

Culture, Heritage, Sport, Tourism & Economic Development Committee

- Date:** 7 March 2024
- Time:** 4.00pm
- Venue:** Council Chamber, Hove Town Hall, Norton Road, Hove, BN3 3BQ - HTH/CC
- Members:** Robins (Chair), McGregor (Deputy Chair), Hill (Opposition Spokesperson), Bagaeen, Cattell, Hewitt, Miller, Stevens, Goddard and Grimshaw
- Contact:** **Thomas Bald**
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Date of Publication - Wednesday, 28 February 2024

AGENDA

Part One

Page

PROCEDURAL MATTERS

50 PROCEDURAL BUSINESS

- (a) **Declarations of Substitutes:** Where councillors are unable to attend a meeting, a substitute Member from the same political group may attend, speak and vote in their place for that meeting.
- (b) **Declarations of Interest:**
 - (a) Disclosable pecuniary interests;
 - (b) Any other interests required to be registered under the local code;
 - (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

- (c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

Note: Any item appearing in Part Two of the agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the press and public. A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.

51 MINUTES

7 - 14

To consider the minutes of the meeting held on 18 January 2024.

Contact Officer: Thomas Bald

Tel: 01273 295709

52 CHAIRS COMMUNICATIONS

53 CALL OVER

- (a) Items (57 – 60) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

54 ITEMS REFERRED FROM COUNCIL

To consider items referred from the last meeting of Full Council held on 1 February 2024.

55 PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

- (a) **Petitions:** To receive any petitions presented by members of the public;
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 1 March 2024;
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 1 March 2024.

56 MEMBER INVOLVEMENT

15 - 16

To consider the following matters raised by Members:

- (d) **Petitions:** To receive any petitions;
- (e) **Written Questions:** To consider any written questions;
Councillor Hill – Report Regarding S106
- (f) **Letters:** To consider any letters;
- (g) **Notices of Motion:** to consider any Notices of Motion referred from Full Council or submitted directly to the Committee.

57 CREATIVE DESTINATION STRATEGY

17 - 22

Contact Officer: Louise Peim
Ward Affected: All Wards

58 REMEMBRANCE PLANNING COMMITTEE FUNDING

23 - 28

Contact Officer: Mark Fisher
Ward Affected: All Wards

59 INTEGRATION OF LOCAL ENTERPRISE PARTNERSHIP FUNCTIONS 29 - 38

Contact Officer: Peter Sharp
Ward Affected: All Wards

60 HANGLETON & KNOLL – RE-DESIGNATION OF NEIGHBOURHOOD FORUM 39 - 60

Contact Officer: Robert Davidson Tel: 01273 291580
Ward Affected: Hangleton & Knoll

61 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 28 March 2024 Council meeting for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting

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Further information

For further details and general enquiries about this meeting contact Thomas Bald, (01273 291354, email thomas.bald@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

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BRIGHTON & HOVE CITY COUNCIL

CULTURE, HERITAGE, SPORT, TOURISM & ECONOMIC DEVELOPMENT COMMITTEE

4.00pm 18 JANUARY 2024

COUNCIL CHAMBER, HOVE TOWN HALL, NORTON ROAD, HOVE, BN3 3BQ - HTH/CC

MINUTES

Present: Councillor Robins (Chair) McGregor (Deputy Chair), Hill (Opposition Spokesperson), Bagaen, Cattell, Hewitt, Stevens, Goddard, Asaduzzaman, and Grimshaw.

38 PROCEDURAL BUSINESS

(a) Declaration of Substitutes

Cllr Asaduzzaman in attendance in place of Cllr Miller.

(b) Declaration of Interests

Cllrs Robins and Grimshaw declared an interest in item 45 and would remove themselves from the discussion on that item.

(c) Exclusion of Press and Public

It was agreed that the press and public not be excluded.

39 MINUTES

The minutes of the previous meeting on 9 November 2023 and special meeting on 8 December 2023 were both agreed.

40 CHAIRS COMMUNICATIONS

The Chair gave the following communications:

I attended the launch of the Women's Rugby World Cup at the Guildhall in London on 11th December hosted by World Rugby. It was interesting to listen to a number of presentations regarding the plans that are being put in place in preparation for the World Cup in 2025. We were also fortunate to hear from a number of female players and coaches about their experiences in the sport. We are excited to be able to host this great international event at the home of Brighton and Hove Albion and we look forward to working with all the key stakeholders to deliver a memorable event for everyone to enjoy.

With 16 teams playing 32 matches in eight host cities in August and September 2025, the World Cup will showcase the very best of women's rugby and provide the biggest fan opportunity ever in the women's game. The tournament culminates at Twickenham Stadium in

London, where it's anticipated there will be a show-stopping final and a record-breaking audience. Landmark events such as the Women's Rugby World Cup are game-changing moments; they not only inspire the next generation of young girls and boys in Brighton and Hove and around the world, but they help to create a pathway for the next wave of incredible, inspirational players.

In the last three months VisitBrighton has:

Communicated with 61k followers on X (formerly Twitter), 33k on Facebook and 46k on Instagram, promoting Brighton & Hove as an overnight stay destination and received over 615k page views on Visitbrighton.com.

Generated £775k advertising value equivalent of press coverage in publications including BBC News, The Metro and the Express.

Promoted Brighton at IBTM in November 2023, the leading global event for the meeting industry, bringing together over 15,000 buyers, VisitBrighton has spoken to over 130 planners and had 43 pre-booked appointments.

Received and generated proposals for 32 organisers interested in hosting their events in the City including: British Medical Ultrasound Society, European Association for Health Information and Libraries, Local Government Association, Poultry Veterinary Study Group of the EU, National Association of Psychiatric Intensive Care, British Pharmacological Society.

41 CALL OVER

The following items were reserved for discussion:

- Item 45 Royal Pavilion & Museums Trust Annual Report
- Item 46 College Conservation Area Character Statement
- Item 47 New Swimming Pool at Withdean Sports Complex and Pool Provision in the East of the City
- Item 48 Fees and Charges 2024-25

42 PUBLIC INVOLVEMENT

42.1 The Chair invited Mark Strong to ask the question which can be found on page 5 of Addendum 1.

42.2 The Chair gave the following response:

The purpose of the Character Statement is to define the special architectural or historic interest of the College Conservation Area as a whole. This will help inform and assist the protection and enhancement of the conservation area.

A commitment was made in the council's Conservation Area Strategy, approved 2015, to prepare a Character Statement for the College Conservation Area. This is considered good practice and is supported by legislation, national and local planning policies. This is the last of the city's 33 Conservation Areas to have a character statement prepared. The statement does not confer any undue influence to Brighton College or any other organisation or individual. Its

purpose is to help assess the design and heritage aspects of future development proposals affecting any part of the Conservation Area.

In terms of the Conservation Area name, the College Conservation Area was designated in 1988 under the Civic Amenities Act. We presume the name was given to the Conservation Area because of the historic significance of the listed buildings owned by Brighton College. A change to the name could be considered through a future review of the Conservation Area. This is something that the council is able to consider as part of a review of its 2015 Conservation Strategy.

As indicated in the report to be heard later in this meeting, local residents, through the consultation process, did raise concerns regarding anti-social parking, pedestrian safety, traffic congestion and coach parking associated with the operation of the school. These matters fall outside the remit of the Character Statement. However, officers have informed the BHCC parking strategy team of parking concerns and that team are in liaison with the college to help address these matters. Local councillors have also agreed to meet with local residents to assist in addressing these issues.

42.3 Mark Strong asked the following supplementary question:

Two thirds of the responses disagreed with the character statement, probably due to the feeling, and that the Council is bound by what the law says and history about naming, and the level of upset is related to the feeling that the college has undue influence locally, and a naming change would help wage that feeling.

Mark Strong also requested to be present at any meetings with Brighton college as a resident.

42.4 Cllr Robins confirmed that other local ward Councillors would be keen to take the issue forward.

43 ITEMS REFERRED FROM COUNCIL

There were none.

44 MEMBER INVOLVEMENT

44.1 Councillor Hill summarised the letter which can found on page 21 of the Agenda.

44.2 Councillor Robins gave the following summarised answer, but confirmed a full version would be sent to Councillor Hill, all Committee members and would be included in the minutes of the meeting.

I am sending a full, written response to Councillor Hill as well as all committee members in due course, which covers:

- *The plans and processes that Families, Children and Learning have in place to take forward the expenditure of accumulated s106 funding*
- *The technical queries raised around s106 and reporting expenditure to this committee*

- *The timetable to fully deploy the Exacom system which will transform access to information for officers, members and residents*

The Full Letter sent is as follows:

Response from Councillor Robins to the letter submitted by Councillor Hill re Education S106

Although significant sums have been accrued from s106 agreements secured, the council has a good track record in ensuring monies are spent by the requisite deadlines. We have never had to refund any monies received to a developer. Each agreement has its own refund period, which often can be 5 years, 7 years or in some instances is unlimited.

Of the sums currently held for Education purposes we have plans to spend approximately £850k of these on facilities to increase Alternative Provision in our secondary schools. If more projects come forward from schools that will enhance this provision these will be added to the scope of the works.

In light of the current financial climate, and in accordance with good practice Families Children and Learning have recently set up a Capital Programme Board to look at all capital projects and expenditure. Part of the remit if this group is to consider appropriate uses for S106 funding.

Each year a report is taken to Children Families and Schools Committee and Strategy Finance and City Regeneration Committee regarding the funding for schemes in the forthcoming year. This includes detail of where S106 funding has been used in the previous year. S106 funding has been sought where the housing development concerned was considered to be likely to result in an increased demand on school places that could not be met locally. The funding secured was generally small amounts that individually would not have facilitated additional school places. As a result of this expenditure of this funding sits with the LA rather than individual schools to allow the funding to be used to meet the strategic priorities, any expenditure will be agreed with schools.

The mechanism to report expenditure incurred across the council is the Annual Infrastructure Statement and the published version addresses the presentational issues which affected the appendix attached to the committee report.

As mentioned at the November committee, the council is populating the Exacom system, which is the system used by Babergh and Mid Suffolk District Councils, with s106 data for over 200 agreements where obligations are still live or sums are still to be expended. The exercise is also populating against those agreements information on where sums have been allocated to future projects, including at schools. It is anticipated that this exercise will be complete by the end of March 2024 and work will be taken forward with the supplier and our ICT service to enable service directorates, councillors and the public to have phased access to the public facing module for CIL and s106 information.

A detailed report on education s106 monies and obligations would need to be produced by the same officers who are dealing with the population of the Exacom system and I think that the priority and focus is better placed on completing that work as quickly as possible at this time.

RESOLVED:

An officer report would be brought to a future Committee meeting.

45 ROYAL PAVILION & MUSEUMS TRUST ANNUAL REPORT

45.1 The Chair invited Louise Peim to introduce the report starting on page 23 of the Agenda.

45.2 Councillors Cattell, Bagaeen, Goddard, Hewitt, Stevens, Asaduzzaman, McGregor and Hill raised queries about the courthouse, creative industries and creative spaces in the city, ticket prices, council funding, the restructuring process, armed forces concessions, school visits, digital access, night time safety at the pavilion, commerciality, and the undivided India gate.

RESOLVED:

That Committee:

1. Noted the achievements the Trust have made over the past year, including an improved financial position.
2. Approved the Trust's annual Service Plan (Appendix 1) for 2024-25, including the proposed Fees & Charges, as detailed in Appendix 1 (page 47) of the Service Plan.

46 COLLEGE CONSERVATION AREA CHARACTER STATEMENT

46.1 The Chair invited Colin Bannon to introduce the report starting on page 87 of the Agenda.

46.2 Councillors Grimshaw, Hill, Goddard, Bagaeen, raised queries about wall boundaries, name changes, highway safety issues, relations between the college and the community, updating maps, and including local culture into the conservation area.

RESOLVED:

That Committee:

1. Agreed publication of the College Conservation Area Character Statement (Appendix 1).

**47 NEW SWIMMING POOL AT WITHDEAN SPORTS COMPLEX AND POOL
PROVISION IN THE EAST OF THE CITY**

47.1 The Chair invited Mark Fisher to introduce the report.

47.2 Councillor Hewitt raised points about the benefits of swimming, accessibility, and environmentally friendly technology which would reduce costs.

47.3 Councillor Hill raised queries about the Sports Facilities Investment Plan and the importance of transgender swimming sessions.

47.4 Councillor McGregor raised the importance of resources for East Brighton, and also stressed the importance of queer friendly sessions and spaces in Leisure facilities.

47.5 Councillor Bagaeen raised queries about ensuring that swimming pools remain open whilst construction is taking place.

47.6 Councillor Goddard raised points about ensuring that there will be future pool provision in the East of the city.

RESOLVED:

That Committee:

1. Noted the importance of addressing the shortfall of pool water space in the city.
2. Agreed that officers should continue to explore the feasibility of where and how new pool water space is developed and delivered in the East of the city, (as set out in paragraph 3.35).

Recommended that the Strategy, Finance, and City Regeneration Committee:

3. Agreed in principle to the development of a new swimming pool at Withdean Sports Complex, as set out in paragraph 3.18.
4. Agreed the provision of £451,000 (via capital borrowing) to complete detailed design and survey work and to achieve planning consent.
5. Authorises the Executive Director Economy, Environment and Culture to take all steps necessary to procure and award the contracts for the design work.
6. Agrees that a further report is brought back to the Strategy, Finance and City Regeneration Committee once the design work is completed to approve the progression of the project to implementation and the additional borrowing required for the remaining capital cost to deliver a new facility.

48 FEES AND CHARGES 2024-25

48.1 The Chair invited Max Woodford to introduce the report starting on page 135 of the Agenda.

48.2 Councillors Cattell, Bagaeen, Hill, raised queries about impact of inflation and fees for planning advice.

The Chair took a recorded vote on the recommendations, which were passed to 8 with 2 abstentions.

RESOLVED:

That Committee:

1. Agreed the proposed fees and charges for 2024/25 as set out within the report.
2. Agreed the proposed fees and charges in paragraphs 3.4 - 3.15 relating to Pre-Application Advice, Planning Performance Agreements and S106 Deed of Variation, to be implemented

with immediate effect in the current financial year 2023/24 allowing for lead in time to update systems, charging methods and notice periods.

3. Delegated authority to the Executive Director of Economy, Environment & Culture (in relation to paragraphs 3.4 - 3.30), to change fees and charges as notified and set by central Government during the year.

Note: If the above recommendations are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to the Strategy, Finance & City Regeneration Committee meeting on 8th February 2024 to be considered as part of the overall 2024/25 budget proposals. This is because the 2024/25 budget proposals are developed on the assumption that fees and charges are agreed as recommended and any failure to agree, or a proposal to agree different fees and charges, will have an impact on the overall budget proposals, which means it needs to be dealt with by Strategy, Finance & City Regeneration Committee as per the requirements of the constitution. This does not fetter the committee's ability to make recommendations to Strategy, Finance & City Regeneration Committee.

49 ITEMS REFERRED FOR FULL COUNCIL

There were none.

The meeting concluded at 17:29

Signed

Chair

Dated this

day of

Brighton & Hove City Council

Culture, Heritage, Sport, Tourism & Economic Development Committee

Agenda Item 56 (b)

Subject: Member Questions

Date of meeting: 7 March 2024

The question will be answered without discussion. The person who asked the question may ask one relevant supplementary question, which shall be put and answered without discussion. The person to whom a question, or supplementary question, has been put may decline to answer it.

The following written questions have been received from Members
This Committee:

1) Councillor Hill – Report Regarding s106

Due to the cabinet system proposal, the agreed report on Section 106 funds for education infrastructure will not come to the next committee meeting as there will no longer be any policy committees. As a result, I am concerned the contents of my prior letter which was the basis for this report agreed at last committee will be forgotten.

Can the chair confirm that schools will be asked about their infrastructure needs considering the passing of the letter at last committee? I hope the change to a cabinet system will not be a way to avoid this. Can I confirm whether a report will be made still?

Brighton & Hove City Council

**Culture, Heritage, Sport, Tourism,
and Economic Development Committee**

Agenda Item 57

Subject: Creative Destination Vision & Strategy

Date of meeting: 7th March 2024

Report of: Executive Director for Economy, Environment & Culture

Contact Officer: Name: Chenine Bhatena

Email: chenine.bhatena@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1. This report sets out the rationale for preparing a new 10-year Creative Destination Vision & Strategy. This will be a unique place-based strategy, that will present a 21st century view of our city's distinctive credentials renowned for its broad cultural and leisure offer, the creativity of our people and businesses, global position and as an important UK destination. The city's creative identity for innovation, ideas, alternative thinking, pleasure and leisure, iconic coastal geographical location and strong transport connections has always drawn people to the city. This strategy will mark a generational opportunity to write a new chapter in the City's history. To be the city of tomorrow.
- 1.2. The Creative Destination Strategy will celebrate, promote, and support the city's unrivalled history and heritage, its world-class arts and culture, its booming creative industries, its position as a leading centre for conferencing and major events, and its outstanding restaurants, cafes, hotels, pubs, and bars to UK and global visitors.
- 1.3. It will set out a vision for the city to strengthen its identity as a world-leading leisure and business destination for UK and global visitors, workers, and residents to enjoy. This long-term strategy will align with and support the wider policy developments, the corporate plan, the new Economic Strategy for Brighton & Hove and wider regional visitor economy initiatives.
- 1.4. The new Creative Destination Vision & Strategy will be fair and inclusive, engaging with visitors and communities. It will encompass all geographical areas of the city, including the silent majority. It should be owned by the whole of the city, not just the council, bringing together industry sectors. The report outlines the proposed approach and indicative timescales for its development.

2. Recommendations

- 2.1 That Committee agrees to the development of a new Creative Destination Vision & Strategy.
- 2.2 That Committee agrees the proposed approach and indicative timescales to develop the new Creative Destination Vision & Strategy and notes that the final draft strategy will be reported to committee for approval.

3. Context and background information

- 3.1 We recognise that two of Brighton & Hove's biggest economic contributors are the creative and visitor economies. This strategy will seek to understand the correlation between these sectors and ensure that the social impacts they generate are embedded, to maximise the opportunities they present. By approaching this strategy from a holistic place-making perspective, we can ensure the city experience is authentic, inclusive and representative of the radical creativity of Brighton & Hove.
- 3.2 This strategy will seek to understand what makes our creative and tourism industries so vital to our city. It will set out all the ingredients that will be necessary to ensure that we underpin our future success to continue to be a vibrant 24/7 creative destination for businesses, visitors, students and people wanting to live, work, study and invest in the city. It will also, for the first time, seek to look at the whole city as a destination and consider how we encourage locals to enjoy the city like visitors, and visitors to enjoy the city as locals.
- 3.3 In 2022, Brighton & Hove welcomed 11.47 million visitors, of which 1.5 million stayed overnight. The Visitor Economy was worth £880m in economic benefit and supported more than 23,425 jobs in the city, which equates to 16% of all employee jobs in Brighton & Hove. With induced and indirect spend the total value of Tourism was worth £1.27bn in 2022 (Economic Impact Assessment of Tourism, 2022). The economic impact estimates demonstrate that Brighton & Hove is getting close to a return to pre-pandemic levels of visitor volume and value.
- 3.4 The current Visitor Economy strategy ended in 2023, and our Outdoor Events strategy ends in 2024. Brighton & Hove last developed a Cultural Framework in 2018.

- 3.5 Over the last 10 years, the cultural landscape of our city, our places and the spirit of our communities have become a vital part of city planning, night-time economy, branding and visual identity. Culture is central to why people come to live, work, study and visit the city.
- 3.6 We are seeking to set out a shared, ambitious placemaking vision for Brighton & Hove, which will underpin the city's vibrant identity as a leading creative coastal city in the UK. This ambition will require a strong partnership between the public and private sector, to deliver a strategy that will be dynamic in nature and flexible enough to capitalise on existing and new assets and opportunities.
- 3.7 The strategy will focus on building and strengthening the city's destination credentials and working environment, understanding our 24/7 economy, and understanding the value of culture, creativity and major outdoor events, to our future growth. It will draw on the diversity and depth of our comprehensive and compelling offer, developing over-arching strategic initiatives to underpin and strengthen the infrastructure. Associated action plans will ensure that an ambitious vision for the city is translated into road maps for delivery.
- 3.8 The strategy will be commissioned and funded by Brighton & Hove City Council and will be co-created with stakeholders and communities within the visitor economy, culture, heritage, and creative industries. The Creative Destination strategy will be a guiding vision for all stakeholders and will include: a co-created shared set of values that are agreed as important to the sectors; recognition of where we are and where we want to be; and case studies of the many things we should celebrate.
- 3.9 The new vision and strategy will span a ten-year period from 2025 to 2035, incorporating associated action plans for the short/medium as well as horizon scanning and setting out ambitions for the longer term. It will build on the city's strengths and role within an emerging pan-Sussex environment, supporting delivery of the 'A City to be Proud Of' outcome in the Council's Corporate Plan 2023-2027. This outcome states that "Our goal is to develop a flourishing and inclusive local economy that attracts and nurtures businesses and talent.". The new Creative Destination Vision & Strategy will link in with the Economic Strategy currently in development and other relevant strategies. We are in a unique position where we have a majority administration, and this is a key moment to be bold and forwarding thinking in our planning. The strategy will be refreshed in 2030 and aligned action plans updated and revised every 2 years.

- 3.10 The Creative Destination Vision & Strategy will take into consideration and align with the strategic priorities identified for the wider economic area, including the Local Visitor Economy Partnership (LVEP) and the new regional strategy for Creative Industries.
- 3.11 The Strategy will be local in its delivery and global in its ambition. It will be informed by an oversight group of national stakeholders to ensure that the most recent thinking is reflected, and new ideas and practice developed to ensure Brighton and Hove is a trailblazer. This may include, but not be limited to, partners such as VisitBritain, Creative Industries Council, Arts Council England, Historic England, National Lottery Heritage Fund, Sport England, Association of Leading Visitor Attractions, Local Government Association and Department for Digital, Culture, Media and Sport.
- 3.12 A tender document is currently in development and pending approval of this report from this committee, it will be released to relevant consultancies. A consultant will be appointed in Spring 2024 to deliver the Creative Destination Vision & Strategy, who will commence extensive engagement with communities and sectors throughout 2024. A final draft will be brought forward for approval in late 2024/early 2025.

4. Analysis and consideration of alternative options

- 4.1 It is considered imperative to prepare a new Creative Destination Vision & Strategy for the city to reposition itself and remain competitive, particularly in light of the pandemic, leaving the EU and the cost-of-living crisis, and the new opportunities and challenges facing the economy.
- 4.2 A cohesive strategy will align teams and departments within BHCC and external stakeholders and communities in identifying overarching objectives, emphasising a common purpose that transcends individual agendas. Without which we would risk continued silo working and the inability to best support, sustain and strengthen the creativity of the city.
- 4.3 Individual strategies could be commissioned, as previously, but this would only serve to embed siloed working, missing an opportunity to create a shared bold ambition, and may ultimately be less time and cost effective. We will involve communities in the co-creation and ownership of the strategy and vision, ensuring local voices are heard and that residents have a say and a stake in the development of our destination's future.

5. Community engagement and consultation

- 5.1 We are asking the consultant to detail how they will develop this strategy through new and fresh approaches to engagement including citizen

assemblies, leadership and collaboration with our different business, creative, educational, and residential communities. We want this vision and strategy to reflect views of businesses, workers and residents, to be co-designed and co-owned, so that we can ensure that key priorities are heard and set out clearly so that collectively as a city we can realise the key ambitions. A central pillar of the strategy process will be engagement with sectors across the city. The intention is for those involved in the process to genuinely influence the direction and detail of the strategy.

- 5.2 It will be key that the strategy is seen as city wide, not just based on the views of BHCC. It must join up across private, public, third sectors and engage existing forums as well as seek to create new forums. The new strategy will be developed in partnership with Brighton & Hove Destination Experience group, East Sussex, Brighton & Hove and West Sussex Local Visitor Economy Partnership, VisitBrighton, the Culture Alliance and other relevant stakeholders. There will be a period of consultation with businesses, public and third sector stakeholders. The appointed consultants will be required to engage with stakeholders in the city and region.
- 5.3 Initial conversations have been held with members of the Culture Alliance, Destination Experience Group, the Local Government Association, Night-time Industries Association and Department for Digital, Culture, Media & Sport policy department. All have been supportive of this fresh approach to creating a distinctive place-based creative destination strategy.

6 Conclusion

- 6.1 The new Creative Destination Strategy will articulate a 10 year vision for the City and be co-created and owned by city stakeholders and communities. It will be monitored against a Theory of Change and reviewed after five years to ensure we capture achievements as well as renewing the action plans every two years.
- 6.2 A clearly articulated vision will be owned by city stakeholders and accompanied by a comprehensive strategy with associated action plans that will ensure that the city is better able to respond to changes in the sectors and capitalise on opportunities as they arise.
- 6.3 The strategy will be informed by an audit of current work and strategies and will iterate a clear step change in ambition to be recognised as the best creative small city in the UK.

7 Financial implications

7.1 The proposed procurement process is subject to compliance with the council's Contract Standing Orders and Financial Regulations.

7.2 The consultancy costs associated with the development of this strategy will be determined following the tender process. Works would be due to commence in Spring/Summer 2024. Available budget has been identified within the current 2023/24 financial year that would be requested for Carry Forward into 2024/25 to support the consultancy costs in developing the strategy. Should the carry forward not be agreed the consultancy costs would need budgets identified in the 2024/25 financial year. Any significant variations to budget will be reported as part of the council's monthly budget monitoring process.

Name of finance officer consulted: John Lack Date consulted: 26/02/2024

8 **Legal implications**

There are no direct legal implications arising from the recommendations made in this report. The procurement process referred to at paragraph 3.12 of this report will need to be in compliance with the Council's Contract Standing Orders.

Name of lawyer consulted: Siobhan Fry

Date consulted (26/02/24):

9 **Equalities implications**

9.1 A key principle in the new Creative Destination Vision & Strategy will be to support ways to promote inclusive cross sector growth in the city to ensure that no one is left behind.

10 **Sustainability implications**

10.1 The Creative Destination Vision & Strategy will need to be mindful of the environmental impacts of growth and consider the Circular Economy.

11 **Other Implications**

Social Value and procurement implications

11.1 None

Crime & disorder implications:

11.2 None

Public health implications:

11.3 None

Brighton & Hove City Council

Culture, Heritage, Sport, Tourism & Economic Development Committee

Agenda Item 58

Subject: Remembrance Planning Committee Funding

Date of meeting: 7th March 2024

Report of: Executive Director Economy, Environment and Culture

Contact Officer: Name: Ian Baird
Tel: 01273 292711
Email: ian.baird@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 This report is in response to a deputation presented to the Culture, Tourism and Economic Development Committee on 9th November 2023 from the Remembrance Planning Committee, convened by the Mayor's Office, requesting a review of the current budget.
- 1.2 Contained in this report is a summary of the current Remembrance activities carried out and the associated costs to Brighton & Hove City Council.

2. Recommendations

- 2.1 That Committee notes the increased costs associated with delivery of the Remembrance activities and
- 2.2 That Committee agrees to consider an increase to the annual Civic Office budget to support Remembrance Day activities at set out at paragraph 3.8.

3. Context and background information

- 3.1 The Remembrance events in the city remain a key civic celebration and encompass ceremonies at Brighton, Hove and Portslade War Memorials. While Brighton & Hove City Council manage the planning for the Brighton War memorial, the ceremonies at Hove and Portslade, for the last three years, have been overseen by the Vicars of All Saints Hove and St Nicholas Portslade respectively.
- 3.2 All activities are coordinated via the Remembrance Planning Committee, convened by the Mayor's office. The Planning Committee consists of over 40 representatives and meet at least 4 times a year in preparation for the ceremonies. Attendance at meetings is usually between 15 and 20 members.

- 3.3 There is a current budget of £400 per annum via the Civic Office budget offered towards the external running costs of the events overseen by the Remembrance Planning Committee which has not been reviewed for a number of years. This fund is spent almost entirely on the purchase cost of remembrance wreaths.
- 3.4 In addition to the £400 budget administered by the Remembrance Planning Committee, the Council incurs direct costs in providing security, traffic management and other support to Remembrance Weekend events. In 2023 Brighton & Hove City Council spent £11,799.13 on additional costs for the delivery of the Remembrance Weekend Ceremonies. These costs are currently carried by the Outdoor Events Team Expenses Budget.
- 3.5 These additional costs break down as follows:

Table 1 Direct Costs incurred by the council for Remembrance Events

By Location	Total Cost
Old Steine, Brighton	£5,127.97
Grand Avenue, Hove	£2,449.57
Portslade	£2,285.06
Rottingdean	£1,334.40
logistics/admin and radios used across all sites	£602.13
Total	£11,799.13
By Function	Cost
Refreshments	£74.00
Barriers	£740.00
Salvation Army Donation	£200.00
Booklet Printing	£135.00
Chair Hire	£131.40
Fireworks	£0.00
PA/ Crew	£2,846.50
Traffic Management	£4,875.60
Security & Stewarding (Road Closures)	£2,796.63
Total	£11,799.13

- 3.6 There is potential for some small reduction in these costs where there is a lower risk identified by Sussex Police but there is also potential for increased security costs if the national risk measures increase in the future.
- 3.7 Currently, All Saints Church Hove carry £210 per annum in costs for the All Saints Remembrance Ceremony Cost that the Remembrance Planning Committee believes that they should not bear. Under an increased budget administered by the Remembrance Planning Committee these costs would be covered within the increase of £1,100 recommended in this report.

- 3.8 It is therefore proposed that the Civic Office Budget of £400 allocated to support Remembrance Day arrangements and administered by the Remembrance Planning Committee be increased to £1,500. The additional £1,100 would be transferred from the Legal Services Budget. The additional budget would be used to cover the costs set out at paragraph 3.7 above and to further support Remembrance Weekend activities identified by the Remembrance Planning Committee.
- 3.9 Table 2 sets out the number of bays suspended for Remembrance Sunday. These bays are suspended for a mix of required space to safely deliver the memorial activities and some additional bays to ensure attendance of key personnel.

Table 2

Location	Number of bays
Old Steine	10
Old Steine Royal York Buildings	4
Madeira Drive loading bay	3
Grand Avenue	11
Norton Road Car Park	7

- 3.10 On the basis of current charging frameworks the above suspensions would usually be charged at a rate of £24 per bay. The total cost of suspensions currently waved is therefore £840. It is recommended that the loss of income as a result of the suspension of parking spaces will be minimised and managed by Parking Services.

4. Analysis and consideration of alternative options

- 4.1 The committee may be minded to maintain the current grant. This may put the remembrance ceremonies in Hove and Portslade in jeopardy as local funding for activities is not guaranteed.
- 4.2 The committee may consider an increase to the grant other than the £1,500 proposed. To cover the costs of current activities at all three sites a minimum of £800 would be required.

The committee may be minded to agree recommendation 1.1 and increase the grant but also to use some of this funding to cover the loss of parking income. This has not been recommended because an annual sum of £1500 is designed to withstand inflationary pressures and unforeseen costs for external organisers. The loss of income as a result of the suspension of parking spaces will be minimised and managed by Parking Services.

5. Community engagement and consultation

- 5.1 Relevant communities have been engaged through the large membership of the event planning committee. All organisations have been asked to feed

back to the committee on the subject of the future of the Remembrance Ceremonies.

6. Conclusion

- 6.1 It is noted that the current grant has not been reviewed for a number of years and is now inadequate to deliver the current scale of activities. In order to maintain the current activities and to safeguard their future an increase in the grant would be required. Without additional funding there is a significant risk that activities funded by the parishes will not be able to continue.

7. Financial implications

- 7.1 Agreeing to recommendation 2.1 would request an increase to the Civic Office budget from £400 to £1,500 as highlighted in paragraph 3.8, for which £1,100 budget would be transferred from existing Legal Services budgets to support this.
- 7.2 The Parking service currently provide bay suspension at a number of locations as highlighted in table 2. These suspensions are made free of charge and are being financed by the council. Any significant variations to budget will be reported as part of the council's monthly budget monitoring process.

Name of finance officer consulted: John Lack Date consulted: 12/02/2024

8. Legal implications

- 8.1 There are no legal implications arising from this report.

Name of lawyer consulted: Elizabeth Culbert Date consulted 07/02/2024:

9. Equalities implications

- 9.1 The proposals set out in this report will support the delivery of Remembrance Services in the City. There are no adverse equalities impacts identified.
- 9.2 The council's Remembrance activities foster good relations between communities by supporting cross-community and intergenerational understanding. The activities support and enable diverse faith organisations to meet and participate together on an equal platform.
- 9.3 The events support the representation of minority groups - such as Gurka and Sikh veterans - within the Armed Forces Community to participate in national remembrance day events.
- 9.4 The activities enable the engagement of intersectional groups within the armed forces communities to take part in commemorative days of importance, such as disabled veterans, older people's groups or LGBTQ

Armed Forces groups. In addition, the activities support sharing community experiences of responses to conflict to build resilience in current communities experiencing displacement or seeking refuge from war.

- 9.5 Remembrance Day offers the council the opportunity to develop it's understanding of the needs of our veteran population and their families. The council's ongoing commitment to the Armed Forces Covenant is a key foundation to working with diverse communities to present an inclusive and appropriate series of Remembrance Day events.

10. Sustainability implications

- 10.1 Some costs are associated with the printing of free pamphlets for attendees at the ceremonies. In 2023 a digital version of this document was trialed and a QR code used for people to view the order of service at Brighton. While this can be expanded, it must be noted that some attendees will not be able to access or view a digital alternative so a physical order of service will remain essential currently.

11. Other Implications

Crime & disorder implications:

- 11.1 Remembrance ceremonies have the potential to be a target of protest or disorder. The risk of any actions is examined by Police in advance of the ceremonies and a risk assessment is shared with the committee. It should be noted that there is risk of increased cost if any potential risk is identified in the preparations for the remembrance weekend.

1. Background documents

Deputation CHSTE Committee 9th November 2023

Brighton & Hove City Council

Culture, Heritage, Sport, Tourism and Economic Development Committee

Agenda Item 59

Subject: Integration of Local Enterprise Partnership Functions

Date of meeting: 7 March 2024

Report of: Executive Director Economy, Environment & Culture

Contact Officer: Name: Peter Sharp
Email: peter.sharp@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 Local Enterprise Partnerships (LEPs) were set up by Government in 2011 as business-led partnerships bringing together the public, private and education sectors to have a central role in determining local economic priorities and undertaking activities to drive growth and job creation. Coast to Capital LEP (C2C) was set up to cover East Surrey, West Sussex and Brighton and Hove.
- 1.2 From 1 April 2024, the Government will cease providing funding to LEPs and the functions previously held by LEPs will transfer to Upper Tier Local Authorities (UTLAs).
- 1.3 This report sets out the key implications for the Council and outlines the steps being taken to put the Council in a strong position to take advantage of the integration of LEP functions to deliver improved outcomes more effectively for local businesses and residents, as well as ensuring a smooth and effective integration of said functions into the council.
- 1.4 It is important to note that this report is focused on regional strategic economic development. This is separate to the Council's role as the Accountable Body for C2C. Separate arrangements are being made for the transfer of assets and wind-down of the LEPs role in performing the legacy LEP functions such as monitoring existing projects, investments and loans supported by the LEP.

2. Recommendations

- 2.1 That Committee notes the impending transfer of LEP functions to UTLAs and that this has the potential to support delivery of the Council's emerging Economic Strategy alongside business support, investment and growth activities.

- 2.2 That Committee approves the approach outlined in this report for the integration of LEP functions within the Council's economic development service and within the business & intellectual property centre located at Jubilee Library.
- 2.3 That Committee agrees to receive annual reports on integration and subsequent delivery of former LEP functions.
- 2.4 That Committee delegates authority to the Executive Director Economy, Environment & Culture, following consultation with the Chair of this Committee, to complete the negotiation and integration process.
- 2.5 That Committee delegates authority to the Executive Director Governance People and Resources to make the necessary changes to the Council's Constitution, including the Scheme of Delegations to Officers to reflect the recommendations in this report.

3. Context and background information

About Local Enterprise Partnerships (LEPs)

- 3.1 LEPs were set up by the government in 2011 as non-statutory bodies for local economic development. They were conceived as a replacement for regional development agencies (RDAs), such as SEEDA (the South-East England Development Agency). Aside from a significantly reduced funding landscape compared to the previous RDAs, LEPs were set up as business-led partnerships that sought to bring together the private sector, local authorities and academic and voluntary institutions. In total 38 LEPs were set up across England, which included Coast to Capital LEP (C2C).
- 3.2 The core functions of LEPs include:
 - working with central government to set local investment priorities.
 - working with local employers and job centres to help people back to work.
 - leading changes in how businesses are regulated locally.
 - supporting high-growth local businesses.
 - helping deliver national priorities such as digital infrastructure and renewable energy projects.

The Changing Role of LEPs

- 3.3 The role of LEPs has evolved since 2011. The decision (in 2021/22) to distribute the UK Community Renewal Fund (the forerunner to the UK Shared Prosperity Fund) via UTLAs was a step-change from the use of LEPs that had previously been devolved responsibility to administer both European and government funding and a sign of the direction of travel within central government.
- 3.4 Subsequently, the Levelling Up White Paper confirmed this shift, highlighting that economic development and regeneration should be dealt with at a more local level to reflect the Government's push towards greater devolution of powers. This led to the announcement in the 2023 Spring Budget that LEPs would be effectively dissolved by April 2024.

LEP Integration Process

- 3.5 From April 2024, the government's sponsorship and funding of LEPs will cease, with UTLAs (and Combined Authorities) taking on the functions currently delivered by LEPs.
- 3.6 The government has previously (August 2023) published '[guidance on the process for integrating the functions and role of LEPs](#)', which is broken down into several core areas and has subsequently been augmented by further [guidance on LEP integration](#) (December 2023) which covers:
- Business Representation
 - Strategic Economic Planning
 - Growth Hubs¹.
- 3.7 This guidance highlighted minimum criterion that have been imposed by the government (500,000 resident population and / or 22,000 businesses) for functional economic areas that will be eligible for funding. Currently the city of Brighton and Hove does not meet either criterion, having a resident population² of 276,334 and a PAYE/VAT-registered business base³ of 14,410.

Implications

- 3.8 Driving economic development is a central pillar of the Council Plan 2023-2027, with a stated goal to “develop a flourishing and inclusive local economy that attracts and nurtures businesses and talent”. This aligns with the council's emerging economic strategy, supporting the development of a fairer, greener, more competitive and outward-looking city economy.
- 3.9 It is considered that the Council is well placed to continue strategic economic development activity in line with revised government guidance:
- There is a dedicated economic development team in place to deliver on Council aspirations. However, current team capacity is limited and there will be a need to strengthen resource to fully integrate LEP functions within the economic development team.
 - A new over-arching city-wide economic strategy is nearing completion (covering the period 2024 – 2027) and will be presented to the Committee in June 2024, supported by a number of more detailed delivery-focused plans including the Circular Economy Action Plan. The strategy has been informed by extensive business and stakeholder consultations. This aligns with the government focus on strategic economic planning.
 - The Council supports the Brighton & Hove Economic Partnership (BHEP) which comprises over 50 individuals and business representatives focused on supporting the city's economic prosperity. The BHEP Executive has confirmed willingness to review membership to ensure this aligns with government guidance on business representation.

¹ In 2021/22 the C2C Growth Hub [provided](#) business support to 1,756 businesses across the C2C LEP area including Brighton and Hove, West Sussex and East Surrey.

² 2021 mid-year population estimates

³ 2023 data

- The Council also hosts the Greater Brighton Economic Board and works closely with local and regional business leaders – as well as neighbouring local authorities – on a work programme that includes the development of an outward looking 10-year vision for the region’s future. This aligns well with the importance that the government’s guidance places on ensuring a strong and representative business voice.
 - Subject to further guidance from government as well as confirmation of any further funding to UTLAs, key business support functions previously delivered by the C2C Growth Hub could be integrated within the successful existing Business & Intellectual Property Centre (BIPC) located at Jubilee Library.
- 3.10 The government has advised that up to £240,000 of funding per UTLA or functional economic geography will be available for the 2024/25 financial year for delivery of LEP functions. However, this is on condition of meeting the criteria set out above in paragraph 3.7.
- 3.11 Councillors and officers have made representations to Government, highlighting the contradiction between that existing guidance and the role the city plays as the key economic engine of the Greater Brighton City Region. This has also included contacting other impacted UTLAs around the country to understand the approaches being taken and to strengthen the call for action in a joint letter to the Secretary of State signed by the Leaders of North Somerset Council, Southampton City Council, Swindon Borough Council, Portsmouth City Council and Plymouth City Council.
- 3.12 This has been recognised through revised guidance published by the government in December 2023 which does highlight that no area should be excluded. Funding allocations will, however, be still determined through the population and business base criteria which directly excludes Brighton and Hove City Council.
- 3.13 Based on guidance, Brighton and Hove City Council is not eligible for funding to fully integrate LEP functions in line with our strategic priorities – rather the council would be required to partner with a county council to access such provision. Given the West Sussex area is also covered by C2C, it makes sense to partner on equal terms with this UTLA.
- 3.14 Accordingly, officers remain in dialogue with government officials and West Sussex County Council to agree collaborative integration principles that will mitigate the risk of these issues. However, the lack of direct funding for our strategic economic priorities is concerning given the city’s status as a key regional economic hub for the south coast.
- 3.15 The recommendations in this report cover the potential for entering into partnership arrangements with West Sussex to ensure that the Council is able to support the city’s identified strategic priorities. This would include one partner acting as Accountable Body to government for the new collaborative arrangement.

4. Analysis and consideration of alternative options

- 4.1 The alternative option considered is to independently set up and operate a city Growth Hub and integrate other LEP functions using Council resources. However, in the 2022/23 financial year, C2C received just under £300,000 of government funding to deliver a Growth Hub, with further government funding for other LEP functions. This would therefore require a significant budget adjustment to provide appropriate Council resources to deliver LEP functions. It is not considered that this option represents value-for-money for the Council.
- 4.2 It is therefore recommended that a collaboration process as set out in this paper offers the optimal arrangement for the Council.

5. Community engagement and consultation

- 5.1 The Council's role in strategic economic development is underpinned by work on a new economic strategy for the city, as well as through the Greater Brighton Economic Board. The economic strategy process has included a significant number of consultation workshops that have helped officers to engage with more than 200 external stakeholders to identify the economic challenges and opportunities facing the city. This has played a critical role in shaping the approach and emerging actions, as well as ensuring a strong business voice for strategy delivery.

6. Conclusion

- 6.1 The integration of LEP functions fits well with the new Council's new economic strategy. The impending transfer presents an opportunity for the council to further embed economic development, business growth support and city regeneration within its day-to-day activities.
- 6.2 It does also, however, present some challenges based on the guidance provided by government which has negative implications for the city and its role as a regional economic driver. The council has been made ineligible for central government funding for local economic planning and growth hubs.
- 6.3 Through collaborative working with West Sussex County Council, it is expected that agreement will be finalised with the government. The challenge is to ensure funding and powers will be placed in the council to enable effective delivery of LEP functions which strengthen the city's role as an economic engine for the wider region.

7. Financial implications

- 7.1 LEP functions are due to be transferred to Upper Tier Local Authorities (and Combined Authorities) but not all councils meet the criteria for direct funding. Where this is the case, as for Brighton and Hove City Council, seeking integration or partnership with an Upper Tier Local Authority in the area that is eligible to receive funding is a potential option. In this respect, this report

identifies that a potential integration with West Sussex County Council is being sought. If agreement is reached, arrangements for the allocation and governance of funding and costs associated with transferred LEP functions will need to be determined and agreed under a form of partnership agreement with West Sussex County Council.

Name of finance officer consulted: John Lack Date consulted: 15/02/2024.

8. Legal implications

- 8.1 The Council has the power to put in place the arrangements contemplated by this report pursuant to the general power of competence contained in section 1 of the Localism Act 2011 which allows the Council to do anything that an individual may do subject to any statutory constraints on the Council's powers.
- 8.2 In addition, Section 111 Local Government Act 1972 provides the Council with the power to do anything whether or not involving the expenditure, borrowing or lending of money or the acquisition of property rights which is incidental, conducive or calculated to facilitate the exercise of any of its functions. The recommendations in this report are in keeping with these powers. The legal implications will need to be considered further as the proposals for the integration are developed under delegated authority, including the potential partnership arrangements with West Sussex Council.

Name of lawyer consulted: Siobhan Fry Date consulted: 22/02/24.

9. Equalities implications

- 9.1 None directly for this report. The integration of LEP functions within existing council teams will enable the growth of a fairer and more inclusive economy in line with the Council Plan. Consideration of equalities issues will be fundamental to this work.

10. Sustainability implications

- 10.1 None directly for this report. There are obvious synergies between the integration of LEP functions and existing economic development activities, including the development of a Community Wealth Building programme and the Circular Economy Action Plan.

11. Other Implications

Social Value and procurement implications

- 11.1 There are no specific procurement or social value implications as a result of this report. The integration of LEP functions within the Council (subject to government funding) will potentially enable a focus on economic and social value as part of the development of the economic development work programme (including the Economic Strategy, the Community Wealth-

Building Action Plan and the Circular Economy Action Plan) in line with these specific projects.

- 11.2 For example, community wealth-building has social value at its core and these implications have been considered through the work of the group. Procurement is also one of the pillars of community wealth-building and is considered within the respective action plan.

Supporting Documentation

1. Appendices

- a. Letter to Secretary of State on behalf of UTLAs – December 2023

2. Background documents

1. [Government guidance on the integration of LEP functions within UTLAs](#) (published 4 August 2023).
2. [Further government guidance on business representation and local economic planning post-LEPs](#) (published 19 December 2023)

The Rt Hon Michael Gove MP
Secretary of State
Department for Levelling Up, Housing & Communities
2 Marsham Street
London
SW1P 4DF
Via Email: michael.gove.mp@parliament.uk

Date: 22 December 2023
Phone: 07720165691
E-mail: bella.sankey@brighton-hove.gov.uk

Dear Secretary of State,

Integration of Local Enterprise Partnerships within Upper Tier Local Authorities

We write to you at a critical time for our areas, with the impending dissolution of Local Enterprise Partnerships and the integration of their roles within our Upper Tier Local Authorities.

The guidance issued by Government has particular implications for a significant number of UTLAs as you have set seemingly arbitrary criteria for Growth Hubs around resident and business populations, which is at risk of putting our Unitary Authorities on an unequal footing with our County Council colleagues as set out below:

- b. Where not possible to continue over the existing geography, the delivery area must be broadly related to the business and economic area footprint, with a minimum business (22,000) and actual population (500,000) size. It should take into account any planned devolution arrangements and likely future geographies;

Cities and unitary authorities are the economic drivers of successful regions and we are critical for effective and sustainable economic development. Research by the Centre for Cities¹ shows that we bring significant benefits to our surrounding hinterlands. We are vital in ensuring access to prosperity; both for our residents, but also for those of our surrounding districts and boroughs. This guidance is being interpreted by civil servants in absolute terms and is deeply damaging for our economy. The country needs a sharp focus on the power of all cities – with their regions - as drivers of jobs and investment.

I urge you to recognise true functioning economic geographies and to revise your department's guidance. This should confirm that UTLAs will be treated on an equitable basis with regards to the future distribution of LEP powers. This should be regardless of population size, particularly when

¹ <https://www.centreforcities.org/publication/does-trickle-out-work/>



**Brighton & Hove
City Council**

urban concentrations of our population provide the evident driving force for levelling up in our regions.

Yours sincerely

Cllr Mike Bell
Leader
North Somerset Council

Cllr Satvir Kaur
Leader
Southampton City Council

Cllr Jim Robbins
Leader
Swindon Borough Council

Cllr Steve Pitt
Leader
Portsmouth City Council

Cllr Tudor Evans
Leader
Plymouth City Council

Cllr Bella Sankey
Leader
Brighton & Hove City Council

Brighton & Hove City Council

Culture, Heritage, Sport, Tourism & Economic Development Committee

Agenda Item 60

Subject: Hangleton & Knoll – Re-designation of Neighbourhood Forum

Date of meeting: 7 March 2024

Report of: Executive Director Economy, Environment & Culture

Contact Officer: Name: Robert Davidson
Tel: 01273 291580
Email: Robert.davidson@brighton-hove.gov.uk

Ward(s) affected: Hangleton & Knoll

1. Purpose of the report and policy context

1.1 This report seeks approval to re-designate the Hangleton & Knoll Neighbourhood Forum. Under Section 61F(8) of the 1990 Town and Country Planning Act, a neighbourhood forum that has been designated by a local planning authority ceases to have effect at the end of five years. The Hangleton & Knoll Neighbourhood Forum was designated by delegated authority of the Executive Director Economy, Environment & Culture on 7 November 2018 and this designation expired on 7 November 2023. The Council has since received an application from the Neighbourhood Forum seeking re-designation for a further five years.

1.2 The report summarises the specific statutory and regulatory requirements which the Council must consider when deciding whether to approve the application. The application has been publicised over a 6-week period in accordance with the Neighbourhood Planning regulations. Appended to the report are copies of the Neighbourhood Forum application (Appendix 1), a summary of the relevant legislation (Appendix 2), and a summary of the public consultation responses and detailed officer responses to all the points raised (Appendix 3).

2. Recommendations

2.1 That Committee approves the re-designation of the Hangleton & Knoll Neighbourhood Forum.

3. Context and background information

3.1 The Localism Act 2011 introduced neighbourhood planning as a means of giving local communities more power to influence the future of the places in which they live. A key element of neighbourhood planning is the ability to prepare neighbourhood development plans (which are commonly referred to as 'neighbourhood plans'). Only qualifying bodies that meet specified requirements can produce a neighbourhood plan for a designated area. Neighbourhood forums are organisations or groups empowered to lead the

neighbourhood planning process in a neighbourhood area where there is no town or parish council. A neighbourhood forum must be designated in accordance with the relevant legislation.

- 3.2 In order for a local planning authority to designate a neighbourhood forum the authority must be satisfied that the neighbourhood forum meets all the statutory criteria set out in section 61F(5) of the Town and Country Planning Act 1990. Only one forum can be designated for a neighbourhood area and the forum designation lasts for five years.
- 3.3 An application for re-designation as a neighbourhood forum was submitted to the Council by Hangleton & Knoll Community Action in December 2023 (Appendix 1). The application includes:
- details of the Forum's written constitution and governance as previously approved by the Council;
 - the names of a minimum 21 Forum members who live, work or are an elected ward councillor within the neighbourhood area;
 - a map showing the geographical spread of the current members of the Forum; and
 - a renewal statement briefly summarising the Forum's work to date and its reasons for applying for re-designation.

4. Analysis and consideration of alternative options

- 4.1 The Council needs to consider whether the application to re-designate the Neighbourhood Forum complies with the requirements set out in the legislation (Appendix 2) taking account of the information provided in the Forum application (Appendix 1) and the consultation responses received (Appendix 3).
- 4.2 The council can refuse to re-designate the Neighbourhood Forum if it considers that membership of the forum is not representative, however the council would need to give reasons. This approach is not recommended in this instance. The information provided in the application (Appendix 1) shows that the Forum includes 21 members with a mix of residents distributed across the area, including many who work/volunteer within the area, plus the 3 ward councillors for Hangleton & Knoll.
- 4.3 Of the consultation responses received, 2 were from local residents and 1 from a local community facility (Hove Medical Centre), all of which supported the proposed re-designation of the Neighbourhood Forum. The other comments received were from statutory consultees (South Downs National Park Authority, National Highways, Natural England and Historic England), none of which objected to re-designation of the Forum.
- 4.4 Based on the information provided with the application and having considered all the consultation responses received, it is considered that the re-designation of the Neighbourhood Forum would meet all the requirements set out in the legislation.

5. Community engagement and consultation

- 5.1 In accordance with the neighbourhood planning regulations, the Council has undertaken a 6-week period of public consultation on the applications from 12 January to 23 February 2024.
- 5.2 The publicity and consultation undertaken by the Council included:
- Publicising the neighbourhood forum renewal application on the Council website;
 - Notifying all contacts on the Planning Policy mailing list by email;
 - Notifying all Brighton & Hove ward councillors;
 - Providing a consultation response form on the online consultation portal for individuals and organisations wishing to comment;
 - Placing site notices advertising the consultation at 15 locations across the Hangleton & Knoll Neighbourhood Area;
 - Providing hard copies of the consultation documents at Hangleton and Hove libraries and the HTH Customer Service Centre.
- 5.3 A total of 7 responses were received during the consultation period, comprising 2 responses from individuals and 5 from organisations (4 of which were from statutory consultees). Appendix 3 presents analysis of the consultation responses received including a summary of the individual comments received and Council officer responses to the issues raised.

6. Conclusion

- 6.1 After considering all relevant issues and all representations submitted in response to public consultation, officers consider that the application to re-designate the Hangleton & Knoll Neighbourhood Forum satisfies all the requirements set out in the legislation.
- 6.2 This report and appendices will be published on the Neighbourhood Planning webpages on the Council website and emailed to all the consultation respondents.

7. Financial implications

- 7.1 There are no financial implications arising at this stage of the neighbourhood plan process. The Council takes responsibility for the later stages of the neighbourhood plan process once a draft neighbourhood plan is submitted to it by the neighbourhood forum. The Council is entitled to funding from central Government to help support this and has a specific budget set aside for neighbourhood planning.

Name of finance officer consulted: John Lack Date consulted: 28/02/2024

8. Legal implications

- 8.1 The statutory criteria for re-designating a neighbourhood forum are the same as those relating to its initial designation and these are set out in Appendix 2 to the report. The report deals with these criteria. Once a

neighbourhood forum has been designated, the designation must be published on the Council's website and in such other manner as the Council considers will bring the designations to the attention of persons living, working, or carrying on business in the neighbourhood area (Regulations 7 and 10 of the Neighbourhood Planning (General) Regulations 2012).

Name of lawyer consulted: Katie Kam Date consulted: 28/02/2024

9. Equalities implications

- 9.1 The Equality Act 2010 places a duty on all public authorities in the exercise of their functions to have regard to the need to eliminate discrimination, to advance equality of opportunity and to foster good relations between persons who have a "protected characteristic" and those who do not. This duty will apply to the Council when it takes formal decisions at the later stages of the neighbourhood plan process.
- 9.2 The Neighbourhood Forum will be advised to undertake an Equalities Impact Assessment when they have drafted and consulted on the Neighbourhood Plan.

10. Sustainability implications

- 10.1 The purpose of the planning system is to contribute to the achievement of sustainable development and one of the 'basic conditions' on which neighbourhood plans are examined is that they should contribute to this.

11. Other Implications

- 11.1 None directly related to this report.

Supporting Documentation

1. Appendices [delete if not applicable]

1. Hangleton & Knoll Neighbourhood Forum application, including written constitution and map showing locations where members live and work.
2. Statutory criteria for designating a Neighbourhood Forum
3. Analysis of consultation responses and officer responses to consultation comments received

2. Background documents [delete if not applicable]

1. National Planning Practice Guidance on neighbourhood planning (includes links to relevant legislation) <https://www.gov.uk/guidance/neighbourhood-planning--2>

Application for the Designation of a Neighbourhood Forum
Town and Country Planning Act 1990 [section 61F]
The Neighbourhood Planning (General) Regulations 2012 [Regulation 8]

You can complete and submit this form electronically to neighbourhoodplanning@brighton-hove.gov.uk

Publication of applications on the Brighton & Hove City Council website

Please note that the information provided on this application form and relevant supporting documents will be published on the Brighton & Hove City Council website. If you require any further clarification, please contact the planning department using the email address provided above.

Please complete using block capitals and black ink.

Please also refer to the Notes below and the guidance notes provided on the council's website as incorrect submissions will delay the processing of your application

1. Name of proposed Neighbourhood Forum	
Hangleton & Knoll Community Action	
2. Contact details	
Name:	[REDACTED]
Address:	Chief Executive Officer Hangleton and Knoll Project St Helens Parish Offices Hangleton Way Hove BN3 8ER
Email :	[REDACTED]@hkproject.org.uk
Telephone:	[REDACTED]
3. The name of the neighbourhood area to which the application relates and as identified on the map submitted with this application (see Notes 1 and 2)	
Name of neighbourhood area : Hangleton and Knoll Ward	

<p>Is the neighbourhood area proposed or designated (if the latter please provide the designation date) : Designated 7.11.18</p>
<p>If it is designated is it also a designated business area? No</p>
<p>4. Does the proposed neighbourhood area lie partly within the South Downs National Park and/or other Local Authority Boundary?</p>
<p>No</p> <p>If yes please state which authorities:</p>
<p>5. Members of Neighbourhood Forum (see Notes 3 and 4): Please fill in Appendix 1 (see below) listing the details of the members of the proposed neighbourhood forum.</p>
<p>6. Statement Please explain how the proposed neighbourhood forum meets the conditions contained in section 61F(5), Schedule 9 of the Town and Country Planning Act 1990 (nb these conditions are set out in Note 3 below) (Please continue on a separate sheet if necessary)</p>
<p>As specified in Section 61F(5) of the Town and Country Planning Act 1990 the proposed neighbourhood forum, Hangleton and Knoll Community Action meet the following conditions: -</p> <ul style="list-style-type: none"> • The neighbourhood forum's purpose is to promote and improve the social, economic and environmental wellbeing of the residents of Hangleton and Knoll by <ul style="list-style-type: none"> ○ providing an accessible forum for local people to become aware of local issues. ○ prioritising needs around community safety, young people, childcare, housing and community involvement. ○ developing a forum for residents to meet with representatives from the statutory sector to discuss issues affecting their community and ways of working together to find a common solution. • The forum's membership is open to anyone who lives or works in the neighbourhood area and to elected members of the Hangleton and Knoll Ward of Brighton and Hove City Council. • The forum's membership includes the 24 individuals shown in appendix one. They include 14 who live/work/volunteer in the neighbourhood area, 7 who work/volunteer in the neighbourhood area and three elected councillors. • Membership is from different places in the area and from different sections of the community. There are more details in appendix one and a map showing where members live and work is attached as appendix two. • It has a written constitution which was agreed on initially 11th October 2006 and amended on 27th June 2018. For a copy see appendix three below. • There is a renewal statement detailing progress in appendix four.
<p>7. Has a neighbourhood forum been designated in the past for this area (whole or part)?</p>
<p>Yes / No YES</p> <p>If yes, please state the date of designation and name of forum: 7.11.18 Hangleton and Knoll Community Action group</p>
<p>8. Declaration</p>

I hereby apply for the organisation/body referred to in this form to be designated as a neighbourhood forum
Name of authorised person : Joanna Martindale

Signature of authorised person :



Position within the Forum : Forum member and CEO Hangleton & Knoll Project

Date : 13.12.23

Please ensure Appendix I is completed and attached to this form and the following are also submitted with this form:

- A copy of the written constitution of the neighbourhood forum
- A map which clearly identifies the neighbourhood area to which the forum relates. The map should be of an appropriate standard scale so that boundaries can be clearly seen (eg 1:2500; 1:1250 or 1:500). Where possible the boundary of the area should follow physical features and should not cut through properties. Where appropriate it should be clear which parts fall within Brighton & Hove and which parts fall within the South Downs National Park and/or neighbouring local authority.
- Appendix I – completed in a way that helps to address the required and desirable factors detailed in Notes 3 and 4.

Please submit the completed form to:

DEVELOPMENT CONTROL, Brighton & Hove City Council, Town Hall, Norton Road, Hove, BN3 3BQ

Or by email to : neighbourhoodplanning@brighton-hove.gov.uk

PLEASE SEE THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM.

NOTES :

Note 1. An organisation cannot be designated as a neighbourhood forum if any part of the neighbourhood area concerned falls within a parish council area.

Note 2. Only one organisation or body can be designated as a neighbourhood forum for each neighbourhood area.

Note 3. Section 61F(5) of the Town and Country Planning Act 1990 requires that an organisation or body seeking neighbourhood forum designation must meet the following conditions :

- Forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area);
- The Forum's membership is open to –
 1. individuals who live in the neighbourhood area concerned,
 2. individuals who work there (whether for businesses carried on there or otherwise), and
 3. individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned
- The Forum's membership includes a minimum of 21 individuals each of whom –
 1. lives in the neighbourhood area concerned,
 2. works there (whether for a business carried on there or otherwise), or
 3. is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned
- The Forum has a written constitution, and
- Such other conditions as may be prescribed (please note that no further conditions have been prescribed to date)

Note 4. In determining the application the Council must have regard to the desirability of designating an organisation or body:

- i) which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of the paragraphs numbered 1 to 3 in Note 3 above;
- ii) whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area; and
- iii) whose purpose reflects (in general terms) the character of that area.

It is therefore in the forums best interest to help ensure sufficient information is submitted with its application to ensure the Council can determine whether these desirable factors have been met.

Appendix I

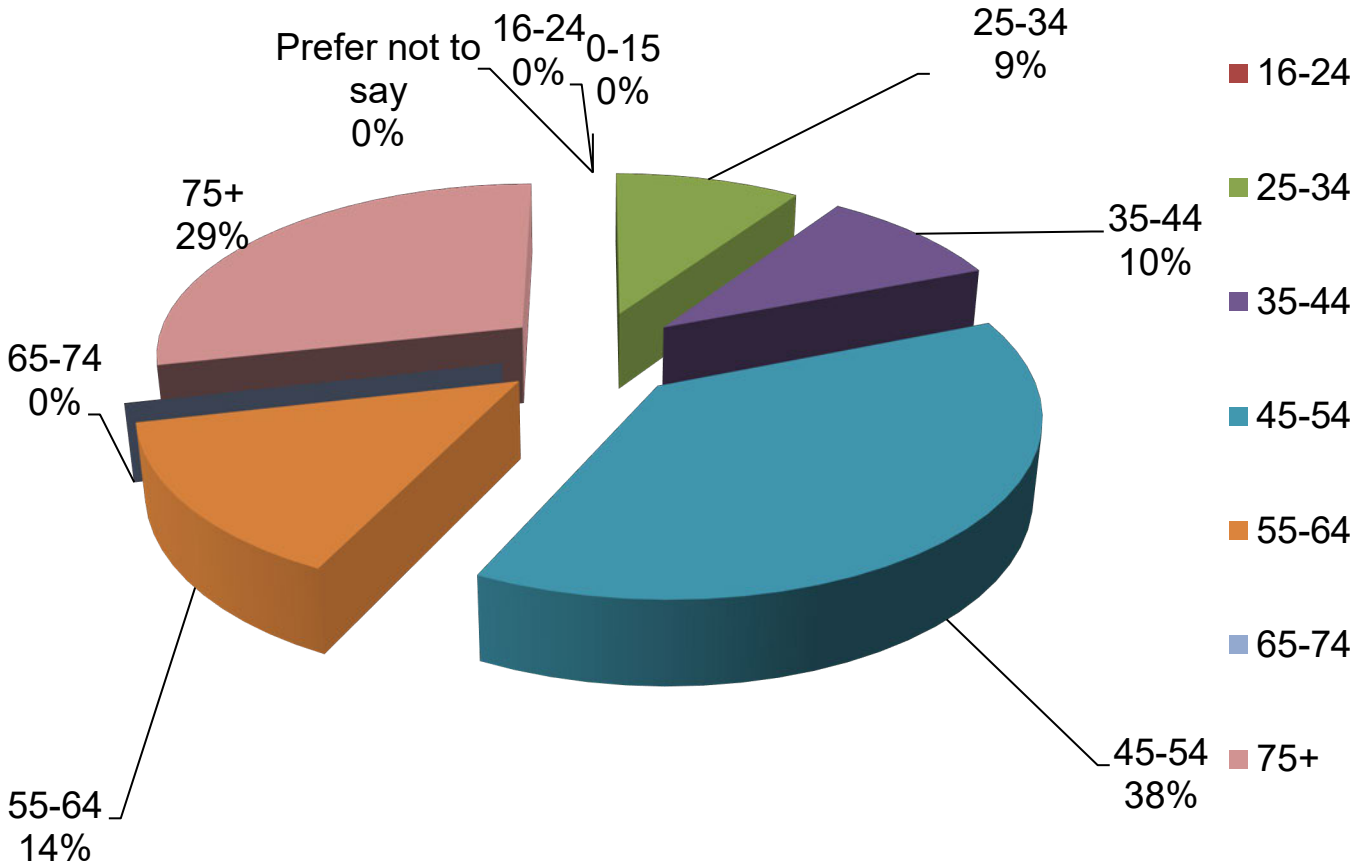
Members of Neighbourhood Forum (see Notes 3 and 4):
 Please list the details of the members of the proposed neighbourhood forum. To help demonstrate membership comes from the whole area it is recommended a list of the roads and/or a plan of the area marking the roads from which all members are from is submitted.
 A minimum of 21 members is required, each of whom must live or work in the neighbourhood area or be an elected member of the city council (whose area falls within the neighbourhood area).
 Please note that this list will not be published on the website, will remain confidential and will be securely held by Brighton & Hove City Council.

	Name	Connection with Neighbourhood Area (tick as appropriate)		
		Resident	Worker/Volunteer	Councillor
1.			X	
2.			X	
3.		X		
4.		X	X	
5.		X	X	
6.		X	X	
7.			X	
8.		X	X	
9.			X	
10.			X	
11.		X	X	
12.		X		
13.		X	X	
14.			X	
15.			X	
16.		X	X	
17.		X	X	
18.		X	X	
19.		X	X	
20.		X		
21.		X	X	
22.				X
23.				X
24.				X
25.				
26.				
27.				
28.				

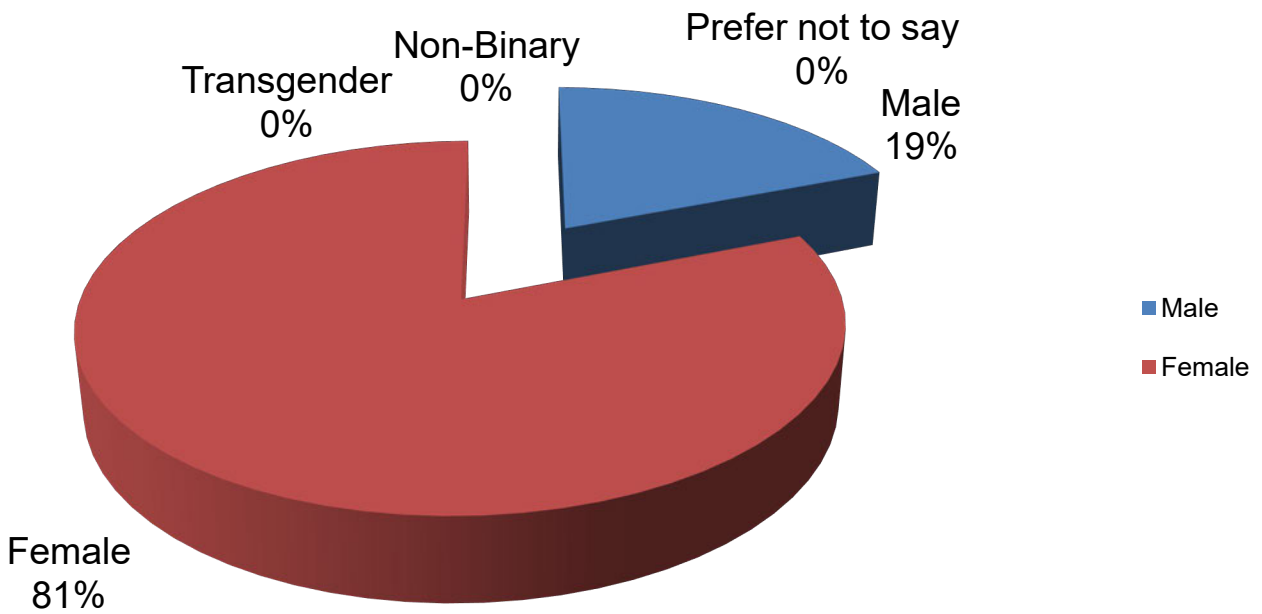
In order to address the desirable factors detailed in Note 4 it may assist your application if the following information in respect of all Forum members is provided as percentages : Age [eg 30% are aged 18-34; 40% are aged 35-50; 30% are over 50], Gender, Ethnic Origin, Religion, Health Impairments

*Not included in the equalities data

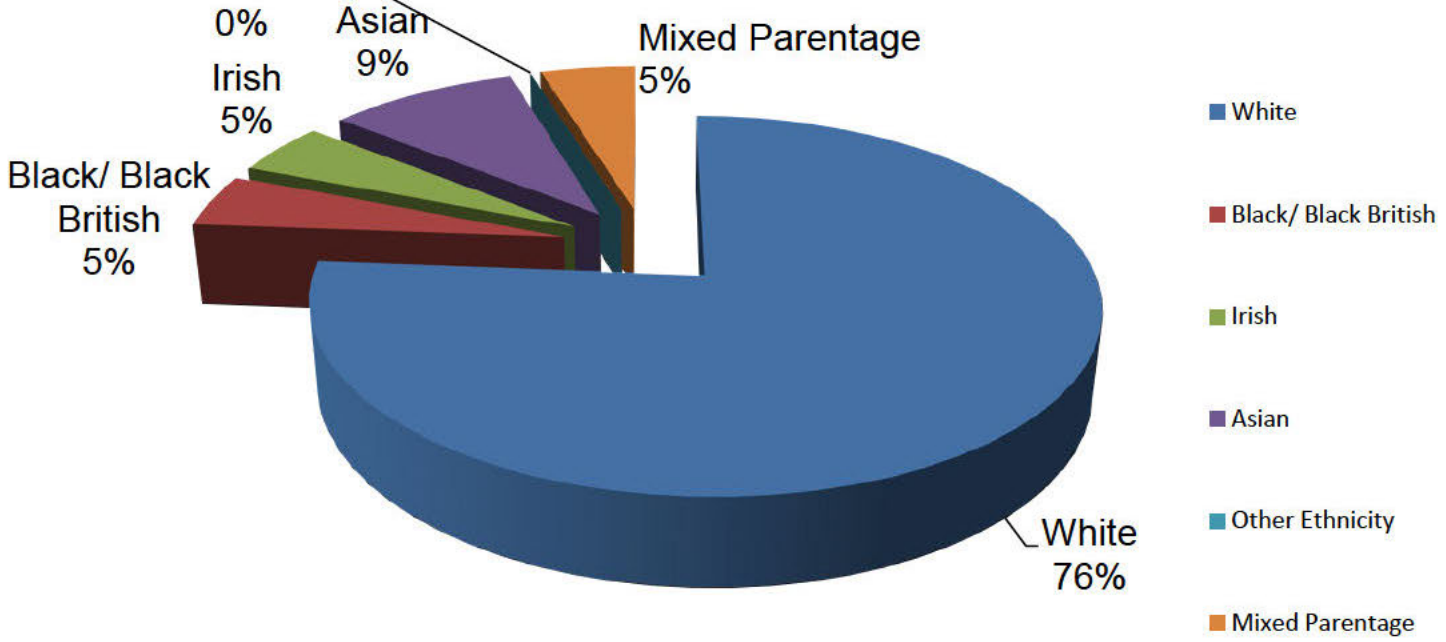
Age of Members



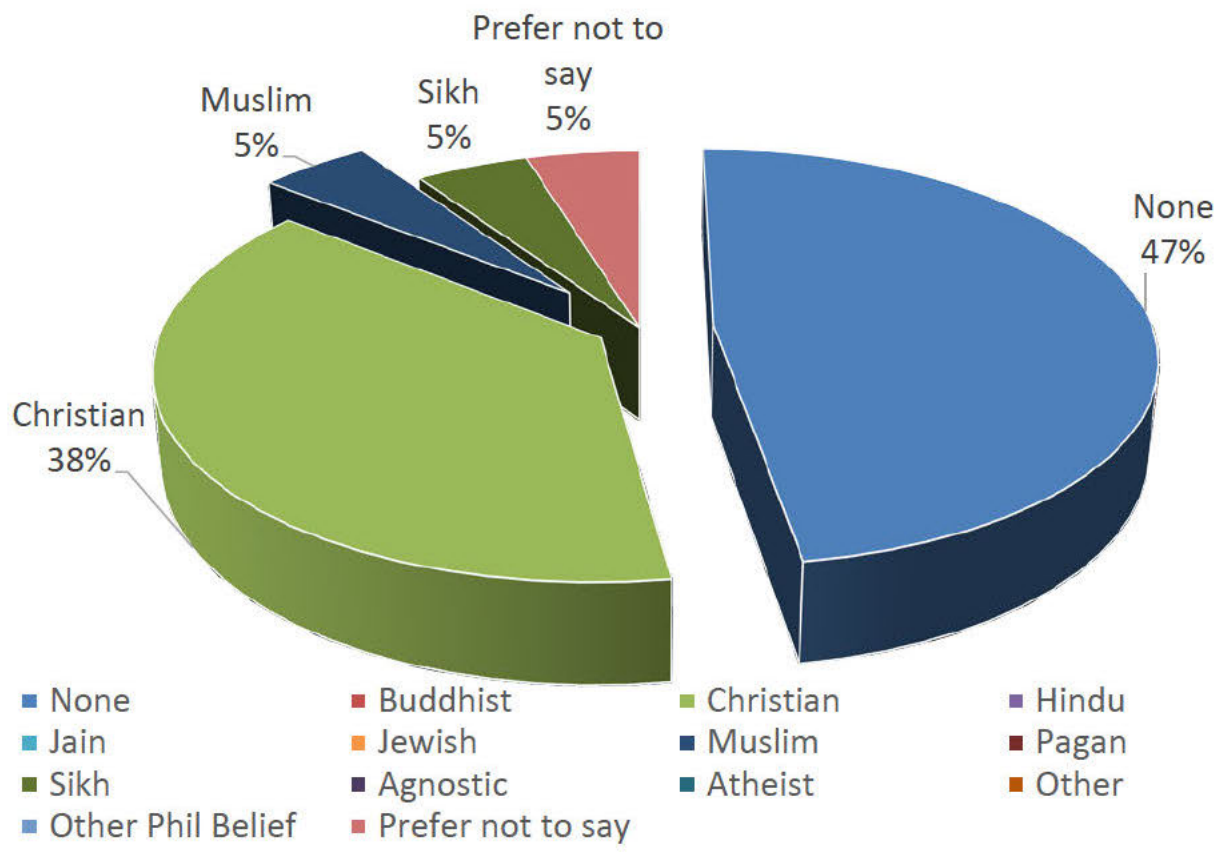
Gender of Learners



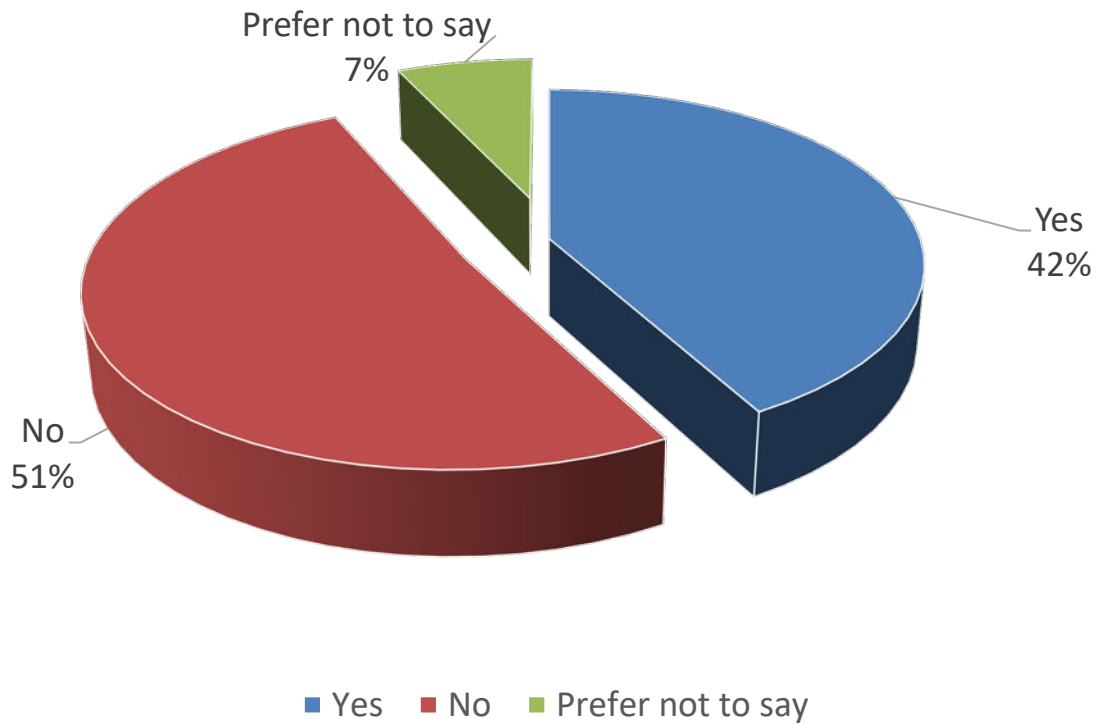
Ethnicity of Members



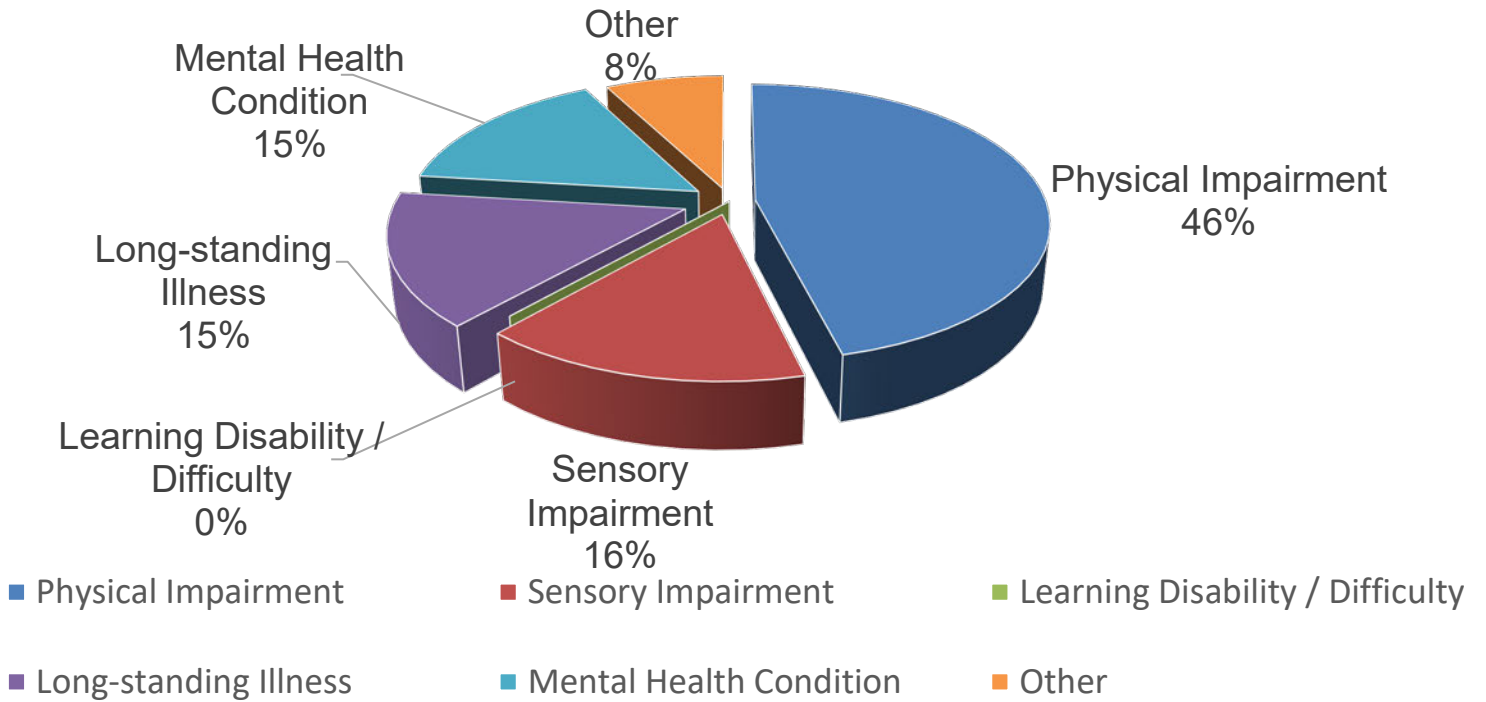
Religion



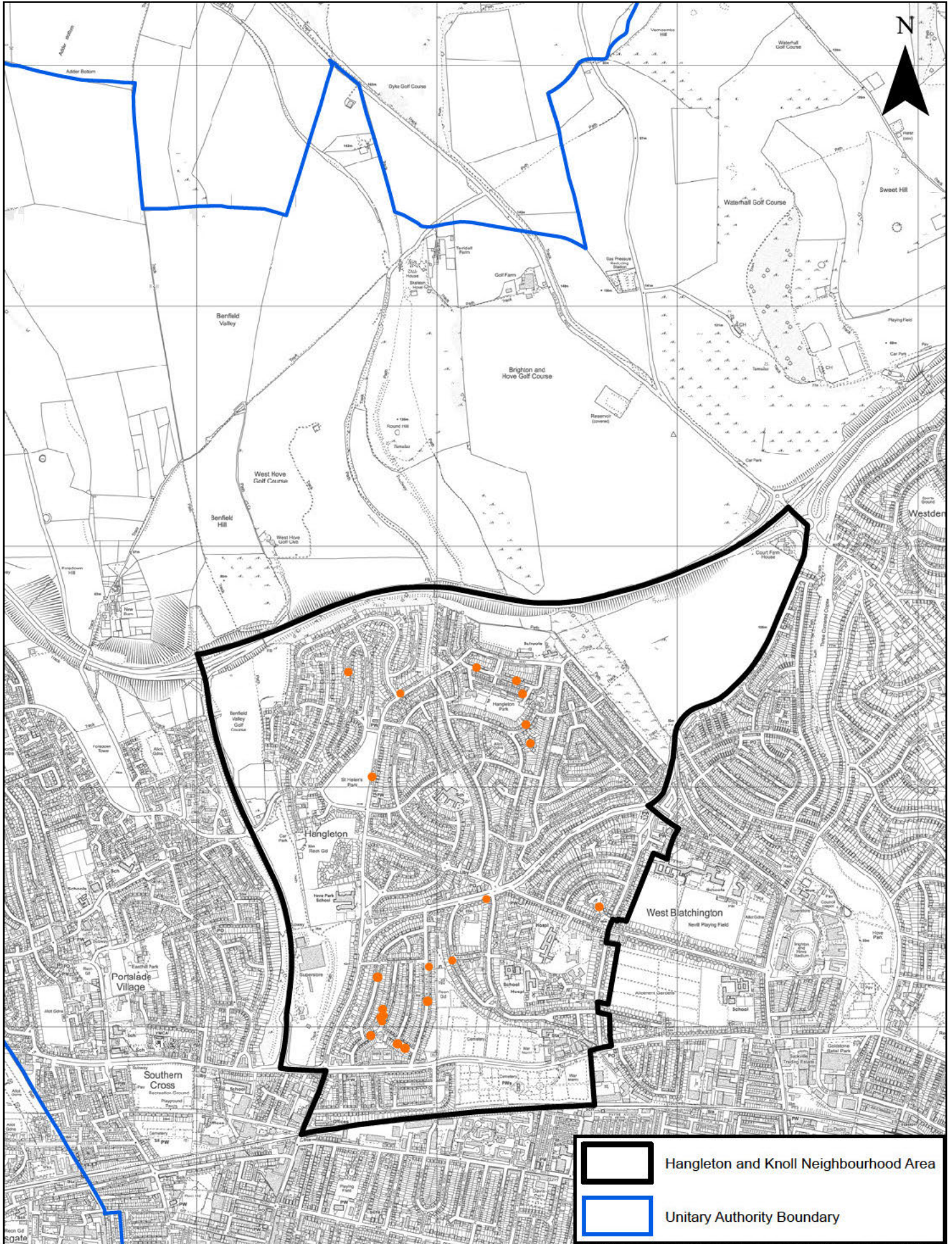
Are your Day to Day Activities limited because of a health Problem or Disability



Type of Impairment



Appendix 2 - Hangleton & Knoll Neighbourhood Area



(A4) Scale: 1:20,000

Constitution for Hangleton and Knoll Community Action

1. **NAME** The name of the group shall be
Hangleton and Knoll Community Action

2. **PURPOSE** Community Action's purpose is to promote and improve the social, economic and environmental wellbeing of the Hangleton and Knoll area

3. **OBJECTS** The objects of the group shall be:
 - a) To provide an accessible forum for local people to become aware of local issues.
 - b) To prioritise needs around community safety, young people, childcare, housing and community involvement.
 - c) To develop a forum for residents to meet with representatives from the statutory sector to discuss issues affecting their community and ways of working together to find a common solution.

4. **POWERS OF COMMUNITY ACTION GROUP**
The group shall have the power to
 - a) Raise funds to pursue the above objects
 - b) Do such things as are lawful and necessary in order to pursue the objects of **Hangleton and Knoll Community Action**

5. **OFFICERS**
Officers shall be
 - a) Chairperson
 - b) Treasurer

6. **FINANCES**
 - a) Finances shall be obtained by means of fundraising. All monies raised by **Hangleton and Knoll Community Action** shall be applied to further the objects of **Hangleton and Knoll Community Action** and for no other purpose.
 - b) The treasurer shall keep proper account of **Hangleton and Knoll Community Action** finances and shall have a bank account in the name of **Hangleton and Knoll Community Action**. Reports on the finances will be made to the Management Committee regularly. At least two people shall be signatories to the bank account.. Signatories will not sign 'blank' cheques.
 - c) The accounts shall be independently examined each year.

7. **DISSOLUTION**
If it should be decided that **Hangleton and Knoll Community Action** is no longer working then any monies left will be passed on to the **Knoll Community Association** to continue it's work in the community.

8. ACCEPTANCE

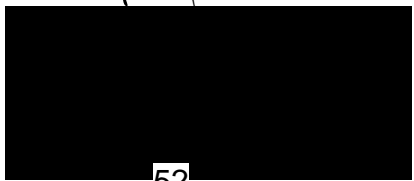
The constitution of **Hangleton and Knoll Community Action**

Accepted this day during a meeting

Chairperson

..... June 2018

27/6/18



Appendix 4 - Renewal Statement

We were one of the first neighbourhood forums to be formally recognised in the City.

We were keen to have the status so we could have more say and influence as a group about planning in the area and specifically the allocation of Community Infrastructure levy.

Our group brings together residents, elected members with representation from Police and Housing alongside Youth and community workers, together we have a rounded understanding of the population needs in our area and we would like to be able to continue to bring these to bear.

Our group meets quarterly and is well attended, we would very much the opportunity to continue our work to ensure that we as a community get a say.

Appendix 2

Criteria for the designation of a Neighbourhood Forum

- 1.1 A neighbourhood area and forum must be designated in accordance with the relevant legislation¹.
- 1.2 In order for a local planning authority to designate a neighbourhood forum the authority must be satisfied that the neighbourhood forum meets all the statutory criteria set out in section 61F(5) of the Town and Country Planning Act 1990. These are:
 - i) that the forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area that consists of or includes the neighbourhood area concerned;
 - ii) the forum's membership must be open to individuals who live or work in the neighbourhood area and to councillors any of whose ward falls within the area;
 - iii) the forum must have at least 21 members each of whom lives, works or is a councillor in the area; and
 - iv) the forum must have a written constitution.
- 1.3 In addition, the local planning authority must have regard to the desirability of designating a forum that:
 - i) has taken reasonable steps to secure membership that includes at least one person from each of the three aforementioned groups;
 - ii) has membership drawn from different places in the area and from different sections of the community in the area; and
 - iii) whose purpose reflects the character of the area.
- 1.4 The legislation states that only one forum can be designated for a neighbourhood area and that a forum designation lasts for 5 years.

¹ Statutory requirements regarding the designation of neighbourhood areas and neighbourhood forums are set out in the Town and Country Planning Act 1990 as applied to Neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004. Specific procedures that the local planning authority is required to undertake in designating a neighbourhood area or neighbourhood forum are set out in the Neighbourhood Planning (General) Regulations 2012, Neighbourhood Planning (General) (Amendment) Regulations 2015 and Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016.

Appendix 3

Hangleton & Knoll Neighbourhood Forum application for re-designation

Analysis of consultation responses

Number of responses received

Consultation portal	3
Email	4
Total	7

Type of respondents

Individual	2
Organisation	5
Total	7

Location of respondents

Live and/or work in proposed neighbourhood area	3
Outside proposed neighbourhood area	4
Total	7

Do you think the “Hangleton & Knoll Neighbourhood Forum” should be approved re-designated?

Option	Total	%
Yes	3	43%
No	-	0%
Don't Know / Not Sure	-	0%
No comment/Raise no objection	4	57%
Total	7	100%

Is the Forum representative of people who live and work in the area?

Option	Total	%
Yes	3	43%
No	-	0%
Don't Know / Not Sure	-	0%
No comment/Raise no objection	4	57%
Total	7	100%

Further comments about the proposed re-designation of Hangleton & Knoll Neighbourhood Forum

Consultee ref	Consultee type	Organisation name (if applicable)	Consultee comments	Officer response
1	Resident	n/a	The Hangleton & Knoll neighbourhood forum should be re-designated as this is for the benefit of the community and residents. It allows the residents to have a say in what is happening and maybe proposed for the area.	Noted
2	Ward councillor	n/a	I am happy to support the proposed re-designation.	Noted
3	Organisation	Hove Medical Centre	Our practice has worked closely with the HKF for a number of years. The work the Forum does on behalf of our patients and other patients in the local area is of great benefit to the community.	Noted
4	Organisation	South Downs National Park Authority	SDNPA wish to continue to be kept informed of the process and consulted when statutory stages are reached. Highlight paragraph 182 of the National Planning Policy Framework (NPPF) regarding the setting of the National Park in relation to any future decisions that are made in the Neighbourhood Plan process, i.e "...development within (National Park) setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas".	Noted. BHCC officer response was sent to SDNPA confirming that the council will ensure they are informed and consulted when appropriate during preparation of any neighbourhood plan for Hangleton & Knoll. (SDNPA comments will be shared with the Neighbourhood Forum)
5	Organisation (statutory consultee)	National Highways	Raise no comments to this proposal.	Noted

Consultee ref	Consultee type	Organisation name (if applicable)	Consultee comments	Officer response
6	Organisation (statutory consultee)	Natural England	Do not wish to make comment on the suitability of the proposed plan area or the proposed neighbourhood planning body. (Letter and annex provided further detail on information sources which the neighbourhood forum may wish to use in developing a plan and to highlight some of the potential environmental risks and opportunities that neighbourhood plans may present.)	Noted (Further information provided by Natural England will be forwarded to the Neighbourhood Forum)
7	Organisation (statutory consultee)	Historic England	Within the areas of interest to Historic England, we see no reason to object to the re-designation of this area.	Noted

