



Chailey Parish Council
www.chaileyparishcouncil.gov.uk

To All Councillors

A Meeting of Chailey Parish Council, which you are summoned to attend, will be held on Tuesday 21st July 2026 at 7.30pm in The Reading Room, Chailey Green.

Members of the public have a right to and are welcome to attend, and an opportunity will be made available to them to speak at the meeting, after which they may remain but must not speak unless invited to do so.

Signed: *Nicola Menniss* Clerk

Date: 15th July 2026

AGENDA

1. Apologies for absence.
2. Declarations of Interest: in accordance with section 31 of the Localism Act 2011 members are to declare any Disclosable Pecuniary Interests in items on this agenda and the Clerk must report any written requests for dispensation in respect of items on this Agenda.
3. Questions/comments from members of the public. Under the Council's Standing Orders this agenda item will be limited to 15 minutes, and no member of the public may speak for more than 3 minutes.
4. To consider items not on the agenda which the Chair is of the opinion should be considered as a matter of urgency.
5. **PLANNING –**
 - 5.1. **LW/26/0264 – Highbury Farm, Markstakes Lane, Chailey, E Sx BN8 4BS**
Proposal: Reserved matters application for appearance and landscaping of plot 2 only, relating to outline application LW/22/0089 – for the erection of 2no self-build dwelling houses.
 - 5.2. **LW/26/0285 – Cinder Farm, Cinder Hill, Chailey, E Sx BN8 4HR**
Proposal: Structural repairs, insulation to walls, removal of modern partitions, installation of bathroom and alterations to modern fireplace.
 - 5.3. **LW/26/0259 – The Old Coalyard, Lower Station Road, Newick, E Sx BN8 4HU**
Proposal: Removal of condition 3 (Facilities) in relation to approval LW/26/0016 as it is not considered necessary, enforceable or reasonable.
 - 5.4. **LW/26/0349 – Land North of Grassington, East Grinstead Road, North Chailey, E Sx**
Proposal: Permission in Principle for 2-4 no. dwellings.

5.4 To note LDC planning decisions and results of appeals.

Planning Application	Applicant	Work requested	CPC decision	LDC decision
LW/26/0225	Cinder Farm, Cinder Hill, Chailey E Sx BN8 4HR	Roof repairs, window refurbishment, timber frame and infill panel repairs, land drainage improvement and internal alterations and repairs	No comment	Approved

Please turn over....

LW/26/0117	Land adjacent to Honeysuckle Cottage, Station Road, North Chailey, E Sx	Approval of reserved matters application for details of appearance, landscaping, layout and scale relating to outline approval LW/23/0596 for the outline application, with all matters other than access arrangements reserved, for the erection of up to 2no. dwellings, access, landscaping and associated infrastructure.	Objection.	Approved
LW/25/0693	Tutts Farm, Ridgeland Lane, Newick	Conversion of granary building to single dwelling, repairs to barn to provide ancillary space & works of insulation, doors, windows and other works & landscaping.	No objection. Preservation of historic buildings.	Approved
LW/26/0133	Morning Mead, Coldharbour Lane, North Chailey, E Sx BN8 4HJ	Demolition of existing side conservatory and rear extensions and erection of single storey wrap around side/rear extension.	No objection.	Approved.
LW/26/0138	Holford Manor, Holford Manor Lane, North Chailey, E Sx BN8 4DU	Demolition of 3 nos. existing detached outbuildings and erection of single-storey ancillary building including associated soft/hard landscaping.	No objection.	Approved.
LW/26/0199	2 Rose Cottages, Haywards Heath Road, North Chailey, E Sx BN8 4DL	Erection of single storey rear/side extension	No Comment.	Approved.
LW/26/0227	Changelands, Haywards Heath Road, North Chailey, East Sussex BN8 4EZ	Single Storey side extension.	Support.	Approved
LW/26/0219	Chailey Heritage School, Haywards Heath Road, North Chailey, E Sx BN8 4EF	Replacement of existing standing seam roof with improvements to thermal performance.	No Comment	Approved
TW/26/0032/TPO	Land adjacent 6 – 8 Gradwell End, South Chailey, E Sx	T1 – Ash – Fell to ground level – Ash dieback diseased.	Supported	Refused.
TW/26/0029/TPO	Droffas Oak, 5 Great Rough, Newick, E Sx BN8 4HY	Scots Pine, reduction of lateral branches up to 4m, to reduce shading	Support	Approved
TW/26/0027/TCA	The Gatehouse, St. Georges, Mill Lane, North Chailey, E Sx BN8 4EG	Ash – Fell to ground level.	No Objection.	Approved.

6. To note LDC decision on Rock House Camping Site.
7. Council to consider request from Quatro Consultancy for a pre-planning proposal meeting.
8. To agree the Minutes of the Council Meeting held Tuesday 16th June 2026.

9. Financial Matters:
 - i) To note report from Responsible Finance Officer
 - ii) To note payments and receipts for June
 - iii) To note bank statement and reconciliation for June
 - iv) To receive statement of performance against budget as at end of June
 - v) Reconciliation for Savings and Bank Account for signature by Chair
10. Questions/comments from or for Joa Saunders and Mark Slater, District Councillors for Chailey. *Members of the public are encouraged to contact the Clerk prior to the meeting if they wish to put questions to the District Councillors who will only be present at the meeting if there are issues for discussion.*
11. Consider co-option of a new Councillor.
12. Transparency Act compliance – Council approval for declaration on website.
13. Council to approve the Data Audit.
14. Council to approve & sign Tenancy Agreement for three-year lease of small field next to Burnt House site to Chailey Commons Society.
15. To consider a small grant for Rainbows.
16. To consider a response to Lewes & Eastbourne Planning Policy SCI (Statement of Community Involvement) Consultation.
17. Council to appoint two delegates for the ESALC AGM conference on 4th November 2026, AMEX Stadium.
18. Council to consider & approve clearance of vegetation from banks in Sports Club Car Park.
19. To note that all Parish Council Defibrillators have been fitted with a registered Bleed Control Kit.
20. Update on Chailey Flies Issue.
21. To receive an update on recent green waste fly-tipping incidents on Chailey Commons and consider potential actions to mitigate further occurrences.
22. Reading Room renovation project. To review quotes and appoint an architect to produce plans for the project suitable for a pre and full planning application.
23. To adopt a mobile phone for the Clerk as the primary CPC contact number.
24. Council to receive a report from Lewes District Cllr Joa Saunders / Cllr Mark Slater.
25. Council to receive a report from East Sussex County Councillor, Charlotte Keenan.
26. To receive verbal reports from Councillors on their area(s) of responsibility and/or on their involvement with village organisations.
27. Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998.
28. Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature:
29. To note the date of the next Council meeting: Tuesday 15th September at 7.30pm in The Reading Room, Chailey Green.



Lewes District Council

Planning Services

Southover House, Southover Road, Lewes, East Sussex, BN7 1AB

Tel: 01273 471600 Fax: 01273 484452 Minicom: 01273 484488

www.lewes-eastbourne.gov.uk DX No. 3118 Lewes-1

Ian Fitzpatrick - Director of Regeneration and Planning

Mr D DURTNALL
Gradwell Park
c/o Mr D DURTNALL
Gradwell Park
Gradwell Park
South Chailey
BN8 4FP
GB

TW/26/0032/TPO

**Town and County Planning Act 1990,
The Town and Country Planning (Tree Preservation) (England) Regulations 2012**

Application No: **TW/26/0032/TPO**
File Reference: **Tree Works Requested By Chail...**
Site Location: **Land Adjacent 6 - 8 Gradwell End South Chailey East Sussex**
Case Officer: **Arboricultural Team**

Tree Work Application – Tree Preservation Order No 7 2008.

Proposal:

T1 - Ash - Fell to ground level.

Following as assessment of the tree(s) (or woodland) and the likely impact of the proposal on the health of the tree and the amenity of the area having regard to the reasons put forward in support of the works, the Council **Hereby Refuse Consent** for the following works specified in the application:

Reason for refusal:

The Council is not satisfied that sufficient justification has been provided to support the removal of T1 (Ash).

The application states that the tree is affected by ash dieback disease. During my site inspection, the applicant identified the tree, which was located within a woodland copse surrounded by dense bramble growth.

Whilst there were several dead branches within the lower canopy, the crown appeared virtually fully foliated and exhibited no obvious symptoms consistent with significant physiological decline associated with ash dieback, such as extensive canopy thinning or prolific epicormic growth. Additionally, the application was submitted 6th May, at which point in the growing season, ash trees are often not yet in full leaf, making it more difficult to accurately assess the extent of any canopy decline.

Based on the condition observed at the time of the inspection, there was insufficient justification to support the felling of the tree.

The dead branches identified within the lower canopy may be removed under the deadwood exemption and do not, in themselves, justify the removal of the entire tree.

The Council therefore considers that the proposed works are unnecessary at this time and accordingly refuses consent.

The applicant is advised to continue monitoring the condition of the tree. Should the tree's condition deteriorate significantly in the future, a further application for its removal should be submitted.

Your Right of Appeal

If you are aggrieved by the Council's decision to refuse consent, or to grant consent subject to conditions, you can appeal to the Planning Inspectorate (PINS). If you want to appeal, you must do so by writing to The Planning Inspectorate, c/o Quadient, 69 Buckingham Avenue, Slough, SL1 4PN (Telephone: 0303 444 5000) or e-mail it to: treeandhedgeappeals@planninginspectorate.gov.uk within 28 days from the date you receive this decision. The Secretary of State has discretion to allow a longer period.

Compensation

If you suffer any loss or damage which is caused or incurred in consequence of this refusal of consent, or grant of consent subject to conditions, you are entitled to recover from the Council compensation in respect of such loss or damage. If you wish to make a claim you must do so within 12 months from the date of this decision (or, if you appeal to the Planning Inspectorate, within 12 months from the date of their decision). Claims should be submitted in writing to the Director of Service Delivery, Lewes District Council, Southover House, Southover Road, Lewes, East Sussex, BN7 1AB.

Informative: The Wildlife & Countryside Act 1981 and the Habitat Regulations 1994

Many trees contain wildlife such as bats and nesting birds that are protected by law. The consent given by this notice does not override the protection afforded to these species and their habitats. You must take steps to ensure that the work you are carrying out will not harm any protected species, and if it may do so you must also obtain permission from Natural England prior to carrying out the work. For more information on protected species please see <http://www.naturalengland.gov.uk>

If you require further clarification or advice on the above please contact the Trees & Landscape Officer on 01273 471600.



Ian Fitzpatrick
Director of Regeneration and Planning
Lewes District Council and Eastbourne Borough Council

3rd day of July 2026

DETERMINATION UNDER DELEGATED POWERS

Application Number: LW/26/0117	Case Officer: Mr James Emery	Date Received: 5 March 2026
Site Address: Land Adjacent To Honeysuckle Cottage Station Road North Chailey East Sussex	Parish: Chailey	Date Valid: 20 April 2026
Proposal: Approval of reserved matters application for details of appearance, landscaping, layout and scale relating to outline approval LW/23/0596 for the outline application, with all matters other than access arrangements reserved, for the erection of up to 2no. dwellings, access, landscaping, and associated infrastructure		Consultation expiry: 22 May 2026
Applicant: Mr A Sijuade		Recommendation Date: 15 June 2026
RECOMMENDATION: That the Approval of Reserved Matters Application is Approved		Decision Due: 15 June 2026

Decision Notice check list:

S106 Legal Agreement required BEFORE issuing Decision: **NO**

	Signature	Date
Recommendation Agreed by Senior Officer:		

	Signature	Date
Decision Notice Checked by:		

Representations from Standard Consultees:

Main Town Or Parish Council – Newick Parish Council wishes to register their objection to this application for this application, for reserved matters on the land adjacent to Honeysuckle Cottage Station Road North Chailey.

Although the site is in North Chailey it is also close to the Parish boundary with Newick. Inevitably it will impact more upon Newick than North Chailey and although a comparatively small site this is a highly contested area. A site across the road, Chagley Corner has been granted at appeal and any site in this area will erode the green gap between the 2 villages. Coalescence of North Chailey and Newick. DM1 of the local plan part 2 (LLP2) recognises the importance of this stating that:

"Within the planning boundaries, as defined on the Policies Map, new development will be permitted provided that it is in accordance with other policies and proposals in the development plan. Outside the planning boundaries, the distinctive character and quality of the countryside will be protected and new development will only be permitted where it is consistent with a specific development plan policy or where the need for a countryside location can be demonstrated."

Furthermore, in reaching decisions planning appeals, PINS Inspectors have emphasised the need to retain open space between the two villages. The emerging local plan (now towards the end of regulation 18) have not only retained this need but have developed a green gap policy which includes the gap between Newick and North Chailey.

In line with national policy, LDC has declared a climate emergency and has a strong environmental agenda that includes reducing car dependency and thus harmful emissions. This site is car dependent for travel. It has limited public transport, bus services although regular are infrequent on weekdays and only operate on Sundays to Lewes. The A272 (where the proposed site is situated and also the road which links North Chailey with Newick) is an extremely busy (50 mph), single carriageway that does not encourage safe cycling or walking. Consequently journeys for travel to and from school, to a medical centre and shops etc will be conducted largely by car, thereby increasing environmental harm.

Whilst preparing the new Local Plan, LDC has adopted an Interim Housing Policy Statement (IHPS) that accepts development may need to be allowed on sites outside of settlement boundaries but sets out a list of criteria that should be addressed when such sites are being assessed. These criteria are identified below and will be afforded suitable weight within the overall planning balance. It is recognised that the Interim Policy Statement on Housing Delivery is not 'policy' in the Local Plan context and can only be guidance and does not supersede or trump adopted policy. Below is an assessment of how the proposal does not comply with the IHPS.

Criterion 1. That the site boundary is contiguous with an adopted settlement planning boundary, as defined on the Local Plan Policies Map.

This site is nowhere near the planning boundary of Newick or North Chailey and therefore it is not contiguous. DOES NOT COMPLY.

Criterion 2. The scale of development is appropriate to the size, character, and role of the adjacent settlement, having regard to the settlement hierarchy set out in LPP1 Table 2. In

deciding whether the scale is appropriate, the Council will take account of the cumulative impact of extant unimplemented permissions in the relevant settlement.

The proposed development is in a field! DOES NOT COMPLY.

Criterion 3. The proposed development will provide safe and convenient pedestrian and cycle access to key community facilities and services within the adjacent settlement.

The development site is over a mile from The Green in Newick and about three quarters of a mile from North Chailey where there is a petrol station shop. It is totally unsafe as there is no pedestrian path on the north side of the A272. DOES NOT COMPLY.

Criterion 4. The proposed development, individually or cumulatively, will not result in the actual or perceived coalescence of settlements. Where appropriate, this should be demonstrated through the submission of a visual and landscape character impact assessment.

The proposal will result in the coalescence of other nearby settlements. DOES NOT COMPLY

Criterion 5. Within the setting of the South Downs National Park, an assessment is undertaken to demonstrate that the proposed development will conserve the special qualities of the National Park. This assessment should be informed by the SDNP View Characterisation & Analysis Study 2015, the SDNP Tranquillity Study 2017, and the SDNP Dark Skies Technical Advice Note 2018.

The development site and scheme will have no impact on the SDNP. COMPLIES

Criterion 6. An ecological impact assessment is undertaken, and appropriate measures identified and implemented accordingly to mitigate any potential adverse impacts of the development on biodiversity and secure biodiversity net gain in accordance with the Council's Biodiversity Net Gain Technical Advice Note (February 2021). A simplistic survey has been submitted but reveals that it is a red zone for great crested newt, and that;

'Habitats within the survey site were assessed as being of importance within the immediate vicinity. The site is small and the habitats supported are common and widespread in the landscape, however features within the site have some potential to support small number of protected species including breeding birds, great crested newt and foraging bats and these species pose some minor constraints to the works.'

NPC is appalled that this is so lightly dismissed. DOES NOT COMPLY

Criterion 7. The proposed development will make the best and most efficient use of the land, whilst responding sympathetically to the existing character and distinctiveness of the adjoining settlement and surrounding rural area. Arbitrarily low density or piecemeal development, including the artificial subdivision of larger land parcels, will not be acceptable.

More development could be entertained on the site, following density targets (CP2).

However, the current proposal would harm the character and distinctiveness of this countryside landscape location and result in a potential loss of agricultural land. DOES NOT COMPLY.

Criterion 8. It can be demonstrated that the proposed development is deliverable and viable, having regard to the provision of necessary on-site infrastructure, including affordable housing, green infrastructure and other requirements. Where the proposed development would create the need to provide additional or improved off-site infrastructure, a programme of delivery should be agreed with the relevant infrastructure providers to ensure that these improvements are provided at the time they are needed. DOES NOT COMPLY.

NPC strongly object to this application and recommend it be refused.

Main Town Or Parish Council – Chailey Parish Council objects to the application on the grounds that the site lies outside any settlement planning boundary and sits within the important green gap between Newick and North Chailey. Development here would contribute to the coalescence of the two villages, contrary to adopted policy DM1 of LLP2, established appeal decisions, and the emerging Local Plan which proposes a formal green gap designation.

The location is wholly car dependent, with limited public transport and no safe pedestrian or cycle access along the A272. This conflicts with national and local climate objectives to reduce car reliance.

Under the Interim Housing Policy Statement, the proposal fails to meet the majority of assessment criteria. The site is not contiguous with a settlement boundary; it does not relate appropriately to the scale or character of any settlement; it lacks safe access to key services; it contributes to settlement coalescence; ecological impacts—particularly relating to great crested newts—are inadequately addressed; and the scheme would harm the rural landscape and result in loss of agricultural land. Only the criterion relating to the South Downs National Park is met.

For these reasons, Chailey Parish Council considers the proposal contrary to adopted and emerging planning policy. Cllr Berry proposes objection, seconded by Cllr Fisher, all in favour.

Southern Water Plc – The Development Site is not within Southern Water's Supply Area. The development site is not located within Southern Water's statutory area for water supply services. Please contact South East Water who are the relevant statutory undertaker.

Insufficient Information provided

Condition

Construction of the development shall not commence until details of the proposed means of foul/surface water drainage disposal have been submitted to, and approved in writing by the Local Planning Authority in consultation with Southern Water.

Proposed SUDS features

If it is the intention of the developer for Southern Water to adopt the proposed SuDS, the system shall be designed and constructed in line with the Design and Construction Guidance www.water.org.uk/sewerage-sector-guidance-approved-documents/.

No Soakaways should be connected to the public surface water sewer.

Lewes & Eastbourne Councils

Town Hall

Grove Road

Eastbourne

East Sussex

BN21 4UG

Your ref LW/26/0117

Our ref DSA000028649

Date

23rd April 2026

Contact

Tel 0330 303 0119

Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX
southernwater.co.uk

Southern Water Services Ltd, Registered Office: Southern House, Yeoman Road,
Worthing, West Sussex, BN13 3NX Registered in England No. 2366670

Southern Water SuDS Guidance available here:

<https://www.water.org.uk/sewerage-sector-guidance-approved-documents/>
<https://www.ciria.org/ItemDetail?iProductCode=C753F&Category=FREEPUBS>
<https://www.southernwater.co.uk/media/l4ndl3db/suds-final-080824.pdf>

Where SuDS rely upon facilities which are not adoptable by sewerage undertakers the applicant will need to ensure that arrangements exist for the long-term maintenance of the SuDS facilities. It is critical that the effectiveness of these systems is maintained in perpetuity. Good management will avoid flooding from the proposed surface water system, which may result in the inundation of the foul sewerage system.

Thus, where a SuDS scheme is to be implemented, the drainage details submitted to the Local Planning Authority should:

- Specify the responsibilities of each party for the implementation of the SuDS scheme.
- Specify a timetable for implementation.
- Provide a management and maintenance plan for the lifetime of the development.

This should include the arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime.

This initial assessment does not prejudice any future assessment or commit to any adoption agreements under Section 104 of the Water Industry Act 1991.

S106 Connection application

Any new connections to the public sewerage system will require a Section 106 connection application to be submitted and approved by Southern Water Services.

To make an application visit Southern Water's Get Connected service:

<https://developerservices.southernwater.co.uk> and please read our New Connections Charging Arrangements documents which are available on our website via the following link: <https://www.southernwater.co.uk/developing-building/connection-charging-arrangements>

Please note that, where there are separate systems available Southern Water will not allow surface water to connect into the public foul sewer. If this is not possible, please provide evidence that all other options have been explored.

It is possible that a sewer now deemed to be public could be crossing the development site. Therefore, should any sewer be found during construction works, an investigation of the sewer will be required to ascertain its ownership before any works commence on site. If this happens, please call our Customer Service Desk on 0330 303 0119

For further advice, please contact Southern Water, Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX (Tel: 0330 303 0119).

Website: southernwater.co.uk or by email at:
SouthernWaterPlanning@southernwater.co.uk

Environment Agency – We have no comments to make in respect of the proposed development.

Contaminated Land Environmental Health – All land contamination conditions, CEMP and informative imposed on planning approval LW/23/0596 are still pertinent.

ESCC Highways – No objection subject to the imposition of conditions

Executive Summary

This application seeks consent for the approval of reserved matters in association with the approved application reference LW/23/0596 for the erection of 2 X 4- bedroom dwellings.

No objection is offered to this application, subject to the imposition of conditions.

Access/Location

The site will be served via a new vehicular access from Station Road (A272). Details were agreed under the outline application reference LW/23/0596, and the submitted plan is considered acceptable in planning terms.

Parking/Turning

5 spaces will be provided for the development which is considered acceptable. Parking spaces require minimum dimensions of 2.5m X 5m adding an additional 50cm where spaces abut walls and fences. Car port spaces require minimum dimensions of 2.8m X 5m. Vehicles are able to turn within the site to egress in a forward gear.

Electric Vehicle (EV) charging provision should be provided in accordance with current National Planning Policy Framework and Building Regulation Part S (which sets out the Government's EV charging requirements)

At least 1 cycle storage space should be provided per bedroom in accordance with ESCC Guidance on Parking at New Developments 2024. Cycle parking is not clear on plans but can be secured via condition. Cycle parking must be accessible, covered and secure.

In accordance with ESCC guidance 'refuse & recycling storage at new residential developments within the Eastbourne, Hastings, Wealden and Rother council areas' residents should not be required to carry waste more than 30m and refuse vehicles should be able to reach within 25m of the storage point for collection. Refuse collection will take place by the kerbside.

Summary

No objection is therefore offered to this application subject to the imposition of the following conditions:

1. The development shall not be occupied until details of the layout of the reconstructed access which shall include details of the crossing point and tracking drawings have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the development not be occupied until the construction of the access has been completed [in accordance with the agreed specification as set out on Form HT407 which is attached to and forms part of this permission.

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway

2. The access shall not be used until visibility splays of 2.4m by 160m are provided in both directions and maintained thereafter.

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway

3. The development shall not be occupied until the parking area has been provided in accordance with the approved plans which have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the area shall thereafter be retained for that use only.

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway

4. The proposed parking spaces shall measure at least 2.5m by 5m and car port spaces 2.8m X 5m. (add an extra 50cm where spaces abut walls).

Reason: To provide adequate space for the parking of vehicles and to ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway

5. The development shall not be occupied until a cycle parking area has been provided in accordance with the approved plans which have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the area[s] shall thereafter be retained for that use and shall not be used other than for the parking of cycles.

Reason: In order that the development site is accessible by non- car modes and to meet the objectives of sustainable development

Informative

This Authority's requirements associated with the proposed access will need to be secured through a Legal Agreement between the applicant and East Sussex County Council. The applicant is requested to contact the Transport Development Control Team (01273 482254) to commence this process. The applicant is advised that it is an offence to undertake any works within the highway prior to the agreement being in place.

Community Infrastructure Levy – I can confirm this application is liable for CIL

ESCC SUDS – Unfortunately, the LLFA is unable to respond to minor applications unless the Planning Officer deems there to be a significant flood risk arising from this proposal. If this is the case, please set out your concerns and we will endeavour to provide a response within the deadline set.

Other Representations:

Three representations have been received from neighbouring residents.

One representation raises no objection to the detailed design, subject to comments regarding the planting mix and the need to ensure external lighting is appropriately controlled to minimise impacts on wildlife and maintain dark skies.

Two representations object to the proposal. Concerns raised include the impact on the countryside and erosion of the gap between Newick and North Chailey, highway safety

and additional traffic on the A272, increased noise and pollution, pressure on local infrastructure, and potential drainage and flooding issues.

Policies:

Applications must be determined in accordance with the Development Plan unless material considerations indicate otherwise. Due regard has been had to the following documents:

The National Planning Policy Framework (NPPF).

The NPPF came into force in December 2023 and sets out the Government's planning policies for England and how these are expected to be applied. The NPPF is a material consideration in the determination of planning applications.

The Lewes District Local Plan (LDLP)

The LDLP consists of two parts:

The Lewes District Local Plan Part 1: Joint Core Strategy 2010-2030 (LDJCS). The LDJCS was adopted by Lewes District Council in May 2016 and sets out the long term spatial vision for the district and will guide development and change up to 2030.

Lewes Local Plan Part 2: Site allocations and development management policies

The Local Plan Part 2 allocates land for housing, including Gypsy and traveller pitches, and employment. It also sets out detailed planning policies to guide development and change in the period to 2030. The Local Plan Part 2 was adopted on 24 February 2020 and now forms part of the development plan for that part of Lewes district outside of the South Downs National Park.

Any Neighbourhood Plans

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need. Paragraph 216 of the NPPF confirms that weight that can be given to emerging plans depending on their stage of preparation, extent of unresolved objections to policies, and the degree of consistency with the NPPF.

Officer Report:

PROPERTY

The application site relates to land adjacent to Honeysuckle Cottage, Station Road, North Chailey, East Sussex BN8 4PJ. The site lies on the northern side of the A272 within an area characterised by dispersed residential development set within open countryside. The site falls outside of any defined settlement planning boundary and is identified as countryside in the Lewes District Local Plan.

PROPOSAL

This application seeks approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline permission LW/23/0596, which granted consent for the erection of up to 2 dwellings with access and associated infrastructure.

RELEVANT HISTORY

LW/23/0596 granted outline planning permission for up to two dwellings on the site with access approved and all other matters reserved. The principle of residential development, as well as matters relating to access and broader sustainability considerations, were established at that stage.

CONSULTATIONS

Chailey Parish Council

Chailey Parish Council resolved to object to the application, commenting that the site lies outside of any defined settlement boundary and is located within an important gap between North Chailey and Newick. They raise concerns regarding coalescence of the two settlements, contrary to Policy DM1 of the Lewes District Local Plan Part 2 and consistent appeal decisions. They also raise concerns regarding the sustainability of the location, access to public transport and safe walking or cycling routes.

Newick Parish Council

Newick Parish Council objected to the application - raising concerns that the development would erode the gap between Newick and North Chailey and contribute to the coalescence of the two settlements. They also had concerns regarding the sustainability of the site, the reliance on car based travel given the limited provision of services and infrastructure, and the impact of development along the A272 corridor.

ESCC Highways

ESCC Highways raised no objection subject to conditions relating to access construction, visibility splays, parking provision and cycle storage.

Contaminated Land

The LDC Environmental Health team confirm that land contamination conditions, construction environmental management requirements and informatives imposed on the outline permission remain applicable.

Southern Water

Southern Water raise no objection subject to the imposition of a condition requiring submission of foul and surface water drainage details.

ESCC Suds

The Lead Local Flood Authority commented that they do not comment on minor applications unless a specific flood risk concern is identified by the Local Planning Authority. No comments have therefore been provided in this instance

Environment Agency

The Environment Agency confirm that they have no comments to make.

REPRESENTATIONS

Three representations have been received from neighbouring residents.

One representation raises no objection to the detailed design, subject to comments regarding the planting mix and the need to ensure external lighting is appropriately controlled to minimise impacts on wildlife and maintain dark skies.

Two representations object to the proposal. Concerns raised include the impact on the countryside and erosion of the gap between Newick and North Chailey, highway safety and additional traffic on the A272, increased noise and pollution, pressure on local infrastructure, and potential drainage and flooding issues.

OFFICER RESPONSE TO OBJECTIONS

The comments received have been carefully considered. Matters relating to the principle of development, including the site's location within the countryside, issues of coalescence between settlements and wider sustainability concerns, were assessed and accepted at the outline stage under planning permission LW/23/0596 and are not matters for reconsideration as part of this reserved matters application.

Highway safety concerns have also been considered. Access to the site was approved at outline stage, and the Highway Authority raises no objection to the current proposals subject to conditions. The layout includes appropriate parking and turning provision to allow vehicles to enter and exit the site safely.

With regard to drainage and flooding, no objection has been raised by statutory consultees subject to the imposition of a condition requiring details of foul and surface water drainage. It is therefore considered that these matters can be satisfactorily addressed.

Comments relating to landscaping and ecological considerations, including the planting mix and lighting, are noted. The submitted landscaping scheme includes native planting and biodiversity enhancements, and a condition is recommended to ensure implementation. External lighting can be controlled and designed sensitively to minimise impacts on wildlife.

Overall, the concerns raised are acknowledged; however, the application is limited to the assessment of layout, scale, appearance and landscaping, and it is considered that the submitted details are acceptable.

ASSESSMENT

Principle

The principle of development has been established through the grant of outline planning permission under LW/23/0596. The suitability of the site for residential development, including matters relating to its countryside location, impact on settlement pattern, sustainability credentials and highway access, has already been considered and accepted.

As such, these matters cannot be revisited as part of the determination of this reserved matters application. The scope of this application is limited to the detailed consideration of appearance, landscaping, layout and scale.

Layout

The proposed layout provides two detached dwellings positioned within the site with associated private gardens, parking areas and turning space. The dwellings are arranged to respect the site boundaries and existing access position onto Station Road.

The layout allows for a clear separation between the two plots and maintains appropriate distances from neighbouring properties. The provision of internal turning ensures that vehicles can exit the site in forward gear, which accords with highway safety requirements and is supported by the Highway Authority.

The arrangement is considered logical and efficient, making appropriate use of the site whilst avoiding an overly dense or cramped form of development. Overall, the layout is considered acceptable.

Scale

The proposal comprises two 4 bedroom dwellings of a scale typical of detached housing within rural areas. The submitted drawings indicate ridge heights of approximately 62m AOD, with modest eaves heights and a two storey form.

Whilst the dwellings are of a relatively generous size, this reflects the character of surrounding properties, which are generally detached dwellings set within sizeable plots. The scale is consistent with the outline approval and would not appear excessive or incongruous within the wider context.

The scale of development is therefore considered appropriate.

Design

The proposed dwellings adopt a traditional residential design approach, with pitched roofs, simple building forms and domestic scale detailing. This reflects the vernacular of the surrounding area, which is characterised by a mix of rural dwellings of varying styles. Given the absence of any sensitive heritage designations affecting the site, and the established acceptance of residential development through the outline permission, the appearance of the dwellings is not considered to result in unacceptable harm to the character or visual amenities of the area.

Landscaping / Ecology

A comprehensive landscaping scheme has been submitted, including native tree planting, hedgerow planting and areas of grass and wildflower meadow. The scheme also includes ecological enhancements such as the provision of bat and bird boxes and habitat connectivity features.

The use of native species and ecological measures is welcomed and would assist in integrating the development into the surrounding countryside, softening its visual impact and enhancing biodiversity value. The landscaping proposals are considered to be acceptable.

Amenity

The proposed dwellings are positioned such that adequate separation distances would be maintained from adjacent properties. It is not considered that the development would result in unacceptable impacts in terms of loss of light, loss of privacy or overbearing effects. Given the scale of the development and its layout, it is concluded that neighbouring residential amenity would be preserved.

Highways and Access

Access to the site was approved at outline stage and is not under consideration as part of this application. The Highway Authority has raised no objection to the proposed layout and parking arrangements, subject to conditions.

The development provides adequate on site parking and turning space in accordance with adopted standards. Concerns raised by third parties in relation to highway safety have been carefully considered, however these matters were assessed at outline stage and no technical objection has been raised by the Highway Authority at the reserved matters stage.

Flooding and Drainage

Southern Water has requested the imposition of a condition requiring details of foul and surface water drainage. Subject to this condition, it is considered that the development can be adequately drained and would not give rise to unacceptable flood risk or drainage issues.

Planning Balance

The objections raised by consultees and third parties are acknowledged, particularly in relation to countryside development, sustainability and coalescence. However, these matters go to the principle of development, which has already been established through the outline permission.

This assessment must therefore focus on whether the submitted details of layout, scale, appearance and landscaping are acceptable. It is considered that they are, and that the proposal would integrate satisfactorily into the site without causing unacceptable harm.

Conclusion

The principle of development has been established through outline permission LW/23/0596.

The reserved matters relating to layout, scale, appearance and landscaping are considered to be acceptable and in accordance with the approved parameters and relevant development plan policies.

The proposal would not result in unacceptable impacts on the character of the area, neighbouring amenity or highway safety.

Recommendation:

Approval of reserved matters is recommended, subject to conditions.

The application is subject to the following conditions:

1. This decision relates solely to the following plan(s):

<u>PLAN TYPE</u>	<u>DATE RECEIVED</u>	<u>REFERENCE</u>
Location Plan	4 March 2026	22_146_EX01 - Location Plan

Landscaping	4 March 2026	RA/1797/26-A - Landscaping and HMMP
Other Plan(s)	4 March 2026	Oak_22-100 - Topographical Survey
Proposed Elevation(s)	4 March 2026	2606-REA-Z-Z-D-A-34006 - Proposed Elevations
Proposed Floor Plan(s)	4 March 2026	2606-REA-Z-Z-D-A-34007 - Proposed Elevations, Floor Plan and Roof Plan (Car Port)
Proposed Elevation(s)	4 March 2026	2606-REA-Z-Z-D-A-34007 - Proposed Elevations, Floor Plan and Roof Plan (Car Port)
Proposed Roof Plan	4 March 2026	2606-REA-Z-Z-D-A-34007 - Proposed Elevations, Floor Plan and Roof Plan (Car Port)
Proposed Block Plan	4 March 2026	2606-REA-Z-Z-D-A-34003 - Proposed Site Plan
Other Plan(s)	4 March 2026	2606-REA-Z-Z-D-A-34004 - Proposed Development Layout
Street Scene	4 March 2026	2606-REA-Z-Z-D-A-34006 - Proposed Street Scene, Floor Plans and Roof Plans
Proposed Floor Plan(s)	4 March 2026	2606-REA-Z-Z-D-A-34006 - Proposed Street Scene, Floor Plans and Roof Plans
Proposed Roof Plan	4 March 2026	2606-REA-Z-Z-D-A-34006 - Proposed Street Scene, Floor Plans and Roof Plans

Reason: For the avoidance of doubt and in the interests of proper planning.

2. The development shall not be occupied until details of the layout of the reconstructed access which shall include details of the crossing point and tracking drawings have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the development not be occupied until the construction of the access has been completed in accordance with the agreed specification as set out on Form HT407 which is attached to and forms part of this permission.

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway.

3. The access shall not be used until visibility splays of 2.4m by 160m are provided in both directions and maintained thereafter.

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway.

4. The development shall not be occupied until the parking area has been provided in accordance with the approved plans which have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the area shall thereafter be retained for that use only.

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway and to ensure adequate parking provision.

5. The proposed parking spaces shall measure at least 2.5m by 5m and car port spaces 2.8m X 5m. (add an extra 50cm where spaces abut walls).

Reason: To provide adequate space for the parking of vehicles and to ensure the safe use of the site.

6. The development shall not be occupied until a cycle parking area has been provided in accordance with the approved plans which have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the area(s) shall thereafter be retained for that use and shall not be used other than for the parking of cycles.

Reason: In order that the development site is accessible by non-car modes and to promote sustainable transport.

7. Construction of the development shall not commence until details of the proposed means of foul and surface water drainage disposal have been submitted to and approved in writing by the Local Planning Authority in consultation with Southern Water.

Reason: To ensure satisfactory drainage of the site and to prevent the risk of flooding.

8. The development shall be carried out in full accordance with the approved landscaping scheme. All planting shall be carried out in the first available planting season following occupation or completion of the development, whichever is sooner. Any trees or plants which within a period of five years die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

Reason: To ensure the development is appropriately landscaped in the interests of visual amenity, integration with the surrounding countryside and biodiversity enhancement.

9. Prior to first occupation of the development, details of all external lighting shall be submitted to and approved in writing by the Local Planning Authority. The lighting shall thereafter be installed and maintained in accordance with the approved details.

Reason: To minimise light pollution, protect the character of the area and safeguard biodiversity, including nocturnal wildlife.

10. The ecological enhancement measures shown on the approved plans, including the provision of bat and bird boxes and habitat features, shall be implemented in full prior to first occupation and retained thereafter.

Reason: To secure biodiversity enhancements in accordance with national and local policy.

11. All conditions attached to outline planning permission LW/23/0596 shall be complied with in full unless otherwise varied by this permission.

Reason: To ensure continuity with the approved outline permission and to secure all previously agreed mitigation and safeguards.

INFORMATIVE(S)

1. Highways 1:

This Authority's requirements associated with the proposed access will need to be secured through a Legal Agreement between the applicant and East Sussex County Council. The applicant is requested to contact the Transport Development Control Team to commence this process.

Highways 2:

The applicant is advised that it is an offence to undertake any works within the highway prior to the agreement being in place.



Lewes District Council

Planning Services

Southover House, Southover Road, Lewes, East Sussex, BN7 1AB

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www.lewes-eastbourne.gov.uk DX No. 3118 Lewes-1

Ian Fitzpatrick - Director of Regeneration and Planning

J Baillieux
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Ashdown Planning Consultants
2 Cottage Hill
Rotherfield
TN6 3JL

LW/26/0280

Town and Country Planning Act 1990

**Town and Country Planning (General Permitted Development) (England)
Order 2015 Schedule 2 Part 4, Class BC**

Notice of Temporary Recreational Campsites

In exercise of their powers under Part 1 of Schedule 2 of the above-mentioned Order, Lewes District Council, as Local Planning Authority hereby confirm, on the basis of the information provided, it is not satisfied that the proposal benefits from Permitted development rights under schedule 2, part 4 Class BC of the Town and Country Planning (General Permitted development) (England) Order 2015 (as amended).

Accordingly, planning permission is required for the proposed development.

Class BC Permitted Development right for Prior notification for use of land as a 60 day campsite between the following dates: May 29-31, July 21-27 and August 27-28

At Rock House Tilehouse Lane Newick East Sussex

Parish: Newick

as shown on Plan and Application Number LW/26/0280 submitted to the Council on 19 May 2026.

The reasons for the Council's determination are specified hereunder.

1. It is considered that the applicant has provided insufficient information to demonstrate that the proposal constitutes permitted development under the requirements of Schedule 2, Part 4, Class BC of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). In particular, no details of refuse

provision have been provided; the dates submitted do not conclusively confirm that the site will be used for less than 60 days; and evidence submitted to the local planning authority indicates that the site has been used for camping prior to the submission of the notification to the local planning authority.

This decision is based on the following submitted plans/documents:

1. This decision relates solely to the following plan(s):

PLAN TYPE	DATE RECEIVED	REFERENCE
Additional Documents	29 May 2026	Rock House Camping - Additional Information
Location Plan	29 May 2026	Rock House Camping - Site Plan

Reason: For the avoidance of doubt and in the interests of proper planning.



Ian Fitzpatrick
Director of Regeneration and Planning
Lewes District Council and Eastbourne Borough Council

Date: 23 June 2026

DETERMINATION UNDER DELEGATED POWERS

Application Number: LW/26/0280	Case Officer: Ms Danielle Durham	Date Received: 19 May 2026
Site Address: Rock House Tilehouse Lane Newick East Sussex	Parish: Newick	Date Valid: 29 May 2026
Proposal: Prior notification for use of land as a 60 day campsite between the following dates: May 29-31, July 21-27 and August 27-28		Consultation expiry: 22 June 2026
Applicant: J Baillieux		Recommendation Date: 22 June 2026
RECOMMENDATION: That the Class BC Permitted Development right is Object		Decision Due: 26 June 2026

Decision Notice check list:

S106 Legal Agreement required BEFORE issuing Decision:

	Signature	Date
Recommendation Agreed by Senior Officer:		

	Signature	Date
Decision Notice Checked by:		

Representations from Standard Consultees:

Newick Parish Council- No Comment

Other Representations:

Nine representations have been received objecting to the proposal. However, these are not a material consideration in the determination of this prior notification application. The issues to be considered are restricted to those set out in Class BC of the permitted development rights, as set out below.

Nonetheless, the issues raised are as follows:

- Impact of additional traffic;
- Highway hazard
- Query where water to be supplied from and sewage to be disposed to;
- out of character
- over development
- smell/ fumes
- overlooking/ Loss of Privacy
- Noise and disturbance
- Detrimental Impact on Residential Amenity (Noise and Disturbance)
- Discrepancies in Scope and Potential for Unregulated Commercial Use
- Retrospective Nature and Enforcement History
- Lack of Notice and Community Consultation
- Inadequate Access
- insufficient information
- Events and Wider Site Activities
- Incremental Development
- lack of need for a glamping site
- The information supplied did not evaluate impact to neighbours
- The details submitted does not reflect what is there
- Non compliance with policy
- The use is not temporary
- Previous application on site set a precedent.
- Wild Trails camping club exemption certificate did not follow Natural England's Guidance.
- Effect on wildlife

As set out below, only the site's location in a flood zone can be taken into account in determining the application.

Officer Report:

Site Description

The application relates to an irregularly shaped site extending North of Cornwell's Bank and to the West of The House Lane in Newick. The site is enclosed with mature trees and hedgerows, with an access in the north-eastern corner.

Relevant planning history

LW/08/1079- Erection of stables and barn (resubmission of planning application LW/07/1267)- permitted development rights removed in order that the stables are only for uses ancillary to Rock House.

LW/09/0441- Conversion of garage/store to holiday let- The decision removes permitted development rights for development described in Part 1, Classes A-H & Part 2, Class A of Schedule 2, other than hereby permitted.

LW/13/0138- Change of use of garage/store to holiday let- The decision removes permitted development rights for development described in Part 1, Classes A-H & Part 2, Class A of Schedule 2, other than hereby permitted.

Whilst Permitted development rights have been removed it has not removed permitted development rights for development under class BC.

Proposed Development

Prior notification has been sought to use the land, as a temporary recreational campsite for up to 60 days per calendar year under Class BC of Part 4 of Schedule 2 to the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended) ('the GPDO').

The dates listed are May 29-31, July 21-27 and August 27-28. The supporting documents also set out "The camping period is from 1st April to 30th September and they can only have 4 bookings at any one time. There is a likelihood of additional 'drop in' campers during the open period that are booked with short notice"

The notice was submitted on the 19th May 2026, the site plan was submitted on the 29th May 2026.

Assessment

The following sets out an assessment of the application against Part 4, Class BC of Schedule 2 to the GPDO:

Permitted development.

"BC. Development consisting of—

(a) the use of any land as a recreational campsite for not more than 60 days in total in any calendar year; and

(b) the provision on such land of—

(i) not more than 50 pitches; and

(ii) any moveable structure reasonably necessary for the purposes of the permitted use."

Response:

The submitted details confirm that the applicant is proposing to provide up to 5 pitches for up providing 3 sets of dates with the potential for more in 2026. The site plan indicates that there is one WC/ wash facilities to be provided along the northern boundary of the site. Confirmation has been provided that the structures are moveable. No refuse/recycling area has been identified.

Planning permission would be required to retain them beyond the 60 days/year. As the supporting document states "The camping period is from 1st April to 30th September and they can only have 4 bookings at any one time. There is a likelihood of additional 'drop in' campers during the open period that are booked with short notice" it is not possible to conclusively determine whether the proposed structures and use will continue beyond 60 days.

"Development not permitted

BC.1 Development is not permitted by Class BC—

- (a) on a site of a scheduled monument;
- (b) in a safety hazard area;
- (c) in a military explosives storage area;
- (d) on a site of special scientific interest;
- (e) on a site of a listed building;
- (f) for the siting of any caravan except a caravan which is used as a motor vehicle designed or adapted for human habitation."

Response:

None apply. Development accords.

"Conditions

BC.2 Development is permitted by Class BC subject to the following conditions—

- (a) the developer must make on-site provision for users of the campsite of toilet and waste disposal facilities;

A site plan has been provided showing the toilets, wash facilities areas on the site, no refuse provisions are identified on the plans. The application includes details of some of the dates of use but identifies that other dates could be possible. As such the proposal does not comply with this element of the legislation.

- (b) the developer must notify the local planning authority in writing before commencement of development in each calendar year, providing a copy of the site plan, which must include particulars of—

- (i) toilet and waste disposal facilities; and

as above no details of refuse provision have been provided as such the details do not comply with the legislation.

- (ii) the dates on which the site will be in use;

The submitted details confirm that the applicant is proposing to provide up to 5 pitches for up providing 3 sets of date ranges with the potential for more in 2026. In addition images from the website provide details of a "forest and Fest" session on the 25th April which also included "returning to bell tents". Indicating that the use may have commenced prior to the submission of the notification. Site photos taken by the Local Planning authority on the 22nd April show that the glamping pods/ bell tents were in place on this date.

- (c) the local planning authority (if not the same body as the fire and rescue authority in an area) must as soon as practicable provide to the relevant fire and rescue authority the notice described in paragraph BC.2(b); and this notification has been made by the local planning authority.

(d)where the proposed development is on land within Flood Zone 2 or Flood Zone 3, the permitted development is subject to prior approval by the local planning authority before commencement of development in each calendar year." The site does not fall within a flood risk zone.

Response:

A site plan has been provided showing the toilets, wash facilities areas on the site, no refuse provisions are identified on the plans. The application includes details of some of the dates of use but identifies that other dates could be possible.

The site does not fall within a flood risk area and as such does not fall under the prior approval requirements of Class BC.

Recommendation:

The burden rests on the applicant to demonstrate that the proposal falls within the scope of the relevant permitted development right. Where insufficient information is submitted to demonstrate compliance with the requirements of Class BC, the local planning authority cannot reasonably conclude that the development constitutes permitted development and may instead require a planning application.

It is considered that the applicant has provided insufficient information to demonstrate that the proposal constitutes permitted development under the requirements of Schedule 2, Part 4, Class BC of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). In particular, no details of refuse provision have been provided; the dates submitted do not conclusively confirm that the site will be used for less than 60 days; and evidence submitted to the local planning authority indicates that the site has been used for camping prior to the submission of the notification to the local planning authority.

Recommendation:

The burden rests on the applicant to demonstrate that the proposal falls within the scope of the relevant permitted development right. Where insufficient information is submitted to demonstrate compliance with the requirements of Class BC, the local planning authority cannot reasonably conclude that the development constitutes permitted development and may instead require a planning application.

It is considered that the applicant has provided insufficient information to demonstrate that the proposal constitutes permitted development under the requirements of Schedule 2, Part 4, Class BC of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). In particular, no details of refuse provision have been provided; the dates submitted do not conclusively confirm that the site will be used for less than 60 days; and evidence submitted to the local planning authority indicates that the site has been used for camping prior to the submission of the notification to the local planning authority.

2. It is considered that the applicant has provided insufficient information to demonstrate that the proposal constitutes permitted development under the requirements of Schedule 2, Part 4, Class BC of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). In particular, no details of refuse provision have been provided; the dates submitted do not conclusively confirm that the site will be used for less than 60 days; and evidence submitted to the local planning authority indicates that the site has been used for camping prior to the submission of the notification to the local planning authority.



Chailey Parish Council
www.chaileyparishcouncil.gov.uk

Minutes

The full meeting of the Council was held on Tuesday 16th June 2026 at The Reading Room, Chailey Green at 7.30 pm.

Present: Cllrs Evans, Millam, Avery, Dunford, Smart, Fisher & Forman.

Public Present: There were five members of the public present including Mr D Cranfield who was being considered for co-option.

In attendance: Emma Reece, RFO
Mark Slater (District Councillor)
Joa Saunders (District Councillor)
Charlotte Keenan (County Councillor)

Cllr Smart opened the meeting at 7.30pm introducing herself and welcoming everyone to the meeting.

26/111. To co-opt a Councillor and to receive the declaration of acceptance of that office – Cllr Smart stated that Mr D Cranfield had put himself forward for co-option. Councillors voted unanimously to co-opt Mr Cranfield. Cllr Cranfield joined the meeting, signing the acceptance of office in front of the RFO who co-signed. He also completed a register of interests form and acceptance to receive meeting papers in electronic format.

26/112. Apologies for Absence: Apologies had been received from Cllr Berry.

26/113. Declarations of interest: in accordance with section 31 of the Localism Act 2011 members are to declare any Disclosable Pecuniary Interests in items on this agenda and the Clerk must report any written requests for dispensation in respect of items on this Agenda – There were none.

26/114. Questions/Comments from members of the public:

A member of the public spoke about Rock House camping site. Stated he was speaking as an immediate neighbour and sharing the concerns of other neighbours. He stated that they will be formally submitting their objections through the planning portal. He stated that it is a five-acre site and camping guests started arriving mid-April. He went on to say that the planning application doesn't fully reflect the facilities on site which include a wooden barn for check in, refreshment area, decking, washing facilities and substantial shower facilities, connected to sewage, water and power. He shared concerns about noise and disturbance with the site itself bordered closely and all facilities being right on the boundary. In addition, the social area looks directly into his bathroom and kitchen windows. There has previously been lots of development on the site with 3 or 4 'Air B&B' units and a recent planning permission stated the site was at the limit for development. He stated the camping means more cars and development. The site website is advertising for weddings etc. He stated that a recent adjacent field had a dog walking facility refused planning permission due to concerns over traffic.

Cllr Smart thanked the member of public and stated that the matter can be added to the agenda for next meeting.

District Councillor Slater stated he is happy to take the matter up with planning officers.

Initials:

Date:

26/115. Items considered as a matter of urgency: There were none.

Cllr Smart handed over to Cllr Fisher to Chair this part of the meeting

26/116. PLANNING –

- i) **TW/26/0032/TPO – Land adjacent 6 – 8 Gradwell End, South Chailey, E Sx**
Proposal: T1 – Ash – Fell to ground level - Cllr Fisher proposed this application is **supported**. This was unanimously agreed.

One member of the public left at 7.43pm

- ii) **LW/26/0219 – Chailey Heritage School, Haywards Heath Road, North Chailey, BN8 4EF**
Proposal: Replacement of existing standing seam roof with improvements to thermal performance – Cllr Fisher proposed CPC registers **no comment** to this application. This was unanimously agreed.
- iii) **LW/26/0225- Cinder Farm, Cinder Hill, Chailey E Sx BN8 4HR**
Proposal: Roof repairs, window refurbishment, timber frame and infill panel repairs, land drainage improvement and internal alterations and repairs. – Cllr Fisher proposed CPC registers **no comment** to this application. This was unanimously agreed.
- iv) **LW/26/0256- Wraylodge, Lower Station Road, Newick, E Sx BN8 4HU**
Proposal: Alterations to flat roof to form an external rear balcony with guarding.- Cllr Fisher proposed CPC registers **no comment** to this application. This was unanimously agreed.
- v) **To note LDC planning decisions and result of appeals.**

LW/25/0050	Land west of A275 South Common	Reserved matters (layout, scale, appearance, landscaping) as per outline permission LW/22/0418 including erect of 56 dwellings etc	Object March 2025	Approved.
LW/26/0016	The Old Coalyard, Lower Station Road, Newick, E Sx BN8 4HU	Two storey side extension with inclusion of a glazed link to the main dwelling, addition of 3 no. rooflights to existing roof and alterations to existing fenestration of detached annex building (amended plans and description)	No comment	Approved.

Initials:

Date:

LW/26/0087	Land South of The Phylton, Green Lane, Chailey, E Sx BN8 4BT	Variation of Condition 1 (Plans) in relation to approval LW/24/0478 to amend the layout, appearance, scale and landscaping of the approved dwelling.	No objection	Approved.
LW/26/0109	Balneath Farm, Town Littleworth Road, Barcombe, E Sx	Covered yard area, to store farmyard manure (FYM), with associated hard standing.	No objection	Approved.
LW/26/0110	Balneath Barn Farm, Balneath Manor Lane, South Chailey, E Sx	Construction of a multi-purpose straw, silage and hay barn with farm workshop and associated hardstanding	No objection	Approved.
LW/26/0106	1 Dairy Cottages, Railway Lane, Sheffield Park, North Chailey, E Sx	Replacement of existing detached flat-roofed garage with gable end single bay garage.	No objection	Approved.

The above case outcomes were noted.

Cllr Smart chaired the rest of the meeting

26/117. To agree the Minutes of the AGM held on 19th May 2026.

These were considered and accepted as an accurate record of the meeting. Cllr Avery proposed to approve the Minutes, seconded by Cllr Fisher, with all in favour. Cllrs Forman and Millam abstained as they were not present at the meeting.

26/118. Financial Matters

- i) **To receive and if thought fit approve financial reports for May 2026** – These were received and approved.
- ii) **To receive end of year accounts for 2025/26** – These were received and noted.
- iii) **Performance against budget as at end of May** – This was received and noted.
- iv) **Reconciliation for Bank Account (for reference only)** – This was noted. Cllr Forman suggested moving some monies to the savings account to gain more interest. This was

discussed and it was agreed that the RFO would work out what was needed for the next three months and the create a transfer request for the difference.

- v) **To consider and if thought fit approve applications received for 2026 Small Grants –**
The RFO shared a report on Small Grant applications and her recommendations for amounts to be granted. She stated that applications were slightly over budget this year and she has made suggestions on the spreadsheet to balance the offers in a manner she considered fair.

Cllr Evans said that he understood that the matter of grants had been brought forward by one month and that the decisions would be made in July. The RFO replied that the Parish Council had previously agreed in a meeting to bring the matter forward in its entirety so that it could be discussed alongside the other June finance matters. Cllr. Evans stated that the Rangers have applied for £300 but he did not feel that they had applied for enough money and that CPC should offer more. He stated that the Council have money in their bank account and asked why we can't use that. Cllr Avery asked why the grants budget was set at the amount it was. The RFO replied that it was set by her predecessor at £10,000 and monies which were offered to Chailey News and the Village Hall were now listed under separate budget codes so that left a remaining balance of £5,800. The RFO stated that the Council had agreed the grants budget in November, and the precept was agreed accordingly. Cllr Forman stated that the additional interest from the transfer of monies into the savings account would mean that CPC would be in a positive for the interest budget code.

The matter was discussed at length, and various solutions were suggested including using different budget codes or reducing the amount offered to other societies. It was suggested that the RFO speak to the Rangers applicant and see if they need additional monies. It was proposed that if they did, then the amount offered to Action Against Abuse, Chailey Cricket Club and Chailey Stoolball Club would be reduced to keep within budget. For example, if Action Against Abuse was reduced to £250 and Cricket and Stoolball both reduced to £500 then this would make up to £290 additional funds available. This motion was passed with 6 voting for, Cllr Evans voting against and Cllr Millam abstaining.

The following is a summary of the amounts agreed, the RFO will advise the outcome of the conversation with the Rangers and adjust the amounts accordingly:

	Applicant	Amount agreed (£)
1	Chailey & Newick Painting Club	200
2	Chailey Bonfire Society	1500
3	Chailey Allotment Association	350
4	Craft & Chat, Chailey Free Church	150
5	Chailey Stoolball	TBC between £500 and £570 depending on outcome of Rangers conversation
6	The Monday Group	250
7	Windmill District Guides	300
8	Lewes Windmill District Rangers	A minimum of £300 agreed with more being offered to the applicant if they need it
9	Chailey Brownies	350
10	Chailey Cricket Club	TBC between £500 and £570 depending on outcome of Rangers conversation

11	Chailey Litter Pickers	143
12	Action Against Abuse	TBC between £250 and £400 depending on outcome of Rangers conversation
13	Chailey and District Horticultural Society	500
14	Chailey Parish Hall	210

26/119. To receive a report from the Internal Auditor – the report from the internal auditor, Steve Brentall was circulated and noted.

Cllr. Evans stated that Steve Brentall had been an extremely good auditor for many years. It was agreed to send a letter of thanks to Steve Brentall.

26/120. Contingent Liability – members to advise RFO of any contingent liability of which they are aware – there were no items to report.

26/121. To consider and approve the Annual Governance Statement 2025/26 (Section 1 of the Annual Return) – this was considered and approved.

26/122. To consider and approve Accounting Statements 2025/26 (Section 2 of Annual Return) – this was considered and approved.

26/123. To confirm the dates on Notice of Electors rights – it was noted that the dates on the Notice of Electors rights are 22nd June 2026 – 31st July 2026.

26/124. To ensure that the Government and Accounting Statements, once approved, have been signed and dated by the Chair – these were signed by Cllr Smart.

26/125. To review effectiveness of internal audit – It was agreed that the internal audit was effective.

26/126. To confirm internal auditor for 2026/27 financial year with consideration for their independence to the Council – Cllr Evans asked about whether an interim audit was necessary. The RFO replied that it was standard practice, she felt it was good to know you are on track and split the work into two. Cllr Forman asked if it would cost more. The RFO replied that it will be based on how many hours work is required but it should be comparable. Cllr Forman asked how the cost compared to Newick who had an interim and the RFO replied that she thought it was comparable. Cllr Avery asked if the RFO felt three years was appropriate. It was agreed to appoint Mulberry & Co as internal auditors for the next three years. Councillors noted that they are fully independent from Chailey Parish Council. Cllr Avery proposed, Cllr Forman seconded and all were in favour.

26/127. To receive an update from the RFO on Reading Room Renovations – the RFO reported that she had met with a local architect who has been asked to quote for drawing up plans and preparing a tender pack. Once received it will be clear if comparison quotes are appropriate.

Cllr Avery asked if we should aim for an update to keep this project moving forward. Cllr Smart agreed that this was a good idea with building work. It was agreed that the matter would be added to the September agenda for an update. Cllr Cranfield offered to help with the project alongside Cllr Fisher.

District Councillor Slater stated there may be another opportunity to apply for District CIL monies.

26/128. To consider purchase of Bleed Control Kits for Parish Defibrillators - It was unanimously agreed to put them in all six cases at a cost of up to £108 per unit (including VAT) and that this would be funded by Parish CIL monies.

26/129. Update on Telephone Kiosk, Chailey Green. – Cllr Evans asked if there was a suggestion to repaint the kiosk. It was agreed that yes that was the suggestion. Cllr Avery asked if there is anything else the kiosk could be used for, but it was noted that it is sited in an inconvenient place.

26/130. To consider clearance of vegetation from banks in Sports Club Car Park. – Cllr Millam stated that the whole lot needs clearing like last year. Cllr Avery asked about the unauthorised use of the car park and Cllr Smart replied that the Sports Club does not want to install barriers or number plate recognition. It was agreed that Cllr Millam would have a look at the car park and report back.

26/131. To approve costs of update to CPC Chain of Office – This was approved.

26/132. Council to receive a report from East Sussex County Councillor, Charlotte Keenan. – Cllr Keenan stated she doesn't really have a report, but if anyone has any questions then she is happy to answer. She stated that the County is a Reform led council, but she is not sure, yet what their corporate plan or core strategy is. Cllr Keenan stated that she has been working on road safety and has asked for where the County Council think there are problems in the area, stating that when she gets an answer, she will share this with the Parish Council.

Cllr Millam asked about potholes and stated that there were examples where one is being done but the others around ignored. Cllr Keenan stated that she has her induction to highways soon so will understand more after that. Cllr Millam stated that the vegetation at the crossroads have been cut back and they have done a good job of that. Cllr Keenan stated that she will have a monthly catch up with the highway steward for the area.

26/133. Council to receive a report from Cllr Joa Saunders / Cllr Mark Slater, LDC - Cllr Slater gave an overview of the activities at the Dandara site, stating emergency TPOs had been placed on trees and that there was building work close to these trees. The tree preservation officer had visited, and an enforcement officer stopped the work due to breached conditions. Cllr Slater also spoke about the problem with flies stating we do get an infestation every now and again and that some cases have been quite severe. He encouraged residents to complain to LDC as the more complaints, the more they take the matter seriously. Cllr Smart noted that the number of flies had gone up significantly and there were comments on Facebook groups. Cllr Keenan shared a case in Uckfield which was in the press recently and was linked to Southern Water, and that last year in Chailey as the infrastructure is so poor there were leaks in various places, a fault was identified then fixed and the problem went away.

Cllr Fisher asked about the swan development and the issue of run-off water. Cllr Fisher asked how frequently sites are inspected for compliance. Cllr Slater stated that District Councillors, Parish Councils and neighbours must report issues. Cllr Saunders said there are changes coming to enforcement and Cllr Slater said that enforcement officers are good but stretched. Cllr Slater said that LDC draw up SEMP agreements (Site environmental management plan) with applicants but to work within certain parameters but in reality, developers can ignore them so enforcement have to follow up concerns reported from local residents and Councillors.

Cllr Saunders stated that the Lower Station Road development is being looked at in more detail in respect of flooding and drainage. She went on to report that at Wilding Wood Farm the Forestry Commission has reopened the case and the Clerk has been sent the new contact details.

It was agreed that the CPC would put something on Facebook as to how concerns about flies can be reported directly to LDC environmental health department.

26/134. To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations – there were no reports from Councillors.

26/135. Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998: None.

26/136. Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature: None.

26/137. To note the date of the next meeting: Tuesday 21th July 2026 at 7.30pm in The Reading Room, Chailey Green – this was noted.

Cllr Dunford thanked the District and County Councillors for attending the meeting, saying how much it was appreciated that they took the time to do so.

Meeting closed at 8.50pm

Signed:
Chair:

Date:

Initials:

Date:

02/07/2026

Chailey Parish Council

Page 1

08:30

Saver Unity A/c

Cash Received between 01/06/2026 and 30/06/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/06/2026	Current Unity a/c	Top up		85,000.00
30/06/2026	Unity Trust		Unity Trust	393.51
Total Receipts				<u>85,393.51</u>

Cash Received between 01/06/2026 and 30/06/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/06/2026	Chailey Heritage Foundation		Rent for Paddock	50.00
30/06/2026	Chailey PCC		Mowing contribution	290.00
30/06/2026	Chailey School		Reading Room rent	20.00
Total Receipts				360.00

Cash Received between 01/06/2026 and 30/06/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/06/2026	Chailey Heritage Foundation		Rent for Paddock	50.00
30/06/2026	Chailey PCC		Mowing contribution	290.00
30/06/2026	Chailey School		Reading Room rent	20.00
Total Receipts				360.00

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2026	Defib Store Ltd	314304911	166.80		Defib battery
30/06/2026	Treewise Tree Services Ltd	594758093	540.00		Treewise Tree Services Ltd
30/06/2026	Unity Trust	BANK CHG	7.00		Bank charge
30/06/2026	S R Brentall	651979832	490.00		Internal Audit
30/06/2026	Nicola Menniss	240409278	13.97		Clipboard folders
30/06/2026	Yorkshire Power and Gas	DD	38.24		Windmill electricity
30/06/2026	Yorkshire Power and Gas	DD	49.54		Reading Room Electric
30/06/2026	Viking Stationery	961200515	61.84		Accident book, First Aid kit
30/06/2026	Lewes Dist. Ass. Local Council	284160109	20.00		Subscription
30/06/2026	Emma Reece	119682405	804.70		RFO
30/06/2026	Yasmin Tomlinson	550444000	92.10		Cleaner
30/06/2026	Nicola Menniss	381468586	1,266.50		Clerk
30/06/2026	HMRC	883963981	568.77		NI & PAYE
30/06/2026	East Sussex Pension Fund	589655780	619.74		Pension
30/06/2026	Emma Reece	232553722	4.85		Expenses - PFK postage
30/06/2026	Lewes District Council	126375948	53.26		Bins Roeheath
30/06/2026	Lewes District Council	6819869	197.81		Bins Sports Club
30/06/2026	Lewes District Council	73080962	53.26		Roeheath 2nd bin
30/06/2026	Saver Unity A/c	Top up	85,000.00		
30/06/2026	Turtle Engineering LTD	173236116	648.00		Bleed control packs
30/06/2026	Nicola Menniss	CORRECTION	0.01		Expenses 1p short
30/06/2026	Lewes District Council	6819868	98.90		Chailey common dog bin
30/06/2026	Chailey & Newick Painting Club	191897398	200.00		Grant
30/06/2026	Chailey Allotment Association	550814196	0.00		Chailey Allotment Association
30/06/2026	Chailey Allotment Association	550814196	350.00		Grant
30/06/2026	Craft and Chat	933588397	150.00		Grant
30/06/2026	Newick Stoolball Club	587031874	548.00		Grant
30/06/2026	The Monday Group	934328067	250.00		Grant
30/06/2026	Windmill District Guides	356501084	300.00		Grant
30/06/2026	Lewes Windmill Rangers	714964698	400.00		Grant
30/06/2026	Chailey Brownies	318912270	350.00		Grant
30/06/2026	Chailey Cricket Club	12010537	548.00		Grant
30/06/2026	Chailey Litter Pickers	666820051	143.00		Grant
30/06/2026	Action Against Abuse	795515098	348.00		Grant
30/06/2026	Chailey Horti	387407154	500.00		Grant
30/06/2026	Chailey Parish Hall	886244584	210.00		Grant
30/06/2026	Castle Water	DD	7.30		Water
30/06/2026	Smart Registration	DD	26.21		Payroll
Total Payments			95,125.80		



Department for
Communities and
Local Government

Local Government Transparency Code 2015



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Part 1: Introduction

Policy context

1. This Code is issued to meet the Government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision making process and help shape public services. Transparency is the foundation of local accountability and the key that gives people the tools and information they need to enable them to play a bigger role in society. The availability of data can also open new markets for local business, the voluntary and community sectors and social enterprises to run services or manage public assets.
2. 'Data' means the objective, factual data, on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery. This should be the basis for publication of information on the discharge of local authority functions.
3. Analysis by Deloitte¹ for the Shakespeare Review of Public Sector Information estimates the economic benefits of public sector information in the United Kingdom as £1.8 billion, with social benefits amounting to £5 billion. The study highlights the significant potential benefits from the publication of public data. And, local authorities and local people want to see published open data:
 - 80 per cent of those responding to a transparency survey² by the Local Government Association in September 2012 cited external accountability as a benefit, with 56 per cent citing better local decision making and democracy as a benefit
 - a survey of 800 members of Bedford's Citizens Panel³ showed that 64 per cent of respondents thought it was very important that the council makes data available to the public and the public were most interested in seeing data made available about council spending and budgets (66 per cent)
 - research by Ipsos MORI⁴ found that the more citizens feel informed, the more they tend to be satisfied with public services and their local authorities.

¹ "Market Assessment of Public Sector Information", Deloitte, May 2013, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/198905/bis-13-743-market-assessment-of-public-sector-information.pdf

² "Local Government Transparency Survey 2012", LGA, December 2012, http://www.local.gov.uk/documents/10180/11541/Local_Government_Transparency_Survey_2012.pdf/dd4c24ed-20ba-4feb-b6eb-fea21e4af049

³ "Citizens Panel Summer 2011 Survey Results Data Transparency" Bedford Borough Council, August 2011 (unpublished)

⁴ "What do people want, need and expect from public services?", Ipsos MORI, 2010, http://www.ipsos-mori.com/DownloadPublication/1345_sri_what_do_people_want_need_and_expect_from_public_services_110310.pdf

4. Therefore, the Government believes that in principle all data held and managed by local authorities should be made available to local people unless there are specific sensitivities (eg. protecting vulnerable people or commercial and operational considerations) to doing so. It encourages local authorities to see data as a valuable resource not only to themselves, but also their partners and local people.
5. Three principles have guided the development of this Code:
 - **demand led** – there are growing expectations that new technologies and publication of data should support transparency and accountability. It is vital that public bodies recognise the value to the public of the data they hold, understand what they hold, what their communities want and then release it in a way that allows the public, developers and the media to use it
 - **open** – provision of public data should become integral to local authority engagement with local people so that it drives accountability to them. Its availability should be promoted and publicised so that residents know how to access it and how it can be used. Presentation should be helpful and accessible to local people and other interested persons, and
 - **timely** – the timeliness of making public data available is often of vital importance. It should be made public as soon as possible following production even if it is not accompanied with detailed analysis.
6. This Code ensures local people can now see and access data covering (annex A summarises the publication requirements specified in this Code):
 - **how money is spent** – for example, all spending transactions over £500, all Government Procurement Card spending and contracts valued over £5,000
 - **use of assets** – ensuring that local people are able to scrutinise how well their local authority manages its assets⁵. For example, self-financing for council housing – introduced in April 2012 – gave each local authority a level of debt it could support based on the valuation of its housing stock. This Code gives local people the information they need to ask questions about how their authority is managing its housing stock to ensure it is put to best use, including considering whether higher value, vacant properties could be used to fund the building of new affordable homes and so reduce waiting lists. The requirement in paragraphs 38 to 41 builds on existing Housing Revenue Account practices⁶
 - **decision making** – how decisions are taken and who is taking them, including how much senior staff are paid, and
 - **issues important to local people** – for example, parking and the amount spent by an authority subsidising trade union activity.

⁵ Nationally, local authorities' estate (all forms of land and buildings) is estimated to be worth about £220 billion.

⁶ The Housing Revenue Account (Accounting Practices) Directions 2011 require that local authorities' annual statement of accounts include disclosure of the total balance sheet value of the land, houses and other property and the vacant possession value of dwellings within the authority's Housing Revenue Account, <https://www.gov.uk/government/publications/the-housing-revenue-account-directions-2011>.

7. Local authorities are encouraged to consider the responses the Government received⁷ to its consultation and look to go further than this Code by publishing some of the data proposed by respondents, in line with the principle that all data held and managed by local authorities should be made open and available to local people unless there are specific sensitivities to doing so.
8. Fraud can thrive where decisions are not open to scrutiny and details of spending, contracts and service provision are hidden from view. Greater transparency, and the provisions in this Code, can help combat fraud. Local authorities should also use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the Chartered Institute of Public Finance and Accountancy Code of Practice on Managing the Risk of Fraud and Corruption⁸. Annex B provides further information on combating fraud.

Application

9. This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 ("the Act") to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.
10. The Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the:
 - Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
 - Environmental Information Regulations 2004
 - Re-use of Public Sector Information Regulations 2005
 - Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009, and
 - sections 25 and 26 of the Local Audit and Accountability Act 2014⁹ which provide rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.
11. This Code does not apply to Police and Crime Commissioners, for whom a separate transparency framework applies.

⁷ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266815/Transparency_Code_Government_Response.pdf (see paragraph 37)

⁸ <http://www.cipfa.org/services/counter-fraud-centre/code-of-practice>

⁹ See the Accounts and Audit Regulations 2015 (S.I. 2014/234) for details of when and how those rights may be exercised.

12. This Code only applies to local authorities in relation to descriptions of information or data where that type of local authority undertakes the particular function to which the information or data relates.

13. The Code applies in England only.

Definitions

14. In this Code:

“local authority” means:

- a county council in England
- a district council
- a parish council which has gross annual income or expenditure (whichever is the higher) exceeding £200,000
- a London borough council
- the Common Council of the City of London in its capacity as a local authority
- the Council of the Isles of Scilly
- a National Park authority for a National Park in England
- the Broads Authority
- the Greater London Authority so far as it exercises its functions through the Mayor
- the London Fire and Emergency Planning Authority
- Transport for London
- a fire and rescue authority (constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, and a metropolitan county fire and rescue authority)
- a joint authority established by Part IV of the Local Government Act 1985 (fire and rescue services and transport)
- a joint waste authority, i.e. an authority established for an area in England by an order under section 207 of the Local Government and Public Involvement in Health Act 2007
- an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009
- a combined authority established under section 103 of that Act
- a waste disposal authority, i.e. an authority established under section 10 of the Local Government Act 1985, and
- an integrated transport authority for an integrated transport area in England.

“a social enterprise”¹⁰ means a business that trades for a social and/or environmental purpose and is a business which:

- aims to generate its income by selling goods and services, rather than through grants and donations
- is set up to specifically make a difference, and
- reinvests the profits it makes for the purpose of its social mission.

“a small or medium sized enterprise” means an undertaking which has fewer than 250 employees.

“voluntary and community sector organisations” means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.

Data protection

15. The Government believes that local transparency can be implemented in a way that complies with the Data Protection Act 1998. Where local authorities are disclosing information which potentially engages the Data Protection Act 1998, they must ensure that the publication of that information is compliant with the provisions of that Act. The Data Protection Act 1998 does not restrict or inhibit information being published about councillors or senior local authority officers because of the legitimate public interest in the scrutiny of such senior individuals and decision makers. The Data Protection Act 1998 also does not automatically prohibit information being published naming the suppliers with whom the authority has contracts, including sole traders, because of the public interest in accountability and transparency in the spending of public money.
16. For other situations where information held by local authorities contains public data which cannot be disclosed in a Data Protection Act compliant manner, the Information Commissioner’s Office has published guidance on anonymisation of datasets, enabling publication of data which can yield insights to support public service improvement, whilst safeguarding individuals’ privacy¹¹.
17. To ensure that published valuation information for social housing assets (see paragraphs 38 to 41) is not disclosive of individual properties, authorities are required to publish their valuation data at postal sector level, i.e. full ‘outbound’ code (first part of the postcode) and first digit of the ‘inbound’ code (second part of the postcode). This provides an average cell size of 2,500 households, which should be large enough to prevent identification of individual dwellings. However, in particular areas where the postcode sector gives a number of households below 2,500 the postcode level should be set higher, that is at postcode district level (e.g. PO1 ***).

¹⁰ <https://www.gov.uk/set-up-a-social-enterprise>

¹¹ http://ico.org.uk/for_organisations/data_protection/topic_guides/anonymisation

18. Local authorities should also make the following adjustment prior to publishing social housing valuation data in order to mitigate the possibility of identifying individual properties:

- Step 1 – for any given postcode sector where the number of occupied social housing properties in any valuation bands is less than a threshold of '10', authorities should merge that particular cell with the next lowest valuation band, and so on until the resultant merged cells contain at least '10' occupied social housing properties. However, if continued repetition of step 1 leads to the number of valuation bands applied to that postcode sector falling below the proposed minimum threshold of valuation bands as set out in paragraph 17, authorities should then apply step 2.
- Step 2 – authorities should merge the original (non-merged) valuation data for the relevant postcode sector with the valuation data with any adjoining postcode sectors which show the lowest number of socially rented properties. Then apply Step 1.

Licences

19. When using postcode data (for example, in connection with paragraphs 35 to 41), local authorities will need to assess their current licence arrangement with the Royal Mail with regards to the terms of use of the Postcode Address File (PAF).

Commercial confidentiality

20. The Government has not seen any evidence that publishing details about contracts entered into by local authorities would prejudice procurement exercises or the interests of commercial organisations, or breach commercial confidentiality unless specific confidentiality clauses are included in contracts. Local authorities should expect to publish details of contracts newly entered into – commercial confidentiality should not, in itself, be a reason for local authorities to not follow the provisions of this Code. Therefore, local authorities should consider inserting clauses in new contracts allowing for the disclosure of data in compliance with this Code.

Exclusions and exemptions

21. Authorities should ensure that they do not contravene the provisions of sections 100A, 100B or 100F of the Local Government Act 1972.

22. Where information would otherwise fall within one of the exemptions from disclosure, for instance, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009 or fall within Schedule 12A to the Local Government Act 1972 then it is at the discretion of the local authority whether or not to rely on that exemption or publish the data. Local authorities should start from the presumption of openness and disclosure of information, and not rely on exemptions to withhold information unless absolutely necessary.

Timeliness and errors

23. Data should be as accurate as possible at first publication. While errors may occur, the publication of information should not be unduly delayed to rectify mistakes. This concerns errors in data accuracy. The best way to achieve this is by having robust information management processes in place.
24. Where errors in data are discovered, or files are changed for other reasons (such as omissions), local authorities should publish revised information making it clear where and how there has been an amendment. Metadata on data.gov.uk should be amended accordingly.

Further guidance and support

25. The Local Government Association has published guidance¹² on transparency (eg. technical guidance notes, best practice examples and case studies) to help local authorities comply with this Code.

¹² <http://www.local.gov.uk/practitioners-guides-to-publishing-data>

Part 2: Information which must be published

Part 2.1: Information to be published quarterly

26. Data covered by this section includes:

- expenditure exceeding £500 (see paragraphs 28 and 29)
- Government Procurement Card transactions (paragraph 30), and
- procurement information (see paragraphs 31 and 32).

27. The data and information referred to in this Part (2.1) must be:

- first published within a period of three months from the date on which the local authority last published that data under the Local Government Transparency Code 2014¹³ and not later than one month after the quarter to which the data and information is applicable
- published quarterly thereafter and on each occasion not later than one month after the quarter to which the data and information is applicable.

Expenditure exceeding £500

28. Local authorities must publish details of each individual item of expenditure that exceeds £500¹⁴. This includes items of expenditure¹⁵, consistent with Local Government Association guidance¹⁶, such as:

- individual invoices
- grant payments
- expense payments
- payments for goods and services
- grants
- grant in aid
- rent
- credit notes over £500, and
- transactions with other public bodies.

¹³ Under the Local Government Transparency Code 2014, local authorities were required to publish this data on the first occasion, not later than 31 December 2014 and quarterly thereafter.

¹⁴ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

¹⁵ Salary payments to staff normally employed by the local authority should not be included. However, local authorities should publish details of payments to individual contractors (e.g. individuals from consultancy firms, employment agencies, direct personal contracts, personal service companies etc) either here or under contract information.

¹⁶ <http://www.local.gov.uk/practitioners-guides-to-publishing-data>

29. For each individual item of expenditure the following information must be published:

- date the expenditure was incurred
- local authority department which incurred the expenditure
- beneficiary
- summary of the purpose of the expenditure¹⁷
- amount¹⁸
- Value Added Tax that cannot be recovered, and
- merchant category (eg. computers, software etc).

Government Procurement Card transactions

30. Local authorities must publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:

- date of the transaction
- local authority department which incurred the expenditure
- beneficiary
- amount¹⁹
- Value Added Tax that cannot be recovered
- summary of the purpose of the expenditure, and
- merchant category (eg. computers, software etc).

¹⁷ This could be the descriptor that local authorities use in their accounting system providing it gives a clear sense of why the expenditure was incurred or what it purchased or secured for the local authority.

¹⁸ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

¹⁹ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

Procurement information

31. Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services²⁰ with a value that exceeds £5,000^{21, 22}. For each invitation, the following details must be published:

- reference number
- title
- description of the goods and/or services sought
- start, end and review dates, and
- local authority department responsible.

32. Local authorities must also publish details of any contract²³, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000²⁴. For each contract, the following details must be published:

- reference number
- title of agreement
- local authority department responsible
- description of the goods and/or services being provided
- supplier name and details
- sum to be paid over the length of the contract or the estimated annual spending or budget for the contract²⁵
- Value Added Tax that cannot be recovered
- start, end and review dates
- whether or not the contract was the result of an invitation to quote or a published invitation to tender, and
- whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number²⁶.

²⁰ This includes contracts for staff who are employed via consultancy firms or similar agencies.

²¹ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

²² Tenders for framework agreements should be included, even though there may be no initial value.

²³ This includes contracts for staff who are employed via consultancy firms or similar agencies.

²⁴ The threshold should be, where possible, the net amount excluding recoverable Value Added Tax.

²⁵ Where possible, this should be the net amount excluding recoverable Value Added Tax. Where Value Added Tax cannot be recovered – or the source of the data being used cannot separate out recoverable Value Added Tax – then the gross amount should be used instead with a note stating that the gross amount has been used.

²⁶ For example, this might be the company or charity registration number.

Part 2.2: Information to be published annually

33. Data covered by this section includes:

- local authority land (see paragraphs 35 to 37)
- social housing assets (see paragraphs 38 to 41)
- grants to voluntary, community and social enterprise organisations (see paragraphs 42 and 43)
- organisation chart (see paragraph 44)
- trade union facility time (see paragraph 45)
- parking account (see paragraph 46)
- parking spaces (see paragraph 47)
- senior salaries (see paragraphs 48 and 49)
- constitution (see paragraph 50)
- pay multiple (see paragraphs 51 and 52), and
- fraud (see paragraph 53).

34. With the exception of data relating to social housing assets (paragraphs 38 to 41), the data and information in this Part (2.2) must be:

- first published within a period of one year from the date on which the local authority last published that data under the Local Government Transparency Code 2014²⁷ and not later than one month after the year to which the data and information is applicable
- published annually thereafter and on each occasion not later than one month²⁸ after the year to which the data and information is applicable.

The data on social housing assets (see paragraphs 38 to 41) must be published:

- on the first occasion, not later than 1 September 2015 (based on the most up to date valuation data available at the time of publishing the information), then
- in April 2016, and
- every April thereafter.

²⁷ Under the Local Government Transparency Code 2014, local authorities were required to publish this data on the first occasion, not later than 2 February 2015 and annual thereafter.

²⁸ In relation to parking account data, where the local authority's annual accounts have not been finalised, the authority should publish estimates within one month after the year to which the data is applicable and subsequently publish final figures as soon as the authority's accounts are finalised.

Local authority land

35. Local authorities must publish details of all land and building assets including:

- all service and office properties occupied or controlled by user bodies, both freehold and leasehold
- any properties occupied or run under Private Finance Initiative contracts
- all other properties they own or use, for example, hostels, laboratories, investment properties and depots
- garages unless rented as part of a housing tenancy agreement
- surplus, sublet or vacant properties
- undeveloped land
- serviced or temporary offices where contractual or actual occupation exceeds three months, and
- all future commitments, for example under an agreement for lease, from when the contractual commitment is made.

Information about the following land and building assets are to be excluded from publication:

- rent free properties provided by traders (such as information booths in public places or ports)
- operational railways and canals
- operational public highways (but any adjoining land not subject to public rights should be included)
- assets of national security, and
- information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses).

36. For the purposes of this dataset about local authority land (paragraphs 35 to 37), details about social housing should not be published. However, information about the value of social housing stock contained in a local authority's Housing Revenue Account does need to be published for the social housing asset value dataset (paragraphs 38 to 41).

37. For each land or building asset, the following information must be published together in one place:

- Unique Property Reference Number²⁹
- Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (eg. on one site there could be several buildings or in one building there could be several users floors/rooms etc – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code
- name of the building/land or both
- street number or numbers - any sets of 2 or more numbers should be separated with the ‘-’ symbol (eg. 10-15 London Road)
- street name – this is the postal road address³⁰
- post town
- United Kingdom postcode
- map reference – local authorities may use either Ordnance Survey or ISO 6709 systems to identify the location of an asset, but must make clear which is being used. Where an Ordnance Survey mapping system is used (the grid system) then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is being used to identify the centre point of the asset location then that reference must indicate its ISO coordinates
- whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:

for freehold assets:

- occupied by the local authority
- ground leasehold
- leasehold
- licence
- vacant (for vacant properties, local authorities should not publish the map reference or full address details, they should only publish the first part of the postcode³¹).

²⁹ The Unique Property Reference Number (UPRN) is a unique twelve digit number assigned to every unit of land and property recorded by local government, this is a statutory obligation. The UPRN uniquely and definitively identifies every addressable location in the country. The numbers originate from Geo-Place (an OS and LGA joint venture).

³⁰ Local authorities should use the official postal address. Exceptionally, where this is not available, local authorities should use the address they hold for the asset.

³¹ The first part of the postcode, or Outward Code, refers to the area and the district only, http://www.postcodeaddressfile.co.uk/products/postcodes/postcodes_explained.htm

for leasehold assets:

- occupied by the local authority
- ground leasehold
- sub leasehold
- licence.

for other assets:

- free text description eg. rights of way, access etc³².
- whether or not the asset is land only (i.e. without permanent buildings) or it is land with a permanent building.

Social housing asset value

38. Local authorities must publish details of the value of social housing stock that is held in their Housing Revenue Account³³.

39. The following social housing stock data must be published:

- valuation data to be listed at postal sector level³⁴ (e.g. PO1 1**), without indicating individual dwelling values, and ensuring that data is not capable of being made disclosive of individual properties, in line with disclosure protocols set out in paragraphs 15 to 18
- valuation data for the dwellings using both Existing Use Value for Social Housing and market value (valued in accordance with guidance³⁵) as at 1 April. This should be based on the authority's most up to date valuation data at the time of the publication of the information
- an explanation of the difference between the tenanted sale value of dwellings within the Housing Revenue Account and their market sale value, and assurance that the publication of this information is not intended to suggest that tenancies should end to realise the market value of properties.

³² Where a local authority feels unable to verify rights of way information, for example, it should add a short narrative explaining why it is unable to identify and verify the information.

³³ All local housing authorities who hold housing stock are required to account for all income and expenditure in relation to that stock in a separate account which is called the Housing Revenue Account.

³⁴ The first part of the postcode, or Outward Code (which refers only to the area and the district only), and first digit of the second part of the postcode, or Inward Code (the number identifies the sector in the postal district). http://www.postcodeaddressfile.co.uk/products/postcodes/postcodes_explained.htm

³⁵ *Guidance for Valuers on Stock Valuation for Resource Accounting 2010* published by the Secretary of State for Communities and Local Government in January 2011, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5939/1825886.pdf

40. The valuation data and information referred to in paragraph 39 must be published in the following format:

- for each postal sector level, the valuation data should be classified within set bands of value. Authorities must set their valuation bands within the general parameters set out in the table below, in light of the local characteristics of the housing market in their area, in order to ensure that valuation data published by all authorities is consistent and clear to understand:

Valuation Band Range	Intervening bands value
< £50,000 -£99,999	6 Bands of £10,000
£100,000 - £299,999	10 Bands of £20,000
£300,000 - £499,999	4 Bands of £50,000
£500,000 - £999,999	5 Bands of £100,000
£1,000,000 – £2,999,999>	5 Bands of £500,000

- authorities should ensure that any band should only include values that fall within the band parameters (i.e. not give a top value band). If that is the case, the lowest and highest band should be further disaggregated
- authorities should bear in mind that it is likely that the numbers of properties in the lowest and highest bands will be low, leading to potential disclosure problems. The protocol to address this issue is set out in paragraphs 15 to 18
- for each postal sector level, within the set band of value, the data should indicate:
 - the total number of dwellings
 - the aggregate value of the dwellings and their mean value, using both Existing Use Value for Social Housing and market value, and
 - the percentage of the dwellings that are occupied and the percentage that are vacant
- authorities must publish the valuation data for both tenanted and vacant dwellings.

41. An example of how the data specified in paragraphs 39 and 40 could be presented is included at annex C.

Grants to voluntary, community and social enterprise organisations

42. Local authorities must publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either:

- tagging and hence specifically identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information, or
- by publishing a separate list or register.

43. For each identified grant, the following information must be published as a minimum:

- date the grant was awarded
- time period for which the grant has been given
- local authority department which awarded the grant
- beneficiary
- beneficiary's registration number³⁶
- summary of the purpose of the grant, and
- amount.

Organisation chart

44. Local authorities must publish an organisation chart covering staff in the top three levels of the organisation³⁷. The following information must be included for each member of staff included in the chart:

- grade
- job title
- local authority department and team
- whether permanent or temporary staff
- contact details
- salary in £5,000 brackets, consistent with the details published under paragraph 48, and
- salary ceiling (the maximum salary for the grade).

Trade union facility time

45. Local authorities must publish the following information on trade union facility time:

- total number (absolute number and full time equivalent) of staff who are union representatives (e.g. general, learning and health and safety representatives)
- total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties
- names of all trade unions represented in the local authority
- a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties by authority staff that spent the majority of their time on union duties multiplied by the average salary), and
- a basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union duties by authority staff that spent the majority of their time on union duties multiplied by the average salary divided by the total pay bill).

³⁶ For example, this might be the company or charity registration number.

³⁷ This should exclude staff whose salary does not exceed £50,000.

Parking account

46. Local authorities must publish on their website, or place a link on their website to this data if published elsewhere:

- a breakdown of income and expenditure on the authority's parking account^{38, 39}. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices, and
- a breakdown of how the authority has spent a surplus on its parking account^{38,40}.

Parking spaces

47. Local authorities must publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces.

Senior salaries

48. Local authorities are already required to publish, under the Accounts and Audit Regulations 2015 (Statutory Instrument 2015/234)⁴¹:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- details of remuneration and job title of certain senior employees whose salary is at least £50,000, and
- employees whose salaries are £150,000 or more must also be identified by name.

49. In addition to this requirement, local authorities must place a link on their website to these published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000. The key differences between the requirements under this Code and the Regulations referred to above is the addition of a list of responsibilities, the inclusion of bonus details for all senior employees whose salary exceeds £50,000 and publication of the data on the authority's website.

³⁸ A parking account kept under section 55 of the Road Traffic Regulation Act 1984 as modified by Regulation 25 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

³⁹ Local authorities should also have regard to both statutory guidance, *The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions*, <http://assets.dft.gov.uk/publications/tma-part-6-cpe-statutory-guidance/betterprkstatutoryguid.pdf>, and non-statutory operational guidance, *Operational Guidance to Local Authorities: Parking Policy and Enforcement*,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/212559/parkingenfencepolicy.pdf

⁴⁰ Section 55 (as amended) of the Road Traffic Regulation Act 1984 sets out how local authorities should use a surplus on their parking account. Local authorities should breakdown how they have spent a surplus on their parking account within the categories set out in section 55.

⁴¹ For the accounting year 2014-15, the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817) remain applicable.

Constitution

50. Local authorities are already required to make their Constitution available for inspection at their offices under section 9P of the Local Government Act 2000. Local authorities must also, under this Code, publish their Constitution on their website.

Pay multiple

51. Section 38 of the Localism Act 2011 requires local authorities to produce Pay Policy Statements, which should include the authority's policy on pay dispersion – the relationship between remuneration of chief officers and the remuneration of other staff. Guidance produced under section 40 of that Act⁴², recommends that the pay multiple is included in these statements as a way of illustrating the authority's approach to pay dispersion.

52. Local authorities must, under this Code, publish the pay multiple on their website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must:

- cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
- use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year, and
- exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

⁴² Openness and accountability in local pay: Guidance under Section 40 of the Localism Act (February 2012), https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5956/2091042.pdf

Fraud

53. Local authorities must publish the following information about their counter fraud work⁴³:

- number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014⁴⁴, or similar powers⁴⁵
- total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud
- total number (absolute and full time equivalent) of professionally accredited counter fraud specialists
- total amount spent by the authority on the investigation and prosecution of fraud, and
- total number of fraud cases investigated.

Part 2.3: Information to be published once only

Waste contracts

54. Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraph 32. Local authorities must publish this information at the same time as they first publish quarterly procurement information under paragraphs 27, 31 and 32 of this Code.

Part 2.4: Method of publication

55. Public data should be published in a format and under a licence that allows open re-use, including for commercial and research activities, in order to maximise value to the public. The most recent Open Government Licence published by the National Archives should be used as the recommended standard. Where any copyright or data ownership concerns exist with public data these should be made clear. Data covered by Part 2 of this Code must be published in open and machine-readable formats (further information about machine-readable formats can be found in Part 3.2).

⁴³ The definition of fraud is as set out by the Audit Commission in *Protecting the Public Purse*.

⁴⁴ S.I. 2014/899.

⁴⁵ For example, the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 gives local authorities the power to require information from listed bodies, during the investigation of fraud connected with an application for or award of a reduction under a council tax reduction scheme: <http://www.legislation.gov.uk/ukSI/2013/501/contents/made>

Part 3: Information recommended for publication

56. Part 2 of this Code set out details of the minimum data that local authorities must publish. The Government believes that in principle all data held and managed by local authorities should be made available to local people unless there are specific sensitivities to doing so. Therefore, it encourages local authorities to go much further in publishing the data they hold, recognising the benefits of sharing that data for local people, more effective service delivery and better policy making. Part 3 of this Code sets out details of data that the Government recommends local authorities publish.

Part 3.1: Information recommended for publication

57. Data covered by this section includes:

- expenditure data (see paragraph 58)
- procurement information (see paragraphs 59 and 60)
- local authority land (see paragraph 61 and 62)
- parking spaces (see paragraphs 63 and 64)
- organisation chart (see paragraph 65)
- grants to voluntary, community and social enterprise organisations (see paragraphs 66 and 67), and
- fraud (see paragraph 68).

Expenditure data

58. It is recommended that local authorities go further than the minimum publication requirements set out in Part 2 and:

- publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication)
- publish details of all transactions that exceed £250 instead of £500. For each transaction the details that should be published remain as in paragraph 29
- publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card. For each transaction the details that should be published remain as set out in paragraph 30
- publish the total amount spent on remuneration over the period being reported on, and
- classify expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.

Procurement information

59. It is recommended that local authorities place on Contracts Finder⁴⁶, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000. For each invitation, the details that should be published are the same as those set out in paragraph 31.

60. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as 'real-time' publication)
- every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000. The details that should be published are the same as those set out in paragraph 31
- details of invitations to quote where there has not been a formal invitation to tender. The details that should be published are the same as those set out in paragraph 31
- all contracts in their entirety where the value of the contract exceeds £5,000⁴⁷
- company registration number at Companies House
- details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months. The details that should be published are the same as those set out in paragraph 31
- details of the geographical (eg. by ward) coverage of contracts entered into by the local authority
- details of performance against contractual key performance indicators, and
- information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, Charity or Charitable Incorporated Organisation, Community Interest Company, Industrial and Provident Society, Housing Association, etc).

Local authority land

61. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication). It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service.

⁴⁶ Documentation for all procurements valued at over £10,000 is stored on Contracts Finder for public viewing as part of government's transparency commitment. <https://online.contractsfinder.businesslink.gov.uk/>

⁴⁷ Where a contract runs into several hundreds of pages or more, a local authority should publish a summary of the contract or sections of the contract, if this would be more helpful to local people and businesses.

62. It is further recommended that local authorities also go further than the minimum publication requirements set out in paragraph 37 by publishing, alongside them in one place, the following information:

- size of the asset measured in Gross Internal Area (m²) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level. Local authorities using Net Internal Area (m²) should convert measurements to Gross Internal Area using appropriate conversion factors⁴⁸ and state the conversion factor used
- services offered from the asset using the services listed in the Effective Services Delivery government service function list <http://doc.esd.org.uk/FunctionList/1.00.html> (listing up to five main services)
- reason for holding asset such as, it is occupied by the local authority or it is providing a service on the authority's behalf, it is an investment property, it supports economic development (eg. provision of small businesses or incubator space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset
- whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset which the authority is actively seeking to transfer to the community
- total building operation (revenue) costs as defined in the corporate value for money indicators for public services⁴⁹
- required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at that standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella)
- functional suitability rating using the scale:
 - good – performing well and operating efficiently (supports the needs of staff and the delivery of services)
 - satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services)
 - poor – showing major problems and/or not operating optimally (impedes the performance of staff and/or the delivery of services)
 - unsuitable – does not support or actually impedes the delivery of services
- energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended).

⁴⁸ Local authorities are not expected to re-measure buildings. Research undertaken for the Scottish Government offers one method of converting Net Internal Area to Gross Internal Area and can be found at: <http://www.scotland.gov.uk/Resource/Doc/217736/0121532.pdf>

⁴⁹ <http://www.nao.org.uk/wp-content/uploads/2013/02/2010-11-Estates-Management.pdf> (See page 17).

Parking spaces

63. It is recommended that local authorities should publish the number of:

- free parking spaces available in the local authority's area and which are provided directly by the local authority, and
- parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority.

64. Where parking space is not marked out in individual parking bays or spaces, local authorities should estimate the number of spaces available for the two categories in paragraph 63.

Organisation chart

65. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- charts including all employees of the local authority whose salary exceeds £50,000
- the salary band for each employee included in the chart(s), and
- information about current vacant posts, or signpost vacancies that are going to be advertised in the future.

Grants to voluntary, community and social enterprise organisations

66. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication).

67. It is further recommended that local authorities publish information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc).

Fraud

68. It is recommended that local authorities should go further than the minimum publication requirements set out in Part 2 and publish:

- total number of cases of irregularity investigated
- total number of occasions on which a) fraud and b) irregularity was identified
- total monetary value of a) the fraud and b) the irregularity that was detected, and
- total monetary value of a) the fraud and b) the irregularity that was recovered.

Part 3.2: Method of publication

69. The Government endorses the five step journey to a fully open format:

One star	Available on the web (whatever format) but with an open license
Two star	As for one star plus available as machine-readable structured data (eg. Excel instead of an image scan of a table)
Three star	As for two star plus use a non-proprietary format (eg. CSV and XML)
Four star	All of the above plus use open standards from the World Wide Web Consortium (such as RDF and SPARQL ²¹)
Five star	All the above plus links an organisation's data to others' data to provide context

70. The Government recommends that local authorities publish data in three star formats where this is suitable and appropriate⁵⁰, alongside open and machine-readable format, within six months of this Code being issued.

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Department for Communities and Local Government
27 February 2015

⁵⁰ Statistical data, lists etc should be capable of being published in this format but others (eg. organisation charts) may be more difficult.

Annex A: Table summarising all information to be published

Information title	Information which must be published	Information recommended for publication
Expenditure exceeding £500	Quarterly publication Publish details of each individual item of expenditure that exceeds £500, including items of expenditure, consistent with Local Government Association guidance, such as: • individual invoices • grant payments • expense payments • payments for goods and services • grants • grant in aid • rent • credit notes over £500 • transactions with other public bodies. For each individual item of expenditure the following information must be published: • date the expenditure was incurred • local authority department which incurred the expenditure • beneficiary • summary of the purpose of the expenditure • amount • Value Added Tax that cannot be recovered • merchant category (eg. computers, software etc).	• Publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as ‘real-time’ publication). • Publish details of all transactions that exceed £250 instead of £500. For each transaction the details that should be published remain as set out in paragraph 29. • publish the total amount spent on remuneration over the period being reported on. • classify purpose of expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.

Information title	Information which must be published	Information recommended for publication
Government Procurement Card transactions	Quarterly publication Publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published: • date of the transaction • local authority department which incurred the expenditure • beneficiary • amount • Value Added Tax that cannot be recovered • summary of the purpose of the expenditure • merchant category (eg. computers, software etc).	• Publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card. For each transaction the details that should be published remain as set out in paragraph 30.
Procurement information	Quarterly publication Publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details must be published: • reference number • title • description of the goods and/or services sought • start, end and review dates • local authority department responsible. Quarterly publication Publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published: • reference number • title of agreement • local authority department responsible	Place on Contracts Finder, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000. Publish: • information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as ‘real-time’ publication) • every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000 • details of invitations to quote where there has not been a formal invitation to tender • all contracts in their entirety where the value of the contract exceeds £5,000

Information title	Information which must be published	Information recommended for publication
	• description of the goods and/or services being provided • supplier name and details • sum to be paid over the length of the contract or the estimated annual spending or budget for the contract • Value Added Tax that cannot be recovered • start, end and review dates • whether or not the contract was the result of an invitation to quote or a published invitation to tender • whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.	• company registration number at Companies House • details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months • details of the geographical (eg. by ward) coverage of contracts entered into by the local authority • details of performance against contractual key performance indicators • information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc).
Local authority land	Annual publication Publish details of all land and building assets including: • all service and office properties occupied or controlled by user bodies, both freehold and leasehold • any properties occupied or run under Private Finance Initiative contracts • all other properties they own or use, for example, hostels, laboratories, investment properties and depots • garages unless rented as part of a housing tenancy agreement • surplus, sublet or vacant properties • undeveloped land • serviced or temporary offices where contractual or actual occupation exceeds three months • all future commitments, for example under an agreement for lease, from when the contractual commitment is made.	Publish information on a monthly instead of annual basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication). It is also recommended that local authorities should publish all the information possible on Electronic Property Information Mapping Service. Publish the following additional information: • the size of the asset measured in Gross Internal Area (m²) for buildings or hectares for land, in accordance with the Royal Institute of Chartered Surveyors Code of Measuring Practice. The Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at

Information title	Information which must be published	Information recommended for publication
	However, information about the following land and building assets are to be excluded from publication: • rent free properties provided by traders (such as information booths in public places or ports) • operational railways and canals • operational public highways (but any adjoining land not subject to public rights should be included) • assets of national security • information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses). Information on social housing is also excluded from this specific dataset. For each land or building asset, the following information must be published together in one place: • Unique Property Reference Number • Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (eg. on one site there could be several buildings or in one building there could be several users, floors/rooms etc – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code • name of the building/land or both • street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road) • street name – this is the postal road address • post town	each floor level. Local authorities using Net Internal Area (m²) should convert measurements to Gross Internal Area using appropriate conversion factors and state the conversion factor used • the services offered from the asset, using the services listed in the Effective Services Delivery government service function list http://doc.esd.org.uk/FunctionList/1.00.html (listing up to five main services) • the reason for holding asset such as, it is occupied by the local authority or it is providing a service in its behalf, it is an investment property, it supports economic development (eg. provision of small businesses or incubator space), it is surplus to the authority's requirements, it is awaiting development, it is under construction, it provides infrastructure or it is a community asset • whether or not the asset is either one which is an asset in the authority's ownership that is listed under Part 5 Chapter 3 of the Localism Act 2011 (assets of community value) and/or an asset where the authority is actively seeking transfer to the community • total building operation (revenue) costs as defined in the corporate value for money indicators for public services

Information title	Information which must be published	Information recommended for publication
	• United Kingdom postcode • map reference – local authorities may use either Ordnance Survey or ISO6709 systems to identify the location of an asset, but must make clear which is being used. Where an Ordnance Survey mapping system is used (the grid system) then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is being used to identify the centre point of the asset location then that reference must indicate its ISO coordinates • whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below: <i>for freehold assets:</i> ○ occupied by the local authority ○ ground leasehold ○ leasehold ○ licence ○ vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode) <i>for leasehold assets:</i> ○ occupied by the local authority ○ ground leasehold ○ sub leasehold ○ licence <i>for other assets:</i> ○ free text description eg. rights of way, access etc. • whether or not the asset is land only (without permanent buildings) or it is land with a permanent building.	• required maintenance - the cost to bring the property from its present state up to the state reasonably required by the authority to deliver the service and/or to meet statutory or contract obligations and maintain it at that standard. This should exclude improvement projects but include works necessary to comply with new legislation (eg. asbestos and legionella) • functional suitability rating using the scale: ○ good – performing well and operating efficiently (supports the needs of staff and the delivery of services) ○ satisfactory – performing well but with minor problems (generally supports the needs of staff and the delivery of services) ○ poor – showing major problems and/or not operating optimally (impedes the performance of staff and/or the delivery of services) ○ unsuitable – does not support or actually impedes the delivery of services • energy performance rating as stated on the Display Energy Certificate under the Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended).

Information title	Information which must be published	Information recommended for publication
Social housing asset value	Annual publication Publish details on the value of social housing assets within local authorities' Housing Revenue Account. Information to be published using the specified value bands and postal sector: • total number of homes • the aggregate value and mean value of the dwellings for both existing use value (social housing) and market value, and • percentage of homes that are vacant and that are tenanted. Information to be published at a general level: • an explanation of the difference between the tenanted sale value of homes within the Housing Revenue Account and their market sale value, and • an assurance that the publication of this information is not intended to suggest that tenancies should end to realise the market value of properties. Other residential tenanted properties that the authority may hold within their General Fund are excluded from this specific dataset, as is information on other building assets or land that local authorities hold within their Housing Revenue Account.	
Grants to voluntary, community and social enterprise organisations	Annual publication Publish details of all grants to voluntary, community and social enterprise organisations. This can be achieved by either: • tagging and hence specifically identifying transactions which relate to voluntary, community and social enterprise organisations within published data on expenditure over £500 or published procurement information, or • by publishing a separate list or register.	• Publish information on a monthly instead of annual basis where payments are made more frequently than a single annual payment, or ideally, as soon as the data becomes available and therefore known to the authority (commonly known as 'real-time' publication).

Information title	Information which must be published	Information recommended for publication
	For each identified grant, the following information must be published as a minimum: • date the grant was awarded • time period for which the grant has been given • local authority department which awarded the grant • beneficiary • beneficiary's registration number • summary of the purpose of the grant • amount	• information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association etc).
Organisation chart	Annual publication Publish an organisation chart covering staff in the top three levels of the organisation. The following information must be included for each member of staff included in the chart: • grade • job title • local authority department and team • whether permanent or temporary staff • contact details • salary in £5,000 brackets, consistent with the details published for Senior Salaries • salary ceiling (the maximum salary for the grade).	Local authorities should publish: • charts including all employees in the local authority whose salary exceeds £50,000 • the salary band for each employee included in the chart(s) • information about current vacant posts, or signpost vacancies that are going to be advertised in the future.
Trade union facility time	Annual publication Publish the following information: • total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives) • total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties • names of all trade unions represented in the local authority	

Information title	Information which must be published	Information recommended for publication
	• a basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary), and • a basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary divided by the total pay bill).	
Parking account	Annual publication Publish on their website, or place a link on their website to this data published elsewhere: • a breakdown of income and expenditure on the authority's parking account. The breakdown of income must include details of revenue collected from on-street parking, off-street parking and Penalty Charge Notices • a breakdown of how the authority has spent a surplus on its parking account.	
Parking spaces	Annual publication Publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces.	Local authorities should publish the number of: • free parking spaces available in the local authority's area and which are provided directly by the local authority, and • parking spaces where charges apply that are available in the local authority's area and which are provided directly by the local authority. Where parking space is not marked out in individual parking bays or spaces, local authorities should estimate the number of spaces available for the two categories.

Information title	Information which must be published	Information recommended for publication
Senior salaries	Annual publication Local authorities must place a link on their website to the following data or must place the data itself on their website: • the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000 • details of remuneration and job title of certain senior employees whose salary is at least £50,000 • employees whose salaries are £150,000 or more must also be identified by name. • a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits in kind', for all employees whose salary exceeds £50,000.	
Constitution	Annual publication Local authorities must publish their Constitution on their website.	
Pay multiple	Annual publication Publish the pay multiple on their website defined as the ratio between the highest taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must: • cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) • use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year • exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.	

Information title	Information which must be published	Information recommended for publication
Fraud	Annual publication Publish the following information: • number of occasions they use powers under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014, or similar powers • total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud • total number (absolute and full time equivalent) of professionally accredited counter fraud specialists • total amount spent by the authority on the investigation and prosecution of fraud • total number of fraud cases investigated.	Local authorities should publish: • total number of cases of irregularity investigated • total number of occasions on which a) fraud and b) irregularity was identified • total monetary value of a) the fraud and b) the irregularity that was detected, and • total monetary value of a) the fraud and b) the irregularity that was recovered.
Waste contracts	One-off publication Local authorities must publish details of their existing waste collection contracts, in line with the details contained in paragraphs 32 of the Code, at the point they first publish quarterly contract information under Part 2 of this Code.	

Annex B: Detecting and preventing fraud

Tackling fraud is an integral part of ensuring that tax-payers money is used to protect resources for frontline services. The cost of fraud to local government is estimated at £2.1 billion a year. This is money that can be better used to support the delivery of front line services and make savings for local tax payers.

A culture of transparency should strengthen counter-fraud controls. The Code makes it clear that fraud can thrive where decisions are not open to scrutiny and details of spending, contracts and service provision are hidden from view. Greater transparency, and the provisions in this Code, can help combat fraud.

Sources of support to tackle fraud include:

Fighting Fraud Locally, The Local Government Fraud Strategy

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118508/strategy-document.pdf), was drafted by the National Fraud Authority and CIPFA (the Chartered Institute of Public Finance and Accountancy). The document calls for the adoption of a tougher approach to tackle fraud against local authorities. The strategy is part of a wider collaboration on counter fraud and is the local authority contribution to the national fraud strategy – *Fighting Fraud Together* (<https://www.gov.uk/government/publications/nfa-fighting-fraud-together>) which encompasses both the public and private sectors response to fraud in the UK.

Local authorities should use a risk management approach with strong internal control arrangements to reduce the risk of any payment fraud as a result of publishing public data. Local authorities should refer to the *Chartered Institute of Public Finance and Accountancy Code of Practice on Managing the Risk of Fraud and Corruption* (<http://www.cipfa.org/services/counter-fraud-centre/code-of-practice>). The document sets out a step by step toolkit to tackling fraud: identifying and understanding your fraud risks and potential exposure to fraud loss; assessing current resilience to fraud; evaluating the organisation's ability to respond to potential or identified fraud; and developing a strategy. Developing an anti-fraud culture is an important part of improving resilience; the benefits of improving resilience to fraud include reduced exposure to fraud and an organisation that is better able to identify attempted frauds or vulnerabilities.

The National Fraud Authority have produced a guide on procurement fraud, *Procurement Fraud in the Public Sector*, (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118460/procurement-fraud-public-sector.pdf) which deals with the whole process, from bidding during the pre-contract award phase through to false invoicing in the post-contract award phase.

There are some specific steps local authorities can take to prevent procurement fraud. These might include:

- only accepting requests for changes to supplier standing data in writing

- seeking confirmation from the supplier that the requested changes are genuine, using contact details held on the vendor data file or from previous and legitimate correspondence; and not contacting the supplier via contact details provided on the letter requesting the changes
- ensuring that there is segregation of duties between those who authorise changes and those who make them
- only authorising changes when all appropriate checks have been carried out with legitimate suppliers and only making the changes when the proper authorisations to do so have been given
- maintaining a suitable audit trail to ensure that a history of all transactions and changes is kept
- producing reports of all changes made to supplier standing data and checking that the changes were valid and properly authorised before any payments are made
- carrying out standard checks on invoices before making any payments, and
- regularly verifying the correctness of standing data with suppliers.

Annex C: Social housing asset data to be published

Postal Sector	Valuation Band Range	Intervening bands	Dwellings value				Tenure status		
			Total number social housing dwellings	EUV-SH Values		Market Values		% occupied dwellings	% vacant dwellings
				Total	Average	Total	Average		
PO1 1**	<£50,000 - £99,999	<£50,000							
		£50,000 - £59,999							
		£60,000 - £69,999							
		£70,000 - £79,999							
		£80,000 - £89,999							
		£90,000 - £99,999							
	£100,000 - £299,999	£100,000 - £119,999							
		£120,000 - £139,999							
		£140,000 - £159,999							
		£160,000 - £179,999							
		£180,000 - £199,999							
		£200,000 - £219,999							
		£220,000 - £239,999							
		£240,000 - £259,999							
		£260,000 - £279,999							
		£280,000 - £299,999							
	£300,000 - £499,999	£300,000 - £349,999							
		£350,000 - £399,999							
		£400,000 - £449,999							
		£450,000 - £499,999							
	£500,000 - £999,999	£500,000 - £599,999							
		£600,000 - £699,999							
		£700,000 - £799,999							
		£800,000 - £899,999							
		£900,000 - £999,999							
	£1m - £2,999,999>	£1,000,000 - £1,499,999							
		£1,500,000 - £1,999,999							
		£2,000,000 - £2,499,999							
		£2,500,000 - £2,999,999							
		£3,000,000>							

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Chailey Parish Council Transparency information

The Local Government Transparency Code 2015 (the code) came into effect on 1 April 2015. The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980, and replaces any previous codes issued in relation to authorities in England under those powers.

The code does not replace or supersede the existing framework for access to, and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

The code requires local authorities in England to publish the following information quarterly:

- Expenditure Exceeding £500 - all payments for the previous month can be found in the agenda pack of each full Parish Council meeting on this website under Parish Council > Council Meetings (please note that salaries may be redacted)
- Government Procurement Card Transactions - the Parish Council does not hold such a card - so not applicable.
- Procurement Information

Grass cutting contract awarded following a tender process to Barcombe Landscapes for 3 years from 1st October 2024 to 30th September 2027 at a cost of £2830 plus VAT

Insurance policy awarded following a quote process to Gallagher on a three year contract ending 31st May 2027. Premium for 2026/27 £6465 per annum.

Additionally, local authorities are required to publish the following information annually:

Local Authority land – Chailey Parish Council owns the Parts of North Common, Lane End Common, Common Land strip at Markstakes Lane, Land strip Lime Kiln Hill, Burnt House Field, Allotments on Haywards Heath Road, 3 acre field, south of allotments. For further information, contact the Clerk.

Fixed Assets – The total fixed assets are listed on the AGAR which is published annually on this website under Parish Council > Financial Documents. For an itemised list please contact the Clerk of the Parish Council.

Social Housing Assets – the Parish Council has no social housing assets - so not applicable.

Grants to Voluntary Community and Social Enterprises - all grants paid can be found in the minutes of each full Parish Council meeting for June 2026 on this website under Parish Council > Agendas and Minutes

Organisational Chart – The Parish Council has three part time employees only – one Clerk, one RFO and one cleaner.

Trade Union Facility Time - the Parish Council has no trade union representatives - not applicable.

Parking Account - the Parish Council has no controlled on/off street parking spaces - not applicable.

Parking Space – the Parish Council has no controlled on/off street parking spaces - not applicable.

Senior Salaries – No members of staff have remuneration of over £50,000 – not applicable.

Constitution – Chailey Parish Council's constitution is made up of Standing Orders and Financial Regulations, which can be found on the policies page of this website.

Pay Multiple - publication of ratio between the highest paid member of staff (all taxable earnings) and the median earnings figure of the whole authorities' workforce.

Financial year 2026/27	Median earnings (full time equivalent)	Pay multiples
Chailey Parish Council	£39,749	1.31

These calculations include part-time employees' total salaries as full time equivalents. The median remuneration of all staff is calculated by taking the remuneration hourly rate of each individual employee on 31 March 2026, based on the total full-time equivalent salary. All Chailey Parish Council employees are part-time.

Fraud – Chailey Parish Council has no member of staff undertaking fraud investigations - not applicable.

Chailey Parish Council complies with the requirements of the code by publishing the information on this website. Hard copies are available on request from the Parish Clerk.

Full details of the code can be found under Parish Council Publications Transparency Code 2015

Chailey Parish Council
Data Audit 2026

Agreed

1 Introduction and Scope

1.1 The purpose of a data audit is to identify the data that the Parish Council processes, identify the purpose and lawful basis for that processing, and record who has access to the data.

1.2 It is an important stage in assessing whether there are any risks associated with the Parish Council's data processing activities and ensuring compliance with the Data Protection Act 2018, Data Use and Access Act 2025 and UK GDPR.

2 Lawfulness of Processing

2.1 The lawful bases for processing are set out in Article 6 paragraph 1 of the UK GDPR legislation . At least one of these must apply whenever you process personal data:

- a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- d) Vital interests: the processing is necessary to protect someone's life.
- e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

2.2 The table below confirms the legative basis of the Parish Council processing personal data that it holds.

Admin and Governance

Subject	Purpose	Categories of data	How held	Joint Controllers	Categories of individuals	Basis for processing	Shared with/Access
Employees	To administer employment, recruitment, payroll, pensions, performance management, statutory reporting, training, leave & sickness management, time recording, HR and compliance with employment law and health and safety legislation / monitoring . Administration of employee salaries, statutory deductions, and pension contributions. Data is provided directly by employees and job applicants. Payment of Chair Allowance through payroll and PAYE payment to HMRC Occupational Health providers (where applicable), and HMRC, pension providers	Name , postal address, email address , telephone number , dates of birth , national insurance number , employment history , education, skills , knowledge and qualifications in accordance with job application. Salary and bank details . Employment contracts, performance (appraisal) records , discipline/ grievance record, next of Kin details, attendance and leave records . Sickness and medical information (where required for statutory or employment purposes). Equal opportunities monitoring data (where collected). Health information necessary for statutory sick pay, health and safety, risk assessments, and occupational	Electronic	N/A The Parish Council is the Data Controller , other than when ESALC is used to recruit new members of staff who acts as Data Processors under contract.	Current employees. Former employees - where records retention is required). Job applications (unsuccessful applicants for a period of 6 months after end of recruitment process.) Chair of Parish Council.	Article 6(1)(b) Article 6(1)(c) Article 6(1)(e) Article 6(1)(a) – publication of images	Clerk & RFO HMRC Pensions Provider Health & Safety Executive (e.g. Riddor incident)

	and other statutory bodies.	health referrals. Images published on the council's website or for publicity purposes.					
Councillors	To support elected members in performing their democratic duties—such as receiving meeting documents, meeting statutory responsibilities, engaging with residents, serving on committees, and adhering to transparency and governance standards. Additionally, this processing aids in publishing information required by the Localism Act 2011 and the Transparency Code.	Name, home address, email address (council & personal), telephone number(s), declaration of interests, register of interests, attendance records, voting at meetings, images published on the council's website or for publicity purposes.	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Elected and co-opted members of the Parish Council.	Article 6(1)(c) Article 6(1)(e) Article 6(1)(a)	Public (Except where non-disclosure is agreed)
Volunteers	To Coordinate and manage volunteers for Parish Council projects, activities and initiatives; share relevant information; ensure health, safety, and safeguarding compliance; and keep records of participation.	Names and email address, Telephone numbers, Emergency contact details (where collected). Information for risk assessments and safeguarding (if applicable).	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Parish residents and other Volunteers including under 18's participating in supervised activities with the Council.	Article 6(1)(e) Article 6(1)(a) – Consent for publication of Images	Clerk & RFO

	Volunteers provide data directly, or parents/guardians do so for those under 18 when needed.	Parent/guardian contact details for volunteers under 18.					
Audit and Governance	To receive and inspect the Councils arrangements for audit and governance forming part of the Annual Governance & Accountability Return (AGAR) which includes an Annual Governance Statement and Accounting Statements.	Names and signatures of the RFO and Chair of Council	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Members of the public	Article 6(1)(c)	Public Councillors Clerk & RFO
Correspondence	To facilitate Parish Council communications and business, including responding to enquiries, sharing information, requesting actions, and fulfilling statutory or public duties.	Names, postal addresses, email addresses, telephone numbers and social media.	Electronic	N/A	Members of the public Contractors and service providers Organisational representatives	Article 6(1)(e) Article 6(1)(c) Article 6(1)(a)	Clerk & RFO
Complaints Handling/Code of Conduct Complaints	To administer complaints from residents, carry out investigations, liaise with Monitoring Officer (for councillor conduct	Names and contact details, details relating to the nature of complaint, evidence, report outcomes and response/s.	Electronic	The Monitoring Officer would be an independent data controller for Code of Conduct Complaints	Complainants Individuals complained about Witnesses	Article 6(1)(e) Article 6(1)(c)	Parish Clerk & RFO Councillors Monitoring Officer

	complaints), and maintain records.						
Freedom of Information Requests and Subject Access Requests	To process legislative information requests, respond within legal deadlines, and maintain records for audit and legal compliance.	Name, contact details, identity documents (for SARs only) and the request	Electronic	N/A The Parish Council is the Data Controller.	Members of the public and Legal representatives submitting requests	Article 6(1)(c)	Parish Clerk & RFO Councillors
Statutory Consultations – Neighbourhood Planning and Other Legislative Consultations	To receive representations as part of formal consultations, publish responses as mandated by law, summarise key issues, and submit relevant materials.	Names, postal address, email address and subject matter representations submitted	Electronic	Planning Authority -statutory planning functions. Neighbourhood planning consultants serve as Data Processors under contract, handling consultation responses and preparing reports for the Parish Council.	Residents Businesses Statutory consultees Other stakeholders participating in consultations	Article 6(1)(c) Article 6(1)(e)	Clerk & RFO Councillors Neighbourhood planning consultants
Planning Applications	The Parish Council is a statutory consultee for planning applications	Names and contact details of planning applicants, agents, planning authority officer details, responses, decisions and reports.	Electronic	The Parish Council is a Data Controller as part of its consultee function.	Officers and Councillor's, Planning applicants and agents. Members of the public submitting comments or speaking at Council meetings	Article 6(1)(c)	Council Clerk & RFO Public (Planning Authority portal and Parish Council web site for responses) Councillors
Minutes	To maintain an accurate record of Parish Council and Committee	Names of consultants who participate (where recorded).	Electronic and hard format.	N/A The Parish Council is the Data Controller.	Members of the public, Councillors and Officers	Article 6(1)(e)	Public Councillors and Council Clerk & RFO

	decisions, discussions, and resolutions—including consultants or similar attending meetings. Minutes must comply with the Transparency Code for Smaller Authorities and the Local Government Act 1972.				In attendance at the meeting.		
Contractors, Suppliers and Service Providers	The procurement of goods and services, management of contracts, invoicing and payments, evidence of Procurement Act and Financial regulations compliance, and maintain audit records.	Name of company / representative, business contact details including email address and telephone number Bank account information (for payments). Contract particulars	Electronic	N/A	Contractors, consultants, Sole traders and other goods and service providers.	Article 6(1)(b) Article 6(1)(c)	Council Clerk & RFO (Authorising Officers) Councillors
Insurance Claims	To manage reported incidents, notify insurers, review claims, liaise with claimants, and retain records for statutory periods.	Names and contact details, incident details, injury details, witness information, Photographs/ videography and correspondence between parties and insurers.	Electronic	Parish Council insurance Provider acts as an independent controller.	Claimant including legal representatives, witness/es, and insurers.	Article 6(1)(c) Article 6(1)(e)	Parish Clerk & RFO Councillors
Information Sharing with Principal Council / Other Local Authorities	The Parish Council collaborates with principal authorities to fulfil statutory and public duties. This	Personal details of residents, address, details of enquiry, complaint or other including associated	Electronic	Each Council acts as an independent Data Controller for the	Members of the public, volunteers or contractors where relevant	Article 6(1)(e) Article 6(1)(c) notices). Article 6(1)(a)	Parish Clerk & RFO Councillors

	involves addressing resident enquiries, reporting issues, managing Highways matters, participating in planning, handling safeguarding referrals, sharing information on public realm, environmental health, elections, community safety, and responding to statutory consultations.	correspondence, images/video if shared in relation to matter		information it receives and processes.			
IT contractor: Technical support, licensing, security, data Storage, and Email Hosting.	To provide secure and effective IT Services for the Parish Council.	Officer and Councillor names, job titles and contact details, email content and metadata, stored data (technical support only), backup files	Electronic	The Parish Council is the Data Controller. IT service provider, Microsoft and website support contractors act as Data Processors under contract.	Councillors, employees. Correspondence or documents from members of the public, Contractors and organisations.	Article 6(1)(c) Article 6(1)(e) Article 6(1)(b)	Parish Clerk & RFO IT Contractor
Website Analytics, Cookies and Server Logs	To maintain the secure and effective operation of the Parish Council's website, monitor performance, analyse usage to improve accessibility and user experience and ensure system security	IP addresses, device and browser information, web page/site analytics.	Electronic	The Parish Council is the Data Controller for information collected via its website. The website hosting provider acts as a Data Processor for server logs and security functions.	Visitors to the website, members of the public submitting contact forms and users accessing online documents or information	Article 6(1)(e) Article 6(1)(c) Article 6(1)(a)	Parish Clerk & RFO Web site Contractor / hosting provider
Social Media	To share Parish Council updates,	Username/profile names, comments	Electronic	The Parish Council and	Members of the public engaging	Article 6(1)(e) Article 6(1)(a)	Council Clerk & RFO

	promote activities, engage with residents, answer enquiries, publish consultations, and moderate comments including replying to messages, handling comments, and reporting inappropriate content.	and messages, images or video included in posts, tags or comments		the social media platforms are Joint Controllers for data visible on the Council's page / platform	with Council social media messaging or commenting, and councillors/ officers appearing in posts	Article 6(1)(f)	
Community Consultations and Surveys	To collect and analyse feedback and insight from parish residents and stakeholders to guide Parish Council decisions, planning, strategy, policy, services, projects, and consultations. This includes issuing surveys, gathering responses, analysing data, reporting results, and retaining records for governance, audit, and funding.	Names (where provided voluntarily), postal address or postcode (for geographic verification), email address or telephone number (only if supplied for follow-up contact), written comments, opinions or qualitative feedback, demographic or contextual information (only if voluntarily given)	Electronic	The Parish Council is the sole Data Controller for consultation and survey data it collects. SurveyMonkey operates as a Data Processor under contract.	Parish residents/ members of the public, businesses and organisations and stakeholders	Article 6(1)(e) Article 6(1)(a)	Council Clerk & RFO Councillors Public – Results / reports

Financial

Subject	Purpose	Categories of data	How held	Joint Controllers	Categories of individuals	Basis for processing	Shared with/Access
Procurement, Tenders and Request for Quotations	To obtain quotations, evaluate tenders, appoint suppliers, manage public procurement obligations, and retain records for audit and transparency	Names of bidders, business contact details, email addresses and phone numbers, quotations, pricing and tender submission documentation, insurance, health and safety documentation etc.	Electronic	N/A The Parish Council is the Data Controller	Contractors, suppliers and service providers	Article 6(1)(b) Article 6(1)(c)	Clerk & RFO Councillors Public – contracts register – web site Successful tendering contractor is published on Find a Tender
Financial Administration and Banking Records	To administer the Parish Council's financial operations, including payments, invoices, receipts, purchase orders, budget monitoring, audit trails, bank reconciliation, financial reporting, and compliance with statutory financial regulations	Names of payees, suppliers, and recipients, Bank account details, payment references and transaction data, invoices, receipts and remittance advice, email addresses and contact details, authorisations Audit trail information (signatures, approvals, user access logs)	Electronic	N/A. The Parish Council is the Data Controller. Banks act as independent Data Controllers for own processing. The Parish Council uses financial software (Scribe) for accounting and financial administration therefore Scribe is a Data Processor under contract	Officers and councillors with financial authorisation Contractors and suppliers Grant recipients Residents receiving refunds or payments	Article 6(1)(c) Article 6(1)(e)	Clerk & RFO Councillors Public – AGAR / Payment approvals etc
Grant Applications	To administer the Parish Council's Community Grants scheme, including assessing applications, determining	Name of applicant (individual or lead organisational contact), Postal address, Email address, Telephone number, Position and authorisation	Electronic	N/A The Parish Council is the sole Data Controller.	Authorised contact for organisation submitting the grant application	Article 6(1)(b) Article 6(1)(c) Article 6(1)(e) Article 6(1)(a)	Council Clerk & RFO Councillors

	eligibility and compliance with the Grants Policy, contacting applicants for further information, issuing grant agreements, processing payments, monitoring project delivery, and publishing required transparency information.	within organisation, Bank account details for grant Payment, Information about the organisation and proposed initiative together with costs.					
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