

**Polegate Town Council, Council Office, 49 High Street,
Polegate BN26 6AL**

Telephone: 01323 488114

Town Clerk Jo Tricker: admin@polegatetowncouncil.gov.uk

Town mayor Cllr Dan Dunbar:
cllr.d.dunbar@polegatetowncouncil.gov.uk



Minutes of Meeting of the **SPECIAL FULL COUNCIL** held on **19th May 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 18:00.**

PRESENT: Councillors D Dunbar, S Shing, D Murray, Mrs C Berry, D Watts, J Heward, J Keen, D Shing, Mrs M Piper, M Cunningham, A Wood, A O’Kane, W Heasman O’Neill **(13)**

13775 Item 1: Opportunity for Public Comment for items on the agenda

Public Comments were from those who went up for the role of Councillor.

Graeme Archer - Candidate 1 gave his presentation to Council.

Chris Primett - Candidate 2 gave his presentation to Council.

Dionne Daniels - Candidate 3 gave her presentation to Council.

13776 Item 2: Apologies for absence

None (all present)

13777 Item 3: Declarations of interest in any items on the agenda

None

13778 Item 4: Motion to co-opt a councillor to fill casual vacancy following the resignation of W Alexander

Cllr A Wood propose G Archer M Piper seconded

Cllr C Berry proposed C Primett D Murray seconded

Cllr A O’Kane proposed D Daniel as there were no seconders for D Daniel this motion was not taken forward.

A vote was taken to suspend standing orders for a ballot vote. Vote 12 for 1 abstention M Cunningham

It was resolved to co-opt Graeme Archer (Candidate 1) as a councillor. Vote 7 for 6 against. Cllr G Archer was given a copy of his declaration of acceptance of office; this was signed at the meeting and counter signed by the Town Clerk (Proper Officer)

The meeting closed at 18:14pm

Signed Chair of Meeting _____ Date _____

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Minutes of Meeting of the **ANNUAL STATUTORY MEETING** held on 19th May 2025 in
Council Chamber, 49 High Street, Polegate, BN26 6AL 19:00.

PRESENT: Councillors D Dunbar, S Shing, D Murray, Mrs C Berry, D Watts, J Heward, J Keen, D Shing, Mrs M Piper, M Cunningham, A Wood, A O’Kane, W Heasman O’Neill, G Archer **(14)**

13779 Item A: Election of the Town Mayor

Nominations prior to the meeting are: Cllr J Heward and Cllr D Dunbar

It was resolved to elect Cllr D Dunbar as Mayor for the ensuing year. VOTE 9 for 5 against

13780 Item 1: To receive the Mayor’s declaration of acceptance of office

The Mayor signed his declaration of acceptance of office which was counter signed by the Town Clerk (Proper Officer)

13781 Item 2: Election of Deputy Town Mayor and acceptance of office

Nominations received prior to the meeting are: Cllr S Shing and Cllr J Heward.

It was resolved to elect Cllr S Shing as deputy Mayor VOTE 8 for 7 against. (Chair cast the deciding vote)

The Deputy Mayor signed his declaration of acceptance of office which was counter signed by the Town Clerk (Proper Officer)

13782 Item 3: Opportunity for Public Comment

None

13783 Item 4: Apologies for absence

None (all present)

13784 Item 5: To receive any declarations of interest in any items on the agenda

D Murray ESALC Member

13785 Item 6: Minutes of the Full Council of 31st March 2025

It was resolved to adopt and approve the minutes of the Full Council Meeting of 31st March 2025. VOTE all in favour.

13786 Item 7: Scheme of Delegation (for noting in the 6 – month rule) Adopted in March 2025

It was noted that the Scheme of Delegation, adopted in March, falls within the six-month rule and therefore remains unchanged.

13787 Item 8: Standing Committees

a. Review Terms of Reference for Committee/ Working groups – as per attached schedule:

- Appeals Committee
- Buildings and Land Committee (for noting as adopted by Full Council March 2025)
- Business Plan Working Group
- Christmas Lights Committee
- CIL Working Group
- Climate Committee
- Communities and Tourism Committee (for noting as adopted by Full Council March 2025)
- Finance and Policy Committee (for noting as adopted by Full Council March 2025)
- Flower Contact Working Group (for noting as adopted by Full Council March 2025)
- Internal Audit Review and Internal Control Working Group (for noting as by Full Council March 2025)
- Library Working Group (for noting as adopted by Full Council March 2025)
- Neighbourhood Plan Working Group
- Personnel Committee (for noting as adopted by Full Council March 2025)
- Planning Committee (for noting as adopted by Full Council March 2025)
- Risk Management Working Group
- Scheme of Delegation (for noting as adopted by Full Council March 2025)
- Street Lighting Committee
- Website Working Group

It was resolved to approve the Terms of Reference for Committees and Working Groups for 2025 and take note of all the Committees and Working Groups that were for noting.

b. Appointment of Members to Committees & appoint of Chairpersons to Standing Committees/ Working Groups as per schedule

- Appeals Committee (delegated)
- Buildings and Land Committee (part delegated via Clerk)
- Business Plan Working Group (part delegated via Clerk)
- Christmas Lights Committee (delegated via Clerk)
- CIL Working Group
- Climate Committee
- Communities and Tourism Committee (delegated)
- Finance and Policy Committee (delegated)
- Flower Contact Working Group (delegated via Clerk)
- Internal Audit Review and Internal Control Working Group
- Library Working Group (delegated via Clerk)
- Neighbourhood Plan Working Group (delegated via Clerk except Financial)
- Personnel Committee (part delegated)
- Planning Committee (delegated)
- Risk Management Working Group
- Street Lighting Committee
- Website Working Group (delegated via Clerk)

It was resolved to appoint the standing committees above and the terms of references and to add:

- **Cllr G Archer to the Finance and Policy Committee**
- **Cllr J Heward, J Keen, G Archer, W Heasman O'Neill to the Planning Committee**
- **Cllr G Archer to the Buildings and Land Committee**
- **Cllr S Shing, J Heward, A O'Kane to Libraries Working Group**

VOTE All in Favour

13788 Item 9: Adoption of Standing Orders

It was noted new model standing orders would result in a change in the near future. It was resolved to adopt the standing orders as presented. VOTE All in favour.

13789 Item 10: Adoption of Financial Regulations

It was noted that new model of financial regulations would result in a change in the future. It resolved to adopt the current financial regulations as presented. VOTE all in favour.

13790 Item 11: To appoint representatives to outside organisations – as per scheduled attached

It was resolved to appoint the Representatives to outside organisations and to add:

- **Cllr D Dunbar to be a representative for Polegate Twinning Association**
- **Cllr A O’Kane to be a representative for Polegate Windmill**
- **Cllr D Watts to be a representative for South Downs National Park**
- **Cllr J Keen and W Heasman O’Neill and Malcolm Cunningham to be a representative for Youth**

VOTE All in favour

13791 Item 12: General Power of Competence

The criteria are:

- a. Electoral Mandate:

At least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number, then it must be rounded up.

ALL COUNCILLORS WERE DULY ELECTED

- b. Qualified Clerk The clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Council Administration or the first level of the founder degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

THE CLERK IS QUALIFIED IN CiLCA

The council meet the above criteria and are therefore able to use the General Power of Competence.

It was resolved that Polegate Town Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk in order to be able to continue to exercise the General Power of Competence. VOTE ALL IN FAVOUR.

13792 Item 13: Details of Asset Register

It noted to accept the Asset Register. VOTE ALL IN FAVOUR.

13793 Item 14: Details of Insurance Cover

It noted to accept the Insurance Cover. VOTE ALL IN FAVOUR.

13793 Item 15: Review of Subscriptions

It was resolved to discontinue SurveyMonkey and Campaign to Protect Rural England before the next billing cycle. Vote All in Favour

13794 Item 16: Review of Council complaints procedure

It was resolved to accept the Councils Complaints procedure.

13795 Item 17: Review of Councils policies, procedures, practices of freedom of information and data protection – Adoption of Council Policies/ Procedures – as per attached schedule.

It was resolved to change the wording from Policy 23: Co-option Policy and bring it back for agreement and it was resolved to adopt all the other policies/ procedures as presented in attached schedule. VOTE ALL IN FAVOUR.

13796 Item 18: Risk Assessment review

It was resolved to accept the Risk Assessment review as presented and the contents notes. VOTE ALL IN FAVOUR.

13797 Item 19: Adoption of Councillor's code of conduct

It was resolved to adopt the Councillors Code of Conduct as presented. VOTE ALL IN FAVOUR.

13798 Item 20: Appointment of Internal Auditor – Mulberry Local Authority Services (3-year contract from 2023-24) and review their effectiveness and independence.

It was noted Mulberry Local Authority Services (3-year contract from 2023-24.) VOTE ALL IN FAVOUR

13799 Item 21: To note and approve bank signatories for bank mandate

- Cllr M Cunningham
- Cllr S Shing
- Cllr Mrs M Piper
- Cllr D Watts
- Cllr D Dunbar
- Cllr D Murray for noting as appointed February 2025
- Cllr J Keen for noting as appointed February 2025

It was resolved to approve the bank signatories for the bank mandate and to note Cllr D Murray and J Keen as bank signatories added as it was on the 6 month rule.

13800 Item 22: Proposed dates of next cycle of meetings

Full Council Meeting 30th June 2025

Full Council Meeting 28th July 2025

Full Council Meeting 29th September 2025

Full Council Meeting 27th October 2025

Full Council Meeting 24th November 2025

Full Council Meeting 26th January 2026

Full Council Meeting 23rd February 2026

Full Council Meeting 30th March 2026

The proposed dates for the next cycle of meetings were approved and noted by all those present.

The meeting closed at 19:46

Signed Chair of Meeting _____ Date _____

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Minutes of Meeting of the **Buildings and Land** held on **4th June 2025** in **Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00am.**

PRESENT: Councillors D Murray, D Dunbar, S Shing, M Piper, A Wood, J Keen, J Heward, G Archer **(8)**

NOT PRESENT: Apologies of absence were received from Councillor D Watts **(1)**

MINUTES

13803 Item 1: Opportunity for Public Comment for items on the agenda

None

13804 Item 2: Apologies for absence

Apologies from Cllr D Watts

13805 Item 3: Declarations of interest

Declarations of interest from S Shing, J Keen (Item 7) , D Dunbar (Item 5)

13806 Item 4: Minutes of the Buildings and Land Committee Meeting of 21st February 2025

It was resolved to adopt and approve the minutes of the Buildings and Land Meeting of 21st February 2025. VOTE all in favour.

13806 Item 5: Motion to approve a defibrillator to be at the Thoroughbred and approve to pay for the installation on the thoroughbred if gifted one. Estimated cost £500

It was resolved to approve a defibrillator to be at the Thoroughbred and was approved to pay for the installation on the Thoroughbred as it was gifted. It was agreed the £500 would come from General Reserves. VOTE all in favour.

VOTE 7 For 1 Abstention (D Dunbar)

13807 Item 6: Motion to add second tennis court to planning application in reference to comments/requests from Lawn Tennis Association.

It was resolved to add a second tennis court to the planning application in reference to comments/requests from Lawn Tennis Association. VOTE all in favour.

13808 Item 7: Update for Buildings and Land Committee

It was noted that an update was provided for Buildings and Land Committee. VOTE all in favour.

13809 Item 8: Cuckoo Trail Noticeboard

It was resolved to take on the management of the Cuckoo Trails Noticeboard as offered by Wealden District Council. VOTE all in favour.

13810 Confidential Update:

Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land)

13811

It was resolved to delegate to the Clerk to arrange drafting of a license/ lease with Polegate Town Councils solicitor for proposed Library CIC. VOTE all in favour.

13812

It was resolved to delegate to the Clerk to sell/ dispose of items within 51 to make space for refitting. VOTE all in favour.

13813

It was resolved to allow Polegate Grasshoppers to use Brightling Road Leisure Land and organise funding for the new pitch/ grants. VOTE all in favour.

13814

It was resolved to amend the Planning Application to meet Sports England requirements and the needs of the Football Club and grant funding criteria. VOTE all in favour.

13815

It was resolved to submit a planning application for Modular Changing Room/ Café/ Facilities in due course. VOTE all in favour.

13816

It was resolved submit a planning application for an Accessible Ramp for 51 High Street and grant funding. VOTE all in favour.

13817

It was resolved to approve submission of a planning or lawful development application in the Council's name for permanent net installation, to support CIC funding, and to delegate location decisions to the Clerk in liaison with Buildings and Land Members. VOTE all in favour.

The meeting closed at 10:29

Signed Chair of Meeting _____ Date _____

SUMMARY FOR POLEGATE TOWN COUNCIL

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Company reference: [REDACTED]
Statement date: 20 June 2025
Page number: 1 of 4
Monthly spend limit: [REDACTED]

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date of previous statement: 20 May 2025
Previous balance: £1,205.49
Payment received: £1,205.49 CR
Total of charges and adjustments: £0.00
Total of new spending: £260.63
New balance: £260.63
Payment due by: 27 June 2025

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account 3****537, at branch 20 -**- 91 will be debited with the amount of the new balance on or immediately after 27 June 2025."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash. The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	1,205.49
27 May 2025	DIRECT DEBIT PAYMENT THANK YOU	1,205.49 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
[REDACTED]	[REDACTED]	[REDACTED]	238.95
			21.68
Total cardholder expenditure			£260.63
New balance			£260.63

	NET	VAT	GROSS	
WORKWEAR	-92.68cr	-	-92.68cr	4220
NBB	189.95	37.99	227.94	4220
AMAZON	11.89	2.38	14.27	4031
AMAZON	10.37	2.07	12.44	4031
ST JOHNS AMB	64.15	12.83	76.98	4059
WICKES	7.00	1.40	8.40	4220
TOOLSTATION	11.07	2.21	13.28	4220

STATEMENT FOR J TRICKER

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:

20 June 2025
3 of 4

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Date	Description	Amount
23 May 2025	WORKWEAR EXPRESS DURHAM ENG	92.68 CR
260515122625	MEN'S,WOMEN'S AND CHILDREN'S UNIFORMS AN	
27 May 2025	NBB RECYCLED FURNITURE POOLE ENG	227.94 ✓
280515122625	COMMERCIAL FURNITURE	
29 May 2025	Amazon.co.uk*HN9OC7UN5 AMAZON.CO.UK GBR	14.27 ✓
300552718715	ALL OTHER DIRECT MARKETERS	
2 Jun 2025	AMZNMktplace*S65DF9845 amazon.co.uk GBR	12.44 ✓
030652718715	MISCELLANEOUS AND RETAIL STORES	
5 Jun 2025	ST JOHN AMBULANCE SHEFFIELD	76.98 ✓
060685481475	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
5 new purchases / cash advances. Total of spending.		£238.95

STATEMENT FOR J P WEBBER

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
ROI: 1800 849 123
Online: www.barclaycard.co.uk/commercial

Company reference:
Card number:
Statement date:
Page number:
Monthly spend limit:


20 June 2025
4 of 4


Date	Description	Amount
4 Jun 2025	WICKES HAILSHAM HAILSHAM UNITED KINGDOM 050685481475 LUMBER AND BUILDING MATERIALS STORES	8.40
4 Jun 2025	TOOLSTATION UK NORTHAMPTON ENG 050615122625 HARDWARE STORES	13.28
2 new purchases / cash advances. Total of spending.		£21.68



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Your Business accounts – at a glance

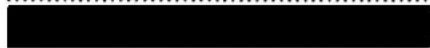
Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 30 June 2025

Business Current Accounts

Business Current Account Statement	£50,000.00
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Business Savings Accounts

Business Premium Account	£671,058.62
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Business Premium Account	£132,360.81
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This is the end of your account summary.



Business Reserve Account

Summary	
Statement Date	01 JUL 2025
Period Covered	31 MAY 2025 to 01 JUL 2025
Previous Balance	£88,004.15
Paid In	£82.22
Withdrawn	£0.00
New Balance	£88,086.37
BIC	
IBAN	

Welcome to your NatWest Statement

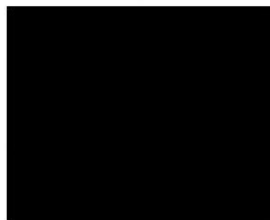
Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.
Interest rate: 1.10% Gross / 1.11% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
31 MAY 2025	BROUGHT FORWARD			88,004.15
30 JUN	Interest 30JUN GRS 47542470	1010	82.22	88,086.37

Your Statement



09471 050489 0180 E 38500



B

Account Summary

Opening Balance	88,886.12
Payments In	123.81
Payments Out	0.00
Closing Balance	89,009.93

Interest Rate - Valid as at end date of the statement period
1.65% AER

International Bank Account Number

[REDACTED]

Branch Identifier Code

[REDACTED]

13 May to 12 June 2025

Account Name

Polegate Town Council

Sortcode

[REDACTED]

Account Number Sheet Number

[REDACTED]

[REDACTED]

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
12 May 25	BALANCE BROUGHT FORWARD			88,886.12
12 Jun 25	CR GROSS INTEREST TO 11JUN2025		123.81	89,009.93
12 Jun 25	BALANCE CARRIED FORWARD		1010	89,009.93

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current/Business Premium**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2025		50,000.00
Business Premium Account	30/06/2025		671,058.62
			<u>721,058.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			721,058.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			721,058.62
		Balance per Cash Book is :-	721,058.62
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - Tracker Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker Account	30/06/2025		132,360.81
			<u>132,360.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			132,360.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			132,360.81
		Balance per Cash Book is :-	132,360.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash Account	30/06/2025		200.00
			<u>200.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Staff Salaries Cash Book

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Salaries Control	30/06/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 5 - Current/Business Premium HSBC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC deposit Account	30/06/2025		89,009.93
			<u>89,009.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,009.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,009.93
		Balance per Cash Book is :-	89,009.93
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 6 - NatWest deposit A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve Account	30/06/2025		88,086.37
			<u>88,086.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,086.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,086.37
		Balance per Cash Book is :-	88,086.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Employee costs							
	Income	43	65	3,481	3,416			1.9%
	Expenditure	17,681	49,340	219,259	169,919		169,919	22.5%
	Net Income over Expenditure	<u>(17,638)</u>	<u>(49,275)</u>	<u>(215,778)</u>	<u>(166,503)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(17,638)</u>	<u>(49,275)</u>	<u>(215,778)</u>	<u>(166,503)</u>			
	Grand Totals:- Income	43	65	3,481	3,416			1.9%
	Expenditure	17,681	49,340	219,259	169,919	0	169,919	22.5%
	Net Income over Expenditure	<u>(17,638)</u>	<u>(49,275)</u>	<u>(215,778)</u>	<u>(166,503)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(17,638)</u>	<u>(49,275)</u>	<u>(215,778)</u>	<u>(166,503)</u>			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102</u>	<u>Administration</u>								
1009	Bank Loyalty Discount	0	0	170	170			0.0%	
	Administration :- Income	0	0	170	170			0.0%	0
4010	Internal Auditor	0	0	500	500		500	0.0%	
4030	Postage	0	0	150	150		150	0.0%	
4031	Stationery	82	374	1,500	1,127		1,127	24.9%	
4032	Photocopier copy charges	0	265	1,500	1,235		1,235	17.7%	
4035	Computer consumables	0	16	350	334		334	4.4%	
4036	Office IT equip't inc antiviru	25	317	750	433		433	42.3%	
4037	Website	14	87	400	313		313	21.7%	
4039	Legal fees	500	947	5,000	4,053		4,053	18.9%	
4040	Audit Fees (external audit)	0	0	1,600	1,600		1,600	0.0%	
4043	Insurance Premiums	0	6,585	7,000	415		415	94.1%	
4044	Insurance Tree Survey	0	0	1,500	1,500		1,500	0.0%	
4045	Subscriptions	0	3,003	3,800	797		797	79.0%	
4046	Publications	0	0	400	400		400	0.0%	
4047	Advertising	0	0	150	150		150	0.0%	
4049	Tree Works	0	0	5,000	5,000		5,000	0.0%	
4050	Town Council Elections	0	0	3,000	3,000		3,000	0.0%	
4053	Refreshments	0	0	250	250		250	0.0%	
4056	Bank/Barclaycard charges	47	141	800	659		659	17.7%	
4059	First Aid	64	64	150	86		86	42.8%	
4062	Newsletter Production	0	0	600	600		600	0.0%	
4063	Hire of Halls	0	41	300	260		260	13.5%	
4069	Office telephones	52	155	1,100	945		945	14.1%	
4070	Broadband/Internet	33	100	550	450		450	18.2%	
4071	IT Services incl backups	294	885	3,850	2,965		2,965	23.0%	
4072	IT costs office 365	194	585	2,420	1,835		1,835	24.2%	
4073	IT reserve for new machines	2,030	2,110	1,200	(910)		(910)	175.8%	852
	Administration :- Indirect Expenditure	3,335	15,673	43,820	28,147	0	28,147	35.8%	852
	Net Income over Expenditure	(3,335)	(15,673)	(43,650)	(27,977)				
6000	plus Transfer from EMR	852	852	0	(852)				
	Movement to/(from) Gen Reserve	(2,483)	(14,822)	(43,650)	(28,828)				
<u>103</u>	<u>Town Councillors</u>								
4090	Councillors' allowances	0	689	7,600	6,911		6,911	9.1%	
4091	Councillors' expenses	0	86	600	514		514	14.3%	
4092	Councillors' training	0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093 Mayor's allowance Civic Duties	0	391	2,000	1,609		1,609	19.5%	391
4097 Civic Event	0	0	1,000	1,000		1,000	0.0%	
Town Councillors :- Indirect Expenditure	0	1,166	11,700	10,534	0	10,534	10.0%	391
Net Expenditure	0	(1,166)	(11,700)	(10,534)				
6000 plus Transfer from EMR	0	391	0	(391)				
Movement to/(from) Gen Reserve	0	(775)	(11,700)	(10,925)				
104 General Administration								
1010 Investment Income	2,690	3,115	4,000	885			77.9%	
1076 Precept	0	257,469	514,937	257,469			50.0%	
General Administration :- Income	2,690	260,583	518,937	258,354			50.2%	0
4100 Grants to other Organisations	0	0	1,000	1,000		1,000	0.0%	
4103 Public Info event(s)	0	0	1,000	1,000		1,000	0.0%	
4104 Events	0	522	1,500	978		978	34.8%	
4105 Finance Software	0	1,538	1,800	262		262	85.4%	
General Administration :- Indirect Expenditure	0	2,060	5,300	3,240	0	3,240	38.9%	0
Net Income over Expenditure	2,690	258,524	513,637	255,113				
201 Council Offices								
4004 Cleaning contract ex staff	100	275	1,500	1,225		1,225	18.3%	
4130 Council Tax	749	2,242	9,500	7,258		7,258	23.6%	
4131 Electricity	252	956	5,000	4,044		4,044	19.1%	
4132 Water charges	41	123	700	577		577	17.6%	
4133 Sewerage	0	0	700	700		700	0.0%	
4136 Photocopier - lease	186	371	1,500	1,129		1,129	24.8%	
4139 Window Cleaning	0	50	400	350		350	12.5%	
4140 Alarm Maintenance	0	0	500	500		500	0.0%	
4141 Fire Precautions	0	0	500	500		500	0.0%	
4142 Other Maintenance	0	0	1,100	1,100		1,100	0.0%	
4146 Other Office Equipment	200	200	1,500	1,300		1,300	13.3%	
4154 Housekeeping San bins 49 & gar	0	115	380	265		265	30.3%	
4155 Refuse Collecting	91	306	1,500	1,194	226	968	35.5%	
4162 PWLB - Capital	2,710	2,710	2,711	1		1	100.0%	
4163 PWLB- Interest	76	76	76	(0)		(0)	100.3%	
8060 Misc Resolved Gen Reserves & c	0	3,093	0	(3,093)		(3,093)	0.0%	2,632
Council Offices :- Indirect Expenditure	4,406	10,519	27,567	17,048	226	16,822	39.0%	2,632
Net Expenditure	(4,406)	(10,519)	(27,567)	(17,048)				
6000 plus Transfer from EMR	0	2,632	0	(2,632)				
Movement to/(from) Gen Reserve	(4,406)	(7,887)	(27,567)	(19,680)				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202</u>	<u>51 High Street</u>								
4170	51 High Street - expenditure	32	264	800	536		536	33.0%	
	51 High Street :- Indirect Expenditure	32	264	800	536	0	536	33.0%	0
	Net Expenditure	(32)	(264)	(800)	(536)				
<u>203</u>	<u>The Pavilion</u>								
1030	Rental Income-Pavilion	0	0	1,600	1,600			0.0%	
	The Pavilion :- Income	0	0	1,600	1,600			0.0%	0
	Net Income	0	0	1,600	1,600				
<u>204</u>	<u>Wannock Office</u>								
4198	PWMRG CIC Grant (Interim)	0	24,981	34,981	10,000		10,000	71.4%	
	Wannock Office :- Indirect Expenditure	0	24,981	34,981	10,000	0	10,000	71.4%	0
	Net Expenditure	0	(24,981)	(34,981)	(10,000)				
<u>205</u>	<u>High Street Toilets</u>								
1035	High St Toilets Community Sche	0	413	1,300	888			31.7%	
	High Street Toilets :- Income	0	413	1,300	888			31.7%	0
4500	Toilets High St - Cleaning	718	2,283	11,500	9,217		9,217	19.9%	
4501	Toilets High St - Maintenance	0	2,201	2,400	199		199	91.7%	
4504	Toilets High St - Other	0	112	790	678		678	14.2%	
4506	Toilets High St - Vandalism	0	0	350	350		350	0.0%	
	High Street Toilets :- Indirect Expenditure	718	4,596	15,040	10,444	0	10,444	30.6%	0
	Net Income over Expenditure	(718)	(4,184)	(13,740)	(9,556)				
<u>301</u>	<u>Town Centre and Community Safe</u>								
4201	CCTV costs	0	1,039	5,500	4,461	1,039	3,422	37.8%	
4202	Defibrillators	632	632	1,500	868	353	515	65.7%	
4203	Defib replace savings	1,390	1,390	2,000	610		610	69.5%	
	Town Centre and Community Safe :- Indirect Expenditure	2,022	3,061	9,000	5,939	1,392	4,547	49.5%	0
	Net Expenditure	(2,022)	(3,061)	(9,000)	(5,939)				
<u>302</u>	<u>Recreation Grounds</u>								
1022	Brightling Road lease	0	0	120	120			0.0%	
	Recreation Grounds :- Income	0	0	120	120			0.0%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 General Maintenance	2,114	4,568	16,000	11,432	3,437	7,995	50.0%	
4223 Grounds Maintenance	523	523	6,000	5,477		5,477	8.7%	
4230 Skate Park	0	0	3,000	3,000		3,000	0.0%	
4238 Litter Bins	952	1,260	7,600	6,340		6,340	16.6%	
4240 Oakleaf Lease Charges	0	170	180	10		10	94.4%	
4241 Dog Bins	715	715	2,860	2,145		2,145	25.0%	
4242 Playground Equipment	206	206	3,000	2,794		2,794	6.9%	
4243 Safety Inspections	45	450	1,800	1,350	405	945	47.5%	
8060 Misc Resolved Gen Reserves & c	512	1,884	0	(1,884)		(1,884)	0.0%	
Recreation Grounds :- Indirect Expenditure	5,067	9,776	40,440	30,664	3,842	26,822	33.7%	0
Net Income over Expenditure	(5,067)	(9,776)	(40,320)	(30,544)				
<u>303 Highways</u>								
1051 Urban Grasscutting Income	0	5,342	5,342	(0)			100.0%	
Highways :- Income	0	5,342	5,342	(0)			100.0%	0
4256 Urban grasscutting	3,733	7,466	29,000	21,534		21,534	25.7%	1,866
4258 Flower Beds	3,386	3,386	8,850	5,464	54	5,410	38.9%	
4259 Council Gardens - office	10	31	1,100	1,069		1,069	2.9%	
4263 Bulb Planting	0	0	1,100	1,100		1,100	0.0%	
4264 SID/VAS maintenance moving	275	275	1,100	825		825	25.0%	
Highways :- Indirect Expenditure	7,405	11,158	41,150	29,992	54	29,938	27.2%	1,866
Net Income over Expenditure	(7,405)	(5,816)	(35,808)	(29,992)				
6000 plus Transfer from EMR	0	1,866	0	(1,866)				
Movement to/(from) Gen Reserve	(7,405)	(3,950)	(35,808)	(31,858)				
<u>304 Allotments</u>								
1070 Allotment Fees	0	39	2,500	2,462			1.5%	
1072 Gosford Way Allotments	0	0	175	175			0.0%	
1073 Allotment Deposit Retained	50	50	0	(50)			0.0%	50
Allotments :- Income	50	89	2,675	2,587			3.3%	50
4270 Allotments - maintenance	0	310	700	390		390	44.3%	
4271 Allotments - improvements	0	0	6,000	6,000		6,000	0.0%	
4272 Allotments - water	10	31	1,000	969		969	3.1%	
4273 Allotment - rent of land Gosfo	0	90	180	90		90	50.0%	
4274 Allotment Grounds maintenance	0	0	800	800		800	0.0%	
Allotments :- Indirect Expenditure	10	431	8,680	8,249	0	8,249	5.0%	0
Net Income over Expenditure	40	(342)	(6,005)	(5,663)				
6001 less Transfer to EMR	50	50	0	(50)				
Movement to/(from) Gen Reserve	(10)	(392)	(6,005)	(5,613)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
305 Street Lighting								
4280 Street Light - energy	759	4,408	33,000	28,592		28,592	13.4%	
4281 Street Light - Maint contract	0	5,370	13,000	7,630		7,630	41.3%	
4282 St Light - works/impro/maint	0	720	10,000	9,280		9,280	7.2%	
4286 Christmas decorations	323	(377)	14,500	14,877		14,877	(2.6%)	
Street Lighting :- Indirect Expenditure	1,082	10,121	70,500	60,379	0	60,379	14.4%	0
Net Expenditure	(1,082)	(10,121)	(70,500)	(60,379)				
306 Prize and Prize Giving								
4096 Remembrance Wreath	0	0	60	60		60	0.0%	
Prize and Prize Giving :- Indirect Expenditure	0	0	60	60	0	60	0.0%	0
Net Expenditure	0	0	(60)	(60)				
307 The Polegate Partnership								
1040 SponsorFlower Beds Hailsham Rd	0	0	1,000	1,000			0.0%	
The Polegate Partnership :- Income	0	0	1,000	1,000			0.0%	0
4306 Replace Hailsham Rd Beds	0	0	450	450		450	0.0%	
4307 Hailsham Flowers Maintenance	38	113	580	468		468	19.4%	
The Polegate Partnership :- Indirect Expenditure	38	113	1,030	918	0	918	10.9%	0
Net Income over Expenditure	(38)	(113)	(30)	83				
401 The Planning Committee								
4320 Planning Committee - Halls	0	0	100	100		100	0.0%	
The Planning Committee :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
701 The Retired								
7001 The Retired	0	0	1,800	1,800		1,800	0.0%	
The Retired :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%	0
Net Expenditure	0	0	(1,800)	(1,800)				
Grand Totals:- Income	2,740	266,427	531,144	264,717			50.2%	
Expenditure	24,113	93,919	311,968	218,049	5,514	212,535	31.9%	
Net Income over Expenditure	(21,373)	172,508	219,176	46,668				
plus Transfer from EMR	852	5,741	0	(5,741)				
less Transfer to EMR	50	50	0	(50)				
Movement to/(from) Gen Reserve	(20,571)	178,198	219,176	40,978				

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control			10,942.37	
200	Current/Business Premium			721,058.62	
201	Tracker Account			132,360.81	
203	HSBC Deposit A/C			89,009.93	
204	NatWest deposit A/C			88,086.37	
210	Petty Cash			200.00	
310	General reserves				249,666.03
320	Council Office Mntce Fund				12,763.00
322	Town Election/Poll/Referendum				16,657.00
324	Elections Fund				20,972.97
328	Office IT Equipment Reserve				45.40
331	Brightling Reserve				8,514.21
334	Town Focal Enhancemt Reserve				592.20
335	Street Lights Reserve				85,174.06
338	Hailsham Beds Reserve				1,398.54
339	Office Alterations Reserve				19,899.75
341	Staff - Consultant/Temporary				3,290.55
342	S106 funds				247,799.45
344	Play Equipment				2,665.00
346	Neighbourhood Plan				15,000.00
347	CCTV reserve				519.44
348	Consultation/Newsletter				448.00
349	CIL funds				89,104.11
350	Picnic Benches				68.51
351	Skate Park				9,346.00
352	Overtime				1,546.23
353	Polegate Community Library				51,000.00
354	New air con unit				1,220.00
355	Christmas Lights (new)				1,750.00
356	Bins				5,250.00
358	VAS (SID)				4,269.60
359	Land purchase car park				100.00
360	Land Purchase open space				40,100.00
361	Allotment unreturned deposits				1,525.00
362	emr training courses				2,476.00
364	Changing Places Toilet Maint				1,700.30
366	Allotment major works				5,388.61
367	Brightling Pathway				9,116.87
500	Creditors			54.00	
501	Sundry Other creditors			488.45	
560	Deposits Held				3,910.00
1010	Investment Income	104	General Administration		3,114.88

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1035	High St Toilets Community Sche	205	High Street Toilets		412.50
1042	Sponsorship Litter Picker	101	Employee costs		65.01
1051	Urban Grasscutting Income	303	Highways		5,342.22
1070	Allotment Fees	304	Allotments		38.50
1073	Allotment Deposit Retained	304	Allotments		50.00
1076	Precept	104	General Administration		257,468.50
4000		101	Employee costs		
4002		101	Employee costs		
4003		101	Employee costs		
4004	Cleaning contract ex staff	201	Council Offices	275.00	
4007	NI (ER's)	101	Employee costs	3,577.02	
4008	Pension ER's contributions	101	Employee costs	1,303.24	
4009	Payroll	101	Employee costs	387.48	
4011		101	Employee costs		
4012		101	Employee costs		
4013		101	Employee costs		
4014		101	Employee costs		
4015		101	Employee costs		
4016	Training Exps inc course fees	101	Employee costs	450.00	
4022		101	Employee costs		
4023		101	Employee costs		
4031	Stationery	102	Administration	373.50	
4032	Photocopier copy charges	102	Administration	264.87	
4035	Computer consumables	102	Administration	15.56	
4036	Office IT equip't inc antiviru	102	Administration	317.10	
4037	Website	102	Administration	86.94	
4039	Legal fees	102	Administration	947.00	
4043	Insurance Premiums	102	Administration	6,584.91	
4045	Subscriptions	102	Administration	3,002.75	
4056	Bank/Barclaycard charges	102	Administration	141.29	
4059	First Aid	102	Administration	64.15	
4063	Hire of Halls	102	Administration	40.50	
4069	Office telephones	102	Administration	155.22	
4070	Broadband/Internet	102	Administration	99.99	
4071	IT Services incl backups	102	Administration	885.29	
4072	IT costs office 365	102	Administration	584.70	
4073	IT reserve for new machines	102	Administration	2,109.54	
4090	Councillors' allowances	103	Town Councillors	689.24	
4091	Councillors' expenses	103	Town Councillors	85.95	
4093	Mayor's allowance Civic Duties	103	Town Councillors	390.53	
4104	Events	104	General Administration	521.99	
4105	Finance Software	104	General Administration	1,537.70	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4130	Council Tax	201	Council Offices	2,242.00	
4131	Electricity	201	Council Offices	956.44	
4132	Water charges	201	Council Offices	123.21	
4136	Photocopier - lease	201	Council Offices	371.40	
4139	Window Cleaning	201	Council Offices	50.00	
4146	Other Office Equipment	201	Council Offices	199.96	
4154	Housekeeping San bins 49 & gar	201	Council Offices	115.28	
4155	Refuse Collecting	201	Council Offices	306.30	
4162	PWLB - Capital	201	Council Offices	2,710.31	
4163	PWLB- Interest	201	Council Offices	76.23	
4170	51 High Street - expenditure	202	51 High Street	264.39	
4198	PWMRG CIC Grant (Interim)	204	Wannock Office	24,981.00	
4201	CCTV costs	301	Town Centre and Community Safe	1,038.88	
4202	Defibrillators	301	Town Centre and Community Safe	632.00	
4203	Defib replace savings	301	Town Centre and Community Safe	1,390.00	
4220	General Maintenance	302	Recreation Grounds	4,567.98	
4223	Grounds Maintenance	302	Recreation Grounds	523.26	
4238	Litter Bins	302	Recreation Grounds	1,259.70	
4240	Oakleaf Lease Charges	302	Recreation Grounds	170.00	
4241	Dog Bins	302	Recreation Grounds	715.00	
4242	Playground Equipment	302	Recreation Grounds	205.68	
4243	Safety Inspections	302	Recreation Grounds	450.00	
4256	Urban grasscutting	303	Highways	7,465.56	
4258	Flower Beds	303	Highways	3,386.43	
4259	Council Gardens - office	303	Highways	31.44	
4264	SID/VAS maintenance moving	303	Highways	275.00	
4270	Allotments - maintenance	304	Allotments	310.00	
4272	Allotments - water	304	Allotments	30.78	
4273	Allotment - rent of land Gosfo	304	Allotments	90.00	
4280	Street Light - energy	305	Street Lighting	4,407.58	
4281	Street Light - Maint contract	305	Street Lighting	5,369.65	
4282	St Light - works/impro/maint	305	Street Lighting	720.00	
4286	Christmas decorations	305	Street Lighting		376.64
4307	Hailsham Flowers Maintenance	307	The Polegate Partnership	112.50	
4500	Toilets High St - Cleaning	205	High Street Toilets	2,283.49	
4501	Toilets High St - Maintenance	205	High Street Toilets	2,201.00	
4504	Toilets High St - Other	205	High Street Toilets	111.99	
6000	Transfer from EMR	102	Administration		851.60
6000	Transfer from EMR	103	Town Councillors		390.53
6000	Transfer from EMR	201	Council Offices		2,632.00
6000	Transfer from EMR	303	Highways		1,866.39
6001	Transfer to EMR	304	Allotments	50.00	

Date : 10/07/2025

Polegate Town Council

Page 4

Time: 09:19

Trial Balance for Month No: 3

User : LS

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
8060	Misc Resolved Gen Reserves & c	101	Employee costs	3,280.00	
8060	Misc Resolved Gen Reserves & c	201	Council Offices	3,093.19	
8060	Misc Resolved Gen Reserves & c	302	Recreation Grounds	1,884.01	
Trial Balance Totals :				1,185,885.60	1,185,885.60
Difference				0.00	

Date: 10/07/2025

Polegate Town Council

Page 1

Time: 09:26

VAT Return: 01/04/2025 - 30/06/2025

User: LS

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		1		52.00	43.34	8.66
Cashbook	1		2		495.00	412.50	82.50
Cashbook	1		3		52.00	43.34	8.66
		OUTPUT	Total Rate:	S	599.00	499.18	99.82
Cashbook	1		1		88.50	88.50	0.00
Cashbook	1		2		5,342.22	5,342.22	0.00
Cashbook	5		2		124.61	124.61	0.00
		OUTPUT	Total Rate:	Z	5,555.33	5,555.33	0.00
Cashbook	1		2		244.17	232.54	11.63
Cashbook	1		3		298.00	283.81	14.19
		INPUT	Total Rate:	LR	542.17	516.35	25.82
Purchase Ledger	1	206	1		7,874.49	6,562.07	1,312.42
Purchase Ledger	1	208	1		6,812.02	5,676.68	1,135.34
Purchase Ledger	1	209	1		117.24	97.70	19.54
Purchase Ledger	1	210	1		52.00	43.33	8.67
Purchase Ledger	1	211	1		3,329.35	2,774.45	554.90
Purchase Ledger	1	217	1		910.80	759.00	151.80
Cashbook	1		1		4,298.21	3,581.85	716.36
Purchase Ledger	1	213	2		8,094.95	6,745.79	1,349.16
Purchase Ledger	1	218	2		4,041.96	3,368.30	673.66
Purchase Ledger	1	219	2		3,158.40	2,632.00	526.40
Purchase Ledger	1	220	2		54.00	45.00	9.00
Cashbook	1		2		2,318.88	1,947.85	371.03
Purchase Ledger	1	221	3		15,699.35	13,082.78	2,616.57
Purchase Ledger	1	224	3		201.82	168.18	33.64
Purchase Ledger	1	225	3		758.40	632.00	126.40
Purchase Ledger	1	226	3		5,420.00	4,516.67	903.33
Cashbook	1		3		3,048.92	2,540.77	508.15
		INPUT	Total Rate:	S	66,190.79	55,174.42	11,016.37
Purchase Ledger	1	206	1		27,124.75	27,124.75	0.00
Purchase Ledger	1	208	1		390.98	390.98	0.00
Purchase Ledger	1	211	1		160.17	160.17	0.00
Purchase Ledger	1	216	1		7.50	7.50	0.00
Cashbook	1		1		4,565.46	4,565.46	0.00
Purchase Ledger	1	215	2		30.00	30.00	0.00
Purchase Ledger	1	218	2		170.00	170.00	0.00
Purchase Ledger	1	220	2		475.00	475.00	0.00
Cashbook	1		2		2,169.07	2,169.07	0.00
Cashbook	4		2		1,229.63	1,229.63	0.00

Date: 10/07/2025

Polegate Town Council

Page 2

Time: 09:26

VAT Return: 01/04/2025 - 30/06/2025

User: LS

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
Purchase Ledger	1	221	3		530.00	530.00	0.00
Purchase Ledger	1	226	3		480.00	480.00	0.00
Cashbook	1		3		4,374.37	4,374.37	0.00
		INPUT	Total Rate:	Z	41,706.93	41,706.93	0.00
VAT Return Summary:				Total Outputs	6,154.33	6,054.51	99.82
				Total Inputs	108,439.89	97,397.70	11,042.19
VAT due in the period on sales and other outputs						Box 1	99.82
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						2	<u>0.00</u>
Total VAT due						3	99.82
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						4	<u>11,042.19</u>
Net VAT to reclaim from HMRC						5	<u>10,942.37</u>
Total value of sales and all other outputs excluding any VAT						6	6,054.00
Total value of purchases and all other inputs excluding any VAT						7	97,397.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							0.00

POLEGATE



Report to the Communities and Tourism Committee

Subject: Planning for Summer Festival 2026 – Brightling Road Leisure Ground (Main field)

Dear Committee Members,

We are pleased to inform you that planning is already underway for next year's Summer Festival, scheduled for Saturday, 4th July 2026, at Brightling Road Leisure Ground.

1. Festival Theme and Format

As part of the early planning stages, we are inviting your input on preferred themes for the festival. Suggestions so far include:

- Retro/Vintage
- Modern
- Best of British

We welcome further ideas from the committee and community to help shape a theme that resonates widely.

We are also considering the overall structure and content of the event, such as:

- Stalls
- Games
- Live events and entertainment
- Demonstrations
- Rides and family-friendly activities

Your feedback on which of these should be prioritised would be greatly appreciated.

Please note:

Improvement works at Brightling are expected to be underway by mid-2026. We are currently close to receiving final permissions, and once granted, works are likely to progress swiftly while the weather remains favourable. We must also account for weight restrictions on the bridges, which may affect certain types of equipment or vehicles on site. We kindly ask that the committee provide input on theme preferences and event format so we can begin more detailed planning.

2. Initial Festival Cost Breakdown

Below is a summary of the core costs required to deliver a basic version of the festival:

Item	Cost (£)
First Aid Provision	350.00
Portable Toilets (incl. delivery)	645.00
Temporary Events Notice (TEN)	21.00
Marquee Hire	2,000.00
Local Radio (Hailsham FM)	150.00
Haybales for Seating	350.00
Performers (singers, roaming acts)	500.00
Subtotal	4,016.00

3. Additional Costs to Consider

In addition to the core costings, the following supplementary items may be required depending on the scale of the event, anticipated attendance and risk assessments:

- **Security Provision:** To ensure public safety and meet insurance requirements.
- **Food and Refreshments:** Potentially via local vendors, with possible income offset.
- **Additional Staffing:** Event stewards, volunteers' coordination, and clean-up.
- **Contingency Allowance (10%):** £401.60 to cover unforeseen expenses or price variations.

Estimated Additional/Contingency Costs	Cost (£)
Contingency (10%)	401.60
Security, staffing, refreshments	500.00 – 2,000.00

4. Total Estimated Budget Range

Category	Estimated Total (£)
Basic Festival Costs	4,016.00
Additional & Contingency	901.60 – 2,401.60
Total Estimated Range	4,917.60 – 6,417.60

5. Recommendation

Committee members are asked to:

- Note the preliminary costings provided for a basic summer festival.
- Approve in principle the estimated total budget up to £6,500, pending final quotes.
- Agree to further planning and investigation into additional requirements (e.g. security, staffing).
- Consider exploring local sponsorship, grants, or in-kind support to offset costs.
- Note that the 2026 Summer Festival will be financed from general reserves and will need to go through the Finance Committee to be approved.

DRAFT

Notes from the EABUG meeting of 17th June 2025

Held Eastbourne Town Hall from 10.30- 12.30

1 In attendance:

J Shacklock, D Everson, P Humphreys, C Mills, C Ralls, D Coffee (EABUG and EEAN)

D Morris (ESCC BSIP Bus Team), B Garcia (B&H Buses), N Price (Cuckmere Buses), D Rouse (Stagecoach),

P Bromley (SE Comm. Rail Partnership), K Richardson (EBC sustainability), L Trethewey ,

Cllr Nevill (EBC), Cllr Wright (ESCC), R Clayton Harding (Beachy Head Ambassador), P Cantwell, C Collins, Cllr M Cunningham (Polegate Town Council), M Gilroy, A Horner (Brighton Area Bus Watch), N Rae, R Ramsdale, D Roberts, M Simmonds (Eastbourne Blind Society), R Westwell, D Evans, Cllr C Belsey (ESCC), R Jarvis, Cllr S Shore (EBC)

2 Matters arising:

- **Disability Bus Passes** : EABUG along with other groups, have been pressing for an extension of the times when disabled bus passes can be used. These bus passes allow people with a range of disabilities to attend daytime activities, including learning opportunities and work placements. We are delighted that ESCC has been able to fund the use of these passes so that they can now be used before 9.30am. Thank you to all involved in getting this through.
- **Bus fare standardisation**: following the discussion on the new fare structure at the last meeting the question was asked whether bus fare zones could be standardised across bus providers. Differential pricing for the same journey confuses passengers and is often perceived as driver error. It was stated that the bus providers are legally not permitted to communicate with each other regarding fare setting, so these situations do arise, but the operators are looking into some of the discrepancies.
- **Communicating roadworks to bus providers**: Unfortunately, relevant representatives from ESCC were not available to attend the meeting – **item to be added to the next EABUG agenda.** **ACTION**
- **Stagecoach Route 51**: There had been significant public disappointment that the service had been reduced to an hourly service, particularly from people in Heathfield. Following a recent visit to East Sussex College, EB Campus by EABUG representatives it became apparent that some college students were inconvenienced by the reduced service. Access to East Sussex College via the 51 bus was a key deciding factor in students selecting the college for their studies. Morning services from Heathfield to

Eastbourne currently departed at 6.33, 7.25, 8.15 and 9.48. Could an extra bus be added to the morning? Stagecoach responded that the bus route was not financially viable on a half hourly basis and was already subsidised by ESCC.

Stagecoach accepted the offer from EABUG to attend the College Open Day and Freshers Day in order to inform students of bus routes, tickets etc.

ACTION

- **Exceat Bridge and BSIP monies:** In February 2025 ESCC proposed to replace the bridge with another single lane bridge with traffic lights. Inflation in building costs and large legal fees meant that ESCC no longer had sufficient funds to construct an off route two-way bridge. The construction of a replacement single track bridge would mean that the A259 would be closed for approximately 22 weeks causing severe disruption to traffic and potentially damaging bus patronage in the long term. B&H Buses were seriously concerned about this so they approached ESCC, suggesting that some BSIP monies could be transferred to the two-way bridge construction. In April 2025 ESCC Cabinet agreed to redirect £11.128m of BSIP monies to the bridge construction. As far as it is understood the DfT have agreed to the transfer of funds. The consequence of this transfer of funds means that the Newhaven and Peacehaven Bus Priority Lanes would now not be included in the current BSIP programme.

3 BSIP Update (Donnalynn Morris ESCC)

See slides 6-25 of the [EABUG PowerPoint presentation](#) for detail.

The report covered:

- Recent changes to the use of disabled bus passes,
- The results of a survey undertaken by Transport Focus on behalf of ESCC called 'Your Bus Journey'
- Punctuality of buses
- A list of the 14 bus services subsidised by either ESCC or the BSIP was provided. (Note that route 6 referred to later is partly funded through development contributions).
- Progress in delivering Real Time Information (RTI) at bus stops

Question: What causes buses to be late?

Answer: virtually all delays are due to roadworks and congestion, buses at night run on time as do buses in bus lanes.

Question: One sided RTI boards are a problem as only people approaching from one side can see the information, what can be done?

Answer: ESCC were aware of this, but there is a limited number of suppliers of RTI boards. Most suppliers are only producing single-sided boards, so to have two-sided boards would mean doubling the purchases by having them back-to-back.

Question: If buses are diverted or cancelled, bus operators need access database to update RTI boards?

Answer: Bus operators already have access to this facility, and they can update the information.

EABUG response: Common perception is that bus operators are not providing this information regularly. All too often prospective passengers are left waiting for buses that don't appear without any explanation. This is an important issue that we intend to monitor. If possible, we would like to see data on the number of bus cancellations.

4 Bus Operators Report

4.1 Brighton and Hove Buses.

- See slides 27-37 of the [EABUG presentation](#) for B & H slides.
- The report covered:
- Expansion of the 13X service
- Large investment of £19 million into new buses
- Liquid Hydrogen refuelling
- Dementia week, VE Day, Eastbourne sightseeing bus and Carnival

Question; To whom do we report bus shelter damage?

Answer: The majority of bus shelters are owned and maintained by the lowest tier local council (district, borough, town, parish), some by ESCC, and some are even owned by advertising companies so it is not easy to say to whom the damage should be reported. In certain cases where a developer has agreed to ownership for a limited period of time, transfer of ownership may not take place.

Can a list be produced or be made available which shows ownership?

Answer: EABUG provides details of how to report issues with bus shelters on the [EABUG web page](#).

Question from Beachy Head Ambassadors: Is there a possibility that the 13X which runs throughout the year on Sundays and during high Summer on other days, could be extended to be every day during the Spring and Autumn too to increase the leisure use of Beachy Head during the tourism season and help to lessen the reliance on cars. The tourism season now begins earlier and finishes later in the year

Answer: 13X relies mainly on tourism to Beachy Head and Birling Gap. This is why we're able to invest to increase the service in the summer, and really pleased for the first time ever, we're having a 20 mins frequency on a Sunday from 08 June. B & H buses will continue this discussion with Beachy Head ambassadors to look into future changes.

Question: What can be done to encourage more tourists to use public transport?

Suggestion: Eastbourne Eco Action Network would like to see a pop-up tourist desk at Eastbourne station during peak season and for events, which would give people more information on bus services. EEAN is looking into this, but funding sources would be needed.

4.2 Cuckmere Buses

The company is a small mainly volunteer-staffed one with 8 buses which cover 22 routes. It is planned to introduce a new bus in March 2026. Unfortunately, the new bus will be diesel as the cost of 'greener' buses is prohibitive.

Passenger numbers have improved and are currently at their highest, in part due to the success of the 39 service which covers Eastbourne and Charleston and now runs throughout the year.

The buses have been running for 50 year and to celebrate, buses will have a new livery.

Route 24 to Drusilla's has not been well used and it is thought that may be due to congestion on roads out of Eastbourne. The route may be more successful in the summer months.

During Eastbourne tennis week buses will run to Devonshire Park from the railway station and Saffrons. But there is some concern about disruption to the services due to roadworks planned for that week.

The 47 Rambler Service has had poor numbers of passengers and Cuckmere Buses would welcome ideas on how to promote this service. The route serves the whole valley from Berwick station, Alfriston, Seaford, Exeat, Littleington, Wilmington and back to Berwick.

4.3 Stagecoach

Following the network review in March it has become apparent that some changes have not been successful, consequently there will be revisions in September.

The Stagecoach App is being updated and in the future, it will allow the use of Google Search function in order to find one's location when using the App. It will also provide information on times of services from other bus operators. The update also gives passengers to buy specific point to point single tickets and have improved bus tracking, making the live bus function more reliable by having more data points to use from each vehicle.

There are plans to put more buses on routes 1 and 1A between Willingdon Trees/Hamlands and Shinewater in a bid to make them more reliable. The current buses often run late, so giving each one more time to complete a journey and maintaining the 15-minute frequency involves the cost of more resources.

Question; was there an opportunity for a service from Eastbourne DGH to Hastings Conquest Hospital?

Answer; The route had been looked at but is not financially viable and there was no funding to progress the idea further as a subsidised route. This was raised with the NHS Trust over 12 months ago and we have had no correspondence since.

Question: Can Stagecoach and B & H better coordinate their early Saturday morning timetables at least? The 12, when I use it, often runs late. The 12 can arrive as the 99 departs. There is a big gap until the next 99.

Answer: There are many many many different demands on the Coaster timetable (indeed any bus timetable) such as connections at various points along the route with different bus services

and also with train services (often in different directions) at the many stations served along the routes, as well as trying to make common headways with other bus routes.

Sadly if we make it all about connecting with 99s then there would be negative impacts on other demands so inevitably there has to be some compromise.

B & H have just changed the Coaster timetable starting last Sunday but will bear this in mind for future revisions. The new timetable doesn't have any very tight connections in the early mornings with the 0722 arrival connecting to the 0740 route 99 departure and the 0758 arrive connecting nicely to the 0810 route 99 departure.

In terms of performance at this time, looking at last Saturday, all the early morning journeys arrived in Eastbourne on time or within one minute.

Question: Can more buses be added to 51 route at peak times in morning for commuters and students?

Route 51 had 40% increase in costs since 2019 and revenue was not sufficient to make the route financially viable. Hence the reduction to hourly instead of a half hourly service.

Question : Can the Route 6 be looked at as it is a particularly tortuous route and a journey takes some time?

Answer: The route does access places not covered by other routes and is a subsidised ESCC route.

5 Southeast Communities Rail Partnership (SCRIP)

See slides 38-43 of the [EABUG presentation](#).

The SCRIP wishes to maximise bus/rail integration and has publicised existing offers and encouraged other venues to offer 'Green Traveller Discounts' to encourage access to tourist and recreation attractions by public transport.

They have also used stations for community functions such as a cycle marking service to reduce theft and aid identification of stolen bicycles.

Q How does one plan bus routes?

- Points raised include the need to revise routes as new housing developments appear
- Problems with developers reneging on transport agreements such as providing free tickets to new estate residents.
- ESCC do surveys on buses and ask for people's opinions
- GPS data can be used to see where people travel and this can be used to plan new routes or revise routes.

- There was an enquiry as to how Councillors could help in the provision of bus services. One key aspect was their leverage when it comes to planning applications

6 Discussion groups

6.1 What should be the top 3 transport priorities of a Sussex-wide Mayor?

This topic was introduced by Paul Bromley and his PowerPoint presentation is attached. The group presented discussion feedback as a letter to the new Sussex Mayor:

17th June 2025

Dear Sussex Mayor,

Please prioritise:

1. Promote active travel, public transport, better walking and cycling facilities.
More data. More open data.
2. Attract funding with ring fencing.
3. Integrated decarbonised transport combined with planning.

Regards,

Eastbourne Area Bus User Group

6.2 How can Real Time Information (RTI) for buses be improved?

Discussion feedback:

As a point of principle, the information on RTI displays at bus stops should be as good as information on apps. Not everyone has a smart phone.

There is a lack of consistency between information found through use of the QR codes, the operator apps and the RTI displays at bus stops. They are all different. There is still a frequently occurring issue with 'ghost buses' disappearing from the display and not turning up. Passengers have noticed that when information shows the precise arrival time of a bus, e.g. 08.20, this means the bus will not turn up. If the information shows, the time to wait, e.g. 2min, 3min, the bus is more likely to arrive.

Bus drivers cannot see the information as they approach stops with one-sided RTI displays, so would not notice any malfunction/damage and/or useful information to pass on to passengers who might have a question re: next or other upcoming services.

To improve accuracy of information at Gildredge Road and subsequent bus stops, there should not be 'dead' time between Cornfield Road and Gildredge Road, where buses are moving but not recorded. If bus information was started as a bus leaves Cornfield Road, rather than waiting until it arrives at Gildredge Road this would reduce issues.

There should be contact details at bus stops so that people can report issues with RTI display boards. (If you find a bus RTI display board not working, you can report by email to rti@eastsussex.gov.uk, but note that due to staffing this may not be monitored daily.

There was a suggestion to rearrange bus stops so that all buses going West start at Cornfield Road and all buses going east start at Gildredge Road this would be more efficient and clearer for passengers where they should wait.

Operators are able to feed information on bus cancellations and changes of route into RTI systems, but this is not happening enough. Making this happen would improve information and give people greater confidence in using and relying on buses. Waiting for buses that never turn up is a reason many people give up using them.

EABUG would like to know how many buses are cancelled.

7 Suggestions and comments on bus services:

EABUG meetings have a Post-it board for suggestions. These were received on 17th June:

Missing Links – where would you like to see bus routes introduced?:

- A link between North and South Harbour, with compulsory purchase of land as was done for Exceat.
- Heathfield to Hawkhurst via Etchingham stations
- A 99X – Eastbourne station to Conquest via DGH, Cross Levels, Stone Cross etc.

What is your favourite bus route and why?:

- No 28 because it tells me when to get off
- The 99 because it gets me quickly to Bexhill
- The 51 takes me to Heathfield and bus connection to Burwash and Etchingham via the beautiful Rother Valley.

8 Date of next meeting:

Tuesday 14th October 2025 Eastbourne Town Hall, 10.30-12.30

[PowerPoint slides from this meeting.](#)

Wealden District Association of Local Councils

DRAFT

Minutes of the Annual General Meeting of the Wealden District Association of Local Councils held on Wednesday 16th July 2025 in the Green Room, Civic Centre, Uckfield at 7.00pm

Present: Keith Stevens (Wartling), Douglas Murray (Polegate), Martin Cooper (Willingdon and Jevington), Susan Cole (East Hoathly with Halland), Martyn Garrett (Crowborough), Kay Moss (Crowborough), Lolita Reeves (Maresfield), Katy Waterman (Warbleton), Steve Tolhurst (Chiddingly), David Mallett (Buxted), Robert Nathan (Hartfield), Linda Butcher (East Hoathly with Halland), Nigel Hogg (Danehill), Shirley Mackinnon (Pevensey), Kate Minch (Fletching) and Patrick Coffey (Heathfield and Waldron)

Chris Bending (Corporate Director - Place, Wealden District Council).

Also in attendance: Alison Stevens (Honorary Secretary).

1. Apologies: Apologies for absence were received from Councillors Diane Ward (Uckfield), John Castle (Hellingly), Penny Lawne (Withyham), Neil Parkinson (Alfriston), Christine Payne (Willingdon and Jevington), Long Man Parish Council, Cuckmere Valley Parish Council and Horam Parish Council.

2. Election of Chairman: Having been duly proposed and seconded, Cllr Keith Stevens was elected Chair for the ensuing year.

3. Election of Vice Chairman: Having been duly proposed and seconded, Cllr Doug Murray was elected Vice Chair for the ensuing year.

4. Minutes of the Association Meeting:

The Minutes of the Association Meeting held on 15th January 2025 were read, accepted as a true and accurate record, and signed by the Chair.

5. Confirmed Representatives of the Management Committee are:

Keith Stevens	keithbd.stevens@btinternet.com
Patrick Coffey	cldr.patrickcoffey@hwpc.org.uk
Diane Ward	diane.ward@uckfieldtc.gov.uk
Kay Moss	kayjmoos@msn.com
Martin Cooper	martinrcooper@hotmail.co.uk
Doug Murray	cldr.d.murray@polegatetowncouncil.gov.uk
Martyn Garrett	Cllr.martyn.garrett@crowboroughtowncouncil.gov.uk

There are now four vacancies.

6. Confirmed Directors of East Sussex Association of Local Councils are:

Keith Stevens	keithbd.stevens@btinternet.com
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Doug Murray
Kay Moss

cllr.d.murray@polegatetowncouncil.gov.uk
kayjmoss@msn.com

7. Confirmed Wealden Local Strategic Partnership:

Keith Stevens
Patrick Coffey
Douglas Murray

keithbd.stevens@btinternet.com
cllr.patrickcoffey@hwpc.org.uk
cllr.d.murray@polegatetowncouncil.gov.uk

8. Elected to the Standards Committee:

Keith Stevens
Christine Payne
John Castle

keithbd.stevens@btinternet.com
christine_payne2020@outlook.com
cllr.john.castle@hellingly-pc.gov.uk

9. Elected to the Joint Action Group:

Keith Stevens
Kay Moss

keithbd.stevens@btinternet.com
kayjmoss@msn.com

10. End of Year Accounts 31st March 2025 – Members formally approved the audited accounts to 31st March 2025.

11. Appointment of the Honorary Secretary/Treasurer: – Councillors resolved that Alison Stevens continues in her role as Honorary Secretary and Treasurer to the Association for the forthcoming year.

12. Appointment of the Auditor: – Councillors approved the appointment of Peter Frost as the Association's Auditor for 2025-2026.

13. Adoption of the Standing Orders and Constitution

The Standing Orders and Constitution 2025 were read and approved by all.

14. Wealden Updates – Wealden District Council provided the following updates:

Chris Bending provided the following updates;

Climate Change Strategy

Council has adopted a new Climate Change Strategy, which aims to engage the wider community to achieve net zero, as council emissions are only 2-3% of the district total.

Planning Team Achievements

The Planning Team has received recognition at its regional awards, particularly for holding Southern Water to account, and its ongoing engagement with Water Minister Emma Hardy.

New Business Units in Crowborough

Tenants are now being sought for its eight new business units at Farningham Road in Crowborough.

Cuckoo Trail Community Projects

There has been further investment in the Cuckoo Trail, which includes signage, benches, public art, and a new community hub/kiosk in Horam, with a tenant being sought.

Polegate Medical Centre

Wealden has acquired the site at the Hindslands for a new Medical Centre which will replace and expand existing facilities in Polegate. It is now at the planning application stage and Wealden is working with the CCG to fill it.

A similar project in Mayfield combining a doctor's surgery and community facility, is facing delays due to rising construction costs.

Knights Farm West Business Park and Waste Depot

The District Council is looking to develop a business park and new waste depot at Knights Farm West. It is also building a sports park on the other side of the road for which it has invested £16.5 million (of which £3m was from the Football Foundation).

Sports Infrastructure Fund (SIF) and Community Led Infrastructure Fund (CLIF)

SIF (£600,000 over three years) has now been launched. It is for sports infrastructure listed in the Playing Pitch and Outdoor Space Strategy. CLIF (£2 million over three years) has also been released for broader community infrastructure. Expressions of interest are invited by the 18th of July with formal applications opening in August 2025. The CLIF fund offers £2 million over the next few years, with a cap of £200,000 per project. Larger projects may be considered for bespoke funding packages.

Councils will need to have planning permission before applying for funding, because the council prefers to fund shovel-ready projects due the limited time it has left.

Member Award Budgets Programme

Member Award Budgets have been introduced and will be launched by the end of July 2025. Each District Councillor will be given £10,000 per year for three years to support community projects.

Wards with multiple Councillors will receive multiple allocations but will have a bigger area to cover. The rulebook is being finalised.

All expenses from the Member Award Budgets will be published on the council website and reported to the Scrutiny Committee either annually or every six months.

Community Assets

The latest White Paper changes the Right to Bid to the Right to Buy for community assets, extending the period from six to twelve months, and proposing automatic registration of all sporting areas as community assets.

There was a discussion on the limitations of the new legislation which include the ability for landlords to deregister assets and the fact that the right to buy only triggers on land sale, not development. It was agreed that direct negotiation with local landowners is often more effective than relying solely on legislation for securing community assets.

A22 Infrastructure Improvements

£45 million has been earmarked for junction improvements (Major Road Network (MRN) package) at the Boship roundabout and at most of the junctions south of it.

Plans for improvements north of the Boship include Halland and Uckfield and are at an earlier stage, with the County Council preparing a bid for future funding. Potential interventions could include a new roundabouts, traffic lights, speed restrictions, and pedestrian/cycle improvements.

Further consultations with parish councils and interest groups are ongoing.

Concerns were raised about funding. The Community Infrastructure Levy (CIL) is providing the local contribution.

The £1.5 million for CLIF and £600,000 for SIF are being provided from CIL monies and £0.5 million for CLIF will be funded from the Climate Change Reserve.

Devolution and Mayoral Combined Authority

Devolution aims to establish a mayoral combined or strategic authority in Sussex. An election for the mayor is expected in May 2026. The English Devolution and Community Empowerment Bill has been introduced, but many details are being left to secondary legislation.

The new mayoral authority is expected to have powers over transport, infrastructure, skills, employment, housing (strategic planning), economic development, environment (net zero), public sector reform, and public safety. Some powers from Homes England and the Police and Crime Commissioner may transfer to the mayor.

Local Government Re-organisation (LGR)

LGR will move powers from districts, boroughs, and counties to new unitary councils. A bid proposal for East Sussex must be submitted to the government by the 26th September outlining its options for re-organisation.

Public consultations are ongoing, with Brighton conducting its own. There is significant local and national political debate with concerns about boundary changes.

Unlike previous re-organisations, Sussex districts and boroughs have not volunteered for re-organisation. Business plans submitted to government will reflect that the change is government-mandated and may not save money.

A discussion then took place on the complexities of transferring council assets (e.g., crematoriums, leisure centres) to town or parish councils. Legal requirements mean assets must be sold, not given away, and business cases are needed.

The re-organisation is described as the biggest shake-up since 1974. There are many unresolved issues, including the integration of services like fire and NHS, and the impact of merging with neighbouring counties.

The pros of moving to a single unitary authority include improving service coordination and potential cost savings. The cons include remoteness and reduced local representation.

Area Committees

The Government plans to mandate Area Committees to maintain local decision-making within larger unitary authorities, possibly recreating some of functions of the abolished district councils. Guidance on Area Committees is expected in the autumn.

It was also noted that many parishes and towns lack resources to take on additional responsibilities.

Mr Bending also confirmed:

- the District Council Network is encouraging the formation of new towns and parishes, in areas currently lacking them, to retain local control over services.
- CLIF funds cannot be used to acquire a community asset.
- CIL payments from large developments are phased, with most payments made at commencement or in the early stages and they are then distributed to parishes twice a year (April and October). The District Council intends to spend CIL and capital receipts on local projects to benefit the district and leave a legacy, including sporting, cultural, and commercial projects and is committed to prudent financial management to ensure the council remains stable up to and beyond 2028 (vesting day), avoiding excessive debt unlike some neighbouring councils.
- Investment in the crematorium has generated approximately £600,000 per year in net revenue, contributing to a net revenue budget of about £14 million.

15. Questions from Members:

There were no further questions.

16. Dates of Future Meetings - 1st October in Hailsham (Association). The meeting of the Management Committee planned for the 17th September is to be rearranged.

There being no further business, this meeting closed at 8.25pm.



Statement of Community Involvement

July 2025

How to Contact Us

Planning Policy

Wealden District Council

Council Offices, Vicarage Lane, Hailsham, East Sussex BN27 2AX

Telephone: 01892 602008

Email: planningpolicy@wealden.gov.uk

Website: www.wealden.gov.uk

If you, or somebody you know, would like the information contained in this document in large print or in another language please contact Wealden District Council on 01323 443322 or info@wealden.gov.uk

Contents

1. Introduction	5
2. The Planning System	7
3. Planning Policy and Community Involvement	10
4. Local Plans	13
5. Supplementary Planning Documents	24
6. Community Infrastructure Levy	27
7. Neighbourhood Plans	30
8. Development Management and Community Involvement	37
9. Monitoring and Review	44
10. How we use your data	45
11. Glossary	46
12. Appendix A - Duty to Cooperate partners and prescribed bodies	48
13. Appendix B - Specific and general consultation bodies	49
14. Appendix C - How we consult in relation to specific types of applications	51

1. Introduction

- 1.1 Planning should aim to ensure that the right development happens in the right place, at the right time, benefiting communities and the economy, and protecting our landscape and heritage. Planning decisions that are made affect everyone, from the residents in our district to those who work and visit the area.
- 1.2 The planning system contains many opportunities to ensure people get involved and have a greater say in how development happens in their local area. Wealden District Council (WDC) are keen to maximise these opportunities and encourage public engagement and stakeholder interaction in the ways set out in this document.

What is a Statement of Community Involvement?

- 1.3 A Statement of Community Involvement (SCI) is a document that sets out how the Council will consult on planning matters with relevant parties. It details specific arrangements for what will be consulted on, at what stage in the planning process, and how that consultation will take place. This applies in both the formulation of planning policy documents and the determination of planning applications.
- 1.4 The aim is to achieve early and effective engagement with local communities, businesses and other stakeholders in the planning process. By involving the local community meaningfully and early in the planning process, it will help us to understand the relevant issues, opportunities, challenges and options before decisions are taken, improving community wellbeing. Engagement and consultation with relevant partners and our community is essential to this.
- 1.5 The detailed methods of engagement as set out in this SCI will ensure that local communities are appropriately informed of and given opportunities to get involved in the planning of their areas.

Why have and review a Statement of Community Involvement?

- 1.6 The Council is required by law to have an SCI in place, as set out in the Planning and Compulsory Purchase Act 2004. It is also a requirement under the Town and Country Planning (Local Planning) (England) Regulations 2012¹ that the SCI be reviewed every five years following its adoption.
- 1.7 The Council last adopted the SCI in July 2020, when temporary changes were introduced due to the challenges presented by the Covid-19 pandemic, and in response to a number of changes to planning legislation and technological engagement systems at that time. The legislative requirement for a five-year review means it is necessary to review and update the SCI once more.
- 1.8 This also presents an opportunity to reconsider the SCI, to take account of new planning practice guidance, the emphasis of new national policies, and the changes in engagement methods available.

¹ [Under Regulation 10A of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)

- 1.9 Furthermore, whilst there is no statutory obligation to consult on this review of the SCI, we wish to seek views from partners and stakeholders on whether we can improve engagement and consultation methods further, making them fit for purpose for 2025-2030 period. This SCI is therefore subject to public consultation over a six-week period between 4 July and 29 August 2025, to seek views on the process and methods that we intend to use to engage with you in the planning services we provide.

The Public Sector Equalities Duty

- 1.10 As a public authority, WDC must, in the exercise of its functions, have due regard to the Equality Act 2010, including the Public Sector Equality Duty under Section 149 of the Equality Act 2010. The Public Sector Equality Duty involves the need to:
- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 1.11 The relevant protected characteristics referred to in (b) and (c) include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The SCI follows the principles of the Council's [Equality, Diversity, and Inclusion framework 2024-2028](#), which sets out the Council's commitment to the provision of services for the entire community and to ensure that everyone has equal access to our services and information. We will ensure that any public consultation events are held at accessible venues, and we will make [reasonable adjustments](#) to enable participation and involvement in those consultations.
- 1.12 With support from the council's Inclusion and Diversity Officer we also aim to engage with groups and individuals who are traditionally "seldom heard communities". For example, this includes Gypsies and Travellers, the elderly, younger people, those digitally excluded, homeless people, people from minority ethnic groups and young adults who are NEET (Not in Education, Employment or Training) and people experiencing unemployment.
- 1.13 We acknowledge that it is sometimes difficult to involve these groups and individuals in consultations, but we hope to overcome this barrier. We aim to proactively engage with public, private and charitable organisations who may be able to provide more information on the specific needs or requirements of such groups, including incorporating a range of methods for consultation and engagement that might be suitable to overcome any barriers that would impede their effective participation in consultations. It is hoped that public consultation on this SCI may elicit further suggestions on how engagement with all communities may be improved.

2. The Planning System

- 2.1 The planning system is 'plan-led', which means that applications for planning permission should be determined in line with the policies set out in the statutory development plan², unless material considerations indicate otherwise. WDC act as the local planning authority responsible for drafting the statutory development plan (known as the 'Local Plan') that plans for development across the district (excluding the South Downs National Park (SDNP)). WDC is also responsible for determining whether proposals set out in planning applications comply with the development plan and whether to approve or refuse development in its area.
- 2.2 The two separate areas of responsibility are mirrored by the two areas within the planning service at WDC:
- **Planning Policy** - is concerned with the preparation of local development plan documents and policies that are used to guide development in Wealden District. These documents provide information on how the district will change during the plan period, which must be for a minimum of 15 years from adoption. The documents must conform to relevant government guidance and policy at the time of preparing the plan and there are specific statutory procedures that must be followed during the preparation of those documents. The Planning Policy Team also provide advice and assistance to Town and Parish Councils who are developing Neighbourhood Plans for their areas.
 - **Development Management** - is responsible for processing and determining planning applications for new development, changes of use of land and buildings as well as determine applications in relation to listed buildings, advertisements and works to certain trees where they are covered by a Tree Preservation Order (TPO) or are situated within Conservation Areas. The Development Management Team also provides pre-application advice to applicants and investigates where appropriate action is needed, when breaches of planning control have taken place.
- 2.3 Both teams are also responsible for the preparation, monitoring and administration of the Community Infrastructure Levy (CIL). CIL is a charge which can be levied by local authorities on new development in their area. The 'levy' only applies in areas where a local planning authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website³. The Planning Policy Team is responsible for the preparation and review of CIL that has several statutory stages, as well as monitoring CIL each year through the Infrastructure Funding Statement (IFS). The Development Management Team is responsible for the day-to-day management and administration of CIL.
- 2.4 The planning function of WDC does not cover the area of the district located within the SDNP, as shown in Figure 1 below. The South Downs National Park Authority

² [Wealden District Council's Statutory Development Plan](#)

³ [Wealden District Council Community Infrastructure Levy \(CIL\) Charging Schedule, Adopted November 2015](#)

(SDNPA) is the planning authority for this area and has its own SCI.

- 2.5 WDC is responsible for planning for 39 out of the 42 Town and Parish Council areas in the district and the SDNPA is responsible for planning in Alfriston, Cuckmere Valley and the East Dean and Friston Parishes. There are several other parishes within Wealden District that are partly located within the SDNP.
- 2.6 We want the planning of the district to reflect the priorities and interests of local communities, so we want to hear from everyone, during all parts of the planning process to improve community wellbeing. Opportunities to get involved and share views during the planning process will vary depending on the planning process being engaged with and this is set out further in the following chapters.

Figure 1: Area of Wealden District located within the South Downs National Park



3. Planning Policy and Community Involvement

Planning Policy Documents

- 3.1 Planning Policy is responsible for preparing, modifying and reviewing a range of key local planning policy documents that guide the use and development of land in the district. The key planning policy documents have different preparation processes and stages, including formal public consultations. The statutory processes for preparing these key planning policy documents and when consultation must take place is set out in the Town and Country Planning (Local Planning) (England) Regulations (2012)⁴.
- 3.2 Various documents are produced to guide development in the area. These include two key types of planning policy documents known as 'Development Plan Documents' (DPDs) and 'Supplementary Planning Documents' (SPDs), both of which are explained in more detail below.

Development Plan Documents

- 3.3 Development Plan Documents (DPDs) is the collective term used to describe documents which comprise the development plan for the area. Local Plans when adopted become part of the development plan for the area, together with any 'made' Neighbourhood Plans for the areas they cover geographically.
- 3.4 Local Plans, in general, set out policies that guide how a particular geographical area will develop over the next 15-to-20-year period. Local Plans contain policies to guide development and often include policies that seek to protect areas from development and other policies which identify sites where development is to take place. These Local Plans form a key part of the overall development plan⁵ for an area and are used for the assessment of planning applications submitted in that area. Legislation requires that planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise, which shows the importance, influence and prevalence of these documents.
- 3.5 The following documents currently comprise WDC's development plan (not including the area of Wealden District located within the SDNP):
- 'Saved' policies contained in the Wealden District Local Plan (1998);
 - Wealden District Core Strategy Local Plan (February 2013);
 - Affordable Housing Delivery Local Plan (May 2016);
 - East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan (February 2013);
 - East Sussex, South Downs and Brighton and Hove Waste and Minerals Sites Plan (February 2017);
 - East Sussex, South Downs and Brighton and Hove Waste and Minerals

⁴ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

⁵ The 'Development Plan' is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

- Local Plan – Revised Policies (October 2024);
- Herstmonceux Neighbourhood Development Plan (July 2019);
- Hailsham Neighbourhood Plan (July 2021);
- Hellingly Neighbourhood Plan (July 2021);
- Wadhurst Neighbourhood Plan (May 2024);
- Ninfield Neighbourhood Plan (October 2024);
- East Hoathly with Halland Neighbourhood Plan (October 2024); and
- Horam Neighbourhood Plan (October 2024).

- 3.6 Once adopted, the new Local Plan will form part of the statutory development plan for the district, replacing all existing local plan policies (the first three documents listed above) and will be used to assess and make decisions on planning applications, as well as to inform investment in the area and the provision of infrastructure.
- 3.7 Local Plans are subject to a number of legally required assessments during their development, which includes a Sustainability Assessment (SA)/Strategic Environmental Assessment (SEA), which assesses the environmental, social and economic impacts of a plan and a Habitats Regulations Assessment (HRA), which considers whether a plan and/or its policies would impact on a European site designated for its biodiversity. In addition, we are also required to undertake an Equality and Fairness Impact Assessment (EFIA) which ensures that the needs of all people are considered. These assessments must be carried out at the various draft stages of developing a Local Plan and are iterative processes that evolve alongside, and feeds into the development of the Local Plan, forming part of the evidence base of that plan.
- 3.8 Whilst the Local Plan is a key policy document, a number of other documents feed into and are influenced by it. A list of all the planning policy documents that the Council intends to produce and the programme for their preparation and review is set out in the Local Development Scheme (LDS)⁶, which identifies the timetable for the formulation of such documents and the interdependencies between these different documents. The LDS is the starting point for local people, organisations and businesses to find out about emerging planning policy documents, what is being proposed and when consultation will take place.
- 3.9 It is also important to monitor the progress of the Local Plan. To do this, the Authority Monitoring Report (AMR)⁷ is prepared by the Council annually and is published at the end of December each year, which assesses the current Local Plan against a number of indicators, as well as progress with the emerging Local Plan, amongst other matters. If there has been an unavoidable slippage in the timetable for the Local Plan, the AMR will explain the reasons for the delay, and any amendments to the timetable for the implementation of planning policy documents.

⁶ [Wealden District Council Local Development Scheme \(LDS\) \(March 2025\)](#)

⁷ [Wealden District Council Authority Monitoring Report \(AMR\)](#)

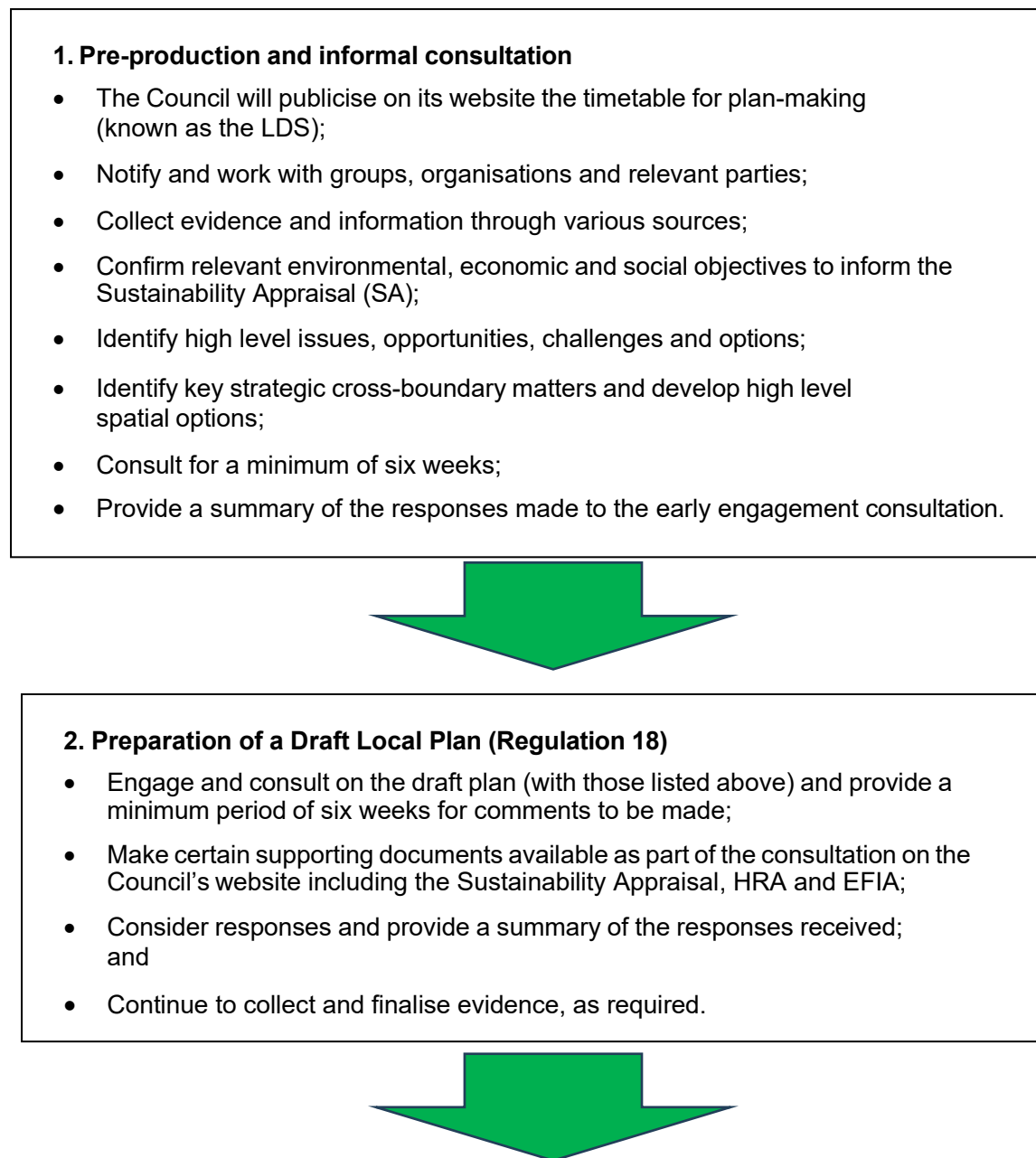
Supplementary Planning Documents (SPDs)

- 3.10 Supplementary Planning Documents (SPDs) provide site specific or thematic based advice or guidance on policies in an adopted development plan. SPDs are material considerations in planning decisions but do not form part of the development plan. An SPD cannot introduce more or new policies; rather they build upon the specifics of policies already contained in the development plan.
- 3.11 Examples of documents that might form an SPD include things such as a Design Code, which sets out design requirements that provide specific, detailed parameters for the physical development of a site or area. Other documents such as development briefs can seek site-specific requirements, to deliver the overall aspirations of the Local Plan.

4. Local Plans

- 4.1 Like all other local planning authorities, WDC is required to have an up-to-date Local Plan. The preparation of any Local Plan involves several key stages. Figure 2 below identifies the key stages of a Local Plan's preparation, including community involvement during each stage.

Figure 2: Local Plan - Key stages of community involvement



3. Publication of Pre-Submission Local Plan (Regulation 19 & 20)

- Publication of the Pre-Submission Local Plan on the Council's website for a minimum of six weeks and request for representations to be made on the plan;
- Publication of the evidence base and supporting documents including the Sustainability Appraisal, HRA and EFIA;
- Documents to be made available on the Council's website; and
- Prepare a report for the Planning Inspectorate setting out the main issues and a summary of the responses received.



4. Submission for Independent Examination (Regulation 22, 23, 24 & 25)

- The Submission Local Plan, evidence base, supporting documents, statement of consultation and representations received to be submitted to the Secretary of State for Independent Examination;
- Planning Inspector assesses the plan and supporting documentation submitted and undertakes the Examination in Public, of which, parties can engage at the examination, as relevant; and
- Inspector issues report following the conclusion of the examination.



5. Adoption of Local Plan (Regulation 26)

- If the Local Plan is found legally compliant and 'sound', a Council decision is then taken as to whether to formally adopt the Local Plan; and
- Produce a post-adoption statement and monitor sustainability.



6. Monitoring and review

- The 'adopted' plan is monitored on an annual basis, to ensure that the plan is being implemented and is achieving its aims; and
- A review of the plan is undertaken, as necessary and at least every five years.

Local Plan Consultation

- 4.2 The Council wants to maximise engagement opportunities and encourage public engagement and stakeholder interaction in the planning process. Whilst the majority of these engagement measures are targeted at increasing public engagement, some specific measures are to be implemented to maintain and enhance stakeholder engagement.

Duty to Cooperate

- 4.3 One vital aspect of how we prepare our planning policy documents, including the Local Plan, is how we maintain effective cooperation on an ongoing basis with neighbouring authorities and other key partners (such as prescribed bodies⁸) in addressing strategic planning issues that cross administrative boundaries. This is referred to as the 'Duty to Cooperate'.
- 4.4 Duty to Cooperate is a legal requirement and is set out in planning law. The Localism Act 2011⁹ places a duty on the Council to work and cooperate with other neighbouring authorities, the County Council and also other prescribed bodies on strategic cross-boundary matters.
- 4.5 Duty to Cooperate will be one of the first issues that will be assessed when we submit our Local Plan to the Secretary of State for examination. As part of the Duty to Cooperate process, local planning authorities are required to produce and maintain Statements of Common Ground (SoCG); a written record of progress made by local planning authorities during the process of planning for strategic cross-boundary matters. The purpose of SoCG is to document where cooperation is and is not happening through the plan-making process. The statements will provide evidence that Local Plans are effective in relation to them being deliverable over the specified plan period and are sound in that they have been based on effective joint working on cross-boundary strategic matters.
- 4.6 The Council will meet its requirements under the duty to cooperate through regular engagement with its partners and will publish SoCGs as they are prepared and finalised for publication.

Consultation bodies

- 4.7 Legislation¹⁰ provides the minimum legal requirement for consultation on draft local plan documents (known as the 'Regulation 18' stage). This includes:
- Specific consultation bodies who must be consulted at the formal consultation stages in local plan production. This includes statutory consultees such as neighbouring districts/boroughs, government agencies/organisations and utility providers;

⁸ The full list of the prescribed organisations and bodies are set out in Appendix A.

⁹ [Localism Act 2011](#)

¹⁰ [Regulation 18 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

- General consultation bodies that include organisations and bodies who have an interest in the district. This can include interest and amenity groups, resident associations, property, trade and business associations, voluntary organisations and bodies that represent issues of race, ethnicity, gender, age, sexual orientation, disabilities and those with caring responsibilities¹¹; and
- Residents, businesses and landowners located in the local authority area.

4.8 Details of the ‘specific consultation bodies’ and examples of those more general consultation bodies are provided in Appendix B. The methods employed to consult these bodies, and to maximise engagement with residents, businesses and landowners in the district are set out further below.

Local Plan Consultation Methods

4.9 The Council offers a variety of ways in which local residents, businesses, stakeholders and groups can become involved in the preparation of the Local Plan. The consultation method we decide to use at any given time will be dependent on the type of planning document being consulted upon and the stage it has reached. Table 1 summarises which method will be adopted at which stage, with further detail set out below.

4.10 We recognise that we need to have a variety of consultation methods to reach as wide an audience as possible. This will maximise opportunities for involvement in the plan-making process. Not everyone in the district will be contacted directly in respect of every planning policy document, but by combining measures, we hope to create a proportionate and targeted approach to seek engagement with interested and affected parties.

4.11 We will ensure that the consultation methods we employ are underpinned by sound ethical principles that are suitable and sensitive to the needs, interests, backgrounds and experiences of our local communities. The following outlines some of the different techniques the Council will use.

Publicising our consultations

4.12 We aim to provide several platforms for people to express their views, share their experiences and knowledge, ask questions and expand their understanding of plans before providing feedback. This can be done via the Council’s online consultation portal through the website, email and by writing.

4.13 To ensure that the Local Plan reaches our residents, businesses, stakeholders and organisations, we will publicise our consultation events in a number of ways. These are set out in Table 1 and detailed in the sections below.

Consultation portal

4.14 We have a large consultation portal database of thousands of individuals and

¹¹ [Regulation 2 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

organisations that have expressed an interest in being consulted on planning policy matters in Wealden. This database covers a wide range of interested parties including local residents, businesses, town and parish councils, neighbouring local authorities, relevant county councils, utility providers, health providers, specialist organisations, advocacy groups and residents' associations and community groups amongst many others. This database includes those we have a legal duty to consult with but also includes a much wider group of residents, businesses and organisations who wish to be involved in the Local Plan process.

- 4.15 All consultations will be published on the Council's consultation portal and responses to consultations can be submitted via the portal. At the start of each consultation, we will contact those individuals and organisations on our database to make them aware that a Local Plan consultation has started. We will also explain how to respond and make comments on our consultation. Anyone is free to join our consultation portal database. You can do so by registering at Wealden's consultation portal¹².

Website

- 4.16 We will publicise our public consultation on our website and direct people to our online consultation portal where they can view the consultation documents and make comments. We will also provide an opportunity to download a questionnaire or response form from our website.
- 4.17 The Council's Local Plan webpages will be kept up to date so that our communities and partners can track progress on the Local Plan and other planning policy documents as the Local Plan/documents progress and evidence base documents will be uploaded to the Council's website as they are completed.

Virtual Exhibition

- 4.18 In addition to in-person exhibitions (see paragraph 4.23 of this SCI), the Council has also published on its website a 'virtual exhibition' that contains the exact same content as the in-person exhibitions. At the in-person exhibitions, we do display physical exhibition boards and present these at the events, and this can be displayed on our website too, to mimic attending these events virtually. At the Regulation 18 consultation for Local Plan (held between March and May 2024) we had 974 unique visitors to the webpage portal and 4,473 views overall (of each exhibition board and page), which was successful. We will consider the use of such virtual exhibitions in the future.

Social and Digital Media

- 4.19 At each stage of consultation, the Council will publicise the start of the public consultation period on the Council's social media channels and these can be found on our [Wealden District Planning Hub](#).

¹² [Wealden District Council – Consultation Portal](#)

- 4.20 We will also publicise the consultation at various stages during the consultation period. We will provide a link directing people to the consultation portal where they can view consultation documents and provide comments. We hope that using technology will allow us to reach 'hard to reach' groups, especially younger people.
- 4.21 We will use digital media methods to discuss the topics of Local Plan, enhancing visibility of the public consultation period on various platforms, using Wealden District Council's social media pages. This may include discussions on platforms such as the fortnightly Planning Pulse Podcast¹³; posting of videos such as 'how to' guides on the Council's 'YouTube channel; or through posts on the Wealden 'Let's Talk Planning' hub, including those hubs and forums associated with the wider planning service. This range of digital media engagement will ensure consistent and proactive publication during the full extent of any consultation period, with the aim of increasing visibility and feedback received.

Wealden Weekly

- 4.22 We will also publicise our consultations through the Council's 'Wealden Weekly' subscription system. This is a weekly email bulletin that provides news and information about Council services and local events, which also covers planning issues in the district. You can subscribe to this service by filling in a form¹⁴.

Face to Face engagement

- 4.23 We will engage with people face to face during consultation events and 'in person' exhibitions in accessible exhibition venues across the district, as we have done previously for our Regulation 18 Local Plan consultation held between March and May 2024. Our 'in person' exhibitions will provide an opportunity for people to ask questions about the Local Plan and other evidence base documents, and to speak to Council Officers.

Display Locations

- 4.24 We are embracing the culture of virtual tools and interactive technology as it provides us with new opportunities that are likely to open more avenues for involvement. However, we recognise that not everyone has access to the internet or can access electronic documentation. We will therefore continue to provide hard copies of documents at the Council's offices and at certain locations across the district for our consultations where we are not restricted to do so.
- 4.25 Hard copies of relevant documentation can also be provided on request. However, should hard copies be requested, there will be a charge for these commensurate with the cost of producing the document. The cost of hard copies will be stated on our [website](#) or communicated to you should we receive a telephone or email request.

¹³ [The Fortnightly Planning Pulse Podcast](#)

¹⁴ [Wealden Weekly](#)

Local Plan consultation stages

- 4.26 The requirements for engagement and consultation for Local Plans are set out in legislation. In the paragraphs below, we have set out in detail the specific consultation and engagement methods we will employ at each stage of our Local Plan production. Table 1 summarises this in tabular format.

Early Consultation: Direction of Travel

- 4.27 At our initial Direction of Travel¹⁵ consultation stage, we were interested in gaining as many views as possible in relation to the scope of our local plan. We considered that the best way to achieve this was by asking a number of questions on several different planning topics via our consultation portal.
- 4.28 Our Direction of Travel consultation was a very early consultation process, and we did not have answers in relation to our spatial strategy and our policies at this preliminary stage. At this initial stage in plan-making, we were open to learning about what is important to our residents, businesses and stakeholders and how they would like to see Wealden in 15-20 years' time. Once we understood this and gained the necessary information through evidence gathering, we then progressed work on our draft Local Plan.

Draft Local Plan

- 4.29 It is at the Draft Local Plan stage (known as the 'Regulation 18' stage) where the preferred spatial strategy, detailed policies, and site allocations will be published. The Council undertook its first 'Regulation 18' stage consultation between March and May 2024¹⁶ and we are scheduled through our Local Development Scheme (LDS) to publish a second targeted Regulation 18 consultation on our spatial strategy and site allocations in Q3 of 2025/26.
- 4.30 We held exhibition events at the first 'Regulation 18' stage to publicise the draft Local Plan and to seek feedback during the formal consultation period. These events were held across the district, in accessible venues, so everyone had a reasonable opportunity to attend an event close to them. However, we also recognise that the Local Plan will affect some of our communities more than others. We therefore focussed these events in areas where a larger amount of growth and change is envisaged. We also held these events on different days and times of the week, including some evenings and weekends, to ensure we have provided the best opportunity for our communities to attend, including for those who work full time.
- 4.31 At this stage, in addition to the measures above, we will consider employing additional engagement, including publicising information on our website and the following:
- **Virtual exhibitions:** This is where we can present the exact information

¹⁵ [Wealden Local Plan Direction of Travel Consultation \(November 2020\)](#)

¹⁶ [Draft Wealden Local Plan \(Regulation 18\) \(March 2024\)](#)

that we would present live at a public exhibition, but make this available on the internet so that people can visit the exhibition at any time; and

- **Video blog / video log (Vlog):** This is where we can create short to medium length videos to provide explanations on certain planning topics or to introduce our consultation. The Vlog can also include visuals such as pictures, graphics and charts, for example. A Vlog can be made available so that it can be viewed at any time.

- 4.32 We hope that using these methods might make attending our events easier and could help to reach groups that have traditionally been hard for us to reach, such as younger residents and those that are in full-time work.

Proposed Submission Local Plan

- 4.33 The Proposed Submission Local Plan is the version of the Local Plan that we intend to submit to the Planning Inspector (known as the 'Regulation 19' stage). At this stage in plan-making, representations are invited as to whether our communities and stakeholders consider the plan to be legally compliant, whether we have met our Duty to Cooperate process and whether the plan is 'sound'. When responses are received, these are provided to the Planning Inspector who will examine our plan.
- 4.34 At this stage, we will meet the requirements set out in this SCI, including publicising information on our website through social media and the Council's Wealden Weekly system.

What happens to my comments once the consultation has ended?

- 4.35 Once an early consultation stage or an 'Regulation 18' consultation stage has ended, we will add all the representations we have received to our consultation database, and review and consider them alongside the available evidence to consider how the Plan and other development plan documents should be developed. Once we have processed a response, a confirmation email/letter will be sent to the person who submitted the response.
- 4.36 The Council will also produce a 'Summary of Responses' document where a summary of the comments made is publicised. The Council may consider the use of Artificial Intelligence (AI) to summarise the responses, but officers will manually check such summaries to ensure that they are fit for purpose. The report will be presented to the relevant committee or meeting, including the Planning and Development Cabinet Advisory Group (CAG), Local Plan Sub Committee and Full Council (if needed). The report will be noted and agreed by our Council Members before we move onto the next stage in the plan making process. Council decisions on the Local Plan will be made publicly available on the Council's website.
- 4.37 As noted previously, any comments received on a Proposed Submission version of the Local Plan (Regulation 19) will be collated and provided to the Planning Inspector who is examining the Local Plan.

What comments may not be considered by the Council?

- 4.38 By law, we are required to make the comments we receive about the Local Plan public, including your name. No other personal information will be published. This meets the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. We will process all personal information in accordance with the Council's Privacy Policy. We will not accept comments that include abusive, racist or other discriminatory or inflammatory language. Please consider that all comments will eventually be made available for public inspection, so we ask that you are respectful in your language. We will report any such submissions to the relevant authorities and/or where appropriate, they will be discarded. We will also not be able to accept anonymous comments or comments marked as private or confidential.

How to get in touch

- 4.39 You can get in touch with the Planning Policy Team by emailing us at planningpolicy@wealden.gov.uk or by calling us on **01892 602008** or you can write to us at:

Planning Policy, Council Offices, Vicarage Lane, Hailsham, East Sussex BN27 2AX

Table 1: Local Plan Consultation Methods

Statutory Requirements

Method of consultation	Preproduction and/or formal consultation	Preparation of a Draft Local Plan (Regulation 18)	Publication of Pre-Submission Local Plan (Regulation 19)	Submission for Independent Examination	Adoption of Local Plan
Written/email notification to Duty to Cooperate partners, statutory consultees, businesses, stakeholders, and individuals on the planning policy database.	Yes	Yes	Yes	Yes	Yes
Formal consultation documents available for inspection on the Council's website, at the Council's office and at key locations (e.g. libraries).	Yes	Yes	Yes	Yes	Yes
Publicise on the Council's website.	Yes	Yes	Yes	Yes	Yes

Potential Additional Consultation Methods for Each Stage

Method of consultation	Preproduction and/or formal consultation	Preparation of a Draft Local Plan (Regulation 18)	Publication of Pre-Submission Local Plan (Regulation 19)	Submission for Independent Examination	Adoption of Local Plan
Public consultation event(s) held in accessible locations.	No	Yes	No	No	No
Online engagement methods (for example, virtual exhibitions, digital consultations, video conferencing etc.).	No	Yes	No	No	No
Publicise on social media (including where appropriate vlogs/visual explainers/infographics).	Yes	Yes	Yes	Yes	Yes
Issue online publications such as press releases.	Yes	Yes	Yes	Yes	Yes
Publicise on the Council's 'Wealden Weekly' system.	Yes	Yes	Yes	Yes	Yes

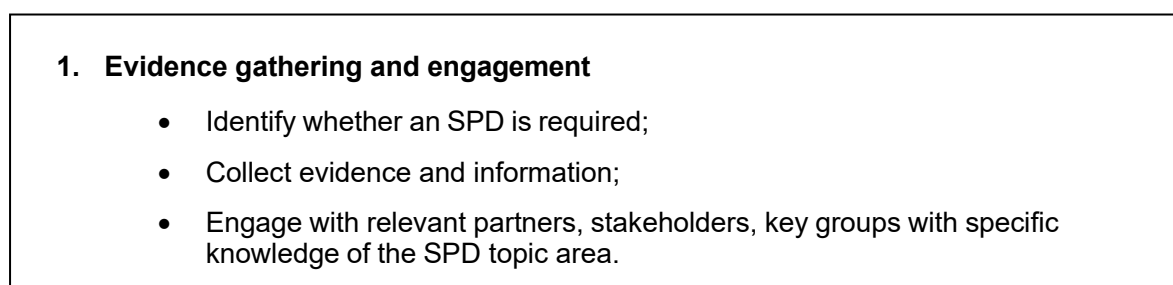
5. Supplementary Planning Documents

- 5.1 As discussed previously, SPDs do not form part of the development plan and therefore, they cannot introduce new policies or allocate sites. However, they are a material consideration in decision-making when determining planning applications. There is a formal legal process for preparing SPDs. They are subject to public consultation but are not required to be independently examined by a Planning Inspector. They also need to gain Council approval prior to them being adopted. Sometimes an SPD may require a Sustainability Appraisal/Strategic Environmental Assessment (SEA).
- 5.2 The type of stakeholders we will involve in the preparation of SPDs will depend on the scale, detail and nature of the document. Like the Local Plan, each stage of the process will offer an opportunity to work collaboratively with the local community to shape better places for local people.
- 5.3 The following SPDs are currently a material consideration in the determination of planning applications in Wealden District (not including the area of Wealden District located within the SDNP). They provide additional detail to relevant 'saved' policies in the Wealden Local Plan (1998):
- Wealden Design Guide Supplementary Planning Document (SPD), November 2008 (Policies EN1 and EN27);
 - High Weald AONB Management Plan (Policies EN6 and EN7);
 - Ashdown Business Park (Policy BS10); and
 - Hellingly Hospital (Policy HH1).

Producing an SPD

- 5.4 The process for preparing and adopting an SPD is shorter than that for Local Plans and is set out in legislation¹⁷. The key stages are provided in Figure 3 below:

Figure 3: SPDs – Key stages in community involvement



¹⁷ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012.](#)

2. Publication of SPD (Regulation 12 and 13)

- Engage and consult on the draft SPD with the local community, businesses and other relevant parties and provide a minimum period of four weeks for comments to be made;
- Publication of the SPD and supporting documents including the Sustainability Appraisal/SEA if required;
- Consider the main issues raised, make amendments where required and prepare a statement setting out how any issues have been addressed;



3. Adoption of SPD (Regulation 14)

- SPD formally adopted by the council.

Consultation methods for SPDs

- 5.5 The following consultation methods will be used at the various stages in the SPD process, subject to the SPD topic area and a consideration of the most suitable consultation methods.

Table 2: SPD consultation methods

Statutory Requirements

Method of consultation	Draft SPD	Final SPD	Adoption
Written / email notification to duty to cooperate partners, general and statutory consultees, businesses and other relevant parties including relevant stakeholders, individuals and organisations who are registered on the Council's planning policy database.	Yes	Yes	Yes
Make consultation documents available for inspection at the Council's office and other key locations across the district such as libraries.	Yes	Yes	Yes
Make consultation documents, supporting documents and information available on the Council's website.	Yes	Yes	Yes
Publicise on the Council's website.	Yes	Yes	Yes

Potential Additional Consultation Methods for Each Stage

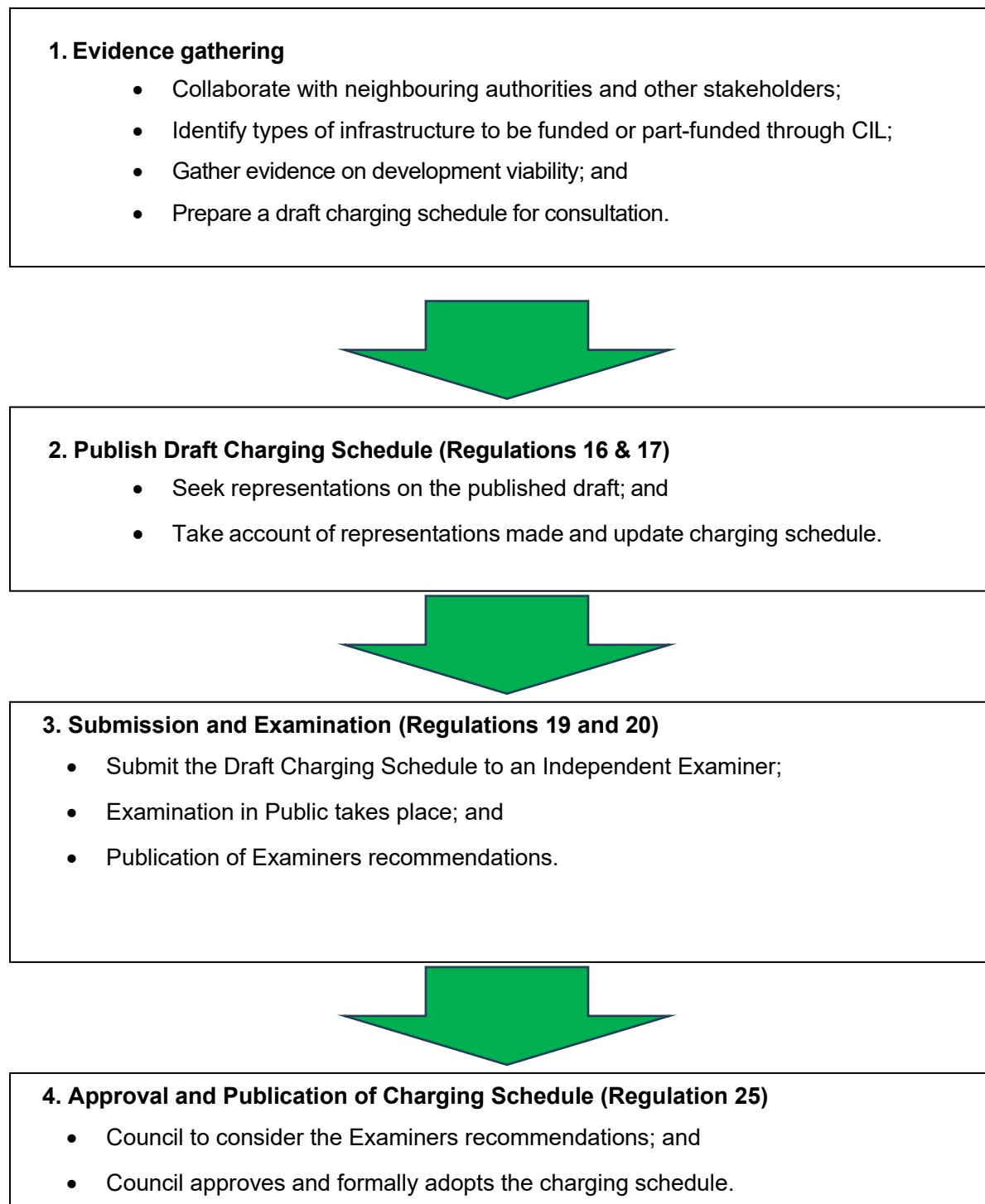
Method of consultation	Draft SPD	Final SPD	Adoption
Public consultation event(s) held in accessible locations.	No	No	No
Publicise on social media (including where appropriate vlogs/visual explainers/infographics).	Yes	Yes	Yes
Issue online publications such as press releases	Yes	Yes	Yes
Publicise on the Council's 'Wealden Weekly' system.	Yes	Yes	Yes
Online engagement methods (virtual exhibitions, digital consultations, video conferencing, etc.)	Yes	No	No

6. Community Infrastructure Levy

- 6.1 The Community Infrastructure Levy (CIL) is a levy that local planning authorities can choose to impose on certain types of new development to help fund and/or deliver infrastructure needed to support development in its area. It takes the form of a charge applied to new floorspace, as measured in square metres (sqm). CIL was introduced by the Planning Act 2008 and is governed by the Community Infrastructure Levy Regulations 2010 (as amended).
- 6.2 CIL is specifically designed to enable the provision of new infrastructure which is required to support development contained within a Local Plan. It is not therefore available to deal with existing deficits in infrastructure. Unlike Planning Obligations, funding from CIL does not have to directly relate to the development from which it is collected and can be used to enhance and deliver infrastructure at the district wide level to offset the cumulative impacts of new development. CIL itself is a fixed rate charge which varies dependent on development type and is collected (normally) at the commencement of a project, although it can be phased.
- 6.3 Local planning authorities who choose to charge CIL must produce a draft Charging Schedule which sets out the levy rate(s) that it will charge. WDC adopted a CIL Charging Schedule¹⁸ on 25 November 2015. The Council implemented its CIL Charging Schedule on 1 April 2016, charging the levy on new residential and retail development within the district in accordance with the adopted CIL Charging Schedule.
- 6.4 The processes involved in preparing and adopting a new CIL charging schedule is similar to that for producing a Local Plan and offers opportunities for engaging all sections of the community as set out in Figure 4 below.

¹⁸ [Community Infrastructure Levy Charging Schedule \(adopted November 2015\)](#)

Figure 4: CIL – Key stages in community involvement



Consultation methods

6.5 The following consultation methods will be used in the CIL process.

Table 3: CIL consultation methods

Statutory Requirements

Method of consultation	Draft Charging Schedule	Submission for Independent Examination	Publication of Charging Schedule
Written / email notification to duty to cooperate partners, general and statutory consultees, businesses and other relevant parties including relevant stakeholders, individuals and organisations who are registered on the Council's planning policy database.	Yes	Yes	Yes
Make consultation documents available for inspection at the Council's office and other key locations across the district such as libraries.	Yes	Yes	Yes
Make consultation documents, supporting documents and information available on the Council's website.	Yes	Yes	Yes
Publicise on the Council's website.	Yes	Yes	Yes

Potential Additional Consultation Methods for Each Stage

Method of consultation	Draft Charging Schedule	Submission for Independent Examination	Publication of Charging Schedule
Publicise on social media	Yes	Yes	Yes
Publicise on the Council's Wealden Weekly system	Yes	Yes	Yes
Online engagement methods (virtual exhibitions, digital consultations, video conferencing, online publications such as press releases etc.)	Yes	No	No

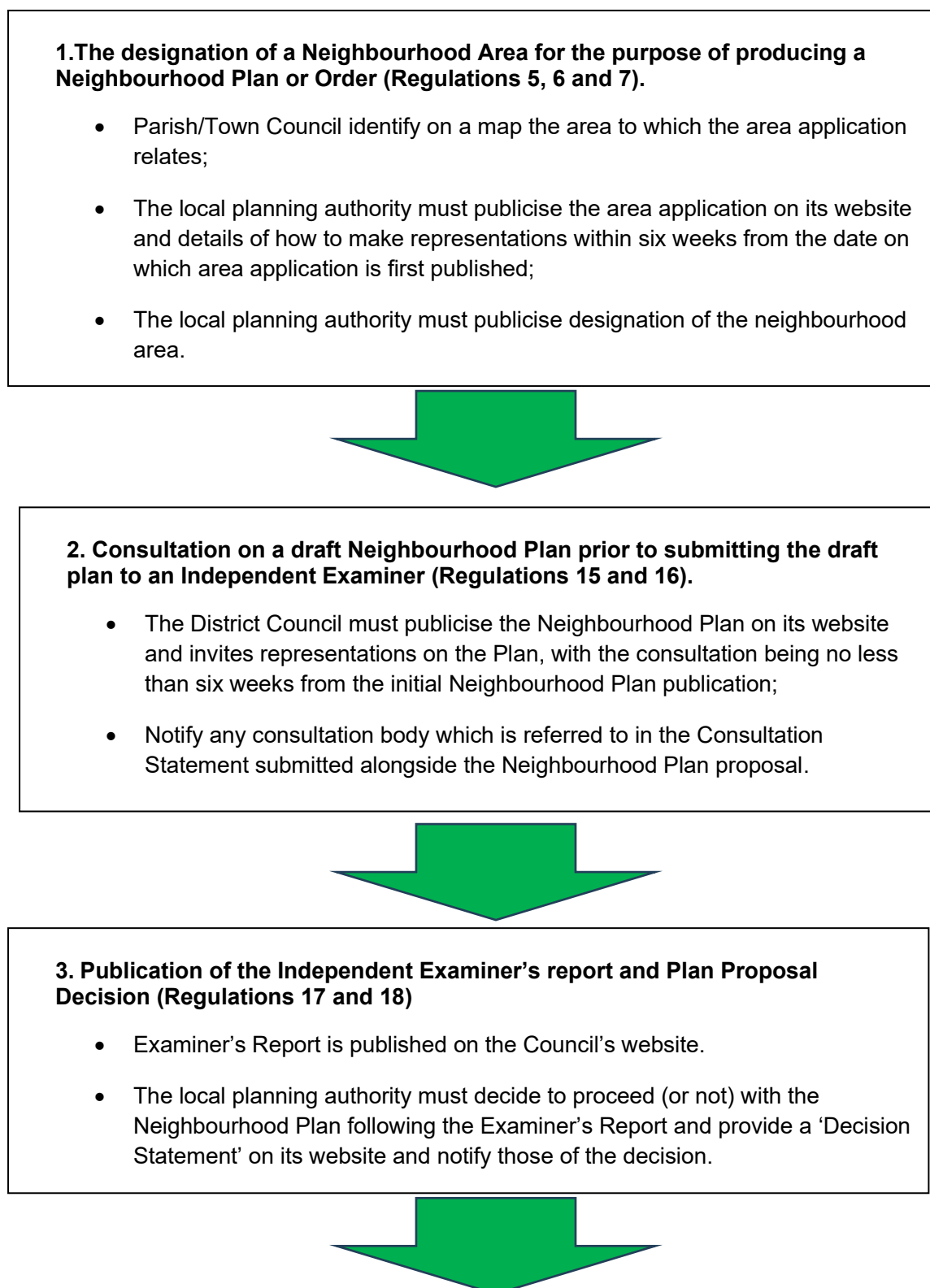
7. Neighbourhood Plans

- 7.1 Local communities have the opportunity to shape future developments in their neighbourhoods through the Neighbourhood Planning process. Neighbourhood Planning was introduced by the Localism Act 2011, which gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. Communities are able to choose where new homes, shops or offices are to be built or to have their say on how development should be designed. Neighbourhood Planning also provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.
- 7.2 Local communities can either choose to develop a Neighbourhood Plan, which sets out planning policies that form part of the development plan, or to grant planning permission for specific types of development in their neighbourhood through Neighbourhood Order or Community Right to Build Order. Once a Neighbourhood Plan is 'made' (formally adopted), it forms part of the development plan and together with the Local Plan, is used to determine planning applications in the relevant neighbourhood areas, along with any other material consideration.
- 7.3 Neighbourhood Plans or orders are not developed by WDC. Instead, Neighbourhood Plans are developed by either Town or Parish Councils in Wealden, or in relation to a Community Right to Build Order, by a Community Group.
- 7.4 Local planning authorities do, however, have a statutory duty to provide advice and technical assistance in the development of Neighbourhood Plans, as well as providing a role in the consultation process and making information available at various stages. The government's Planning Practice Guidance (PPG)¹⁹ provides further guidance on the process of developing a Neighbourhood Plan. The Locality Neighbourhood Planning website²⁰ also provides advice, support, toolkits and guidance.
- 7.5 WDC is legally required to be involved in consulting and/or notifying with the public at the key stages in the Neighbourhood Plan and/or order process as set out in Figure 5 below.

¹⁹ [Planning Practice Guidance \(PPG\), Neighbourhood Planning](#)

²⁰ [Locality Neighbourhood Planning website](#)

Figure 5: WDC involvement in consulting on Neighbourhood Plan/Order



4. Publish notice of a Referendum (The Neighbourhood Planning (Referendums) Regulations 2012)

- The Council must hold a referendum on the Neighbourhood Plan following a positive decision statement at the previous stage.
- Residents of the Neighbourhood Plan area are invited to vote on whether to 'make' the Neighbourhood Plan through a referendum.



5. Publish the decision to 'make' or refuse a neighbourhood plan (Regulation 19)

- Following the referendum, the local planning authority must publish on its website a statement of its decision to 'make' the Neighbourhood Plan following a positive referendum outcome and reasons for it;
- The local planning authority must send a copy of the decision statement to the Neighbourhood Plan group and any person who wished to be notified of the decision.



6. Adopting a Neighbourhood Plan (Regulation 20)

- The local planning authority must seek to adopt the Neighbourhood Plan;
- The local planning authority must notify any person who asked to be notified of 'making' the neighbourhood development plan and where and when it may be inspected.

Consultation methods

- 7.6 Neighbourhood Plans are developed in line with the Neighbourhood Planning (General) Regulations 2012²¹. In relation to the consultation on the Draft Neighbourhood Plans under Regulation 16, local planning authorities have a statutory duty to publicise the draft Neighbourhood Plan on its website and bring the plan to the attention of people who live, work or carry on business in the neighbourhood area. There is also a requirement to notify consultation bodies which are referred to in the consultation statement submitted by the Neighbourhood Planning group alongside their Neighbourhood Plan. The consultation must run for a minimum of six weeks. The local planning authority is also required to facilitate the examination and publish the examiner's report.
- 7.7 The specific consultation methods used to bring a 'Neighbourhood Plan' to the attention of people will need to be specifically tailored to a neighbourhood area, taking into account factors such as location, and the effectiveness of certain methods. In Wealden, this will be considered in collaboration with those proposing the Neighbourhood Plan.
- 7.8 The Council's website will be kept up to date in relation to the progress of Neighbourhood Planning in the district.

Table 4: Neighbourhood Plan consultation methods

Method of consultation	Neighbourhood Plan Area Designation (Regulation 5, 6 and 7)	Publication of Draft Neighbourhood Plan (Regulation 16)	Publication of the Examiners Report and Plan Proposal Decision (Regulation 18)	Publication of the decision to 'make' (adopt) or refuse a Neighbourhood Plan (Regulation 19)	Adoption of the Neighbourhood Plan (Regulation 20)
Written/email notification to Duty to Cooperate partners, statutory consultees, businesses, stakeholders, and individuals on the planning policy database.	Yes	Yes	Yes	Yes	Yes

²¹ [The Neighbourhood Planning \(General\) Regulations 2012](#)

Method of consultation	Neighbourhood Plan Area Designation (Regulation 5, 6 and 7)	Publication of Draft Neighbourhood Plan (Regulation 16)	Publication of the Examiners Report and Plan Proposal Decision (Regulation 18)	Publication of the decision to 'make' (adopt) or refuse a Neighbourhood Plan (Regulation 19)	Adoption of the Neighbourhood Plan (Regulation 20)
Make available consultation documents and supporting documentation on the Council's website.	No	Yes	No	No	Yes
Make available hard copies of consultation documents and supporting documents at the Council's Office, the town or parish council office and up to a maximum of five hard copies of documents to be made available within the town or parish.	No	Yes	No	No	Yes
Communicate with consultation bodies referred to in the consultation statement submitted alongside the Draft Neighbourhood Plan and other relevant parties either by written notification or email.	No	Yes	Yes	Yes	Yes
Publicise the Plan Proposal to the attention of people who live, work or carry on business in the neighbourhood area ²²	No	Yes	Yes	Yes	Yes
Publicise on the Council's website.	Yes	Yes	Yes	Yes	Yes

²² Where possible, the Council will endeavour to communicate with individuals and organisations who have expressed that they wish to be contacted or have previously made comments on the Neighbourhood Plan at the Regulation 14 stage.

Method of consultation	Neighbourhood Plan Area Designation (Regulation 5, 6 and 7)	Publication of Draft Neighbourhood Plan (Regulation 16)	Publication of the Examiners Report and Plan Proposal Decision (Regulation 18)	Publication of the decision to 'make' (adopt) or refuse a Neighbourhood Plan (Regulation 19)	Adoption of the Neighbourhood Plan (Regulation 20)
Publicise on social media	Yes	Yes	Yes	Yes	Yes
Publicise on the Council's Wealden Weekly system.	Yes	Yes	Yes	Yes	Yes
Leaflets and / or posters (as considered necessary by the local planning authority to meet its statutory consultation duty).	No	Yes	No	No	No

Advice and assistance to facilitate the preparation of Neighbourhood Plans

7.10 To meet the Council's statutory duty in providing advice and assistance in the preparation of Neighbourhood Plans, the Council will normally undertake the following (defined by need on a case-by-case basis in discussion with the group proposing the Neighbourhood Plan):

- Provide initial advice in relation to undertaking a Neighbourhood Plan;
- Set up meetings at various stages of the process to discuss:
 - Neighbourhood Plan process, timetable and key issues;
 - Issues, options and the role and possible content of a plan;
 - The availability of evidence for the purpose of plan making;
 - Legislative requirements including HRAs or SEA;
 - Policy development;
 - Pre-Submission Draft plan / Submission Draft Plan; and
 - Independent Examination, post examination and referendum.
- The Council will offer to provide both a SEA and HRA screening opinion. Where an SEA is required, then this will normally be prepared by the town or parish council;
- Providing access to the existing and emerging planning policy evidence base;
- Provide information in relation to validated planning applications in the area as relevant to the Neighbourhood Plan being prepared;
- Provide information to facilitate mapping, and where practical to do so, prepare basic maps;
- Liaise with partners and relevant parties to facilitate involvement in

the Neighbourhood Plan process; and

- Offer comments on the Draft Plan prior to the statutory consultation phase.

8. Development Management and Community Involvement

Introduction

- 8.1 The Council's Development Management service is responsible for processing planning applications within the district, except for the area of the district located in the SDNP (see Figure 1 above). The SDPNA is the local planning authority for their own area, setting their own Local Plan and determining any planning applications within its area. East Sussex County Council (ESCC) is the local planning authority in respect of development involving minerals and waste.
- 8.2 There are several different types of applications processed by the department in addition to those for different forms of planning permission. Other application types include those for listed building consent, certificates of lawfulness, advertisement consent, prior approval applications and permission in principle (PiP).
- 8.3 The Council is committed to meeting its statutory requirements for consultation at all stages of the planning application process, from the initial pre-application stage through to potential planning appeals.
- 8.4 The Council also aims to use several consultation methods to engage the public, businesses and interested parties in the application process. Whilst this SCI lists the minimum requirements for consultation, the Council will seek to maximise consultation using complimentary methods. We will use digital media methods and social media platforms to enhance visibility of the development management service. This may include discussion on platforms such as the fortnightly Planning Pulse Podcast; posts on the Wealden 'Let's Talk Planning' hub; and Question and Answer sessions on forums such as the 'Ask the Development Manager' page. Opportunities to engage and influence topics associated with development management will be raised on associated platforms, such as 'Let's Talk Trees' which focusses on arboricultural and landscape matters. This range of digital media engagement will ensure consistent and proactive engagement, with the aim of increasing visibility and feedback received.
- 8.5 As digital technologies evolve, the Council may explore the use of automation or artificial intelligence assisted tools to support aspects of planning application management, such as supporting the validation of applications or the review of representations. Any such tools would be used to support, not replace, decision-making by officers and elected members.

Consultation stages

Pre application consultations

- 8.6 The Council advocates that whatever the scale of development proposed, prospective applicants or developers should at an early stage discuss their proposals with the Council. Should general advice be sought, applicants may wish to engage with the Council's free to use [Duty Planning Officer](#) service. Should development or site-specific advice be required, the Council offers pre-application

advice²³ for all applicants or developers.

- 8.7 Prior to submitting a planning application, applicants or developers are encouraged to discuss the proposals with the owners/occupiers of neighbouring land/premises prior to making an application. This may assist in resolving any objections and conflict prior to a formal planning application being submitted.
- 8.8 In addition, for significant development schemes (currently some wind turbine developments²⁴), there is a statutory requirement for applicants or developers to carry out their own early consultation with the local community to inform the application process, as set out under Section 122 of the Localism Act 2011. An application for relevant development cannot be submitted, until the statutory pre-application consultation has been undertaken.
- 8.9 The Council is not involved in arranging pre-application consultations. However, applicants and developers should inform the Council of the details of any such arrangements. Such consultation methods could include community consultation events, public meetings, meetings with district, town or parish Councillors, neighbourhood plan steering groups or making information available via the website, leaflets and posters or contacting residents and businesses by writing to them. Pre-application consultation should also include engagement with key consultees such as infrastructure providers and nature conservation bodies as relevant.
- 8.10 The Council encourages applicants and developers to ensure that if any public meeting is held, it should take place in accessible locations that offer accessible facilities. A summary of the consultation method(s), a meeting record and received feedback may also be useful to include in any planning application submission, for public information.
- 8.11 On more significant scales of applications, the Council would urge applicants to conduct their own engagement and document this for public information.

Planning Application publicity and consultation

- 8.12 Once a planning application has been registered and validated, the Council will record the application on the planning register and make the application available for inspection. All planning applications can be viewed on [Planning Register - Wealden District Council](#).
- 8.13 The Council also publishes a weekly list of applications that have been received. You can see the lists on [Planning Weekly List and Other Publications - Wealden District Council](#).
- 8.14 There are minimum requirements provided in legislation relating to the methods for publicising applications. These requirements are provided in planning guidance. The methods that the Council will use to publicise applications include the following:
- Publishing applications and associated documents on the Council's website

²³ [Wealden District Council Pre-Application Advice Service](#)

²⁴ See The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) articles 3 and 4

(as above);

- Displaying one or more (as relevant) site notices near the application site. The site notice will provide details of the planning application, information on how the plans can be viewed and how comments can be made and when comments must be submitted by; and
- Advertising certain applications in local newspapers in accordance with statutory requirements. For example, for major development or for applications relating to a listed building or a conservation area.

- 8.15 The Council notify residents of planning applications using our 'Wealden Weekly' system. This provides an opportunity where you can register for email alerts, to be notified automatically of planning applications in your local area. You may register for MyAlerts via [Wealden Weekly](#).
- 8.16 Appendix C provides further information in relation to how we consult in relation to specific types of applications.
- 8.17 Consultation will take place with both statutory and non-statutory consultees, alongside wider public consultation. Statutory consultees include bodies such as other local planning authorities, the Environment Agency, the Forestry Commission, Historic England, Natural England and Town and Parish Councils, to name a few. The Council will also consult internally with its housing, environmental health, community and economic development colleagues. Further information can be found in the PPG²⁵.
- 8.18 The publicity and consultation period for planning applications will be 21 days unless the notification period states otherwise. The application cannot be determined until this period has expired. Depending on its nature, re-consultations on amendments to applications will usually be a more restricted period. Information on how to make comments on a planning application is provided on the Council's website at [WDC How To Be Involved In The Planning Process](#).
- 8.19 To be certain of not missing any new information that is added to a planning application, we encourage those with an interest in a proposal to subscribe for email alerts from the Council's planning applications system.
- 8.20 In some instances, particularly where there is a statutory requirement to re-publish the application or additional information or amendments are considered as significant material changes to an application, the application will be re-publicised by way of additional site notices and/or press advertisements. This formal re-publicity will be undertaken for a minimum of 14 days or, where a statutory requirement, for the minimum period defined.
- 8.21 The Council will otherwise, and in the majority of instances, only use the website (with email alerts described above) to communicate other amendments to planning applications. The Council commits that minor material amendments will not be determined until the expiry of 7 days of the amendment information being added to the website. Non-material amendments will not result in any delay to the

²⁵ [The PPG – Consultation and Pre-Decision Matters](#)

determination of the application.

- 8.22 The website and email alert system is also how you can find out the final decision on the application. Registration for updates is free, though an active e-mail account is required. Information on this process is provided in the Council's website at [WDC Keeping Up To Date With Planning Applications](#).
- 8.23 WDC are unable to respond to individual comments owing to the volume of cases processed and the number of representations received in a year. However, all comments received on an application will be considered prior to a decision being made and will be set out in decision making reports. Providing representations are lodged with a postal address, comments made on an application are published on the Council's website subject to the terms of the Data Protection Act 2018.
- 8.24 If you comment on a planning application, it is important that your comments relate to planning matters. The PPG and the Government's Planning Portal websites contain helpful information about how decisions on planning applications must be made and what matters constitute 'material considerations' and are relevant when making planning decisions.
- 8.25 The Council may use digital tools, including artificial intelligence assisted software, to support the summarisation and thematic analysis of consultation responses and representations received. All outputs from such systems will be reviewed by planning officers prior to use. These tools will only be used in accordance with data protection legislation and the Council's ethical standards.

Policy and practice regarding letters and e-mails received that contain offensive or, potentially defamatory comments

- 8.26 Offensive or defamatory comments will not be publicised. Such correspondence is to be handed immediately to the Head of Planning and Environmental Services (or where unavailable, the Head of Planning Policy, Economy and Climate Change) relating to a response or destruction or deletion.
- 8.27 The dissemination or publication of defamatory statements in correspondence received can make the publisher liable. Where such correspondence is received, a senior member of the Development Management Team will consider alleged misrepresentation, withholding publication in the most serious cases or otherwise seeking redaction of the offensive or defamatory comments before publication.

Determining planning applications

- 8.28 The majority of planning applications are determined under delegated powers by the Head of Planning and Environmental Services, as set out in the Scheme of Delegation contained in the [Council's Constitution](#). However, certain applications are considered by a Planning Committee. In Wealden, following changes to the Council's constitution on the 14 May 2025, there are two planning committees, one of which deals with 'major' development within the district and one which deals with 'minor' development within the district²⁶. Where applications are reported to a

²⁶ The term 'major' development is defined within NPPF (February 2025) and is otherwise provided in the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). The

Planning Committee, all comments made on an application are summarised and published in the committee report.

- 8.29 When applications are reported to a Planning Committee, the Council operates a scheme where applicants, supporters and objectors can address the Committee. Details of this can be found on [WDC Committee Meetings](#). Committee meetings are also live streamed, with recordings then available on the same page.
- 8.30 Where people have commented on the application, the Council will write to inform them when and where the application will be considered and the arrangements for further representations. A request to address the Planning Committee is required prior to the meeting.
- 8.31 Where third party submissions are received less than 24 hours ahead of the Planning Committee meeting, it will not normally be possible to report the summary of comments to the Committee. Such late information is not possible to be incorporated in the written update to the Committee.
- 8.32 When a formal decision is made on an application, either through delegated powers or by a Planning Committee, a decision notice will be published on the Council's website and anyone who has commented on the application will be notified of the decision. Notification of any subsequent appeal will also be provided to any interested party who commented on the application.

Planning Appeals

- 8.33 It is possible for an applicant or a developer to appeal a planning decision if the application has been refused or if an application has not been determined within the statutory timeframes. It is also possible to appeal against the grant of planning permission that is subject to conditions that restrict or control the manner in which planning permission is to be implemented.
- 8.34 Third parties and members of the public cannot appeal against the council's decision on a planning application. Any challenge to a planning decision from third parties or members of the public can only be in the High Court by Judicial Review. Further information can be found on [Planning Court - GOV.UK](#).
- 8.35 Planning appeals are determined by the Secretary of State, who will appoint a Planning Inspector to consider and hear the appeal. The appeal process is undertaken by one of three methods: Public Inquiry; Informal Hearing; or by the Written Representations procedure.
- 8.36 When WDC is notified of an appeal by the Planning Inspectorate, often referred to as 'PINS', we will contact all those originally consulted on the application letting them know the appeal has been made. The Council will send copies of all letters originally received about the application to the Planning Inspector. Advice will be given as to how to make further representations to the Planning Inspector who will determine the appeal. Interested parties are advised of how they can be involved in

[Council's Constitution](#) sets out precisely what applications go to a 'major' or 'minor' Planning Committee.

the appeal process.

- 8.37 If an appeal is to be considered at an informal hearing or public inquiry, the Council will also notify interested parties of the arrangements in line with the Planning Inspectorate's requirements.
- 8.38 The Planning Inspector will make a decision to either allow or dismiss the appeal or alternatively a decision will be deferred to the Secretary of State for a final decision. Once the decision is made, a decision notice will be sent to the appellant, the Council and any interested person who has requested a copy of the decision. The decision will also be available on the Wealden District Council's website and [Planning Inspectorate website](#).

Planning Enforcement Strategy and Scope

- 8.39 Wealden District Council's [Planning Enforcement Strategy](#) (referred to as its Local Enforcement Plan) has been updated to reflect amendments under the Levelling Up and Regeneration Act, with the immunity period for breaches extended to ten years for developments completed on or after 25 April 2024. The Strategy reinforces that enforcement is discretionary and proportionate, designed not for retribution but to mitigate harm in line with the NPPF's expectation that "effective enforcement is important to maintain public confidence in the planning system." Breaches of planning control—such as unauthorised works, breaches of planning conditions or Section 106 obligations, protected tree damage, and unauthorised engineering operations—are investigated based on a risk-prioritised framework.

Complaint Procedures, Timeframes and Discretion

- 8.40 Upon receipt of a valid complaint, the Council aims to acknowledge within five working days and conduct an initial assessment (including a desktop or site visit) within approximately 25 days. Enforcement actions may include negotiation, invitations for retrospective planning applications, formal Enforcement Warning Notices (EWAs), notices, injunctions, or prosecution where justified. Importantly, public representations will be kept confidential or withheld when necessary to maintain investigation integrity, protect personal data, or uphold the Council's discretion. This approach reinforces transparency, consistency, and fairness—core principles of the Strategy.
- 8.41 While every effort is made to keep interested parties informed, contact throughout the enforcement process may not be frequent. Updates will generally be provided when there is a material development in the case—such as formal action or resolution—rather than at set intervals. This approach reflects the variable and often lengthy nature of enforcement investigations and ensures officer time is focused on progressing cases efficiently.
- 8.42 Where you are directly involved in an investigation—for example, as a complainant, landowner, or affected third party the Council will liaise with you at key stages. This may include requests for information, updates on progress where appropriate, or notification of decisions taken. We recognise that managing expectations is important and aim to communicate clearly and appropriately depending on your role

in the process.

9. Monitoring and Review

- 9.1 The SCI is updated in accordance with changes to government legislation. It will be reviewed at least every five years.
- 9.2 We may also update or review the SCI:
- a. as a result of our forthcoming development plan consultations to make improvements to the process as a result of new or different approaches to consultation;
 - b. on publication of a new Local Plan to adapt consultation or publicity to the requirements of relevant new policies; or
 - c. in accordance with digital technology changes, including reviewing the potential role of artificial intelligence in enhancing the effectiveness and efficiency of public consultation and the work of our planning services. Any changes will be subject to appropriate oversight, transparency, and compliance with applicable law.
- 9.3 We will continue to evaluate our consultation processes in terms of resources used and responses received. We will also assess the effectiveness of various consultation and engagement methods used to review the appropriateness of those methods.

10. How we use your data

- 10.1 Planning is an open and public activity. Any representations or comments made by members of the community, stakeholders and other relevant parties during the preparation of planning documents or in relation to a planning application may and can be made public. However, we will redact personal information from any comments published.
- 10.2 Wealden District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. We collect and use your personal data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you or we are legally required to do so. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up-to-date. Our Privacy Policy sets out how we collect, use, and securely hold your data. If you want more information on how a particular Council service uses your personal data, please view the Privacy Notices on our website using the following link: [Data-protection/privacy-policy](#).

11. Glossary

Disclaimer - This glossary is neither a statement of law nor an interpretation of the law, and its status is only an introductory guide to planning issues and should not be used as a source for statutory definitions.

Authority Monitoring Report (AMR): The AMR is the main mechanism for assessing the performance and effects of the policies contained in the current statutory Development Plan and the timescales set out for the emerging Local Plan through the Local Development Scheme (LDS).

Community Infrastructure Levy (CIL): A levy allowing local planning authorities to raise funds from owners or developers of land undertaking new building projects in their area to support the delivery of new infrastructure.

Community Right to Build Order: An Order made by the local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a site-specific development proposal or classes of development.

Development Plan: Is defined in section 38 of the Planning and Compulsory Purchase Act 2004 and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

Habitat Regulations Assessment (HRA): An assessment of the potential effects of planning policies or new development on European nature conservation sites as defined at regulation 8 of the Conservation of Habitats and Species Regulations 2017 (see below).

Habitats Site: Any site which would be included within the definition at regulation 8 of the Conservation of Habitats and Species Regulations 2017 for the purpose of those regulations, including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special Protection Areas and any relevant Marine Sites.

Local Development Scheme: A project management plan that describes the Council's programme for producing its Development Plan Documents, such as the Local Plan.

Local Plan: A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community, under the Town and Country Planning (Local Planning) (England) Regulations 2012. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Neighbourhood Development Order: An Order made by a local planning authority (under the Town and Country Planning Act 1990) through which parish councils and neighbourhood forums can grant planning permission for a specific development proposal or classes of development.

Neighbourhood Plan: A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

Permission in Principle: A form of planning consent which establishes that a site is suitable for a specified amount of housing-led development in principle. Following a grant of permission

in principle, the site must receive a grant of technical details consent before development can proceed.

South Downs National Park Authority (SDNPA): The South Downs National Park Authority is the statutory planning authority for the National Park area and was formed in 2011.

Strategic Environmental Assessment (SEA): A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

Statement of Community Involvement: A public statement of the Council's intentions for involving the community in the production of its local Development Plan Documents (such as Local Plans), and its ongoing development management decisions (i.e. planning applications).

Supplementary Planning Documents: Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainability Appraisal (SA): An evaluation of the social, economic and environmental impacts of policies and strategies in a local Development Plan Document to ensure the policies and strategies are in accordance with sustainable development objectives. Section 19 of the Planning and Compulsory Purchase Act 2004 requires a local planning authority to carry out a sustainability appraisal of each of the proposals in a plan during its preparation.

12. Appendix A - Duty to Cooperate partners and prescribed bodies²⁷

Neighbouring Local Authority Duty to Cooperate Partners

- Eastbourne Borough Council
- Rother District Council
- Tunbridge Wells Borough Council
- Tandridge District Council
- Mid-Sussex District Council
- Sevenoaks District Council
- Lewes District Council
- South Downs National Park Authority
- East Sussex County Council
- West Sussex County Council
- Kent County Council
- Surrey County Council

Other prescribed bodies

- The Environment Agency
- Historic England
- Natural England
- The Civil Aviation Authority (CAA)
- Homes England
- Each integrated Care Board established under Chapter A3 of Part 2 of the National Health Service Act 2006
- NHS England
- The Office of Rail and Road
- The Local Highway Authority
- National Highways

²⁷ See [Regulation 4 of The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012.](#)

13. Appendix B - Specific and general consultation bodies

Specific Consultation Bodies

- Adjoining Local Planning Authorities and County Councils as set out in Appendix A
- Parish and Town Councils (within and adjoining the plan area)
- The Police and Crime Commissioner
- The Coal Authority
- The Environment Agency
- Historic England
- Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- National Highways
- East Sussex County Council (ESCC) as the Local Highway Authority
- Relevant telecommunications companies
- Relevant Integrated Care System
- NHS England
- Relevant electricity and gas companies/operators
- Relevant water and sewerage companies; and
- Homes England

General Consultation Bodies and other interested groups

- Nature Conservation / countryside bodies
- Environmental groups
- Infrastructure and service providers
- Interest and amenity groups
- Residents Associations
- Property, trade and business associations
- Neighbourhood Plan Steering Groups
- Learning agencies
- Recreation bodies
- Disabled groups
- Ethnic minorities/gender/age/sexual orientation/disability and those with caring

responsibilities groups

- Residents
- Local businesses
- Landowners
- Religious groups and churches
- Voluntary bodies; and
- Other miscellaneous bodies

14. Appendix C - How we consult in relation to specific types of applications

Type of Development	Site notice *	Newspaper advertisement *	Website	Wealden Weekly (opt-in service)
Applications for major development as defined in Article 2 of the Development Management Procedure Order (which are not covered in any other entry)	Yes	Yes	Yes	Yes
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	Yes	Yes	Yes	Yes
Applications which do not accord with the development plan in force in the area	Yes	Yes	Yes	Yes
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	Yes	Yes	Yes	Yes
Applications for planning permission not covered in the entries above e.g. non-major development	Yes	No	Yes	Yes
Applications for listed building consent where works to the exterior of the building are proposed	Yes	Yes	Yes	Yes
Applications to vary or discharge conditions attached to a listed building consent or involving exterior works to a listed building.	Yes	Yes	Yes	Yes

Type of Development	Site notice *	Newspaper advertisement *	Website	Wealden Weekly (opt-in service)
Applications for development which would affect the setting of a listed building or affect the character or appearance of a conservation area.	Yes	Yes	Yes	Yes

Draft Statement of Community Involvement Consultation Form

Wealden District Council has prepared a draft Statement of Community Involvement (SCI). The SCI is a document that sets out what consultation will take place when the Council is developing and reviewing its planning policy documents (including the new Local Plan) and when determining planning applications. It also provides information as to how the Council will work with our partners and communities to facilitate proposals for neighbourhood plans and/or orders.

This is your opportunity to have your say on this draft SCI. The consultation will take place between 4pm on Friday 4 July 2025 for an 8 week period to 4pm on Friday 29 August 2025. Prior to the completion of this form, please read the accompanying 'Guidance Notes for Respondents – Draft Statement of Community Involvement'.

The easiest way to respond to the consultation on the draft SCI is via the consultation portal using the link below. You can comment on any part of the SCI through the portal and your comments will then be directly submitted to us.

<https://consult.wealden.gov.uk>

You can also download a PDF version of the draft SCI document using the above link.

If you are unable to use the consultation portal then please return this completed form to planningpolicy@wealden.gov.uk by the closing date or alternatively by sending this form to the address as set out below:

Planning Policy,
Wealden District Council,
Vicarage Lane,
Hailsham,
East Sussex,
BN27 2AX

Data Protection Statement

Wealden District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. We collect and use your personal data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you or we are legally required to do so. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up-to-date. Our Privacy Policy sets out how we collect, use, and securely hold your data. If you want more information on how a particular Council service uses your personal data, please view the Privacy Notices on our website using the following link: www.wealden.gov.uk/privacypolicy.

Name:

Address:

Signature:

Date:

If you do not wish to receive any further correspondence from the planning policy team at Wealden District Council, then please contact us on 01892 602008 or email us at planningpolicy@wealden.gov.uk

If you, or somebody you know, would like the information contained in this document in large print or in another language please contact Wealden District Council on 01323 443322 or info@wealden.gov.uk

Part A – Personal Details

	Personal Details
Title	
First Name	
Last Name	
Job Title (where relevant)	
Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

Part B – Personal Details if completing the form on behalf of someone else

	Personal Details
Title	
First Name	
Last Name	
Job Title (where relevant)	
Organisation (where relevant)	
Address	
Post Code	
Telephone Number	
Email Address	

Part C – Contact Preferences

Contact Preferences	
We may wish to contact you from time to time regarding the Local Plan and other planning policy consultations and updates. Please can you confirm that you are happy for us to do this?	Yes No

Part D – Representation

As discussed within the accompanying guidance notes, a representation can be made in relation to any of the draft document’s eight sections and appendices. Please can you add the paragraph numbers that you wish to discuss for each section of the document and then write your comments on that part of the document.

Section 1 Introduction

Paragraph	Comments

Section 2 The Planning System

Paragraph	Comments

Section 3 Planning Policy and Community Involvement

Paragraph	Comments

Section 4 Local Plans

Paragraph	Comments

Section 5 Supplementary Planning Documents

Paragraph	Comments

Section 6 Community Infrastructure Levy

Paragraph	Comments

Section 7 Neighbourhood Plans

Paragraph	Comments

Section 8 Development Management and Community Involvement

Paragraph	Comments

Section 9 Monitoring and Review

Paragraph	Comments

Part E – Equalities Monitoring Questions

A bit about you

We want to make sure everyone who uses our services is treated equally and that our services are provided fairly. The information collected helps us to get a picture of who contacts us, uses or does not access our services and will help us to improve what we provide and reduce the potential barriers to access.

Please answer the questions below by ticking the boxes that you feel most describes you. Some questions may feel personal, but any information that you give will be treated in the strictest confidence and will be used only to help us to improve our services. It will not be linked to you as an individual. You do not have to fill this in but it will help us if you do.

Sex

What is your sex?

- ☐ Female
- ☐ Male
- ☐ Other (please describe)
- ☐ Prefer not to say

Age

What is your age?

- | | | | |
|---------------------------------------|--|--------------------------------|--------------------------------|
| ☐ 17 and under | ☐ 18-24 | ☐ 25-34 | ☐ 35-44 |
| ☐ 45-54 | ☐ 55-64 | ☐ 65-74 | ☐ 75-84 |
| ☐ 85 and over | ☐ Prefer not to say | | |

Disability

Do you have an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day-to-day activities? (tick all that apply)

- ☐ Yes ☐ No ☐ Prefer not to say

If you have answered 'yes', please tick the boxes that best describe your impairment(s).

This information helps us improve access and remove barriers to our services.

- ☐ Blind or visual impairment uncorrected by glasses
- ☐ Deaf or have a hearing impairment
- ☐ A long-standing illness or health condition, e.g. cancer, HIV, diabetes, rheumatoid, arthritis, chronic asthma, epilepsy, cardiovascular conditions, sickle cell anemia, motor neuron disease, some forms of dementia
- ☐ A mental health difficulty e.g. schizophrenia, depression, anxiety disorder, some forms of dementia

- ☐ A physical impairment or mobility issues, e.g. walking, dexterity, difficulty using your arms or using a wheelchair or crutches
- ☐ A social/communication impairment, e.g. speech and language impairment or Asperger's syndrome/other autistic spectrum disorder.
- ☐ A specific learning difficulty e.g. dyslexia, dyspraxia or AD(H)D
- ☐ An impairment, health condition or learning difference that is not listed above (specify if you wish)
- ☐ Prefer not to say

Language

What is your main language spoken at home?

- ☐ English
- ☐ Other, please describe (including British Sign Language)
- ☐ Prefer not to say

What is your preferred language for written information?

- ☐ English
- ☐ Other, please describe
- ☐ Prefer not to say

Ethnicity

To which of these ethnic groups do you feel you belong?

Choose an option that best describes the ethnic group or background to which you perceive you belong.

- | | | |
|---|---|--|
| ☐ White British | ☐ White Irish | ☐ White Gypsy/Roma |
| ☐ White Irish Traveller | ☐ White Other* | ☐ Mixed White and Black Caribbean |
| ☐ Mixed White and Black African | ☐ Mixed White and Asian | |
| ☐ Asian or Asian British Indian | ☐ Asian or Asian British Pakistani | |
| ☐ Asian or Asian British other* | ☐ Asian or Asian British Bangladeshi | |
| ☐ Black or Black British Caribbean | ☐ Black or Black British African | |
| ☐ Black or Black British other* | ☐ Arab | ☐ Mixed Other* |
| ☐ Chinese | ☐ Other Ethnic Group* | ☐ Prefer not to say |

*If your ethnic group was not specified in the list please describe your ethnic group.

Thank you. By completing this form, you are helping us to ensure that our services are fair and open to all.

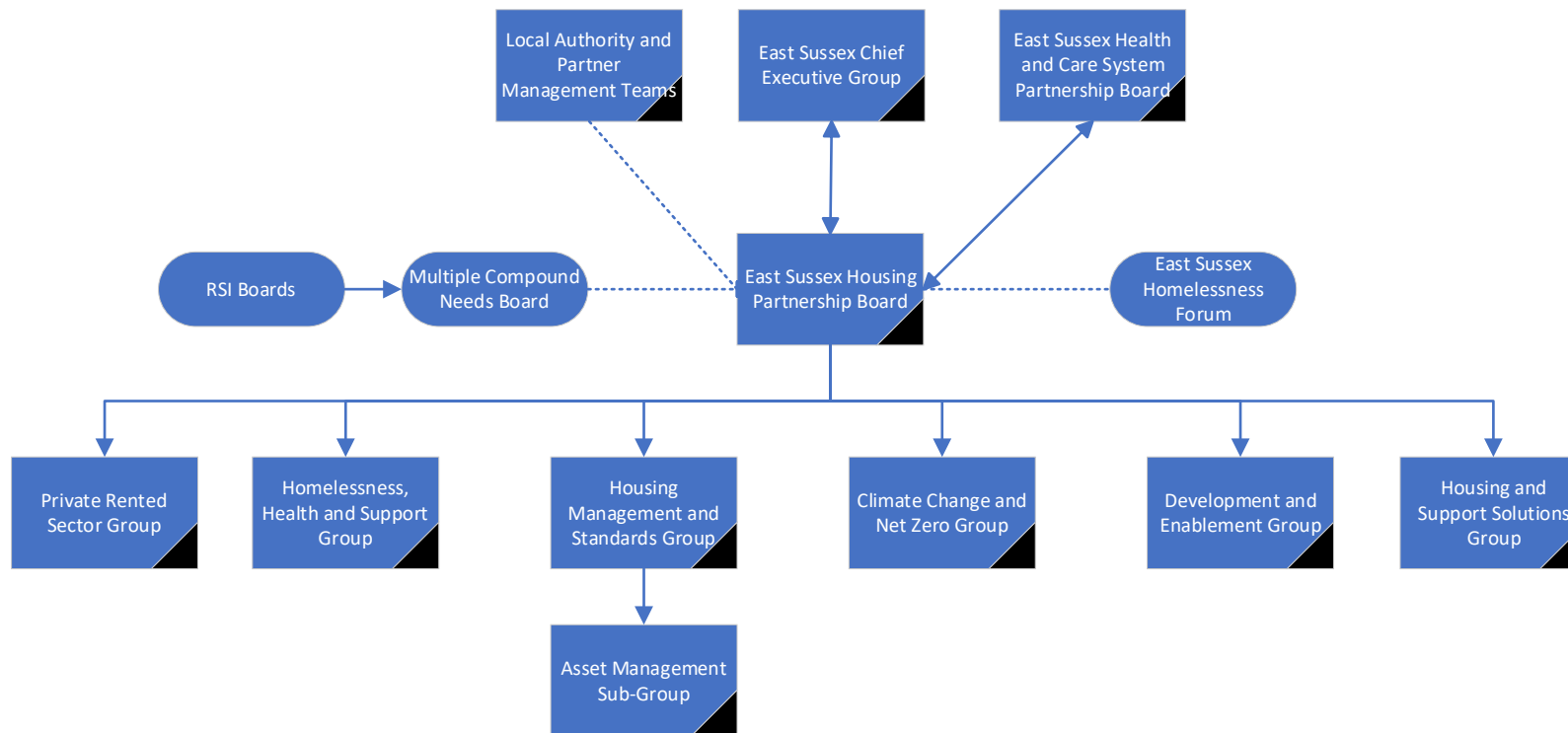
Draft East Sussex Housing Partnership Strategy

2025 – 2032

What is the East Sussex Housing Partnership?

The East Sussex Housing Partnership is a network of multi-agency groups which include the 5 local housing authorities, housing providers, health and social care partners, voluntary and community sector organisations, probation and representatives from the Ministry for Housing, Communities and Local Government and Homes England. The partnership comprises a strategic board and a series of specialist groups, themed around different parts of the housing sector.

Partnership Network



Why do we need a Housing Partnership Strategy?

The reason the partnership has developed this strategy to:

- Set a medium- and long-term vision for the development of the housing sector locally.
- Increase capacity to address shared priorities, challenges and opportunities across the sectors.
- To be a collective voice for housing in East Sussex, including lobbying government and ensuring housing specialisms are represented at local, regional, and national partnerships and forums.
- Support collaborative service commissioning and joint investment across sectors.
- Provide a strategic context for shared bids for additional funding that support existing projects and develop new joint initiatives.
- Make the best use of capacity, expertise and resources within the sector.
- Ensure short term activities and projects contribute to an overall strategic vision for the sector.
- Provide effective decision making for projects and services developed thorough the specialist groups and which operate across local authority boundaries.
- Ensure changes to legislation are implemented consistently locally.

Our Vision

“Healthy, safe and affordable homes for all, with a focus on preventing homelessness and ending rough sleeping. With a priority on accelerating housing delivery and associated infrastructure.

For the partnership to drive innovation, through strong links to our communities, enabling partners to achieve more than they could alone.”

Developing the Strategy

This strategy is collectively owned by all members of the East Sussex Housing Partnership. The strategy has been co-produced with partners across the sector including:

- Producing an evidence base using data and information provided by housing and homelessness service providers, alongside the data and themes from the earlier Annual Public Health Report 2019/20 – Health and Housing. The updated data has guided scoping discussions and the priority setting process. The strategy has also benefited from links to research and intelligence gathering already underway within the sector, including housing options service, the East Sussex Floating Support Service and an independent evaluation of the East Sussex Wellbeing and Employment Service and the baseline assessment of housing retrofit needs carried out at the end of 2023. The evidence base and strategy will also incorporate findings from the multiple compound needs assessment. This research has also provided the opportunity to gather qualitative insights through engagement with people with lived experience of using housing services. The partnership will produce an annual overview of key indicators to review progress and shape our annual implementation plan. The partnership will ensure there is meaningful lived experience involvement across the sector which informs the implementation of the strategy and ongoing improvement of our services.
- Housing Partnership Board and Specialist Groups – the partnership has formed a series of specialist groups, to ensure the strategy reflects the sector as broadly as possible and to support closer management level integration. In addition to working with the board to develop our strategic vision, the specialist groups have also developed key actions and deliverables within each priority area.
- Strategy Workshops – the partnership hosted a series of themed strategy development workshops throughout the summer to reflect on key findings from the evidence base, explore national and local examples of good practice and identify priorities for the strategy.
- Strategic level engagement: the partnership has been strengthening its senior level engagement, including with the East Sussex Chief Executives Group and the senior management teams in each of the five housing authorities.
- Engagement with specialist groups across housing and partner sectors.
- Partnership network: the partnership has also been engaging with partnerships across the sector, and partner sectors including, Developers East Sussex, East Sussex Homelessness Forum, Temporary Accommodation Action Group, SPACES Programme Board, Local Plan Managers Group, East Sussex Energy Partnership, Partnership Plus, East Sussex Health and Care System Partnership Board, Sussex Health and Care Mental Health and Housing Programme, Multi-Agency Financial Inclusion Steering Group.

Strategic Themes

The following themes crosscut all our priorities:

Collaboration – cross-sector working to achieve shared priorities is key to all aspects of our work.

Regionally – several key partners including health and mental health, criminal justice and domestic abuse services operate on a regional basis. The aim of the partnership is to support effective engagement within these structures to reflect the needs and

priorities in East Sussex. Regional-based working also provides an opportunity to share good practice and learning, as well as creating strengthening our lobbying influence. The partnership works collaboratively with housing partnerships in West Sussex, Kent and Essex.

County-wide – there is a strong history of county-wide partnership working across East Sussex, including the East Sussex Rough Sleeping Initiative and SPACES programme. The strategy will continue to build on this approach. A range of county-wide groups have supported the creation of the strategy, including Developers East Sussex, East Sussex Homelessness Forum, Temporary Accommodation Action Group, SPACES Programme Board, Local Plan Managers Group, East Sussex Energy Partnership, Partnership Plus, East Sussex Health and Care System Partnership Board, Safer East Sussex Partnership and Multi-Agency Financial Inclusion Steering Group.

Place-based – the aim of the strategy is to complement the strategic priorities agreed by each of the 5 district and borough authorities and to ensure that the partnership is fully engaged with local stakeholders, including local authority management teams, elected members and strategic partnerships. Emerging community-based models within health, including Integrated Community Teams and Mental Health Neighbourhood Teams follow district and borough authority footprints, which provides an opportunity to ensure that housing is part of the core offer within these models.

Evidence Based Decision Making – the strategy will ensure that data and intelligence informs decision making within the sector. Each of the specialist groups within the partnership will be responsible for monitoring a key indicators for their part of the sector.

There is currently some gaps in lived experience involvement across the local housing sector. The partnership will be responsible for developing and implementing an approach for meaningful lived experience involvement across the whole network, ensuring that these insights are valued equally alongside quantitative data.

Workforce – building capacity within the local workforce is key to delivering our strategic priorities. Like many other sectors, housing faces significant challenges in respect of the recruitment and retention of staff. The partnership will develop a strengths-based workforce plan which will include:

- Housing needs – promoting a strengths-based approach to recruitment of staff within homelessness services. Facilitating operational partnership working through shared training opportunities with teams in partner sectors, such as health, care and criminal justice. Expanding trauma-informed working practices, including providing opportunities for reflective practice and staff development.

- Housing Management – supporting local partners to meet the new requirements for the professionalisation of the workforce including providing training and development opportunities across partner housing providers. Ensuring that learning from tenant complaints and feedback is used to identify training needs.
- Development and Supply – addressing skills shortages which can support local authorities and housing providers to increase the supply of accommodation.
- Elected members – ensuring that housing is part of the core training offer for elected members, ensuring buy-in for the partnership strategy priorities.

Devolution & Local Government reorganisation

In December 2024, the government published the English Devolution White Paper, setting out its approach to devolution and local government reorganisation.

The partnership is keen to provide consistency during the devolution and re-organisation process, recognising the strength of our existing partnership work and continuing to strengthen cross sector collaboration.

The partnership is also keen that the vision and priorities which stakeholders have developed through the strategy development process shape how housing services will be structured and delivered in the future. Further information about devolution and local government re-organisation can be found [here](#).

Homelessness Prevention

Lead Specialist Group: Homelessness, Health and Support Group

Our aims

- **Preventing homelessness is a priority across all services. Recognising that investment in prevention services provides better outcomes for service users and the best value for money for the public sector.**
- **Services are accessible and delivered within the communities they serve.**
- **We have a collaborative, integrated approach to service delivery, including jointly commissioned activities.**
- **We identify people at risk of homelessness early and provide holistic support which reduces the risk of them becoming homeless again in the future.**
- **We improve standards, minimise costs and improve outcomes for people living in temporary accommodation.**
- **Needs within our homelessness services inform new developments of housing and accommodation.**

Why is this a priority?

Demand for homelessness prevention services is high across East Sussex, some areas of the county report rates of homelessness twice that of the England average. There are currently over 1,200 households living in temporary accommodation. This trend can have a significant negative affect on these households and is also creating an unsustainable financial pressure on the local system. The local housing authorities spent over £15,000,000 on temporary accommodation alone in 2024/25, and increase of around £1,000,000 on the previous year. The local authorities invest funding from their Homelessness Prevention Grant to provide support for people at risk of homelessness, but this funding is increasingly limited by the growing pressure on temporary accommodation. More recently, this approach has been supplemented by additional funding from Public Health reserves. Homelessness Prevention Grant allocations are confirmed for a 1-year period, the creation of a county wide service is intended to improve the resilience of the service. Early intervention has been shown to improve outcomes for individuals and families and will embed the good practice which has been created through the respective local authority housing needs services, East Sussex floating support service, wellbeing programme and ESTAR.

The incoming government has announced a range of legislative and policy changes which will impact homelessness services during this strategy, including the Renters' Rights Bill. The aim of the partnership will be to create a consistent approach to these changes across all five housing authorities, sharing good practice and challenges.

Our priorities for ongoing delivery include:

- Early identification of people at risk of homelessness, reducing the risk of the need for them to access statutory services in the future. This will be achieved through an increased focus on home visiting and outreach-based roles.
- A county-wide approach to homelessness prevention, which includes holistic working practices to address the root causes of homelessness, including social isolation, poor physical and mental health and unemployment.
- Continue to support integration across health and social care systems.
- Reducing reliance on costly nightly paid temporary accommodation. Housing authorities have been investing directly in their own temporary accommodation, primarily focused on family-sized accommodation. There is scope to expand this to include accommodation with support as a shared resource across the county.
- There is limited capacity for proactive inspections of temporary accommodation, which would enable authorities to identify providers providing poor value for money or failing to meet the required safety standards. A county-wide policy will be developed based on the Housing Health and Safety Rating System (HHSRS) accompanied by a shared enforcement resource. These inspections will contribute to the local authority's broader inspection targets.
- The partnership is working collaboratively with partners from across Sussex to develop a reciprocal arrangement for victims of domestic abuse. This is complemented by newly commissioned accommodation for victims with multiple and compound needs.

Key Outcomes:

- A consistent approach to implementing national legislation and policy linked to homelessness, including the Renters' Rights Bill.
- Develop closer links with the integrated care system.
- A shared homelessness prevention service implemented from March 2026 with a holistic approach to homelessness prevention, which strengthens links to floating support, wellbeing services, employment and training.
- Successful homelessness prevention outcomes increased.
- Expanded multi-disciplinary hub and co-location opportunities.
- Reliance on costly nightly paid temporary accommodation is reduced, through investing in and developing direct provision.
- A shared approach to the procurement of temporary accommodation implemented.
- A consistent approach to compliance and standards in temporary accommodation, through a shared policy and enforcement resource.
- Expanded links to financial inclusion, including gathering insights from money and debt advice support.

- Aligning approaches to social housing allocation across the five areas.
- Improve meaningful engagement with people with lived experience of homelessness in ongoing service development.
- Co-produced Care Leavers Protocol with Children's Services adopted.
- Developing a pipeline of known service gaps and opportunities, which can be addressed through grant funded activities.
- Implementation of a pan-Sussex reciprocal arrangement for victims of domestic abuse.
- Duty to Refer protocols with partners reviewed and updated.

How will we monitor progress?

Key performance indicators for this work will include:

- Successful homelessness preventions, as a proportion of homelessness presentations.
- Number of individuals engaged in wellbeing, employability and training support.
- Number of referrals from partner agencies increase under the Duty to Refer.
- An independent economic evaluation of homelessness prevention services, to show the systems benefits of early intervention.
- Spend on nightly paid temporary accommodation, compared to other solutions.
- Number of proactive inspections of temporary accommodation completed.

We will engage with:

- East Sussex Homelessness Forum
- Temporary Accommodation Action Group
- Rough Sleeping Initiative Board
- Multiple Compound Needs Board

Housing, Health and Care

Lead Specialist Groups: Homelessness, Health and Support Group and Multiple Compound Needs Board

Our aims

- **Housing is embedded in work across health, mental health, social care and community sector partners to reduce health inequalities.**
- **Housing is an enabler for people to live healthy, independent lives for as long as possible.**
- **Housing is integrated in community-based models across health, mental health and care services.**
- **A whole system approach to supporting people with multiple compound needs, with a dedicated multi-disciplinary team.**

Why is this a priority?

Good housing is essential for people to live a healthy life. We want to make sure we have the right housing for people to live healthy, independent lives for as long as possible.

The Director of Public Health's annual report in 2019 highlighted the importance of housing as a determinant of health. The report included an overarching recommendation for all partners within our housing system to build more homes as well as recommendations to make all housing and neighbourhoods healthy, to make all homes healthy and to make people healthier in their homes. Since then, efforts have been underway to integrate housing and Public Health more closely as part of a shared ambition to reduce inequalities.

Nationally, the Marmot Places programme has recognised that health and health inequalities are mainly shaped by the social determinants of health. This includes principles to ensure a healthy standard of living for all and to create and develop healthy and sustainable places and communities. In 2021, the Chief Medical Officer published a report on Health in Coastal Communities. The report highlighted housing as a significant consideration, particularly in areas with underlying deprivation, large private rented sectors or Houses in Multiple Occupation (HMO) and shared accommodation where poor quality housing can have a significant impact on health.

Locally, the East Sussex Housing Partnership has strengthened its integration with the health and care system through a new reporting line to the Health and Care System Partnership Board (part of the broader Health and Wellbeing Structure) and is responsible for the delivery of a housing workstream within the refreshed NHS Shared Delivery Plan. The workstream is initially focused on the partnership strategy development and trends in homelessness, but the intention is that this will be expanded to reflect the sector more broadly – including links to housing standards, overcrowding and the supply of housing.

East Sussex is projected to see an aging population. 84% of total population growth expected to be amongst people aged 65 and over, with this population increasing from 151,559 people to 194,268 people between 2024 and 2034. The Housing Partnership is collaborating on the delivery of the East Sussex Adult Social Care Strategy priority for a suitable home, including home equipment, adaptations and assistive technology to enable independence.

Work is underway across Sussex to mobilise community-based models, including Integrated Community Teams and Mental Health Neighbourhood Teams. The footprints of the new teams mirror the district and borough boundaries which will support integration with housing. It is essential that housing is part of the core offer for each team, including homelessness prevention services and housing occupational therapy. As the teams are mobilised, the housing partnership will provide a framework to share learning across the teams.

A Multiple Compound Needs Board (MCN Board) has been formed to lead a whole system approach to supporting people with multiple compound needs and embed learning from the Rough Sleeping Initiative and Changing Futures programmes. Multiple compound needs refers to people experiencing a combination of at least 3 of the following support needs; homelessness, poor mental health, substance dependency, domestic abuse and contact with the criminal justice system. The MCN Board has set the following priorities for ongoing delivery:

- Prioritise settled and stable housing for people with multiple and compound needs including appropriate support as needed.
- Use a Team Around the Person approach with Lead Professional, taking a trauma informed approach, for all individuals experiencing multiple and compound needs.
- Better co-ordinate work towards a co-located preventative approach (and/ or other points of access) with multi-disciplinary working and outreach-based services.
- Utilise data and commit to improved data sharing for people with multiple compound needs (and proactively seeking out the input and scrutiny of people with lived and professional experience of the system).

The housing partnership will be responsible for leading the rough sleeper outreach and accommodation pathway which will report to the MCN Board.

Partners in health have identified gaps in accommodation provision with ongoing support as a barrier to hospital discharge. The housing partnership is supporting the mental health trust to mobilise a supported tenancies pilot in East Sussex. It is intended that will also lead to the development of a broader Housing First programme for people with additional needs.

Key outcomes

- Successful delivery of the housing workstream within the NHS Shared Delivery Plan.
- Strengthen links between housing and governance structures in health and care
- Responding to the needs of an aging population, ensuring housing can be an enabler for people living independent lives for as long as possible.
- Housing and homelessness prevention will be a core offer within community-based health models, including Integrated Community Teams and Mental Health Neighbourhood Teams. The Housing Partnership will provide a governance framework to share learning across the teams in East Sussex.
- A collaborative approach to Disabled Facilities Grants, expanding links to occupational therapy services and reducing the number of people discharged to temporary accommodation.
- Lead the implementation of housing priorities within the Adult Social Care Strategy and the Adult Social Care Prevention Strategy.
- Strengthening links with primary care to improve early identification for people at risk of homelessness.
- Co-produced hospital discharge protocol and better collaboration between housing and hospital discharge hubs.
- Develop preventative approaches, to reduce admissions from those already homeless or insecurely housed.
- A system response to multiple compound needs, including a core-funded multi-disciplinary team.
- Building on work begun through the pan-Sussex Changing Futures Programme to expand trauma informed working practices across the local system.
- Expanding jointly commissioned Housing First models for people with ongoing health and mental health needs.
- Ensuring learning from serious case reviews through the Safeguarding Adults Board informs service development within the housing sector.
- Tailoring access to services for vulnerable groups, including people living in temporary accommodation and migrant communities.

How will we monitor progress?

- Carry out an annual baseline assessment against the NICE baseline assessment for the integration of health and social care for people experiencing homelessness.
- Review findings from the multiple compound needs assessment carried out by Public Health and agree an approach to refresh these findings.
- Review annual spend from Disabled Facilities Grants.
- Regular monitoring of delays to hospital discharge linked to housing and housing outcomes for people referred from health settings.

- Regular monitoring of admissions to hospital for people who are homeless or insecurely housed.

We will engage with

- Health and Social Care Assembly
- East Sussex Health and Care System Partnership Board and Health and Wellbeing Board
- Sussex Health and Care Mental Health and Housing Programme
- Mental Health Housing and Supported Living Accommodation Board

Housing Management and Standards

Lead Specialist Group: Management and Standards Group

Our aims

- **For the partnership to provide a network to share learning and good practice, challenges and opportunities promoting consistency across local housing providers.**
- **For our work to be guided by the voice and experience of people living in our homes.**
- **To have a culture of ongoing improvement against the national consumer standards.**
- **To support providers to make the best use of resources, including jointly commissioning services to meet shared needs.**

Why is this a priority?

This priority is guided by the consumer standards and required outcomes for social housing providers implemented on 1 April 2024.

- Safety and Quality Standard (stock quality, decency, health and safety, repairs, maintenance and planned improvements and adaptations).
- Transparency, Influence and Accountability Standard (fairness and respect, diverse needs, engagement with tenants, information about landlord services, performance information, complaints).
- Neighbourhood and Community Standard (safety of shared spaces, local co-operation, anti-social behaviour and hate incidents, domestic abuse).
- Tenancy Standard (allocations and lettings, tenancy sustainment and evictions, tenure, mutual exchange).

The Management and Standards Group will develop an action plan to support partners implement each of the consumer standards, this will include the recommendations from the Better Social Housing Review carried out by the Chartered Institute for Housing.

The membership of the wider partnership, including health and social care partners as well as links to the Safer East Sussex Team helps to support local housing providers to meet the requirements to proactively meet tenants support needs and ensure the safety of residents.

The Management and Standards Group has developed and adopted a Tenant and Engagement Charter based on an example from the National Housing Federation and local good practice. The group will continue to embed the charter and share learning from tenant involvement and complaints.

The recommendations of the Grenfell Inquiry have now been published. The report includes a series of cross-sector recommendations for the government, regulators,

construction industry and emergency services. In relation to social housing providers, the report notes that the Social Housing (Regulation) Act 2023 enables the Regulator of Social Housing to play a more active role in setting standards and ensuring they are met. The inquiry specifically notes the requirements for the competence and conduct of those involved in housing management for social housing providers and priorities around safety.

The partnership will also carry out a strengths-based training needs assessment to support providers meet the requirements for the development of the housing workforce. This is intended to enable knowledge is shared within the partnership, promote consistency and enable housing providers to benefit from economies of scale. In addition to the requirements of the regulations, the programme will also include collaboration with local partners to tailor the approach to the needs in East Sussex.

The government has stated that it intends to expand several of the requirements for social housing providers to landlords in the private rented sector. The Management and Standards Group will support the sharing of learning and good practice to partners in the sector. The partnership network will be expanded to include a dedicated specialist group for the private rented sector.

Key outcomes

- Good practice and learning from inspections by the Regulator of Social Housing shared through the partnership.
- Embedding the East Sussex Tenant Voice Charter across local housing providers. Ensuring tenants in social housing are engaged in partnership approach to lived experience involvement.
- Developing and embedding tenancy and management principles across local housing providers.
- A dedicated Asset Management Sub-Group formed to lead work on improving building compliance.
- An action plan for each consumer standard developed and reviewed on an annual basis.
- Developing and implementing a local plan for implementing any further recommendations of the Grenfell Inquiry.
- A partnership approach to ensuring information gathered through local authority application process is transferred to social housing providers to enable ongoing support planning.
- A shared county wide workforce development and training programme developed to meet the requirements for the professionalisation of the workforce.
- Developing a partnership approach to validation of stock condition surveys to promote consistency across local housing providers.

- Developing a partnership approach to hoarding, including collaborative working with partners in safeguarding, health and adult social care.
- Strengthening links between the housing partnership and Safer East Sussex partnership.
- Expanding learning from partnership working with social housing providers to the private rented sector.

How will we monitor progress?

- Annual review of progress against the partnership action plan for each consumer standard and Better Social Housing Review.
- Annual review of tenant engagement and complaints data.

We will engage with

Housing and Support Solutions Group

Asset Management Sub-Group

Chartered Institute for Housing

Creating new homes

Lead Specialist Group: Development and Enablement Group

Our aims

- **Coordinate a thriving and diverse local development market by promoting the voice of our communities within the development process, so that localised housing needs are clearly identified and investment targeted to meet local needs, maximising the delivery of all housing and affordable housing, in particular.**
- **To work with Developers East Sussex to maximise the development of new homes by creating a cross-sector approach to housing development, with collaboration across local authority housing teams, planning services, registered providers, community led housing providers and developers.**
- **Community led housing is recognised and promoted to meet local needs, build community capacity and foster community cohesion.**
- **To work with stakeholders to identify regional infrastructure challenges, collaborating across local planning authority boundaries to improve local infrastructure and unlocking land for housing development.**
- **To lobby for the Affordable Homes Programme to be funded at the level required to meet identified housing and affordable housing needs within East Sussex, including those in rural areas within the county.**
- **To work with regional and national planning colleagues to ensure that the National Planning Policy Framework is continuously improved to support the sector to deliver more housing and affordable housing.**
- **To make the best use of existing housing stock and public sector assets.**
- **For housing to enable regeneration, by alleviating deprivation, ensuring investment in infrastructure and providing employment opportunities within the sector.**

Why is this a priority?

The government has emphasized the importance of housing delivery, with a national target to build 1,500,000 homes within the current parliament.

The government has introduced changes to the National Planning Policy Framework, which are intended to super charge housing delivery. The changes introduced new 'mandatory' housing targets for each local authority. The targets are set out below:

Local Authority	Previous Target	New Target	Change
Eastbourne	735	717	-2%

Hastings	490	722	+47%
Lewes	777	828	+7%
Rother	727	880	+21%
Wealden	1,186	1,397	+18%
Total	3,915	4,544	+16%

The partnership will support collaboration with planning services at a local level, including promoting understanding local housing needs to inform new development plans and ensuring housing development is an enabler for broader infrastructure improvements and regeneration.

Housing delivery in East Sussex has remained relatively static over the past 5 years, with a total of 9,131 net housing additions. In line with national trends, affordable housing is making up a smaller proportion of overall delivery. Delivery of both market and affordable housing is not consistent in all areas, with some areas delivering at historically high levels while other areas are seeing much lower rates of delivery.

Whilst housing delivery, particularly affordable housing, remains lower than targets, consents remain at all time highs (particularly in Wealden and Lewes District). It is critical that the barriers to delivering these homes are removed and consents and converted into homes.

Affordable housing providers have been highlighting a market failure in affordable housing delivery, this has been caused by a combination of higher interest rates, increasing cost of materials and labour, a lack of certainty over future affordable rent policy and expectations about investment in existing stock to meet the new compliance requirements and energy performance standards. The key ways in which the partnership can influence this sector include:

- Collective lobbying on key issues such as rent policy and Affordable Homes Programme.
 - Working collaboratively to remove barriers to delivery of consented homes wherever they are in the system.
 - Facilitating early conversations between housing developers, local authorities and registered providers to protect affordable housing delivery especially on Section 106 sites.
 - Work collaboratively with the Climate Change and Net Zero Group to maximise external funding opportunities through the new East Sussex Retrofit Strategy, including facilitating joint bids between providers, to offset these costs.
 - Enabling providers to benefit from economies of scale when planning their approach to compliance, for example in terms of staff training schemes, through the work of the Management and Standards Group.
- Work to ensure that infrastructure investment is aligned with housing growth to deliver sustainable new communities

The Housing Partnership has been working collaboratively with the SPACES programme on a shared priority to maximise housing delivery on public sector owned sites. A joint research project has been undertaken to map assets, within public sector ownership which may be suitable for development in the future, this information can be used to create a pipeline of new developments.

Developing public sector assets in this way also provides an opportunity to tailor provision to meet broader service needs. A county wide supported accommodation strategy will be developed collaboratively between the Development and Enablement Group and the Homelessness, Health and Support Group setting out projected need for supported accommodation and a plan to address gaps in provision.

In addition to enabling new development, the partnership is keen to ensure we are making the best use of existing housing stock. In 2023, there were estimated to be 2,477 long term vacant properties across East Sussex. The partnership will develop a county wide incentive model to bring these properties back into use for those in housing need, this will include co-ordinating with the local authority's enforcement action where required.

The East Sussex Prosperity Strategy has been adopted. The strategy includes priorities for young people to stay and build their careers and to build a skilled workforce, including through returners to the county. Key to this is rebalancing cost pressures in the local housing market, including affordable solutions for young people and a range of housing tenures to support people at all stages of their career. The Housing Partnership will work collaboratively with economic development teams to create an action plan to meet the place workstream priorities within the strategy.

Key outcomes

- A partnership approach to meeting the new housing delivery targets for East Sussex.
- A pipeline of public sector assets to be brought forward to accommodation development.
- A county wide Empty Homes Programme, with shared resource.
- A county wide Supported Accommodation Strategy developed, in line with new regulations.
- Strengthening engagement between local authorities, developers registered providers and other providers (e.g CLTs) to support delivery of affordable housing on Section 106 sites.
- Expanding Local Employment and Skills Plans to build capacity in the local construction workforce, including links to Section 106 processes.
- A collaborative approach with local planning services to shape new developments to meet local needs and support shared priorities for infrastructure development.

- Supporting local authorities to engage with parish and town councils, community led housing organisations (e.g Community Land Trusts and Cohousing groups) landowners, developers and stakeholders to bring forward sites for development.
- Maximising funding opportunities through Homes England and One Public Estate to support affordable housing delivery.
- Identifying skills gaps to support development locally and exploring opportunities to address these across housing providers in the partnership.
- Supporting affordable housing providers to access opportunities through the East Sussex Retrofit Strategy, to free up capacity for investment in new developments.
- To support broader work across Public Health to strengthen a health in all policies approach.

How will we monitor progress?

- Number of new units delivered each year
- Number of affordable units delivered each year
- Number of affordable units delivered on Section 106 sites each year
- Time between grant of planning consent and new homes being built
- Alignment of new home deliver and infrastructure spend
- Number of long-term empty properties brought into use
- Number of community led housing units built

We will engage with

- Developers East Sussex
- Local Plan Managers Group
- SPACES Board
- Employment and Skills -Construction and Built Environment Group
- Sussex Community Housing Hub

Tackling Climate Change

Lead Specialist Group: Climate Change and Net Zero Sub-Group

Our aims

- **To create a cross-sector strategic approach to upgrading homes to improve their energy performance and move to low carbon heating systems. This will support partners to meet their carbon reduction targets.**
- **To ensure new developments are delivered to a high standard of energy performance.**
- **To maximise resources in the sector through a combination of grant funding and direct investment.**
- **Building capacity in the local workforce to deliver upgrades to homes.**

Why is this a priority?

Housing providers and local authorities across East Sussex have agreed commitments to reduce their carbon emissions. Housing is the largest source of carbon emissions across the county and vital to achieving these targets. There is a strong history of collaborative working in this part of the sector, particularly in terms of grant funded projects to deliver deep retrofit measures to support households at high risk of fuel poverty.

A baseline assessment was carried out by Parity Projects at the end of 2024, which found that 31% of homes in East Sussex has a SAP rating of A-C compared to the England average of 47%. This trend reflects the higher proportion of rural homes in the areas.

Scoping has taken place with key stakeholders for a partnership approach to upgrading homes and moving to low carbon heating systems, and identified the following priorities:

- Building capacity within the local workforce to deliver upgrades to homes.
- Improving access to small and medium-sized retrofit providers to public sector procurement frameworks.
- Improving data and understanding of local housing stock and retrofit requirements.
- Developing a business case for core investment and pipeline of grant funding opportunities, including collaborative bids between housing providers.

Public Health are investing additional funding until June 2026 to support the development of a Retrofit Strategy. The Climate Change and Net Zero Group is facilitating engagement with housing providers to co-produce the strategy and will jointly own the priorities. The group is also supporting links to other priority areas of

work, such as building compliance, damp and mould within the Management and Standards Group.

An East Sussex Retrofit Skills Strategy was developed in 2024, in partnership with the Employment and Skills Team. The strategy includes a priority to increase knowledge amongst housing providers, by improving access to training. A retrofit sub-group of the Construction and Built Environment Group, facilitated by the Employment and Skills Team, is developing a programme of pilot projects to be delivered over the next 18 months.

Around 69% of housing in East Sussex is owner-occupied, urban areas of the county also have large private rented sectors. The partnership will be developing a tenure-specific communications plan to help build awareness and confidence for people to upgrade their homes.

The partnership will also work with Developers East Sussex to optimise the energy performance of new developments to reduce future retrofit interventions. This will include developing a package of incentive measures to support additional measures to improve the energy performance of new homes. Strengthening links to development strategies and planning policy in each district and borough.

The partnership will also facilitate collaboration with environment leads on the wider effects of climate change, including flooding, changes to biodiversity and overheating.

Key outcomes

- Housing impacts fully explored in Climate Change Health Impact Assessment commissioned by Public Health.
- Housing considerations included within a broader Local Area Energy Plan (or similar).
- Co-produced strategy to upgrade homes to improve their energy performance and move to low carbon heating systems, including a communications plan for different housing tenures.
- Developing a pipeline of potential bids, to be matched to funding opportunities, including facilitating collaborative proposals between housing providers.
- Ensuring links to other key areas of work, such as the partnership approach to hoarding.
- Annual implementation plan developed for housing priorities within the East Sussex Retrofit Skills Plan.
- Scoping a partnership approach to improving the energy performance of new developments with Developers East Sussex.
- Scoping broader opportunities to promote environmental sustainability, including biodiversity.

- Supporting links between programmes to improve energy performance and linked priorities to reduce fuel poverty and promote financial inclusion.

How will we monitor progress?

- SAP score of properties in East Sussex
- External grant funding secured to support retrofit
- Retrofit training courses delivered
- Number of owner occupied / private rented households engaged in support

We will engage with

Environment Group

Employment and Skills – Construction and Built Environment Group

Developers East Sussex

Management and Standards Group

Private Rented Housing

Lead Specialist Group: Private Rented Sector Group

Our aims

- **A network of private sector landlords and agents to support cross sector working.**
- **Sufficient capacity within statutory partners to implement the expanded enforcement duties.**
- **A consistent approach to compliance and standards across providers in the social and private rented sector.**
- **A shared incentive package to improve sustainment and access to accommodation for people in housing need.**

Why is this a priority?

The private rented sector makes up 19.7% of the total housing stock across the county, however, the size of the sector in each district and borough varies considerably:

Eastbourne – 26.7%

Hastings – 28.7%

Lewes – 17%

Rother – 16.2%

Wealden – 13.5%

Most of the accommodation in the private rented sector is in coastal, urban areas of the county.

Key to our partnership approach will be creating a network of private sector landlords and agents, working closely with the National Residential Landlords Association and other partners. The network will enable a consistent approach to planned legislative changes and support work across partners organisations in relation to compliance and access to housing. The network will also engage private landlords in key areas of work elsewhere in the partnership, such as our strategic approach to domestic retrofit.

The government has announced an intention to extend several of the compliance measures which have been introduced for social housing providers to the private rented sector. This will include applying the Decent Homes Standard to privately rented homes and applying Awaabs Law to the sector, which will set legal expectations about the timeframes in which landlords must take action to make homes safe where they contain serious hazards. Legislation will also strengthen the powers for local authorities to carry out enforcement, including expanding civil penalties and investigatory powers. Some local housing authorities are considering

licensing arrangements for the private rented sector in their areas. The partnership can support this activity by sharing learning from the implementation of the reforms with social housing providers with other parts of the sector, creating a network of private landlords and agents to share learning and good practice in implement the changes and gathering evidence from partner sectors in health and care on links between housing and health.

Local housing authorities have been working to improve access to the private sector for households in housing need. The sector is increasingly unaffordable for many households and local housing allowance has failed to keep pace with rising costs. Many authorities offer incentive programmes, and the partnership will look to develop a consistent offer for people in housing need across all 5 areas, we will also strengthen collaboration with private sector leads in each area. This may also include the expansion of longer-term leasing options.

Key outcomes

- Network of private landlords and agents established.
- Consistent approach to implementing planned legislative changes.
- Sharing of learning and practice in relation to compliance standards across the social and private rented sector.
- Scoping capacity requirements across statutory partners to deliver the planned additional duties for local authorities in relation to enforcement and inspection.
- A shared incentive package to support people in housing need access the sector.

How will we monitor progress

- Membership and engagement of new landlords forum.
- Private rented sector inspections.
- Number of households using homelessness services accessing accommodation in the private rented sector.

We will engage with

Environmental Health Officers Group

National Residential Landlords Association