning) and Tim Whelan (Director of Service Delivery).

47 Minute of Silence

The Council held a minute of silence for the earthquake victims of Turkey and Syria. The Mayor sent sympathy to those living in Eastbourne and beyond, in particular those who were Turkish or Syrian, who had lost family in the earthquake.

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48 Minutes of the meeting held on 16 November 2022

The Council considered the minutes of the meeting held on 18 November 2022 for approval. Councillor Smart asked for an amendment to the Minute 45(2), to include the addition of 'but they are only a starting point' in relation to the record on his statement on Eastbourne Local Plan Growth Strategy Consultation.

This amendment was approved by the Council.

RESOLVED (unanimously) – That the minutes of the meeting of Full Council of

16 November 2022 be approved and signed as a correct record, subject to the insertion of the words 'but they are only a starting point' into minute 45(2) so that the sentence would read:

“Councillor Smart advised that he shared the Leader’s concerns that the housing numbers were flawed, *but they are only a starting point*, and that he would have wished to see the consultation started earlier and would like to see greater emphasis on employment sites”.

49 Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct (please see note at end of agenda).

During the discussion on item 'Council Budget and Setting of the Council Tax for 2023/24', Councillor Babarinde declared a personal interest as a Trustee of The Towner, as this was mentioned in the discussion of the Capital Programme.

50 Mayor's announcements.

The Mayor drew Members’ attention to the list of his and the Deputy Mayor’s activities from November 2022 to February 2023.

51 Notification of apologies for absence.

Apologies for absence were received from Councillors Sammy Choudhury, Md. Hurun Miah, Candy Vaughan and Rebecca Whippy.

52 Public right of address.

The Mayor confirmed that three members of the public had requested to speak, and would be called on to speak at the start of the relevant agenda item:

- David Everson (Chair of Eastbourne EcoAction Network Transport Group) and Christina Ewbank (Eastbourne Chamber of Commerce) had registered to speak on Agenda Item 7d – Scrutiny of Gatwick Airport’s Carbon Neutral Accreditation.
- Fiona Mullen (Royal Parade Against Fisherman's Green Seafront Housing Development Group, and originator of the petition in relation to Fisherman's Green) had registered to speak on Agenda Item 10a – Eastbourne Local Plan – Projecting our Green and Leisure Spaces.

53 Order of business.

The Mayor advised that he would be changing the order of business to take first the items with public speakers and attendees, as follows:

- Agenda Item 10a – Eastbourne Local Plan – Protecting our Green and Leisure Spaces.

- Agenda Item 7d – Scrutiny of Gatwick Airport’s Carbon Neutral Accreditation (response to Council Motion)

Then all remaining items would be taken in the order as set out on the agenda.

54 Motion:

54a Eastbourne Local Plan - Protecting our Green and Leisure Spaces.

Councillor Holt moved and Councillor Shuttleworth seconded an altered motion in relation to Eastbourne Local Plan – Protecting our Green and Leisure Spaces. Under section 13.4 of the Constitution, the Council gave its consent to a revised motion being tabled as follows:

“This Council notes:

- That the Government requires a Local Plan to be produced.
- The Government states that Planning Officers have to identify what could be considered viable to the point which meets Government Housing Targets.
- For Eastbourne, this means 738 homes a year - which with the sea and National Park is unrealistic.
- Our leisure and green spaces are critical to our tourist economy and local residents’ livelihoods and well being.
- That there is a need to build more houses in light of a housing crisis.
- That over 4,500 objections have been made to the Local Plan’s identification of Fisherman’s Green, including by Eastbourne Borough Council Leader Councillor David Tutt.

This Council:

- Thanks those residents who have lodged their own objections, showing the strength of local support to protect valuable green and leisure spaces which have added weight to our own evidence.
- Welcomes the statement made by Rt Hon Michael Gove in the House of Commons that “Eastbourne Borough Council can remove Fisherman’s Green from the Local Plan without incurring any sanctions”
- Recognises that by implication this statement means that Local Authorities are at liberty to remove any sensitive sites from their Local Plan without incurring any sanctions.
- That in light of this change in the position of Government this Council resolves to withdraw Fisherman’s Green from the draft Local Plan and recommend to Cabinet withdrawing other sensitive sites. “

Councillor Smart moved and Councillor di Cara seconded an amendment to the motion, so that the motion would read as follows:

“This Council notes:

- That the Government requires a Local Plan to be produced.
- Our leisure and green spaces are critical to our tourist economy and local residents’ livelihoods and wellbeing.
- That there is a need to build more houses in light of a housing crisis.
- That over 4,500 objections have been made to the Local Plan’s identification of Fisherman’s Green.

This Council:

- Thanks those residents who have lodged their own objections, showing the strength of local support to protect valuable green and leisure spaces.
- Thanks the Secretary of State for confirming that the decision to develop Fisherman's Green is the Council's alone."

The public speaker, Fiona Mullen (Royal Parade Against Fisherman's Green Seafront Housing Development Group, and originator of the petition in relation to Fisherman's Green) spoke in relation to the matter for 3 minutes.

The Council debated the motion and the amendment together.

The amendment proposed by Councillor Smart was put to a vote and lost by 7 for, 13 against, with 2 abstentions.

The altered motion as proposed by Councillor Holt was put to a vote and carried by 14 votes for, 0 against, with 8 abstentions.

RESOLVED (by 14 to 0 with 8 abstentions) that:

This Council notes:

- That the Government requires a Local Plan to be produced.
- The Government states that Planning Officers have to identify what could be considered viable to the point which meets Government Housing Targets.
- For Eastbourne, this means 738 homes a year - which with the sea and National Park is unrealistic.
- Our leisure and green spaces are critical to our tourist economy and local residents' livelihoods and well being.
- That there is a need to build more houses in light of a housing crisis.
- That over 4,500 objections have been made to the Local Plan's identification of Fisherman's Green, including by Eastbourne Borough Council Leader Councillor David Tutt.

This Council:

- Thanks those residents who have lodged their own objections, showing the strength of local support to protect valuable green and leisure spaces which have added weight to our own evidence.
- Welcomes the statement made by Rt Hon Michael Gove in the House of Commons that "Eastbourne Borough Council can remove Fisherman's Green from the Local Plan without incurring any sanctions"
- Recognises that by implication this statement means that Local Authorities are at liberty to remove any sensitive sites from their Local Plan without incurring any sanctions.
- That in light of this change in the position of Government this Council resolves to withdraw Fisherman's Green from the draft Local Plan and recommend to Cabinet withdrawing other sensitive sites.

55 Matter referred from Cabinet, Committees and other Council Bodies:**55a Scrutiny of Gatwick Airport's Carbon Neutral Accreditation (response to Council Motion)**

Councillor Shore moved and Councillor Lamb seconded the recommendations of the Scrutiny Committee held on 6 February, in relation to the Scrutiny of Gatwick Airport's Carbon Neutral accreditation and the effect of the development of the Northern Runway on Eastbourne Borough Council's Carbon Neutral pledge for 2030. This had been referred to the Committee for consideration following a motion to Full Council on 22 July 2022.

The public speakers, David Everson (Chair of Eastbourne EcoAction Network Transport Group) and Christina Ewbank (Eastbourne Chamber of Commerce) each spoke for 3 minutes on this item.

The Members discussed the recommendation of the Scrutiny Committee, and the representations made by the public speakers. There were different views as to whether the recommendations were appropriate, in the context of the Council's declaration of a Climate Emergency, potential financial benefits to the local economy of the use of the northern runway, and whether or not Gatwick Airport could achieve carbon neutrality across scope 3 emissions.

The recommendations were put to a vote and carried.

RESOLVED (by 12 votes for, 8 against, and 2 abstentions) that:

1. The Council makes any support for Gatwick Airport's Northern Runway Project conditional on Gatwick Airport's production and pursuit of a credible plan, in partnership with its Scope 3 stakeholders, to work towards carbon neutrality across its Scope 3 emissions by 2030; and
2. The Council calls on any Government to mandate a faster transition to low-carbon aircraft fuels, and to provide meaningful support to the fuel industry, airlines, manufacturers and other aviation industry stakeholders to achieve this.

56 Other Matters referred from Cabinet, Committees and other Council Bodies:**56a Council Budget and Setting of the Council Tax for 2023/24.**

Councillor Holt moved and Councillor Tutt seconded the recommendations set out in the agenda in relation to the Council Budget and setting of the Council Tax for 2023/24. This incorporated recommendations from Cabinet on 8 February 2023 regarding the General Fund Revenue Budget 2023/24 and Capital Programme, Treasury Management and Prudential Indicators 2023/24, Capital Strategy and Investment Strategy and Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2023-26.

Councillor Smart moved and Councillor Shore seconded the following amendment as set out in an addendum tabled at the meeting:

“That the budget and council tax recommendations for 2023/24 are as set out in the report subject to the following amendment:

To reduce external debt through receipts from a more realistic approach to capital disposals as recommended by the CIPFA External Financial Review.”

Councillor Holt then presented the budget proposals which included a recommended 2.99% increase and set the context for these proposals in terms of funding and priorities, as well as the help that was available to those who were struggling with the cost of living.

Councillor Smart then spoke to his amendment and on behalf of the opposition in response to the budget and set out why he considered that additional focus on capital disposals was required.

The Council debated the budget and amendment together.

Prior to the Council was moving the vote, Councillor Smart and then Councillor Holt were given the opportunity to sum up.

The Mayor highlighted that it was required by legislation that all votes on the budget were recorded votes.

The amendment was then put to a vote and was lost, with the following votes recorded:

For: Councillors Belsey, di Cara, Lamb, Murdoch, Shore, Smart and Taylor (7)

Against: Councillors Babarinde, Bannister, Diplock, Dow, Freebody, Holt, Maxted, Morris, Murray, Parker, Rodohan, Shuttleworth, Swansborough, Tutt, and Wallis (15).

Abstentions: None

The original proposals on the budget were then put to a vote and were carried, with the following votes recorded:

For: Councillors Babarinde, Bannister, Diplock, Dow, Holt, Maxted, Morris, Murray, Parker, Rodohan, Shuttleworth, Swansborough, Tutt, and Wallis. (14)

Against: Councillors Belsey, di Cara, Lamb, Murdoch, Shore, Smart and Taylor (7)

Abstentions: Councillor Freebody (1).

RESOLVED (by 14 votes to 7, with 1 abstention)–

1. The recommendations as detailed in the reports from the Chief Finance Officer to Cabinet on 8 February 2023:

- (i) To approve the General Fund budget for 2022/23 (Revised) and 2023/24 (Original).
- (ii) To approve an increase in the Council Tax for Eastbourne Borough Council of 2.99% resulting in a Band D charge of £269.68 (per annum) for 2023/24.
- (iii) To approve the revised General Fund capital programme 2023/24.
- (iv) To approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24.
- (v) To approve the Minimum Revenue Provision (MRP) Policy Statement 2023/24.
- (vi) To approve the Prudential and Treasury Indicators 2023/24 to 2025/26.
- (vii) To approve the Capital Strategy.
- (viii) To endorse the continuation of the Flexible use of Capital Receipts.
- (ix) To approve the Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2022/23 and the budget for 2023/24, HRA Capital Programme 2022-26, rents and service charges and the arrangements for finalising Eastbourne Homes' management fee, including:
 - That social and affordable rents (including Shared Ownership) are increased by 7% in line with Government policy.
 - That the average General Needs Housing Benefit (HB) Eligible service charge will be £5.39 per week.
 - That the average HB Eligible service charge for Retirement Housing will be £38.36 per week.
 - That the Support charge for Retirement Housing will be £5.82 per unit.
 - That the average Non-HB Eligible heating charges will be £3.73 per week.
 - That the average non-HB Eligible water charges will be £3.56.
 - That Garage rents are increased by 7%.
- (x) The Council introduce from 1 April 2024 a new discretionary Council Tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.
- (xi) To grant delegated authority to the Chief Executive, in

consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.

2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement at 6 below remains unchanged.
3. That it be noted, that since the Cabinet meeting on 8 February the Business Rates return to the Government (NNDR1) has been finalised with no changes to the previous net budget assumptions.
4. That consequent upon a General Fund budget of £9,518,253 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £269.68 (representing an increase of 2.99%) calculated as follows:

Gross Expenditure	£	£
Borough Gross Expenditure		93,594,526
Surplus Income over Expenditure		0
Total		93,594,526
Less Income:		
Service Income	(75,621,658)	
Business Rate Income	(5,144,044)	
Other Government Grants	(1,927,032)	
Collection Fund Surplus (Council Tax)	(121,000)	
Contributions To/ (From) Reserves	(1,262,539)	
Total		(84,076,272)
Total Council Tax Requirement		9,518,253
Band D Council Tax		£269.68

The statutory resolutions relating to this matter are given at paragraphs 5 and 6 below.

5. That it be noted that at its meeting on 14 December 2022 the Cabinet agreed the Council Tax Base of 35,294.8 for Band 'D' equivalent properties for the year 2023/24 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended).
6. Calculate that the Council Tax requirement for the Council's own purposes for 2023/24 as £9,518,253.
7. That the following amounts be now calculated by the Council for the year 2023/24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

A	£93,594,526	being the aggregate of the amounts which the Council estimates for the items set out in Section 31 A (2) of the Act.
B	£84,076,272	being the aggregate of the amounts which the Council estimates for the items set out in Section 31 A (3) of the Act.
C	£9,518,253	being the amount by which the aggregate at 5 (A) above exceeds the aggregate at 5 (B) above, calculated by the Council, in accordance with Section 31 A (4) of the act as its Council Tax requirement for the year.
D	£269.68	being the amount at 5 (C) above, all divided by the taxbase of 35,294.8, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

8. To note that East Sussex County Council, the Sussex Police and Crime Commissioner and the East Sussex Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below.
9. That the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992, as amended, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2023/24 for each of the categories of dwellings.

MAJOR PRECEPTOR	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
East Sussex Fire Authority (ESFA)	69.58	81.18	92.77	104.37	127.56	150.76	173.95	208.74
Sussex Police and Crime Commissioner (SPCC)	159.94	186.60	213.25	239.91	293.22	346.54	399.85	479.82
East Sussex County Council (ESCC)	1,129.20	1,317.40	1,505.60	1,693.80	2,070.20	2,446.60	2,823.00	3,387.60
Eastbourne Borough Council	179.79	209.75	239.71	269.68	329.61	389.54	449.46	539.36
Total Council Tax Requirement	1,538.51	1,794.92	2,051.34	2,307.76	2,820.59	3,333.43	3,846.26	4,615.52

10. Determine that the Council's basic amount of Council Tax for 2023/24 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

11. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2023/24 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.

(At the end of this agenda item at 8.30 pm, the Council took a 10 minute recess).

56b Local Council Tax Reduction Scheme 2023/24.

Councillor Holt moved and Councillor Shuttleworth seconded the recommendation referred from the meeting of Cabinet held on 14 December 2022, in support of the adoption of the Local Council Tax Reduction Scheme for 2023/24.

In seconding the proposal, Councillor Shuttleworth advised in his role as Cabinet Member for Direct Assistance Services that he would like to see the scheme reviewed in 2024/25 to extend the scheme for a 100% rebate.

The proposals were discussed and received support from across the Council.

RESOLVED (unanimously) –

- (1) To adopt the 2022/23 Local Council Tax Reduction Scheme as the 2023/24 scheme.
- (2) Subject to Full Council adoption of the Scheme, Cabinet has granted the Director of Service Delivery delegated authority:
 - (a) to implement the Scheme, such delegated authority to include any measures necessary for or incidental to its management and administration; and
 - (b) if necessary, and in accordance with paragraph 2.3, to amend the Scheme in consultation with the Lead Member for Direct Assistance Services.
- (3) To continue the Exceptional Hardship Scheme in 2023/24, subject to funds being available.

56c Approval of Licensing Fees and Charges 2023-24.

Councillor Maxted (Chair of the Licensing Committee) moved and Councillor Tutt seconded the recommendation referred from the meeting of Licensing Committee held on 16 January 2023, to approve the licensing fees from 1 April 2023.

The recommendation was put to a vote and carried.

RESOLVED (unanimously) - To approve the Licensing fees proposed within

Report Appendix 1 to apply from 1 April 2023.

57 Appointment of Monitoring Officer

Councillor Tutt moved and Councillor Smart seconded the recommendations set out in the report of the Chief Executive, recommending the appointment of Simon Russell as the new Monitoring Officer. In speaking to the recommendations, both Councillors thanked the outgoing Monitoring Officer, Oliver Dixon, for his excellent service to the Council and advice in this role and wished him well.

The recommendation was put to the Council and carried.

RESOLVED (unanimously) –

That the Council approve the appointment of Simon Russell as Monitoring Officer with effect from 1 April 2023.

(Note: Simon Russell, Head of Democratic Services, left the room during the discussion of this item).

58 Members' Allowances Scheme - Report of the Independent Remuneration Panel (IRP) Revisit

The Council received for consideration the report by an Independent Remuneration Panel (IRP) making recommendations in respect of the Members Allowance Scheme, and the report of the Head of Democratic Services setting out the options available to the Council. It had been agreed when last reviewed in November 2020 that the report would be brought back in February 2023 for reconsideration ahead of the next election.

Councillor Tutt moved and Councillor Smart seconded option c) to reject the Panels' recommendation in full and ask for a Panel to be reconvened early in the new Council, with a report due back to Full Council in November 2023. The compelling reason for doing so was that the report was now dated and the level of inflation was much higher than may have been expected three years ago. It was noted that the allowances had not increased since 2007.

Councillor Freebody moved and Councillor Wallis seconded an alternative proposal to accept option a), to accept the Panel's recommendation in full in relation to the levels of Basic Allowance, Special Responsibility Allowances and IT Allowances', for the reason that there was a need for an increase in allowances now to attract Councillors from a range of backgrounds, but with the addition that a further review be undertaken early in the Council to bring forward any further update in 2024, if required.

The Council debated the two proposals together.

In response to a question raised by Councillor Smart, it was confirmed that the Council could not commit itself in advance to accept any recommendations of a new IRP Panel without debate, when reported in November 2023.

The alternative proposal was put to a vote and lost by 6 votes for, 12 against, with 4 abstentions.

The original proposal was put to a vote and carried by 16 votes for to 6 against, with 0 abstentions.

RESOLVED (By 16 votes to 6) – That the Council agree option c), to reject the Panels' recommendation in full for the reasons that the recommendations of the Panel were now out of date, but this was subject to an Independent Review Panel being called early in the new Council to undertake a review, to report back to Full Council in November 2023.

59 Motions.

59a Notice of Motion - Protecting residents from soaring energy bills

Councillor Babarinde moved and Councillor Parker seconded the motion set out in the agenda in relation to protecting residents from soaring energy bills as below:

"This Council notes:

In the Government's November 2022 Autumn Statement, the Chancellor announced a 20% increase in the 'Energy Price Guarantee' from £2,500 a year to £3,000 a year from 1 April 2023.

This Council:

Calls on the Government to scrap the planned April 2023 increase in the Energy Price Guarantee to protect local residents from soaring energy bills."

An alternative motion was moved by Councillor Lamb and seconded by Councillor Shore that:

"Eastbourne Borough Council has rightly recognised the impact on residents of the cost of living crisis. The Council therefore resolves to:

1. Investigate a revision to the council tax scheme when considered for 2024/25 to exempt the lowest income households totally from council tax.
2. Improve the energy efficiency of council owned homes to reduce bills.
3. Encourage more uptake of cheaper solar energy generation to take advantage of Eastbourne's record hours of sunshine."

The Council debated the motion and alternative motion together.

Councillor Babarinde agreed as part of the summing up to incorporate the

alternative motion into his motion, with the consent of the Council.

The motion as amended was put to a vote and carried.

RESOLVED (by 17 votes to 0 with 5 abstentions).

This Council notes:

In the Government's November 2022 Autumn Statement, the Chancellor announced a 20% increase in the 'Energy Price Guarantee' from £2,500 a year to £3,000 a year from 1 April 2023.

This Council:

1. Calls on the Government to scrap the planned April 2023 increase in the Energy Price Guarantee to protect local residents from soaring energy bills.
2. Has rightly recognised the impact on residents of the cost of living crisis, and therefore resolves to:
 - Investigate a revision to the Council Tax Scheme when considered for 2024/25 to exempt the lowest income households totally from Council Tax;
 - Improve the energy efficiency of Council owned homes to reduce bills; and
 - Encourage more uptake of cheaper solar energy generation to take advantage of Eastbourne's record hours of sunshine.

59b Holding Southern Water to account for sewage discharges in the sea

Councillor Babarinde moved and Councillor Murray seconded the motion as set out in the agenda in relation to holding Southern Water to account for sewage discharges in the sea as below:

Motion submitted by Councillor Babarinde:

"The Council notes:

- That the Southern Water was consistently in breach of the legal requirements with regard to the discharge of sewage.
- In the last two years water companies in England dumped raw sewage 775,568 times lasting 5,768,679 hours.
- Water company executives have paid themselves £51 million, including £30.6 million in bonuses, over the last two years.
- That the Environment Agency downgraded Eastbourne's seawater quality from 'Good' to 'Sufficient' in 2022.
- That the Full Council passed a motion in 23 February 2022 which included a call for urgent action by Southern Water to prevent sewage discharges, and called on the Government to introduce a sewage tax on water companies to begin compensating for their discharges, and to help fund a cleaner sea.

This Council:

1. Reiterates its call for Southern Water to take robust action to prevent

sewage discharges from occurring off the south coast.

2. Endorses the action taken by the Leader and the Chief Executive requesting an urgent meeting with the Chief Executive of Southern Water to hold the organisation to account for its raw sewage dumping along Eastbourne's coastline.
3. Calls on the Government to ban bonuses for water company executives."

An amendment was moved by Councillor di Cara and seconded by Councillor Shore, to add recommendations 4 to 8 to the motion as follows:

"This Council:

4. Backs local sea swimmers and our MP's campaign to redefine the bathing season to extend testing for quality assurance and public confidence.
5. Investigates a physical, beachfront water quality alert to complement the beachboy app to ensure no digital disadvantage to those not online.
6. Makes a submission to the Government's consultation and positively endorses a proposal that water companies become statutory consultees for planning purposes.
7. Invites the project team from the local Blue Heart initiative to speak to members of the Council's Scrutiny Committee to present their progress on managing rainwater runoff, so important to our sea bathing water quality outcomes."
8. Uses Council planning powers to mandate water run off measures on new builds wherever feasible, to reduce pressure on combined sewers and cut discharges."

In speaking to the motion, Councillor Babarinde with the consent of the Council, agreed to incorporate the amendment into his motion.

The Council debated the motion as amended.

The motion as amended was put to a vote and carried.

RESOLVED (unanimously) that:

The Council notes:

- That the Southern Water was consistently in breach of the legal requirements with regard to the discharge of sewage.
- In the last two years water companies in England dumped raw sewage 775,568 times lasting 5,768,679 hours.
- Water company executives have paid themselves £51 million, including £30.6 million in bonuses, over the last two years.
- That the Environment Agency downgraded Eastbourne's seawater quality from 'Good' to 'Sufficient' in 2022.
- That the Full Council passed a motion in 23 February 2022 which included a call for urgent action by Southern Water to prevent sewage discharges, and called on the Government to introduce a sewage tax on water companies to begin compensating for their discharges, and to help

fund a cleaner sea.

This Council:

1. Reiterates its call for Southern Water to take robust action to prevent sewage discharges from occurring off the south coast.
2. Endorses the action taken by the Leader and the Chief Executive requesting an urgent meeting with the Chief Executive of Southern Water to hold the organisation to account for its raw sewage dumping along Eastbourne's coastline.
3. Calls on the Government to ban bonuses for water company executives.
4. Backs local sea swimmers and our MP's campaign to redefine the bathing season to extend testing for quality assurance and public confidence.
5. Investigates a physical, beachfront water quality alert to complement the beachboy app to ensure no digital disadvantage to those not online.
6. Makes a submission to the Government's consultation and positively endorses a proposal that water companies become statutory consultees for planning purposes.
7. Invites the project team from the local Blue Heart initiative to speak to members of the Council's Scrutiny Committee to present their progress on managing rainwater runoff, so important to our sea bathing water quality outcomes.
8. Uses Council planning powers to mandate water run off measures on new builds, wherever feasible, to reduce pressure on combined sewers and cut discharges.

60 Calendar of Meetings 2023/24.

Councillor Tutt moved and Councillor Smart seconded that the proposed calendar of meetings for 2023-24. It was noted that the dates would be subject to formal ratification at annual council in line with legislation.

RESOLVED – That the Calendar of Meetings 2023-24 be approved.

61 Discussion on minutes of council bodies.

The minutes of the following Council bodies were submitted to the meeting for information as part of the agenda:

- Planning Committee - 14 November 2022 and 23 January 2023
- Audit and Governance Committee – 23 November 2022
- Scrutiny Committee – 5 December 2022, 9 January 2023 and 6 February 2023
- Cabinet – 14 December 2022 and 8 February 2023

- Licensing Committee – 16 January 2023

Councillor Tutt had requested to speak in respect of Agenda Item 12(i), Minutes of the Cabinet held on 8 February 2023, page 149, Minute 43. Councillor Tutt explained that this was a ruse to have the opportunity to speak at the last Full Council of this Council year and term. He thanked the Mayor and Mayoress for the excellent work they had done over the last two years, and Members who had served during the last 4 years. He advised that he would not be standing for election May, having served on the Council for 36 years and 19 years as the Leader of the Council, and he thanked officers and members past and present for their support and friendship.

The Council agreed acceptance of the minutes.

62 Date of Next Meeting

It was noted that the next scheduled meeting of Full Council would be the Annual Council meeting on 24 May 2023 at 6 pm.

The meeting ended at 10.05 pm

Councillor Pat Rodohan (Mayor)

Report to:	Annual Council
Date:	24 May 2023
Title:	Borough Council Elections held on 4 May 2023 – Returning Officer Report
Report of:	Chief Executive and Returning Officer
Ward(s):	All
Purpose of report:	To inform the Council of the results of the elections held on 4 May 2023 and related information.
Officer recommendation(s):	(1) To note the report
Reasons for recommendations:	To advise the Council of recent election results
Contact Officer(s):	Name: Robert Cottrill Post title: Chief Executive E-mail: Robert.Cottrill@lewes-eastbourne.gov.uk Telephone number: 01323 415022
	Name: Tracey Pannett Post title: Head of Elections and Local Land Charges E-mail: Tracey.Pannett@lewes-eastbourne.gov.uk Telephone number: 01323 415074

1 Introduction

1.1 This report deals with the Eastbourne Borough Council elections held on Thursday 4 May 2023. Details of the results and of the candidates elected are given together with other related information.

1.2 These elections were for all 27 of the council seats in the borough's 9 wards.

1.3 A total of 99 candidates stood for election to the borough council representing 6 political parties (Conservative, Green, Labour, Liberal Democrats, Reform UK and UKIP), only the Liberal Democrats and Conservatives fielded candidates in respect of all 27 vacancies. In addition, there was 1 independent candidate in Hampden Park ward.

2 Results

2.1 A copy of the full election results for the 9 Eastbourne wards is attached at **Appendix 1**.

2.2 The candidates elected to the borough council and are as follows:

Ward:	Full name of Councillor:
Devonshire	Margaret Elizabeth BANNISTER , Christina Jane EWBANK , Stephen Alfred HOLT
Hampden Park	James Robert MURRAY , Teresa Marie COOPER , Colin Richard SWANSBOROUGH
Langney	Anita MAYES , Alan SHUTTLEWORTH , Candy VAUGHAN
Meads	Andrew William COLLINS , Jane Elizabeth LAMB , Robert Christopher SMART
Old Town	Ali Asgar DEHDASHTY , Peter Robert DIPLOCK , Amanda Jennifer MORRIS
Ratton	Nicholas John Raymond ANSELL , Colin Sidney BELSEY , David SMALL
St Anthony's	Daniel David Anstey BUTCHER , Hugh Wayne PARKER , Jenny WILLIAMS
Sovereign	Penelope Rose DI CARA , Nigel Royston GOODYEAR , Kshama SHORE
Upperton	Katherine Leah BALLARD , Robin Hugh MAXTED , Patrick Joseph RODOHAN

3 Electoral turnout figures

3.1 The overall electorate was 75,688 and the overall voting total was 25,824 giving and overall turnout of 34.12%. Turnout by ward is shown in the appendix to this report. The overall total of rejected votes was 107.

4 Absent voting

4.1 Within the overall totals, 15,488 postal votes were issued. A total of 10,489 postal votes were returned giving a postal vote turnout of 67.72%

4.2 Numbers of postal vote returns by ward were as follows:

Ward	No Postal Votes Accepted
Devonshire	966
Hampden Park	743
Langney	909
Meads	1500
Old Town	1259
Ratton	1415
St Anthony's	1017
Sovereign	1476
Upperton	1204

4.3 A total of 43 proxy votes were granted and 4 Emergency Proxy applications.

5 Polling stations and counting arrangements

5.1 34 polling stations were opened between the hours of 7.00 am and 10.00pm on the 4 May.

5.2 Following the national change in legislation, for the first time voters were required to show an approved form of photo ID before being given their ballot paper.

Across the 34 polling stations 34 electors could not initially be issued their ballot paper due to not having valid ID, of those 13 voters then returned later with valid ID and cast their vote.

5.3 The borough count commenced at 9am on Friday 5 May in the Floral Hall at the Winter Gardens and was concluded at 3.30pm

6 Conclusion

6.1 I would like to record my thanks to everyone who contributed to the election. As election day itself went smoothly, it could be easy to underestimate the amount of work that went into making it a success and noting the many months of planning, helping people to register, promoting the introduction of voter identification assisting people to apply for a voter authority certificate when they had no other form of ID, and dealing with thousands of postal votes leading up to the day. I am grateful to everyone who worked long hours with such enthusiasm and professionalism.

7 Appendices

- Appendix 1 – Full Election Results

RESULTS OF ELECTIONS HELD THURSDAY 4 MAY 2023

Appendix 1

Devonshire Ward

Electorate: 9790

Turnout 27.67%

Name of candidate	Description	Number of votes recorded
Margaret Elizabeth BANNISTER	Liberal Democrats	1409 E
Tahrin BEGUM	Conservative Party Candidate	505
David Charles BRINSON (commonly known as Dave Brinson)	Labour Party	631
Christina Jane EWBank	Liberal Democrats	1248 E
Nigel John Dallewy HARPER	UK Independence Party	147
Stephen Alfred HOLT	Liberal Democrats	1233 E
John Nicholas LAMBERT	Labour Party	503
Theresa Colette MCGHEE	Green Party	333
Anne Mary MCWILLIAMS	Conservative Party Candidate	529
Fiona Marian MULLEN	Conservative Party Candidate	565
Lyn PEMBERTON	Labour Party	451

Hampden Park Ward

Electorate: 7645

Turnout 25.77%

Name of candidate	Description	Number of votes recorded
Luke Edward BORLAND	Conservative Party Candidate	448
Graham Arthur DEAN	Labour Party	254
Susan Alison DIXON (commonly known as Sue Dixon)	Green Party	215
Wendy Elizabeth LAMBERT	Labour Party	264
Brian Leslie LIDDIARD	Conservative Party Candidate	408
Peter LUTTERER	Conservative Party Candidate	411
James Robert MURRAY (commonly known as Jim Murray)	Liberal Democrats	1037 E
David Cary POOLE (commonly known as Dave Poole)		97
Margaret Elizabeth ROBINSON	Labour Party	271
Teresa Marie COOPER (commonly known as Teri Sayers-Cooper)	Liberal Democrats	1004 E
Colin Richard SWANSBOROUGH	Liberal Democrats	1091 E

Langney Ward**Electorate: 7710****Turnout 27.02%**

Name of candidate	Description	Number of votes recorded
Lee COMFORT	Labour Party	175
Ian Charles GARBUTT	UK Independence Party	95
Sarah HILL	Green Party	137
Radwan HUSSAIN	Conservative Party Candidate	310
Anita MAYES	Liberal Democrats	1358 E
Roy William NOBLE	Labour Party	132
Alan SHUTTLEWORTH	Liberal Democrats	1485 E
Brian Anthony STEVENS	Conservative Party Candidate	372
Daniel THOMAS	Labour Party	114
Candy VAUGHAN	Liberal Democrats	1318 E
Louise Helen WOOLER (commonly known as Lucy Wooler)	Conservative Party Candidate	354

Meads Ward**Electorate: 8517****Turnout 44.99%**

Name of candidates	Description	Number of votes recorded
Andrew William COLLINS (commonly known as Andy Collins)	Liberal Democrats	1630 E
William Charles Douglas FILBY (commonly known as Bill Filby)	Labour Party	176
Keith Vernon GELL	Reform UK	184
Angela Mary GOODCHILD	Labour Party	209
Alexandra HOUGH	Green Party	297
John Edward HUDSON	Liberal Democrats	1457
Jane Elizabeth LAMB	Conservative Party Candidate	1585 E
Michael David MANNION (commonly known as Dr David Mannion)	Labour Party	211
Claire Marie MARTIN	Green Party	247
Kirsteen MILLER	Liberal Democrats	1515
Christopher George DE WETTE MULLENS (commonly known as Kayaking Kris Mullens)	Reform UK	156

Robert Christopher SMART	Conservative Party Candidate	1536 E
Nicholas Brian TAYLOR	Conservative Party Candidate	1508

Old Town Ward

Electorate: 8298

Turnout 43.34%

Name of candidates	Description	Number of votes recorded
Vivienne DE HAVILLAND-GERAGHTY	Conservative Party Candidate	767
Ali Asgar DEHDASHTY	Liberal Democrats	1939 E
Peter Robert DIPLOCK	Liberal Democrats	2074 E
Trevor Alvan EGGLESTONE	Green Party	339
Jessica Gail GISBY	Conservative Party Candidate	817
Jo HENDERSON	Green Party	421
Colin Andrew HORSCROFT	UK Independence Party	99
Jake LAMBERT	Labour and Co-operative Party	497
Amanda Jennifer MORRIS	Liberal Democrats	1913 E
Anne Philippa OLIPHANT (commonly known as Pippa Oliphant)	Green Party	364
Paul RICHARDS	Labour and Co-operative Party	262
James Rupert SNEATH	Conservative Party Candidate	738

Ratton Ward

Electorate: 7386

Turnout 38.75%

Name of candidates	Description	Number of votes recorded
Nicholas John Raymond ANSELL (commonly known as Nick Ansell)	Conservative Party Candidate	1438 E
Thomas Christopher BANNER (commonly known as Tom Banner)	Liberal Democrats	1002
Colin Sidney BELSEY	Conservative Party Candidate	1453 E
Patrick Michael Collins DUFFY	Labour Party	223
David Christopher GODFREY	Labour Party	281
Carolyn Joan HEAPS	Liberal Democrats	992
Jill Margaret SHACKLOCK	Labour Party	242
David SMALL	Conservative Party Candidate	1324 E

Joanna Mary THORPE (commonly known as Jo Thorpe)	Green Party	338
Brett Anthony WRIGHT	Liberal Democrats	862

St Anthony's Ward

Electorate: 8419

Turnout 29.41%

Name of candidates	Description	Number of votes recorded
Daniel David Anstey BUTCHER	Liberal Democrats	1399 E
Bradley Paul COLEIRO-SWAIN	Conservative Party Candidate	570
Richard Thomas DAVIS	Conservative Party Candidate	592
Sandie Mary HOWLETT	Conservative Party Candidate	599
Rachael Dawn NORRIS	Green Party	414
Hugh Wayne PARKER	Liberal Democrats	1304 E
Noah Alan RUTTER	Green Party	307
John Mitchell Stewart SAILING	Labour Party	269
Jenny WILLIAMS	Liberal Democrats	1395 E

Sovereign Ward

Electorate: 9364

Turnout 33.63%

Name of candidates	Description	Number of votes recorded
Jonathan Elliott BALLARD	Liberal Democrats	996
Derek James BRADLEY	Labour Party	321
Penelope Rose DI CARA (commonly known as Penny Di Cara)	Conservative Party Candidate	1629 E
Matthew Mark DOHERTY (commonly known as Matt Doherty)	Liberal Democrats	914
Deidre Latasha GLASGOW	Liberal Democrats	874
Nigel Royston GOODYEAR	Conservative Party Candidate	1480 E
Susan Helen KERRISON	Green Party	386
Scott John MURLY-CLEVES	Labour Party	270
Alexander James Fabian RICHARDS	Labour Party	289
Kshama SHORE	Conservative Party Candidate	1511 E
Susan Alicia WHALL-POOLE (commonly known as Sue Whall)	Green Party	323

Upperton Ward

Electorate: 8559

Turnout 36.77%

Name of candidates	Description	Number of votes recorded
Anne Frances ANGEL	Conservative Party Candidate	929
Katherine Leah BALLARD (commonly known as Kathy Ballard)	Liberal Democrats	1683 E
Gabriel Richard BECK	Labour Party	318
Jaime Nicholas BIRDBROOK	Green Party	282
Ian Derek CULSHAW	Labour Party	247
Nicholas Martin HENDERSON (commonly known as Nick Henderson)	Conservative Party Candidate	897
Daniel Neil HILL	Labour Party	212
Mozmil HUSSAIN	Conservative Party Candidate	826
Robin Hugh MAXTED	Liberal Democrats	1585 E
Justine Mary MUNSON	Green Party	354
Patrick Joseph RODOHAN (commonly known as Pat Rodohan)	Liberal Democrats	1633 E

Report to:	Annual Council
Date:	24 May 2023
Title:	Appointments Report
Report of:	Head of Democratic Services and Monitoring Officer
Ward(s):	All
Purpose of report:	To agree the seat allocations and appointments set out in this report in relation to Committees, Other Bodies and Outside Bodies and to note the Leader's appointments to Cabinet and Opposition Leaders' appointments to Shadow Cabinet.
Officer recommendation:	<ol style="list-style-type: none">1. To approve the proposed number and allocation of seats and nominations as set out in Appendix 1, to Committees, Other Bodies and Outside Bodies, and to Chairs and Deputy Chairs.2. That the continuation of the following bodies be confirmed with terms of reference as set out in the Council's Constitution, and that they have a fixed membership or to which members are appointed by the Chief Executive, Deputy Chief Executive or relevant Director as the need arises: Equality Steering Group, Council Panels, Recruitment Panels, Task Groups and Project Boards.3. That Neal Robinson and Graham Branton be re-confirmed as the Council's Standards Independent Persons until their tenure ends on 31 July 2023, and to note that the Monitoring Officer will undertake a new recruitment process for the positions, to be reported back to the next meeting of the Full Council.4. To approve the establishment of a Constitution Working Group and its proposed terms of reference, as set out at Appendix 2 of the report, approve its membership, as set out at Appendix 1 of the report, and to delegate the Monitoring Officer to incorporate its formation into the relevant sections of the Council's constitution.5. To approve the Scheme of Delegations to Officers and Proper Officer functions as set out in the relevant sections of the Council's Constitution.
Reasons for recommendations:	To enable the Council to proceed with decision-making in the relevant bodies.

Contact Officer(s): **Name: Simon Russell,**
 Post title: Head of Democratic Services and
 Monitoring Officer
 E-mail: Simon.Russell@lewes-eastbourne.gov.uk
 Telephone number: 01323 415021

1. Introduction

1.1 Whole council elections were held on 4 May 2023. As a result, the total number of Councillors used in the calculation of committee seat numbers is 27 and the break down of seats is 19 Liberal Democrats and 8 Conservatives.

1.2 This paper is based on the current democratic governance structure and on the basis that all 27 members will be joining the two political party groups on the Council. Group Leaders have submitted nominations in accordance with these calculations.

2. Political Balance Review:

2.1 Under Section 15 of the Local Government and Housing Act 1989, the Council has a duty to review the political balance at the Annual meeting of the Council.

2.2 The principles for carrying out a review of the committee proportionality under Section 15(5) of the Act are that the Council has a duty to ensure:

- a. that not all the seats are allocated to the same political group;
- b. that a political group with an overall council majority gets a majority of seats allocated on any statutory Committee;
- c. subject to (a) and (b), that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership; and
- d. subject to (a) and (c), that the number of seats on the body allocated to each political group on a particular committee bears the same proportion to the number of seats the group has on the Council.

2.3 Each Group's fraction of the 27 membership is as follows:

Group	Number	Proportion:
Liberal Democrats	19	70.37%
Conservatives	8	29.6%

2.4 The table below sets out the allocations firstly by applying the membership percentage figures (principle c) and then by applying the whole council proportionality to the total allocation of seats (principle d):

2.5	Committee	Seat Nos	CON	LIB DEMS
	Audit and Governance	8	2 (2.37)	6 (5.63)
	Licensing	12	4 (3.56)	8 (8.44)
	Planning Applications	8	2 (2.37)	6 (5.63)
	Scrutiny	8	2 (2.37)	6 (5.63)
	Totals:	36		
	Result of applying proportionality across Cttees (principle c)		10	26
	Seats allocated on whole Council proportionality (principle d)		11 (10.67)	25 (25.33)
	Adjustments to Memberships:	0	+1	-1

2.6 The adjustment shown from applying the proportionality across the Council as opposed to by Committee, shows that the Conservative Group need to gain 1 place, and it has been recommended that the Conservative Group gains this place on the Scrutiny Committee from the Liberal Democrat Group.

2.7 **Committees.** The allocation of seats in accordance with the rules is as follows:

Committee	No. of Seats	Liberal Democrat Group	Conservative Group
Planning	8	6	2
General Licensing	12	8	4
Audit and Governance	8	6	2
Scrutiny	8	5	3
Totals:	36	25	11

2.8 **Scrutiny Committee.** There is constitutional provision for a 7 or 8 seat Committee. The proposed allocation of seats is for the latter in order to achieve overall balance.

2.9 **Licensing Committee.** The law requires there to be not less than 10 members and not more than 15 members of a committee dealing with Licensing Act functions. In order, to achieve overall balance, the proposal is for a 12-member committee in 2023/24. 5 members are appointed as chairs of ad hoc Licensing sub-committees.

2.10 **Advisory Bodies**

Body	No. of Seats	Controlling Group	Opposition
Conservation Advisory Group	5	3	2
Downland Forum	3	2	1

2.11 **Nominations.** The schedule of nominations from political groups based on these allocations are set out at Appendix 1. Any further updates to these appointments will be circulated prior to the meeting.

2.12 **Cabinet** - As a matter of law the power to appoint the Cabinet rests with the Leader of the Council, together with the individual areas of responsibility for each member. The maximum number of Cabinet Members, including the Leader and Deputy Leader is 10. The list of Cabinet Members and Shadow Cabinet Members are included in Appendix 1 for information and to note.

2.13 **Constitution Working Group.** It is recommended that an ad hoc Working Group be formed to consider and advise on updates required to the constitution as they arise. It is recommended that its proposed terms of reference and membership be as set out at Appendix 2 of the report, In addition, it is requested that the Monitoring Officer be delegated to incorporate its formation into the relevant sections of the Council's constitution.

2.14 **Standards Independent Persons** – The Council appointed Standards Independent Persons, Neal Robinson and Graham Branton, in 2019 for a 4-year term commencing ending on 31 July 2023., subject to reconfirmation by the Full Council each year. It is asked that the Council recommend their appointments until the end of July. The Monitoring Officer will undertake a new recruitment process for the positions shortly, to be reported back to the next meeting of the Full Council.

2.15 **Audit Independent Member** – Audit and Governance Committee at its meeting on 2 March 2022, approved the appointment of a co-opted independent member to the Audit and Governance Committee. Following a successful recruitment process Stephen Gilbert has been appointed as a co-opted independent member for a 4-year term until May 2026.

2.16 **Scheme of Delegation** - In accordance with the constitution, the Council is asked to approve the Scheme of Delegations to Officers and Proper Officer functions as set out in the relevant sections of the Council's Constitution.

3. **Financial appraisal**

There are no financial implications from these proposals.

4. Legal implications

The Council must act in accordance with sections 15 to 16 and Schedule 1 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, in relation to the calculation of group Committee places.

5. Appendices

- Appendix 1 – Proposed Allocations to Committees, Outside and Other Bodies, to Chairs and Deputy Chairs.
- Appendix 2 – Proposed Constitution Working Group Terms of Reference.

6. Background papers

None

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APPENDIX 1

Appointments Summary

CABINET: (Leader of the Council plus 5 additional members of the Liberal Democrat). The formal appointment of the 5 members (other than the Leader) is to be made by the Leader following his/her appointment by the full Council. Although the Council has previously determined that the size of the Cabinet shall be between 4 and 6 in total it is open to the Leader to recommend the Council to agree a different size. The law requires that the Cabinet shall have at least 3 but not more than 10 members (including the Leader).

1	Leader of the Council: Stephen Holt (and Community Strategy, Local Strategic Partnership, the Corporate Plan, Performance and Staff)
2	Deputy Leader: Margaret Bannister (Tourism, Leisure, Accessibility and Community Safety)
3	Robin Maxted – Finance and Resources
4	Jim Murray – Carbon Neutral 2030
5	Colin Swansborough – Enterprise, Community Spaces and Heritage Assets
6	Peter Diplock – Housing and Planning

CONSERVATIVES "SHADOW CABINET" (Notification for information)

1	Conservatives Leader - Robert Smart
2	Deputy Leader - Penny di Cara
3	Jane Lamb – Tourism and Culture Services, and Heritage Assets
4	David Small – Finance and IT
5	Nicholas Ansell – Housing and Direct Assistance Services
6	Kshama Shore – Environment First, SEESL and Place Services
7	Nigel Goodyear – Climate Change and Community Safety
8	Colin Belsey - Disabilities

COMMITTEES

Audit and Governance Committee (8 Councillors)

	Liberal Democrat (6)		Conservative (2)
1	Ch: Christina Ewbank	7	Kshama Shore
2	DCh: Ali Dehdashty	8	David Small
3	Daniel Butcher		
4	Kathy Ballard		
5	Hugh Parker		
6	Andy Collins		
	Substitutes:		Substitutes:
	Patrick Rodohan		Penny di Cara

2 Independent Persons: Graham Branton and Neal Robinson until 31 July 2023. The Monitoring Officer will undertake a recruitment process for the positions.

1 Independent Audit Member: Stephen Gilbert appointed as a co-opted audit independent member for a 4-year term until May 2026.

Planning Committee (12 trained Councillors - not Cabinet members. 8 as members of the Committee and up to 4 as substitutes).

	Liberal Democrat (6)		Conservative (2)
1	Ch: Hugh Parker	7	Jane Lamb
2	DCh: Amanda Morris	8	Nicholas Ansell
3	Anita Mayes		
4	Teri Sayers Cooper		
5	Candy Vaughan		
6	Andy Collins		
	Substitutes:		Substitutes:
	Ali Dehdashty		Penny di Cara
	Daniel Butcher		

Scrutiny Committee (8 members, not members of the Cabinet or the Mayor. Chairman to be appointed from the largest Conservatives group and Deputy Chairman from the Liberal Democrat.

	Liberal Democrat (5)		Conservative (3)
1	DCh: Alan Shuttleworth	6	Ch: Kshama Shore
2	Hugh Parker	7	Jane Lamb
3	Kathy Ballard	8	Nigel Goodyear
4	Amanda Morris		
5	Ali Dehdashty		
	Substitutes:		Substitutes:
	Teri Sayers Cooper		Robert Smart

Licensing Committee (Between 10 and 15 trained Members - 12 currently – not normally Cabinet members – but if so maximum of 2 and should not chair the Committee).

	Liberal Democrat (6)		Conservative (2)
1	Ch: Amanda Morris	9	Colin Belsey
2	DCh: Dan Butcher	10	Nigel Goodyear
3	Andy Collins	11	Penny di Cara
4	Jenny Williams	12	Jane Lamb
5	Kathy Ballard		
6	Hugh Parker		
7	Teri Sayers Cooper		
8	Anita Mayes		

Licensing Sub-Committee Standing Chairs: (Between 3 and 5 members drawn from the membership of the Licensing Committees)

	Liberal Democrat:		Conservative
1	Amanda Morris	5	Colin Belsey
2	Jenny Williams		
3	Dan Butcher		
4	Kathy Ballard		

JOINT COMMITTEE

Joint Staff Advisory Committee

(Comprises 3 members from Eastbourne Borough Council including at least 1 Cabinet Member and 1 Opposition Member, and 3 members from Lewes District Council and 4 staff representatives (2 from the recognised union and 2 from the staff group).

Chair to be appointed at the first meeting.

Eastbourne Borough Council Members:

Liberal Democrat		Conservatives	
1	Stephen Holt	1	Penny di Cara
2	Colin Swansborough		
Substitutes:		Substitutes:	
	Robin Maxted		Jane Lamb

Joint Appointments and Appeals Committee

Comprises 3 Members from Eastbourne Borough Council including at least 1 Cabinet Member and 1 Opposition Member, and 3 members from Lewes District Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

Members shall be selected by the Director of HR and Transformation as and when the need for a Committee arises and where possible shall include the portfolio-holding Cabinet Member from each Council most relevant to the position which is the subject of the recruitment or appeal.

ADVISORY AND TASK GROUPS:

Conservation Area Advisory Group

5 members, not Planning Committee members, plus non-voting external advisors.

Liberal Democrat		Conservatives	
1	Ch: Kathy Ballard	4	Colin Belsey
2	Jenny Williams	5	Robert Smart
3	Pat Rodohan		

Non-voting co-opted advisors (up to 4 including the Council's Heritage Champion):

- Richard Crook, Eastbourne Society
- Jo Saady, Institute of Historic Building Conservation (also member of RIBA)
- Cllr Jenny Williams (the Council's Heritage and Culture Champion)

Constitution Working Group (4 Members) (NEW)

Liberal Democrat		Conservatives	
1	Ch: Stephen Holt	3	Colin Belsey
2	Colin Swansborough	4	Penny di Cara

Grants Task Group (3 members)

Liberal Democrat		Conservatives	
1	Ch: Robin Maxted	3	Jane Lamb
2	Peter Diplock		

Downland Forum (3 members)

Liberal Democrat		Conservatives	
1	Andy Collins	3	Colin Belsey
2	Ali Dehdashty		

EBC COMPANY DIRECTORSHIPS:

Aspiration Homes LLP (Executive Members) (3 Councillors)

(Note - Appts do not have to be specific portfolio holders)

Liberal Democrat		Conservatives	
1	Stephen Holt	3	Nicholas Ansell
2	Peter Diplock		

Eastbourne Homes – Non-Executive Directors (currently 2)

Liberal Democrat		Conservatives	
1	Kathy Ballard	2	Nicholas Ansell

CloudConnX Board – Director (Council’s Chief Executive)

1	Robert Cottrill (CE)
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Eastbourne Housing Investment Company Limited Board

1	Stephen Holt
2	Peter Diplock

In addition to Roger Eastwood (Chair, Eastbourne Homes Ltd), Ian Fitzpatrick (Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery).

South East Environmental Services Ltd Board (SEESL)

Liberal Democrat		Conservatives	
1	Leader of the Council – Stephen Holt	3	Kshama Shore
2	Cabinet Member whose portfolio includes waste services or their nominated representative: Colin Swansborough		

PROJECT BOARDS:

Airbourne Project Board: (Leader, Cabinet Member and Shadow Cabinet Member for Tourism and Enterprise) Cllrs: Stephen Holt, Margaret Bannister and Colin Belsey.

Bedfordwell Road Project Board – Councillors Peter Diplock (Chair), Robin Maxted and Nicholas Ansell.

Local Plan Steering Group: Cllrs Stephen Holt, Jim Murray, Colin Swansborough, Peter Diplock, Penny di Cara.

Recovery and Stabilisation Member Board: Cllrs Stephen Holt, Robin Maxted and David Small. Officers: Robert Cottrill, Becky Cooke, Homira Javadi and Lee Banner.

Strategic Property Board: Cllrs Stephen Holt, Robin Maxted and Robert Smart. Officers: Ian Fitzpatrick, Mark Langridge-Kemp and Homira Javadi. (Substitute – Cllr Colin Swansborough)

Devonshire Park Governance Member Board: Cllrs Stephen Holt (Chair), Margaret Bannister, Kshama Shore and Robert Smart.

OTHER:

Armed Forces Covenant Champion: Mayor or nominee

Black and (BME) Champion: Jenny Williams

Cost of Living Champion: Josh Babarinde OBE

Councillors appointed to hold a Youth Brief: Cllrs Penny di Cara, Teri Sayers-Cooper, Jenny Williams, Dan Butcher.

Disability Champion: Equalities and Mental Health Champion: Cllr Teri-Sayers Cooper. (Officer Mental Health Champion – Becky Cooke).

Equalities Champion: Teri Sayers Cooper (Officer - Becky Cooke):

Heritage and Culture Champion: Cllr Jenny Williams

Hospitals Champion: Hon. Freeman Mrs Elizabeth Walke

Walking Champion: Gill Mattock (deputised by relevant officer)

Digital Champion (NEW appointment): Cllr Christina Ewbank

Night-Time Economy Champion (NEW appointment): Cllr Daniel Butcher

Representation on Outside and Other Bodies 2023/24

Organisation	Council's Representative(s)
3VA (Voluntary Action Eastbourne), observer.	Cllr Jenny Williams
Age Concern (Eastbourne)	Sarah Corin
BHT Advice Eastbourne (formerly Eastbourne Housing Aid and Legal Centre)	Kirsteen Miller
British Destinations (Annual Conference)	Relevant Cabinet Member (Cllr Margaret Bannister)
British Destinations (nomination to Policy Committee if election arises)	Relevant Cabinet Member (Cllr Margaret Bannister)
Citizens Advice Bureau	Cllr Anita Mayes
Climate Change Strategic Panel (6 members)	Cllrs Jim Murray (Chair), Ali Dehdashty, Teri Sayers Cooper, Nigel Goodyear, Colin Swansborough, and David Small. 2 external reps from the Eastbourne Eco-Action Network - Miles Berkley and Andrew Durling.
Community Safety Partnership	<i>See separate listing for this partnership and its linked groups and forums at end of this schedule.</i>
Cultural Involvement Group	Cllr Jenny Williams, Cllr Pat Rodohan and Ms Dionne Daniel.
Disability Involvement Group	Council's Disability Champion (Cllr Teri Sayers Cooper)
East Sussex Building Control Partnership	Relevant Cabinet Member (Cllr Peter Diplock). NB: Lead officer to deputise.
East Sussex Health and Wellbeing Board	Relevant Cabinet Member (Cllr Margaret Bannister) Two voting members rotate between districts and boroughs on an annual basis

East Sussex Health Overview and Scrutiny Committee (co-opted member) (N.B. law requires nomination to be a member of the Council's Scrutiny Committee)	Cllr Kathy Ballard
East Sussex Strategic Partnership	Relevant Cabinet Member or nominee (Currently – Cllr Stephen Holt) + Chief Executive
East Sussex Strategic Planning Member Group	Cllr Peter Diplock
Eastbourne Air Quality Partnership	Tim Whelan (Director of Service Delivery) and Cllr Jim Murray
Eastbourne Amalgamated Charities (Trustees)	Council nominated trustees: Mr B R Etheridge Cllr Robin Maxted
Eastbourne and Wealden YMCA Board	Cllr Anita Mays
Eastbourne and District Enterprise Agency Limited (EDEAL)	Cllr Colin Swansborough (or nominee)
Eastbourne Education Business Partnership	Mr Robert Cottrill (Council's Chief Executive)
Eastbourne Open Bowling Tournament Management Committee	John Hudson
Lewes and Eastbourne Equality and Fairness Stakeholders Forum	Relevant Cabinet Member (Cllr Margaret Bannister)
iESE Limited (General Meeting Representative)	David Tutt
iESE Transformation Limited (General Meeting Representative)	Cllr Stephen Holt
Local Government Association	Leader of the Council (with voting rights)
Local Government Association District Council Network	Leader – Cllr Stephen Holt
Local Government Association – East Sussex Branch	Leader and Deputy Leader of the Council – Cllrs Stephen Holt and Margaret Bannister.
Local Government Association Coastal Issues Special Interest Group	Relevant Cabinet Member (Cllr Jim Murray) or nominee + 1 officer.

Marine Conservation Zone (Beachy East MCZ) (<i>This body is currently paused – appointed to ready for resumption</i>)	Cllr Kathy Ballard
Pevensey and Cuckmere Water Level Management Board	6 members Cllrs Penny di Cara, Ali Dehdashty, Peter Diplock, Jim Murray, Hugh Parker and Robert Smart.
South Downs National Park Authority	Cllr Peter Diplock
Sussex Police and Crime Panel	Cllr Margaret Bannister (Cllr Colin Swansborough is the named substitute).
South East England Councils	Relevant Cabinet Member or nominee. Nominee is Cllr Margaret Bannister (with Cllr Colin Swansborough as substitute)
Taxi and Private Hire Forum	All members of the Licensing Committee are invited to attend (N.B. meets only as and when required.).
Team East Sussex	Leader of the Council (Cllr Stephen Holt), another Cabinet Member is substitute (Cllr Colin Swansborough)
Towner Charitable Trust	Cllr Margaret Bannister and Mr Josh Babarinde

MANAGEMENT COMMITTEES – Rep should be relevant ward member.

Hampden Park Community Centre	Cllr Jim Murray
Langney Community Centre	Cllr Alan Shuttleworth (Langney) and Cllr Hugh Parker (St Anthony's)
Old Town Community Centre	Cllr Amanda Morris
Regency Park Community Centre	Cllr Margaret Bannister
Sovereign Community Centre	Cllr Penny di Cara
Shinewater and North Langney Partnership	Cllr Alan Shuttleworth

COUNCILLOR REPRESENTATION ON THE EASTBOURNE COMMUNITY SAFETY PARTNERSHIP AND LINKED GROUPS AND FORUMS

Partnership Group	Representation	Councillor(s)
Community Safety Partnership Main Board	Portfolio holding Cabinet Member or nominee	Cllr Margaret Bannister
Joint Action Group (JAG)	Leader of the Council, Portfolio holding Cabinet Member, Conservatives Leader and Conservatives Shadow Cabinet spokesperson or respective nominees.	Cllr Stephen Holt, Daniel Butcher and Nigel Goodyear (Conservatives group substitute is Cllr Penny di Cara).
Neighbourhood Watch Committee	One Member from either Group	Cllr Margaret Bannister
Overseas Students Advisory Committee (OSAC)	1 Councillor	Cllr Teri Sayers Cooper
Nightwatch and Shopwatch (Eastbourne Crime Group – Steering Group)	Relevant Cabinet Member	Cllr Colin Swansborough
Neighbourhood Panels (Co-ordinated by Sussex Police)	Ward Councillors are invited to attend	

Bodies to be deleted from nominations:

Terminus Road Project Board (joint with ESCC):—To be deleted as expired.

Energy Champion - To be deleted as no longer required as a separate role.

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Constitution Working Group – Terms of Reference

Constitution

- The Constitution Working Group is constituted by resolution of Council. It is a non-executive working group.

Reporting Line

- Depending upon the subject matter, the Group will report for consideration to Audit and Governance Committee, another committee of the Council (where appropriate) or Cabinet (in relation to executive matters)
- Where there is no scheduled meeting of the relevant body by the required timetable, either a special meeting will be convened, or recommendations will be directly reported to Full Council.

Purpose

- To review sections of the constitution to ensure that they are complete, accurate, up to date, clear, lawful and fit for purpose.
- To receive and consider requests from the Monitoring Officer, Members, the Council or Committees, Directors or Heads of Service to review specific parts of the constitution.
- To consider recommendations on proposed amendments to sections from the constitution from the Monitoring Officer, Members, the Council, Committees Directors or Heads of Service.
- To make recommendations on proposed amendments to the constitution to the Audit and Governance Committee, another committee of the Council (where appropriate) or to Cabinet (in relation to executive matters) as appropriate depending upon the subject matter, and for final recommendations to Full Council.

Membership

- The Constitution Working Group shall seek 2 representatives from each party.
- There is no requirement for political balance.
- A group's representative can be substituted at any point.
- Chair of the Group will be voted on at the first meeting of the Group (and would typically be a representative from the controlling administration)
- To advise on matters of law and local authority governance, up to two officers from Democratic Services and Legal Services, including either the Monitoring

Officer or Deputy Monitoring Officer (with non-voting capacity), will attend each meeting.

- Officers from specific service areas (internal and external) may be invited to attend a meeting on a case-by-case basis.

Voting

- The Constitution Working Group is a non-decision-making body and can only make recommendations for changes to the constitution in an advisory capacity.
- Recommended changes will be determined by a consensus at a meeting, with the Chair having the deciding vote.

Quorum

- The quorum of a meeting of the Constitution Working Group will be 3 elected members and 2 officer representatives (from Legal and Democratic Services/Monitoring Officer/Deputy Monitoring Officer).

Frequency

- The Constitution Working Group will meet as and when required (as determined by the Monitoring Officer). All meetings will be held in private and take place typically via Microsoft Teams. If required, consideration will be given to hold a physical meeting in a booked meeting room.

Notes

- A representative from Democratic Services will take notes and agree with the Chair, before circulation to the Group.
- Any recommendations to the relevant body will be presented in a report produced by the Monitoring Officer.

Calendar of Meetings May 2023 - May 2024

EASTBOURNE
Borough Council



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MEETING:	Day	Time	May 2023	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May
Annual Council	W	6pm	24												15
Council	W	6pm	24		26				15			21			15
Cabinet	W	6pm		7,++ 13 (2pm)	19		20		1	13		7	20		
Scrutiny Committee	M	6pm			10		11			4		5			
Planning Committee	M	6pm		12	17	21	18	16	13	11	29	26	18	15	
Licensing Committee***	M	6pm		26							15				
Audit and Governance Committee	W	6pm		28			27		22			28			
Conservation Advisory Group	Tu	6pm		++	11	8	5		7		9		5		
Joint Staff Advisory Committee**	M(L) / W(E)	2.30pm		19(M)			13(W)			4(M)			6(W)		
Bank Holidays			1, 29			28				25, 26	1		29	1	6, 27
Elections+)	4 (EBC) (Borough)												2
Other					LGA Ann. Conf. 4 - 6										

Notes:

*The dates of other Committees, Sub-Committees and Panels which do not meet regularly will be announced as and when.

**Meetings of Joint Staff Advisory Committee will alternate venues and days between Eastbourne (E) and Lewes (L).

***Additional meetings of the Licensing Committee will be scheduled if required.

+ Scheduled Elections during 2023/24 - Eastbourne Borough Council elections - 4 May 2023, and Police and Crime Commissioners – 2 May 2024.

++ Changes to Calendar since approved at February Council meeting – Cabinet meeting on 7 June replaced by meeting on 13 June at 2pm, 6 June meeting of CAG has been removed due to lack of business

Agenda Item 12

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Report to:	Annual Council
Date:	24 May 2023
Title:	Annual Pay Policy Statement
Report of:	Report of the Director of Tourism, Culture and Organisational Development.
Ward(s):	All
Purpose of report:	To present a Pay Policy Statement for the financial year 2023/24 for approval by Council
Officer recommendation(s):	That the Council approves and recommends the updated Pay Policy Statement for publication on the Council's website.
Reasons for recommendations:	Sections 38-39 of the Localism Act 2011 require local authorities to adopt and publish a Pay Policy Statement.
Contact Officer(s):	Name: Becky Cooke Post title: Report of the Director of Tourism, Culture and Organisational Development. E-mail: becky.cooke@lewes-eastbourne.gov.uk Telephone number: 07805 812060

1 Introduction

- 1.1 The Localism Act 2011 places an obligation on relevant local authorities to be more accountable to the communities they serve.
- 1.2 Part 1, Chapter 8, of the Act requires the Council to prepare, approve and publish a Pay Policy Statement. The statement drafted for Eastbourne Borough Council is appended to this report (Appendix 1). The Council is required to keep the Statement up to date and it has now been reviewed to take account of the latest statistical data.

The revised version is presented to Council for consideration and approval. Once adopted, it will replace the current version on the Council's website.

2 Changes to the Pay Policy Statement

- 2.1 The 'pay multiple' is the ratio between the highest paid salary and the median average salary of the whole of the Council's workforce.
- 2.2 The lowest spinal column (scp) point we paid our permanent employees at 31 March 2022 is SCP3, which is £21,183 per annum. The median point at 31 March 2023 is £27,844.

The Council's pay multiple for 2022/23 was 5.3550 which remains within the Council's aim to maintain a multiple no greater than 6 to 1.

3 Financial appraisal

3.1 The Pay Policy Statement is based on existing policies, procedures, and a requirement of the Localism Act. Generally, pay increases are agreed as part of National negotiations of the National Joint Council, and assumptions on this are included in the budget as part of the annual budget setting process, so any increase in pay award is reflected in the budget each year.

3.2 The 2023/24 Pay Policy Statement sets out the pay policy of the Council and there are no financial implications arising directly from this report or as a result of publishing the Pay Policy Statement.

3.3 The Council Medium Term Financial Strategy has made provision for a national pay award, however further information is awaited regarding the specific details of any national pay award offer for 2023/2024.

4 Legal implications

4.1 This report reflects the requirements of sections 38-39 of the Localism Act 2011 with regard to pay accountability. The key requirements are that pay policy statements be:

- prepared for each financial year
- approved by full council
- published on the Council's website

Under section 40, the Council must, in performing its functions under sections 38-39, have regard to the guidance on openness and accountability in local pay issued by the Secretary of State.

011969-JOINT-KS 4th April 2023

5 Risk management implications

The primary risk should the updated Pay Policy Statement not be updated is the breach to our regulatory responsibilities and commitments to staff with the potential for reputational damage.

6 Equality analysis

6.1 A 'No Relevance' report has previously been submitted to the Equalities and Fairness Planning Group.

7 Appendices

- Appendix 1 – Pay Policy Statement 2023/24

8 Background Papers

Statutory guidance [‘Openness and accountability in local pay: Guidance under section 40 of the Localism Act’](#).

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Pay Policy Statement 2023/24

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This Pay Policy Statement sets out the councils policies relating to the pay of its workforce for the financial year 2023/24, in particular:

- a) The remuneration of its Chief Officers;
- b) The remuneration of its 'lowest paid employees'
- c) The relationship between:
 - i) The remuneration of its Chief Officers and;
 - ii) The remuneration of its employees who are not Chief Officers

New Appointments

Full Council shall agree salary packages in excess of £100,000 for new appointments. Salary packages shall include salary, bonuses, fees, benefits in kind or allowances that would be routinely payable to the appointee. The salary package shall be agreed before recruitment for the post begins.

Publication of Information

The authority will publish appropriate details of those relevant staff whose salary is at least £50,000.

Pay Multiples

The authority will publish information on pay multiples – the ratio between the highest paid employee and the median salary across the organisation.

The authority shall publish the actual pay multiple as at 31 March each year. The authority recognises that the actual pay multiple will vary slightly year on year for the reasons set out above, but will usually aim to maintain a multiple no greater than 6 to 1.

Local Election Duties

Fees for local election duties will be paid separately to the remuneration paid for an officer's employment. Those fees are set in accordance with a scale of fees and charges agreed and reviewed annually jointly by all authorities in East Sussex. For parliamentary elections (national and European) and national referenda, those fees are set nationally by parliament.

Pay Determination

The pay for the highest paid employee has previously been set through benchmarking exercises within the local government employment market, pay levels in the local area, relative cost of living in the local area, including housing costs, and through the application of nationally negotiated pay awards by the Joint National Council for Chief Executives. For 2023/24 this current remuneration level will continue and any nationally negotiated pay awards will be paid.

Members of the Corporate Management Team shall have their salary levels set based on compliance with equal pay, discrimination and other relevant employment legislation, whilst also ensuring that remuneration packages broadly align with market norms for relevant local government and public sectors. The appropriate banding shall be determined, depending on the current responsibilities and accountabilities, size of department, market pressures and any other relevant information. Total salary packages above £100,000 will be subject to agreement by full Council.

The basic pay of all other employees comprises a core grade derived from the national pay spine as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Services. This grade range consists of a number of salary points through which employees may progress until the top of the grade is reached.

The salary grade for each post shall be determined using the Council's agreed job evaluation scheme.

Low Pay

The lowest paid employees within the council are those permanent workers who are paid on the councils' lowest hourly rate.

The councils' consider this to be the most appropriate definition as this is the lowest pay point/pay level on its substantive pay structure and which normally applies to new entrants to the lowest graded jobs within the councils. The councils' has had regard to guidance issued by the Local Government Association and JNC for Local Authority Chief Executives in agreeing this definition.

For the purposes of this policy statement, remuneration includes the employee's basic annual salary and any other allowances or other similar payments, benefits in kind, any increases or enhancements to any pension entitlement and any termination or other severance payments.

Pension provision

All employees are eligible to join the Local Government Pension Scheme in accordance with the statutory terms of that scheme.

The authority shall maintain a policy on discretionary payments for early termination of employment as required by the Local Government (Early

Termination of Employment) (Discretionary Compensation) Regulations 2006 and all severance payments made shall follow the approach of that policy.

Termination or severance payments

Any proposal to offer a severance payment of £100,000 or more to a member of staff leaving the organisation will be referred to full council.

Re-engagement of Chief Officers

Re-engagement as employees

- (1) Subject to any relevant provisions in employment and equalities legislation, the Council's policy is not to re-employ [as a Chief Executive or Chief Officer/ in any capacity] any former Chief Executive or Chief Officer who left the Council for any reason other than compulsory redundancy, and was in receipt of a severance or termination payment, for a period of three years from the date of termination of employment. This policy may be varied in exceptional circumstances which are approved by a delegated panel/committee of Council Members acting on behalf of Full Council and advised by appropriate persons.
- (2) Where a Chief Executive/ Chief Officer's employment has been terminated compulsorily on grounds of redundancy, they will not be re-employed in the same or a similar post for a period of one year following the date of termination of employment. If they are re-employed in another post within four weeks after the effective date of redundancy, they will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- (3) Any former Chief Executive or Chief Officer who is employed by Lewes District Council and who has previously received a severance, termination or redundancy payment from this or any other Council or related body will not have previous service counted when determining any further entitlements to notice periods, sickness payments, annual leave or other benefits/entitlements based on continuous service.

Re-engagement under a contract for services

The Council's policy is not to re-engage under a contract for services any former Chief Executive or Chief Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from the cessation of employment. This policy may be varied in exceptional circumstances which are approved by a panel/committee convened by the Council to act in this matter and advised by persons including the Council's Monitoring Officer, except where the Monitoring Officer is a Chief Officer.

Employment of those in receipt of an LGPS pension

General:

In the unlikely event that the Council employs as a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the the Local Government Pension Scheme (Administration) Regulations 2008 must be applied.

Flexible retirement:

The LGPS regulations permit the Council to offer flexible retirement to employees aged 55 or over, so that they can reduce their hours of work, and receive a pension in respect of accrued years in the scheme.



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Planning Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 27 February 2023 at 6.00 pm.

Present:

Councillor Jim Murray (Chair).

Councillors Hugh Parker (Deputy-Chair), Jane Lamb, Md. Harun Miah, Amanda Morris and Barry Taylor.

Officers in attendance:

Neil Collins (Senior Specialist Advisor - Planning), Helen Monaghan (Lawyer, Planning) and Sarah Lawrence (Committee Team Manager).

Also in attendance:

Councillor Robert Smart (Opposition Leader).

57 Introductions

Members of the Committee and Officers introduced themselves to those present.

58 Apologies for absence and notification of substitute members

Apologies for absence were received from Councillors Murdoch and Vaughan.

59 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

No declarations of interest were made at the meeting.

60 Minutes of the meeting held on 23 January 2023

The minutes of the meeting held on 23 January were approved and signed as a correct record.

61 Urgent items of business.

There were no urgent matters for discussion.

62 Officer Update

An officer addendum was circulated to the Committee prior to the start of the meeting, updating the report on the agenda with any late information (a copy of

which was published on the Council's website).

63 2 Denton Road. ID 220626

Conversion of existing loft space to form 1no. three bed dwelling with installation of single storey infill extension to the western pitch roof, 6no dormers and 8no sky lights (amended description) – **Meads**

The Senior Specialist Advisor (Planning) presented the report.

The Committee was advised by way of an addendum of two further representations which had been received. The Senior Specialist Advisor (Planning) highlighted a minor alteration to the second part of the officer recommendation on the addendum to allow for the imposition of any additional conditions recommended by the Council's Ecologist following conclusion of the bat surveys.

Miss Kate Barella (owner/occupier of a flat within 2 Denton Road) and Mr Dennis Scard (Chair of the MCA) spoke in objection to the application. Mr Huw James (Agent) spoke in favour of the application. Councillor Smart, Ward Councillor, addressed the Committee in relation to the application.

The Committee sought clarification on various points: protection of trees, parking standards, the height of the development within the current roofline, the effect on the street scene if the lantern skylight or similar design was added to the proposed roof, the impact of granting planning permission upon any separate Mitigation License required from Natural England, and the weight of the extension and soundproofing controlled under building regulations. The Lawyer advised the Committee that the right of a resident to respect for their home under the Human Rights Act 1998 Article 8 was not an absolute right but a qualified right, it was a material consideration but should be balanced against all other material considerations, it was a matter of planning judgement for the Members.

Councillor Morris proposed the officer's recommendation as amended in the addendum, and this was seconded by Councillor Miah. This was put to a vote and declared carried.

RESOLVED (by 4 votes for, 2 against, with 0 abstentions):

1. To delegate to the Head of Planning to liaise with Eastbourne Borough Council Specialist Advisor (Ecology and Biodiversity) on receipt of further information relating to protected species, and on conclusion of this consultation process:
2. To approve subject to conditions, including any additional conditions recommended by the Council's Ecologist to accord with any requisite Mitigation License from Natural England.

64 Date of next meeting

It was reported that the next meeting of the Planning Committee was

scheduled to commence at 6:00pm on Monday, 20 March 2023.

The meeting ended at 7.17 pm

Councillor Jim Murray (Chair)

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Working in partnership with **Eastbourne Homes**

Audit and Governance Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 1 March 2023 at 6.00 pm.

Present:

Councillor Robin Maxted (Chair).

Councillors Amanda Morris (Deputy-Chair), Peter Diplock, Md. Harun Miah, Hugh Parker, Kshama Shore and Audit Independent Member, Stephen Gilbert.

Officers in attendance:

Ola Owolabi (Deputy Chief Finance Officer - Corporate Finance), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Jackie Humphrey (Chief Internal Auditor) and Ross Sutton (Head of Financial Reporting).

Also in attendance:

Ben Sheriff and Tanya Chikari, Representatives of external auditor, Deloitte.

39 Minutes

The Minutes of the meeting held on 23 November 2022 were confirmed as an accurate record.

40 Apologies for absence/declaration of substitute members

Apologies were received from Councillor Choudhury and Councillor Vaughan. Councillor Hugh Parker substituted for Councillor Vaughan.

41 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

42 Questions by members of the public.

No questions had been received from members of the Public.

43 Urgent items of business.

The Chair confirmed there were no urgent items.

44 Right to address the meeting/order of business.

There were no requests to address the meeting.

45 External Audit - 2019/20

The Chair invited Homira Javadi to introduce the report.

Homira Javadi outlined the officer recommendations, highlighting that the recommendation for the Committee to delegate authority to the Chief Finance Officer (CFO), as Section 151 Officer, and in consultation with the Chair, to sign-off the audited 2019/20 Statement of Accounts would only stand if there was no change to the existing expectation for an unqualified (in the case of Value for Money) and unmodified opinion.

The Chair then invited comment from Ben Sherriff and Tanya Chikari, attending as representatives for external auditors, Deloitte.

Ben Sherriff, Deloitte, summarised the recent reports from Deloitte regarding the outstanding items, as noted in its ISA 260 report to the Committee in November, and provided an update on the progress of those items. He concluded that nothing had been found that Deloitte did not have confidence would be addressed in order to issue a clean, completed, unqualified opinion.

The Committee considered the report.

In the course of the following discussions, Ben Sheriff, Deloitte, confirmed that the only outstanding action was Deloitte's own internal peer review process and that no material questions remained.

Ben Sheriff re-affirmed that he expected the 2019-20 accounts would be considered unmodified, and unqualified for the value for money element, and explained that the opinion was as positive as audit terminology got.

Officers and Deloitte representatives confirmed that Deloitte's working practices meant that work on the next set of accounts, for 2020-2021, would not commence until after the Statement of Accounts for 2019-20 had been signed off. Without delegation, this would mean the 2019-20 Accounts would not be signed off until the Committee met again, on 28 June 2023.

Members expressed disappointment and frustration that, despite Deloitte's assurances at the November meeting, the Statement of Accounts was still not ready to be signed off at this meeting. Deloitte declined the Committee's request to provide a specific date for completion.

The Chair thanked Ben Sherriff and Tanya Chikari for attending and invited them to leave the meeting.

RESOLVED (unanimously):

1. To note the Independent Auditor's (Deloitte) report as those charged with

- governance on EBC Accounts, and the Value for Money conclusion report.
2. To delegate authority to the Director of Finance and Performance (Chief Finance Officer – S151 Officer) in consultation with the Chair of the Committee to sign-off the audited Eastbourne Borough Council 2019/20 Statement of Accounts, on condition that the expected unmodified, unqualified opinion did not change.
 3. To authorise the Director of Finance and Performance (Chief Finance Officer – S151 Officer) to sign the formal Letter of Representation to Deloitte.

An additional recommendation was proposed by Councillor Diplock and seconded by Councillor Shore

RESOLVED (unanimously)

4. That two letters should be issued from the Chair, one to the Minister of State, Levelling Up, Housing and Communities, Rachel Maclean MP, and one to the Chair of Audit at Deloitte, to express the disappointment at the situation regarding the backlog of External Audits.

The CFO assured Members that they would be informed as soon as the Statement of Accounts had been signed.

46 Treasury Management Report - Q3 2022-2023

Ola Owolabi, Deputy Chief Finance Officer, presented the report, which reviewed the Treasury Management activities over the last quarter, 1st October to 31st December 2022, and the Committee considered the report.

Officers clarified that the information contained in the External Audit reporting regarding Investment Company Eastbourne Ltd (ICE) did not cover the same areas as those required by reporting for Treasury Management Activities and also noted that the external audits being recently considered by the Committee were for a much earlier timeframe, i.e. 2019/2020.

RESOLVED: (unanimously)

To note the report of the Chief Finance Officer and the assurances contained within and agree that Treasury Management Activities for the period 1 October to 31 December 2022 had been in accordance with the approved Treasury Strategies.

47 Draft internal audit plan for 2023/24

Jackie Humphrey, Chief Internal Auditor (CIA), presented the report.

The CIA summarised how the Annual Audit Plan was formulated and explained that the Plan was designed to be flexible to accommodate any important strategic issues that might arise in the course of the year. Further explanation was provided regarding calculation and allocation of resources to ensure

balance across the organisation and inclusion of areas of current high importance.

The Chair thanked the CIA and her team for their hard work and the Committee considered the draft Annual Audit Plan for 2023-2024.

Following comments and questions from Members, the CIA confirmed that:

- An audit of highways verge maintenance would typically comprise a review of contract obligations against performance.
- When considering the topic of Health and Safety, the Internal Audit team would focus on levels of compliance with the associated processes and policies, such as evaluating the work of those staff members who were responsible for providing regular reporting on Health and Safety matters, rather than Health and Safety performance levels directly.
- An audit of a contract, such as highways verge maintenance, would review the contract and also the monitoring of that contract.

RESOLVED: (unanimously)

To accept the proposed Internal Audit Plan for 2023/2024.

48 Internal Audit and Counter Fraud Report for the three quarters of the financial year 2022-2023 - 1 April to 31 December 2022.

Jackie Humphrey, Chief Internal Auditor (CIA), presented a report of works carried out by the Internal Audit and Counter Fraud teams, up to the end of December 2022.

During the presentation, the CIA highlighted the high number of reports that had been required due to the wide-spread and repeated need for follow up reviews and the subsequent impact on the team's ability to deliver the annual audit plan. The CIA reported that the Chief Executive and the Corporate Management Team (CMT) had been made aware of the matter and had taken recent steps to address the issue. The CIA also noted that other Councils were reporting similar experiences and it was her hope that, now CMT had taken action, the underlying issues could be identified.

The CIA reviewed appendices A to C, which highlighted key outstanding actions and noted additional recent progress. The presentation also reviewed the recent work of the Counter Fraud Team noted the implementation of a new assurance measure, whereby the Boards of the Council's associated companies were now required to make a quarterly statement to confirm compliance with their financial and governance arrangements.

The Chair thanked the CIA for the presentation and the Committee considered the report.

Following comment from Members, Homira Javadi, Chief Finance Officer, clarified that, as a result of the issue of wide-spread overdue responses to internal audit requests being escalated to CMT, the CEO had messaged all senior managers requesting their direct updates and the CIA confirmed that some positive responses had resulted. It was expected that on-going support from CMT would continue to help address the issue going forward.

Following a suggestion that areas of low activity, such as member allowances, could be taken out to help re-balance resources to deliver the annual plan, Officers confirmed that, while activity around Member Allowances was low, internal audit testing had revealed occasional coding errors and therefore monitoring would need to continue.

Members expressed concerns regarding outstanding actions still resting with Business Continuity and discussed an appropriate response.

RESOLVED (unanimously)

1. To note the Internal Audit and Counter Fraud Report; and
2. To request a report of Tim Whelan, Director of Service Delivery, on the current position of producing Departmental Business Continuity Plans, including how those plans referenced the organisation-wide business continuity plan.

49 Strategic Risk Register Quarterly Review

Jackie Humphrey, Chief Internal Auditor (CIA), presented the report of the Corporate Management Team's (CMT) quarterly review and update of the Council's Strategic Risk Register.

The CIA noted that CMT had agreed no changes to the risk scores but had decided to update the wording for Risk 2, 'Changes to the economic environment', and to add three new internal controls.

The CIA confirmed that CMT's review had identified no further updates and the Committee considered the report.

In response to Member queries, Officers explained that business continuity plans were covered by the risk register as any specific business continuity scenario could be considered under one of the register's Strategic Risk areas. However, Members should let Officers know if there was a particular scenario that was perhaps not being covered.

Officers confirmed that the new internal controls for continuous review and monitoring were being done.

RESOLVED (unanimously)

To note the report.

50 Date of the next meeting

The date of the next meeting was confirmed as Wednesday 28 June, at 6pm, in the Court Room, Town Hall.

The meeting ended at 7.10 pm

Councillor Robin Maxted (Chair)



Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 14 March 2023 at 6.00 pm.

Present:

Councillor David Tutt (Chair).

Councillors Stephen Holt (Deputy-Chair), Margaret Bannister, Peter Diplock and Colin Swansborough.

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Oliver Jones (Lead, Housing, Homelessness & Community Safety), Ola Owolabi (Deputy Chief Finance Officer - Corporate Finance), Leigh Palmer (Head of Planning First), Mark Walker (Head of Financial Planning), Simon Russell (Head of Democratic Services) and Kate Slattery (Solicitor).

Also in attendance:

Councillor Penny di Cara (Opposition Deputy Leader), Councillor Kshama Shore OBE (Shadow Cabinet Member) and Councillor Robert Smart (Opposition Leader).

46 Minutes of the meeting held on 8 February 2023

The minutes of the meeting held on 8 February 2023 were submitted and approved and the Chair was authorised to sign them as a correct record.

47 Apologies for absence

An apology for absence was reported from Councillor Shuttleworth.

48 Declaration of members' interests

Councillor Holt declared a personal interest in agenda item 8 (Eastbourne & Lewes Community Safety Partnership – Annual Report (Eastbourne)) as his employer contributed to the partnership work with the Kingdom Way Trust, outlined in the report. He remained in the room whilst the item was considered.

49 Finance update - performance quarter 3 - 2022-2023

The Cabinet considered the report of the Director of Finance and Performance, updating them on the Council's financial performance for the third quarter of

the year 2022-23.

Visiting member, Councillor Shore, addressed the Cabinet on this item. Following points raised, it was clarified that the figures detailed in the report were reflective of the Council's financial position as of 31 December 2022. An updated financial position at year end would be presented as part of the outturn report in July 2023.

Following a question around the extensive list of savings arising from the Recovery and Stabilisation programme, the Chief Executive advised that there would be an opportunity to forensically analyse the list at year end to potentially identify any additional savings and scope for any increase to income targets. This would then be reported back to the next Recovery and Stabilisation Member Board, as part of the next administration.

Resolved (Non-key decision):

To note the General Fund, Housing Revenue Account and Collection Fund financial performance for the quarter, as set out in the report.

Reason for decision:

To enable Cabinet members to consider specific aspects of the Council's financial progress and performance.

50 Eastbourne & Lewes Community Safety Partnership – Annual Report (Eastbourne)

The Cabinet considered the report of the Director of Service Delivery, enabling them to consider the 2022/23 performance of the Eastbourne & Lewes Community Safety Partnership.

Key highlights, activities and achievements across the Partnership's 6 priorities were detailed in the report. Thanks were conveyed to officers for the achievements set out in the report.

The Lead for Housing, Homelessness & Community Safety advised that discussions were ongoing with Sussex Police to address the issues of anti-social behaviour in the Town Centre, factoring in the recent and upcoming strike days. Sussex Police had already issued several dispersal orders and had put additional resources in place for days when strike action was occurring. It was also being explored whether to utilise part of the £10,000, awarded from the recent round of *Safer Streets funding* as part of this ongoing work, exploring diversionary activities etc, in consultation with external partners.

Councillor Holt declared a personal interest in this item and remained in the room whilst the item was considered.

Resolved (Non-key decision):

To note the achievements and activities of the Eastbourne & Lewes Community Safety Partnership in 2022/23.

Reason for decision:

For Cabinet to consider progress on delivery of the current Community Safety Plan.

51 Eastbourne Local Plan

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, that provided a summary of the plan-making process, identified the main issues arising from the recent public consultation and outlined the next steps in the preparation of the Eastbourne Local Plan.

Visiting member, Councillor Smart, addressed the Cabinet on this item.

It was acknowledged that the Council's Local Plan would deliver several priorities, not just the delivery of new homes. This included the transitioning to delivery of new carbon neutral & environmentally friendly homes, help to maintain the heritage environment, encourage cycling, and use of public transport, enhance the biodiversity of public and open spaces and efficient processing of planning applications.

Following the Full Council motion on 22 February 2023, where it was resolved that the Fisherman's Green site be withdrawn from the draft Local Plan, the Head of Planning advised that significant work was ongoing to gather sufficient evidence for the removal of other sensitive sites. Full Council would have the opportunity to decide on the inclusion of any sensitive sites in the 'Proposed Submission' local plan at Regulation 19 stage, once all the evidence and information had been gathered and presented. The current Local Development Scheme anticipated that this would be presented by the end of 2023/early 2024.

The Head of Planning advised that there were strong reasons why the local housing need target of 738 homes per year could not be met. Based on an initial assessment and factoring in the removal of the Fisherman's Green site, the Growth Strategy indicated a potential capacity to accommodate 316 homes per year (less than half the housing need), with 80% of these homes being built on previously developed 'brownfield' sites. This number was not the proposed housing target, but an indication of what a target could be, to enable the local community to be part of the discussion, regarding how many homes should be delivered in the town.

Resolved (Key decision):

(1) To note the summary of the plan-making process that is outlined in the report

- (2) To note the risks in delaying the preparation of a 'sound' local plan
- (3) To note the initial summary of the main issues arising from the Growth Strategy consultation
- (4) To note the Full Council agreement that the Fisherman's Green site should be withdrawn from the Growth Strategy as the site is no longer available.
- (5) To agree that any further public consultation into the Eastbourne Local Plan is paused until all evidence on potential allocation sites is sought, available and assessed.
- (6) To agree to receive the Regulation 19 'Proposed Submission' draft local plan late 2023, early 2024.

Reason for decisions:

To receive and complete the required evidence base and to enable work to continue in the background on the preparation of the Eastbourne Local Plan.

52 Message of thanks

As this was the last Cabinet meeting of the current administration, the Chair expressed his thanks to officers and members cross-party for their contribution and work throughout a challenging four years for the authority.

The meeting ended at 6.40 pm

Councillor David Tutt (Chair)



Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held in the Shackleton Hall at the Welcome Building, Devonshire Quarter, Compton Street, Eastbourne, BN21 4BP on 17 April 2023 at 6.00 pm.

Present:

Councillor Jim Murray (Chair).

Councillors Hugh Parker (Deputy-Chair), Md. Harun Miah, Amanda Morris, Colin Murdoch, Kshama Shore OBE, Barry Taylor and Candy Vaughan.

Officers in attendance:

Leigh Palmer (Head of Planning First), Helen Monaghan (Lawyer, Planning) and Emily Horne (Committee Officer)

65 Welcome and Introductions

Members of the Committee and Officers introduced themselves to all those who were present during the meeting. The Chair reminded the Committee and public speakers, that due to the pre-election period, Members should not make any party-political comments. Political comments were not a material consideration that the Committee could take into account when considering the applications.

66 Apologies for absence and notification of substitute members

Apologies had been received from Councillor Jane Lamb. Councillor Shore confirmed that she was acting as substitute for Councillor Lamb.

67 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

No declarations of interest were made at the meeting.

68 Minutes of the meeting held on 27 February 2023

The minutes of the meeting held on 27 February 2023 were submitted and approved as a correct record, and the Chair was authorised to sign them.

69 Urgent items of business.

There were no urgent items.

70 Officer Update

An officer addendum was circulated to the Committee prior to the start of the meeting, updating the report on the agenda with any late information (a copy of which was published on the Council's website).

71 12 Gorringe Road. ID: 230049

Change of Use from Residential Care Home (C2 use) to 3no. 3 bed flats (C3 use), with dedicated bin storage area and cycle storage facilities (amended description) – **UPPERTON**.

The Head of Planning First presented the report and reminded the Committee that the applications would be presented and determined separately for 12 and 13 Gorringe Road.

The Committee was advised by way of an Addendum that paragraph 8.4 of the report was corrected to state flats 1 and 3 would be 5 person occupancy and not 6 person occupancy. All flats would meet the technical housing standards for internal floor space requirements. Condition 4 (Landscaping and Boundary Enclosure) was revised to allow approval of details prior to first occupation.

Dr Yusaf Samiullah OBE spoke on behalf of local residents in objection to the application. Sarah Collins, Agent, spoke in favour of the application. Councillor Maxted, Ward Councillor, addressed the Committee in relation to the application.

The Committee queried the interconnectivity between 12 and 13 Gorringe Road, overlooking, Southern Water consultation, potential for an HMO and access to cycle storage.

The Head of Planning First confirmed there were no interconnecting internal doors as they had been blocked. Windows would not give rise to overlooking as they were controlled by condition to be obscure glazed. Agreement from Southern Water was required before permission could be fully implemented and site occupied. A future HMO could not be assumed and would require planning permission. Each flat would have independent access to bike storage.

Councillor Taylor proposed a motion to approve the application in line with the officer's recommendation and the amended conditions set out in the Addendum. This was seconded by Councillor Miah and was carried.

RESOLVED: (Unanimously) that planning permission be granted subject to the conditions set out in the officer's report and officer addendum.

72 13 Gorringe Road. ID: 220961

Change of Use from Residential Care Home (C2 use) to 11 bedroom HMO (Sui Generis use) with associated bin and cycle storage area – **UPPERTON**.

The Head of Planning First presented the report.

The Committee was advised by way of an Addendum that paragraph 3.1 of the report was corrected to state that the development was occupied and not vacant. An additional 'time limit' condition was added as elements of the proposed development differed from the on-site arrangements. Conditions 3 (Landscaping and Boundary Enclosures) and 2 (Cycle storage facilities) were revised to allow more time for submission of details.

Dr Yusaf Samiullah OBE spoke on behalf of local residents in objection to the application. Sarah Collins, Agent, spoke in favour of the application. Councillor Macted, Ward Councillor, addressed the Committee in relation to the application.

The Committee sought clarification on various points: the access to 13 Gorrige Road, lack of amenity space and small shared kitchen, fire regulations, potential for a live-in manager as a point of contact, proposed single occupancy condition, refuse/garden maintenance, parking and disabled access.

The Head of Planning First confirmed access was through a single front door. Each unit had adequate day light and outside space. It was not possible to require additional kitchens or extra live-in space due to housing legislation, but this it could be added as an informative if the application were to be supported by Members. Fire regulations were covered by Building Regulations and there were two means of escape. The site and refuse would be maintained by the management company and contact details could be obtained and supplied as required by their management plan. The level of parking would not increase more than its former use. There were alternative properties in the town that delivered disabled facilities. The Planning Lawyer added that legislation provided for retrospective applications and any conditions proposed must be enforceable.

Councillor Murray proposed a motion to approve the application in line with the officer's recommendation and amended conditions set out in the Addendum. This was seconded by Councillor Vaughan and the motion was lost by 2 votes to 4 against and 2 abstentions.

Councillor Parker proposed a motion against the officer's recommendation to defer the application to enable officers to seek revised plans. This was seconded by Councillor Morris and was carried.

RESOLVED: (by 5 votes to 3 against) that the application be deferred to enable officers to negotiate improvements to the scheme, and to be determined at a future meeting following any required consultation.

73 Date of next meeting

It was noted that the next meeting of the Planning Committee was scheduled to commence at 6:00pm on Monday, 12 June 2023.

The meeting ended at 7.05 pm

Councillor Jim Murray (Chair)