



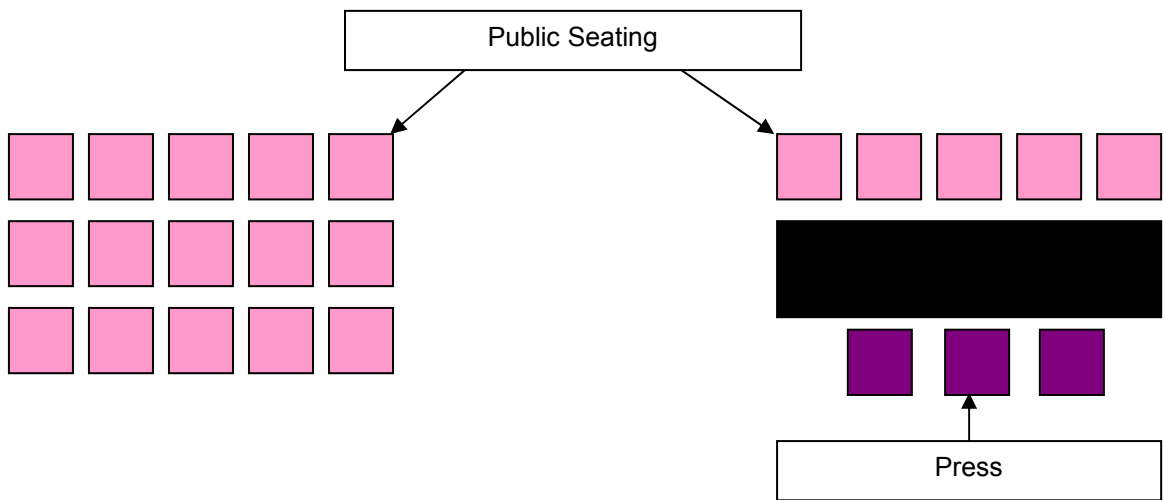
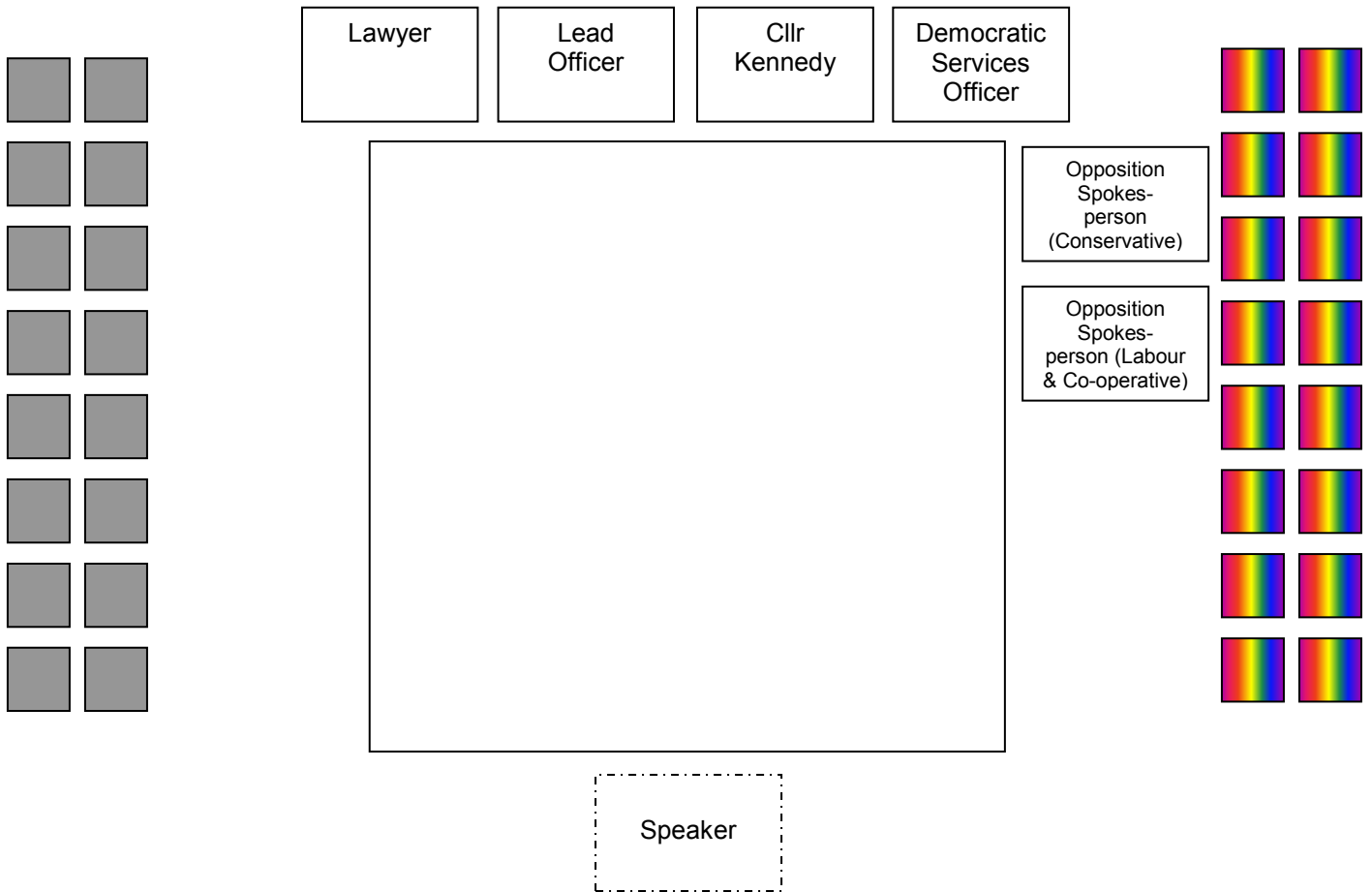
Brighton & Hove
City Council

Cabinet Member Meeting

Title:	Planning, Employment, Economy & Regeneration Cabinet Member Meeting
Date:	3 November 2011
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillor: Kennedy (Cabinet Member)
Contact:	Tanya Davies Acting Democratic Services Manager 01273 29-1227 tanya.davies@brighton-hove.gov.uk

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Democratic Services: Meeting Layout



AGENDA

Part One

Page

41. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) 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 2 of the Agenda states in its heading either that it is confidential or the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the categories of exempt information is available for public inspection at Brighton and Hove Town Halls.

42. MINUTES OF THE PREVIOUS MEETING

1 - 10

Minutes of the meeting held on 15 September 2011 (copy attached).

43. CABINET MEMBER'S COMMUNICATIONS

44. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Cabinet Member
- (b) Items reserved by the Opposition Spokespersons
- (c) Items reserved by Members, with the agreement of the Cabinet Member.

NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.

45. PETITIONS

No petitions received by date of publication.

46. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 27 October 2011)

No public questions received by date of publication.

PLANNING, EMPLOYMENT, ECONOMY & REGENERATION CABINET MEMBER MEETING

47. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 27 October 2011)

No deputations received by date of publication.

48. LETTERS FROM COUNCILLORS

No letters have been received.

49. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

50. NOTICES OF MOTIONS

No Notices of Motion have been received.

EMPLOYMENT

51. City Employment & Skills Plan & Action Plan 2011-14 11 - 18

Report of the Strategic Director, Place (copy attached) and presentation from Phil Frier, Chair of the City Employment and Skills Steering Group.

Contact Officer: Cheryl Finella *Tel:* 29-1095
Ward Affected: All Wards

52. Application for the Interreg IVa called 'Supporting Young and Unemployed People in Port Cities' 19 - 24

Report of the Strategic Director, Place (copy attached).

Contact Officer: Cheryl Finella *Tel:* 29-1095
Ward Affected: All Wards

53. Employment Update

Verbal update from the Economic Development Manager.

PLANNING

54. Localism Bill Update

Verbal update from the Local Development Team.

55. Government Consultation on Proposed Replacement Planning Guidance for Planning For Gypsies, Travellers and Travelling Showpeople 25 - 36

Report of the Strategic Director, Place (copy attached).

Contact Officer: Sandra Rogers *Tel:* 29-2502
Ward Affected: All Wards

PLANNING, EMPLOYMENT, ECONOMY & REGENERATION CABINET MEMBER MEETING

56. Local Development Framework City Wide Plan - Updated Background Studies 37 - 46

Report of the Strategic Director, Place (copy attached).

Contact Officer: Carly Dockerill Tel: 29-2382

Ward Affected: All Wards

57. Community Infrastructure Levy 47 - 50

Report of the Strategic Director, Place (copy attached).

Contact Officer: Mike Holford Tel: 29-2501

Ward Affected: All Wards

58. Draft Supplementary Planning Document Design Guide for Alterations and Extension 51 - 96

Report of the Strategic Director, Place (copy attached).

Contact Officer: Claire Burnett Tel: 29-2470

Ward Affected: All Wards

Part Two

Page

ECONOMY & REGENERATION

59. Major Projects Update

Verbal update from the Major Projects Team.

[Exempt Category 3]

60. PART TWO ITEMS

To consider whether or not any of the above items and the decisions thereon should remain exempt from disclosure to the press and public.

PLANNING, EMPLOYMENT, ECONOMY & REGENERATION CABINET MEMBER MEETING

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For further details and general enquiries about this meeting contact Tanya Davies, (01273 29-1227, email tanya.davies@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Wednesday, 26 October 2011

BRIGHTON & HOVE CITY COUNCIL

**PLANNING, EMPLOYMENT, ECONOMY & REGENERATION CABINET MEMBER
MEETING**

4.00PM 15 SEPTEMBER 2011

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Kennedy (Cabinet Member)

Also in attendance: Councillors C Theobald (Opposition Spokesperson) and Morgan (Opposition Spokesperson)

Other Members present: Councillors MacCafferty and Shanks

PART ONE

22. PROCEDURAL BUSINESS

22(a) Declarations of Interests

22a.1 There were none.

22(b) Exclusion of Press and Public

22b.1 In accordance with section 100A of the Local Government Act 1972 ("the Act"), the Cabinet Member considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the business to be transacted or the nature of the proceedings, that if members of the press and public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100I(1) of the Act).

22b.2 **RESOLVED** - That the press and public be excluded from the meeting during consideration of Item 39 onwards.

23. MINUTES OF THE PREVIOUS MEETING

23.1 **RESOLVED** - That the minutes of the meeting held on 7 July 2011 be approved as a correct record.

24. MINUTES OF THE SPECIAL MEETING, 3 AUGUST 2011

- 24.1 **RESOLVED** - That the minutes of the special meeting held on 3 August 2011 be approved as a correct record.

25. CABINET MEMBER'S COMMUNICATIONS

- 25.1 The Cabinet Member announced that the council had been nominated for three awards for its work with construction companies to recycle and reuse waste materials from building sites: a national and a regional Royal Town Planning Institute Award, and also a sustainability award through the South East Centre for the Built Environment (SECBE) Construction Excellence awards.

She stated that this represented excellent achievements and thanked the officers involved.

- 25.2 The Cabinet Member reported that she had attended Planning Summer School in September, which had been useful and informative at a time when planning issues were making national headlines.
- 25.3 The Cabinet Member welcomed Sue McHugh, Director of Finance at the University of Brighton, to the meeting. Ms McHugh was present for consideration of Item 35 Lewes Road (Preston Barracks and University of Brighton) Planning brief.

26. ITEMS RESERVED FOR DISCUSSION

- 26.1 **RESOLVED** – That all items be reserved for discussion.

27. PETITIONS

- 27.1 There were none.

28. PUBLIC QUESTIONS

- 28.1 There were none.

29. DEPUTATIONS

- 29.1 The Cabinet Member considered a deputation from Mr Russell Gotham concerning the development of the former Caffyns site at 227-233 Preston Road. Mr Gotham explained that residents were concerned about the use of the site and favoured high design, small scale development with low impact on the community. He noted the existing traffic and parking problems in Preston Village and stated that residents would support a regenerative development that contributed to maintaining and supporting local businesses and did not add to the congestion issues.
- 29.2 The Cabinet Member thanked Mr Gotham for his deputation and advised that she would be representing the council at the appeal hearing against the previous refusal for retail use on 8 December and that Councillor Davey, Cabinet Member for Transport & Public Realm, would be attending the hearing to speak about the transport issues

such as parking and hazardous movement of vehicles. She welcomed residents' attitude towards development on the site and recognised that they would be supportive of the right scheme for the site. She explained that she could not ask officers to begin work on a planning brief for the site while the appeal decision was pending, but that the idea would be returned to once the outcome of the hearing was known.

29.3 **RESOLVED** – That the deputation be noted.

30. LETTERS FROM COUNCILLORS

30.1 The Cabinet Member reported that she a letter had been submitted by Councillor Morgan concerning investment in student accommodation in the city.

30.2 Councillor Morgan explained that his letter had been prompted by changes to student finance nationally that could result in a drop in intake to the city's universities. He stated that is was important to plan for the future and to prevent a surplus of student accommodation and ensure that affordable housing was available to residents.

30.3 The Cabinet Member thanked Councillor Morgan for raising an important issue and explained that one of the proposed revisions to the Core Strategy would be a new policy to address the issue of student housing; that this had been discussed with the other group leaders at the Cross Party Working Group, with a report anticipated for the Cabinet meeting in October. The two universities had shared their assessments of student accommodation needs at the Strategic Housing Partnership and those assessments did not indicate that the level of purpose built student housing would reach a threshold at which reductions in student enrolment at either university would be an issue in the foreseeable future, with neither university anticipating a fall in enrolments.

The Cabinet Member instructed officers to provide Councillor Morgan with a briefing paper and suggested they meet to agree the best forum to discuss the he continued to have concerns regarding the numbers of purpose built student accommodation. She advised that the University of Brighton had indicated that the baseline of student accommodation was so low that even if there was no increase in student numbers and they built all the potential student housing they had in mind, it would still only accommodate 50% of first year students. She noted that the university anticipated an increase in foreign students requiring Halls of residence accommodation and that this could require 50-60% of available student accommodation.

30.4 **RESOLVED** – That the letter be noted.

31. WRITTEN QUESTIONS FROM COUNCILLORS

31.1 There were none.

32. NOTICES OF MOTION

32.1 There were none.

33. GOVERNMENT CONSULTATIONS: LOCAL PLAN REGULATIONS AND NATIONAL PLANNING POLICY FRAMEWORK

- 33.1 The Cabinet Member considered a report of the Strategic Director, Place concerning the council's responses to two recent Government Consultations relating to the Local Plan Regulations and the National Planning Policy Framework (NPPF)
- 33.2 The Cabinet Member stated that the proposed Local Plan Regulations were broadly welcomed as they would introduce changes arising from the Localism Bill and help to consolidate the Regulations into a single document. She explained that while the draft NPPF would streamline national planning policy into a single document, she had a number of concerns with the content, which appeared to contradict the government's aims around localism. She stated that the council would continue to progress its new City Plan.
- 33.3 Councillor Morgan advised that he shared concerns regarding the draft NPPF, in particular that it would give developers free-reign to build in the city. He stated that unachievable housing targets would be passed on to local authorities and that the council would no longer be able to protect its urban fringe. He was also concerned about the threat to traditional high streets and stated that, despite the aims of localism, residents would have no say in planning matters and that the proposals would result in an increase in the number of planning appeals.
- 33.4 In response to a question from Councillor Morgan, the Cabinet Member advised that the council was not in a policy void as many policies from the Local Plan, which was adopted in 2005, had been saved when the Core Strategy was adopted. She stated that the council was committed to bringing forward developments that residents wanted, that accorded with Local Plan Policies and the needs of neighbourhoods and communities.
- 33.5 Councillor C Theobald advised that she had been assured that green spaces would be protected, but agreed that the draft NPPF raised questions in relation to housing targets. She stated that developers would not build homes on unsuitable sites because they would be difficult to sell and that overall, despite a small number of concerns, she welcomed the government's proposals.
- 33.6 The Cabinet Member advised that the council was seeking further clarity regarding housing targets and explained that the council may be forced to include higher targets in the new City Plan than were in the South East Plan.
- 33.7 **RESOLVED** - That, having considered the information and the reasons set out in the report, the following recommendations be accepted:
- (1) That the Cabinet Member for Planning, Employment, Economy & Regeneration approves the council's response to the Government's consultation relating to the Local Plan Regulations (see Appendix 1); and,
 - (2) That the Cabinet Member for Planning, Employment, Economy & Regeneration approves the council's response to the Government's consultation relating to the draft National Planning Policy Framework (see Appendix 2). The Cabinet

Member will be consulted should minor amendments be suggested following officer attendance at a Department for Communities and Local Government NPPF seminar on 28 September.

34. CLG CONSULTATION: HOW CHANGE OF USE IS HANDLED IN THE PLANNING SYSTEM

- 34.1 The Cabinet Member considered a report of the Strategic Director, Place seeking approval of the council's response to the Government Issues Paper seeking views on revisions to improve and reform how change of use is handled within the planning system, which included reviewing how the current Use Classes Order (UCO) was structured and possible changes to the General Permitted Development Order (GPDO).
- 34.2 The Cabinet Member advised that she was supportive of a review of Permitted Development Rights and the UCO and the need to remove unnecessary barriers to economic growth and provide additional homes, but that she was concerned about the complete liberalisation of the UCO because it was important to maintain a balance between homes and places to work in city with limited space.
- 34.3 Councillor Morgan welcomed the review and proposed flexibility, but did not support wholesale deregulation in relation to change of use. He noted that Section 106 contributions for 'public good' would be lost and that high streets would be threatened by the promotion of out-of-town shopping developments.
- 34.4 Councillor C Theobald stated that it was a shame that the response had already been submitted to the government. She advised that, when considering change of use, it was necessary to strike a balance between encouraging development and maintaining democratic accountability.
- 34.5 **RESOLVED** - That, having considered the information and the reasons set out in the report, the following recommendations be accepted:
- (1) That the Cabinet Member for Planning, Employment, Economy & Regeneration approves and endorses the council's response to the Government's consultation regarding the reform and further deregulatory role of the change of use process and GPDO (see Appendix 1).

**35. LEWES ROAD (PRESTON BARRACKS AND UNIVERSITY OF BRIGHTON)
PLANNING BRIEF**

- 35.1 The Cabinet Member considered a report of the Strategic Director, Place seeking approval of the planning brief for Lewes Road (Preston Barracks and University of Brighton) following a six week consultation on the draft version of the document.
- 35.2 The Cabinet Member reported that the planning brief had been prepared in partnership with the University of Brighton to assist in bringing forward a shared vision for a comprehensive mixed use development across the Barracks site and the University's Moulsecoomb Campus. The consultation had been well publicised and responses had been considered, resulting in a number of changes to the brief, including providing a

greater emphasis on the council's sustainability objectives for new development through zero carbon or carbon neutral developments. She noted that the council's successful bid to the Local Sustainable Transport Fund for improvements in the Lewes Road area would help realise those objectives and thanked officers for their work on the planning brief.

35.3 Councillor Morgan congratulated officers on the planning brief and stated that it represented a significant achievement after a long period without any progress.

35.4 Councillor C Theobald noted the low number of response to the consultation, but welcomed the changes that had resulted from them and the planning brief in general. She raised concerns about the proposed car parking spaces, which she felt were too low and could discourage developers; she stated that there should be a balance between car use and public transport.

35.5 The Cabinet Member stated that provision for bus travel was already in place and that she looked forward to working further with partners on sustainable transport in relation to the development and also in order to tackle the serious issue of air quality in the Lewes Road area.

35.6 **RESOLVED** - That, having considered the information and the reasons set out in the report, the following recommendations be accepted:

(1) That the Cabinet Member for Planning, Employment, Economy & Regeneration notes the results of the public consultation held in April and May and the resulting changes that have been proposed to the planning brief.

(2) That the Cabinet Member for Planning, Employment, Economy & Regeneration approves the amended planning brief and that it be adopted by the council for development control purposes.

36. SHOREHAM HARBOUR: INTERIM PLANNING GUIDANCE (IPG) UPDATE

36.1 The Cabinet Member considered a report of the Strategic Director, Place seeking approval to adopt an update of Interim Planning Guidance (IPG) for Shoreham Harbour, jointly produced with Adur District Council and West Sussex County Council following a public consultation.

36.2 The Cabinet Member advised that the aim of the IPG was to guide development at the Harbour pending the production of formal planning policies in a Joint Area Action Plan and reported that minor changes to the wording had been made following the consultation. She stated that she looked forward to progressing the JAAP and working with partner local authorities and the Port to move forward.

36.3 Councillor C Theobald welcomed the inclusion of housing in the IPG and looked forward to further progress, including vital improvements to the surrounding infrastructure.

- 36.4 Councillor Morgan stated that the development of Shoreham Harbour was of regional significance for jobs and homes and that he was concerned how it would be effected by the proposed NPPF.
- 36.5 The Cabinet Member noted that the abolished regional development agencies had played an important role in such developments, but that there was a genuine feeling of goodwill and excitement which would propel the project forward. She also welcomed the involvement of Overview & Scrutiny in the development of the Joint Area Action Plan.
- 36.6 **RESOLVED** - That, having considered the information and the reasons set out in the report, the following recommendations be accepted:
- (1) That the Cabinet Member agrees to adopt the Shoreham Harbour: Interim Planning Guidance update, subject to any minor grammatical and non-material text and illustrative alterations agreed by the Strategic Director Place in consultation with the Cabinet Member for Planning, Employment, Economic Development and Regeneration, and agreed by Adur District Council and West Sussex County Council.
- 37. DRAFT FOOD GROWING ON DEVELOPMENT SITES PLANNING ADVISORY NOTE**
- 37.1 The Cabinet Member considered a report of the Strategic Director, Place seeking endorsement of the draft 'Food Growing and Development' Planning Advice Note (PAN), which offered technical guidance on the delivery of food growing opportunities and facilities as part of development schemes.
- 37.2 The Cabinet Member welcomed the PAN and reported that it was thought to be the first of its kind nationally and was intended as a model document that may be emulated by other planning authorities. She explained that the PAN did not create additional expense or requirements for developers, but offered information on appropriate options to incorporate food growing within planning proposals. She reported that the council had recently seen a proliferation of major applications with a food growing element, which reflected a growing movement and technological developments and which supported growing opportunities in small spaces in the urban environment.
- 37.3 A presentation on the development and aims of the PAN was given by the Sustainability Officer from the Planning Projects Team (see Appendix 1). She explained that the PAN had been proposed by 'Food Matters' and written by one of its directors, Clare Devereux in conjunction with the council.
- 37.4 Councillor Morgan welcomed the introduction of the PAN. He noted that while it was not compulsory, it was necessary to make it clear to developers that it was not a determining factor in considering planning applications to ensure that there was no detrimental effect on economic development.
- 37.5 Councillor C Theobald supported the increase in food growing locally and noted that work to encourage this had been undertaken by former Councillor Ayas Fallon-Khan.

37.6 The Cabinet Member thanked opposition Members for their support and gave assurances that officers would make it clear the PAN was guidance only. She advised that there was significant media interest in the initiative.

37.7 **RESOLVED** - That, having considered the information and the reasons set out in the report, the following recommendations be accepted:

- (1) That the Cabinet Member for Planning, Employment, Economy & Regeneration approves the draft 'Food Growing and Development' document as a Planning Advice Note to provide information and guidance for use by Development Control, Planning Policy officers, applicants and their agents.

38. EMPLOYMENT UPDATE

38.1 The Cabinet Member considered verbal update from the Economic Development Manager concerning employment within the city. She made the following points:

- Brighton & Hove was fairing marginally better than the national outlook for employment and the anticipated rise in employment support allowance had not yet materialised.
- The rise in public sector job cuts had resulted in a high number of part time redundancies, which had disproportionately affected working women.
- Nationally, there had been a rise in the numbers claiming Job Seekers Allowance (JSA) and it was necessary to create the right conditions for private sector growth to make up for public sector job losses.
- Locally there had been a modest increase in JSA claimants and youth unemployment was a concern in the city and nationally; however, the new work programme had shown some positive results with exposure to employers having an impact on young people obtaining employment.
- The City Employment & Skills Working Group had set up a steering group to look at apprenticeships and City Employment & Skills Plan included a commitment to making progress in this area.

38.2 The Cabinet Member noted the mixed news and acknowledged the concern around youth unemployment. She welcomed support from partners in relation to apprenticeships and requested an update from the steering group at a future meeting.

38.3 Councillor Morgan echoed concerns about female and youth unemployment and agreed that apprenticeships were key to helping tackle the youth problem. He stated that the lack of progress on major projects in the city had contributed to the problem, making it difficult to attract businesses.

38.4 Councillor C Theobald noted that the city was attractive to young people and that school leavers were now competing with graduates for many jobs.

38.5 The Cabinet Member reported that officers were working hard to deliver less complex projects to bring business premises up to specification. She stated that she would like to see employment space as part of all major developments.

38.6 **RESOLVED** – That the update be noted.

PART TWO

39. PART TWO MINUTES OF THE PREVIOUS MEETING

39.1 **RESOLVED** - That the Part Two minutes of the meeting held on 7 July 2011 be approved as a correct record.

40. PART TWO ITEMS

40.1 The Cabinet Member considered whether or not any of the above items should remain exempt from disclosure to the press and public.

40.2 **RESOLVED** – That item 39, contained in Part Two of the agenda, remains exempt from disclosure to the press and public.

The meeting concluded at 5.30pm

Signed

Cabinet Member

Dated this

day of

Subject:	City Employment & Skills Plan & Action Plan 2011-14		
Date of Meeting:	3 November 2011		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Cheryl Finella	Tel: 29-1095
	Email:	cheryl.finella@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Local Democracy, Economic Development and Construction Act (LDEDCA) 2009 placed a new duty on county councils and unitary district councils to prepare an assessment of the economic conditions of their area. Included within it is a requirement to produce a work and skills plan for the area. The coalition government has indicated its intention to abolish this legislation and has advised that local areas should determine for themselves the value of continuing the work.
- 1.2 This report provides the context and rationale for producing an employment and skills plan for the city and outlines the issues and priorities that form the focus of the related action plan and outcomes.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Planning, Employment, Economy & Regeneration notes the content of the report and endorses the City Employment & Skills Plan 2011-14 and its priorities and action plan.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The City Employment & Skills Steering Group (CESSG) is the main vehicle through which Brighton & Hove seeks to address issues of employment, skills and business support. Formed in 2008, the group was established to progress and deliver on the City Employment and Skills plan 2008/ 2011 priorities. It had as its mission, 'the creation of a coherent and coordinated approach to employment and skills, which will benefit the residents of Brighton & Hove and strengthen the city's economy'.

- 3.2 The first three-year City Employment & Skills Plan (CESP), produced in 2007, brought together, in one place, the main activities undertaken in the public and voluntary sector designed to address skills, training and employment. This was to provide a clearer picture of provision thereby facilitating better co-ordination, rationalisation and targeting of resources.
- 3.3 The first plan contained a plethora of actions and activities and it was clear that it would be necessary to focus on a few specific priorities rather than spread activities too thinly, thus an annual action plan was developed with priorities agreed by the CESSG. The CESP actions were tracked through Interplan and the outcomes were fed into the annual Local Area Agreement (LAA) targets.

The Case for a City Employment & Skills plan

- 3.4 The economic, political and organisational climate is fundamentally different from when the 2008-2011 City Employment and Skills Plan (CESP) was developed. The United Kingdom recently suffered its longest and deepest recession since the 1930s resulting in a 6% loss in output over six quarters between the end of 2008 and 2009.
- 3.5 This recession is considered to be different from previous recessions, because it was the result of an international banking crisis and over 90 per cent of economies in the Organisation for Economic Cooperation and Development (OECD) experienced recession.
- 3.6 In May 2010 a new Conservative-Liberal Democrat Coalition Government was elected and set out an ambitious programme aimed at: reducing the structural deficit during the life time of the Parliament; reforming the welfare system; devolving powers to local people and communities; and re-balancing the UK economy by promoting private sector-led growth.
- 3.7 In 2009, the IPPR suggested that the 2016 economy may be somewhat different to the 2008 economy. Significant employment reductions in much of the public sector and retail may be compensated for by an increase in 'other services' jobs, including the creative and cultural industries; caring and health service work; high-end manufacturing; pharmaceuticals and green technologies.
- 3.8 The Government also changed the way public services are run by announcing the abolition of 192 quangos and a fundamental reform of the local government performance framework. This includes replacing Local Area Agreements and their associated National Indicators with a single list of "data requirements" that is being agreed between local authorities and central Government.
- 3.9 How public services are delivered has also under-gone significant change. The Government White Paper, *Local Growth: Realising Every Place's Potential* set out the Government's approach to Local Economic Development. Its plans to abolish the Regional Development Agencies (RDAs) have been materialised and RDAs have been replaced with a network of Local Enterprise Partnerships based on locally defined "functional economic areas".

- 3.10 These changes linked to the significant reduction in public sector finances will all impact on how localities take forward their agenda for employment skills and business support. Some of the main actors such as the South East Regional Development Agency (SEEDA) and Business Link will cease by 2012 and 2011 respectively and the role of organisations such as the Skills Funding Agency and Further Education will change significantly.
- 3.11 Brighton & Hove has become part of the Coast to Capital Local Enterprise Partnership area. The Coast to Capital LEP aims to support the development of 100,000 private sector jobs; promote entrepreneurship in schools and colleges and focus on supporting the growth of internationally trading businesses.
- 3.12 All these changes mean that the CESSG needs to be able to articulate its employment and skills priorities so that activities across local partnerships are complementary; that the right activities are commissioned to address the agreed priorities; that large welfare to work providers respond to the distinct needs of the city's residents and businesses; and so that Brighton & Hove both actively contributes to and benefits from initiatives that are developed through the Coast to Capital Local Enterprise Partnership.

The New Plan Priorities

- 3.13 The new plan sets out three priorities for action that take into account the socio-economic and policy changes that have occurred and will influence how actions are taken forward.
- 3.14 ***Priority One: Promote the city's employment and skills needs to internal and external partners and agencies***
 This priority has been developed in recognition that many decisions that impact on employment and skills in the city are taken by agencies and departments that have a national or sub-national remit and by organisations and partnerships within the city that have a related, but different focus. The members of the CESSG represent the major funders, influencers and deliverers of skills, employment and business support services in the City. Priority One reflects the CESSG's acknowledgement that they have a major role to play in driving the local skills and business support agenda.
- 3.15 ***Priority Two: Support the creation of at least 6,000 new jobs by 2014***
 This priority is based on an estimate of the number of new jobs that the city may need in order to maintain its existing employment rate (71.6%), and a recognition that public sector agencies in partnership with private sector actors can help to set the conditions for private sector job creation. The CESP will also help to inform the work of the Coast to Capital LEP and there will be a focus on encouraging International trade and Entrepreneurship.
- 3.16 ***Priority Three: Ensure that local residents are equipped to compete for jobs in the city's labour market***
 This priority reflects the need to ensure that the city's residents are equipped with the skills and knowledge to access jobs in the city and beyond. There is a particular focus on supporting people on out of work benefits and young people back into the labour market by, for example, developing stronger links with the business community, promotion of apprenticeships, work experience and

volunteering; and, clearer progression routes from school to further and higher education

- 3.17 The CESSG membership has been reviewed to reflect the need to balance both the priority to support the creation of jobs and the priority to equip local people to compete for them. The City Employment and Skills Steering Group is now led by an elected Chair from outside the City Council and is supported by four thematic 'Leads' to identify resources, oversee actions; and develop and maintain internal and external links. As we move towards the implementation and the delivery stage of the CESP the membership of the CESSG has also moved towards a balance between the private and public sector. Representatives from six key local businesses have now joined the group, which is chaired by Phil Frier, the Principal of City College Brighton & Hove.
- 3.18 The CESSG is one of the 'family of partnerships' under the Local Strategic Partnership (LSP); the chair of the group sits on the LSP and acts as a link ensuring that the LSP is kept abreast of the CESSG's work and that the CESSG is aware of LSP activities and priorities.

Next Steps

- 3.19 The CESP and the related action plan is the result of extensive consultation and input from CESSG members and wider stakeholders. The original plan was endorsed by the Local Strategic Partnership in December 2007. The Interim Work and Skills Plan which was a requirement of the Local Democracy, Economic Development and Construction Act (LDEDCA) 2009, was approved for submission to Government Office for the South East by the then Chair of the CESSG, the Director for Housing, Culture & Enterprise.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 The CESP is based on consultation with CESSG members; an awayday held on 4 October 2010; an action planning workshop held on 25 November 2010; an interview with the Cabinet Member for Enterprise, Employment and Major Projects along with an analysis of relevant strategies, plans and background research reports; and an analysis of a wide range of labour market and economic datasets.
- 4.2 The new plan is available on the council's website (www.brighton-hove.gov.uk/employment) and has been presented to various thematic partnerships including the Local Strategic Partnership (LSP), the Public Service Board (PSB), the Sustainability Partnership, the Arts Commission, the Transport Partnership, the Learning Partnership and the Adult Learning Group.
- 4.3 A launch is being organised by the CESSG in partnership with the Brighton & Hove Economic Partnership for 4th October 2011. More than 300 delegates from the public, private and third sector have been invited to the launch and will be given the opportunity to raise questions and contribute their ideas to the delivery of the action plan.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The costs associated with launching the City Employment and Skills Plan, including consultation are identified within the Economic Development Budget for 2011/12. The sum of £29,200 has been allocated from residual Local Area Business Growth Initiative (LABGI) funds for the period to March 2011. Funding will need to be identified for any subsequent costs as the work progresses.

Finance Officer Consulted: Karen Brookshaw Date: 30/09/11

Legal Implications:

- 5.2 The Coalition Government has declared its intention to remove the requirement to publish work & skills plans as set out in the Local Democracy, Economic Development and Construction Act (LDEDC) 2009. A letter to local authorities from the Communities and Local Government department invited localities to decide for themselves whether there is value in preparing a Local Area Assessment and related Work & Skills plan for their area. This report sets out the rationale for taking forward the employment and skills plan for the city. There are no adverse legal implications arising from this report.

Lawyer Consulted: Bob Bruce Date: 06/10/11

Equalities Implications:

- 5.3 An Equalities Impact Assessment (EIA) has been produced which will help to ensure that the proposed actions in the CESP are in compliance with equalities legislation. The recommendations of the EIA will be incorporated into the project monitoring of the CESP action plan.

Sustainability Implications:

- 5.4 The actions arising from the plan will contribute toward the council's aspiration for growing a sustainable economy by creating the conditions for business growth and job creation; supporting low skilled and unemployed residents into work; and, providing progression routes for young people and graduates.

Crime & Disorder Implications:

- 5.5 The actions arising from the plan are designed to reduce unemployment and benefit dependency and contribute to related issues such as in-work poverty. The action plan is expected to have a positive impact on levels of crime and disorder in the city.

Risk and Opportunity Management Implications:

- 5.6 If the plan is not taken forward there is a real risk that the city will start to fall behind other cities in economic competitiveness. Recent reports such as the Centre for Cities Outlook 2011 identifies the city as having the 'potential' to be one of the cities that leads the country out of recession; however it makes clear that the city will need to take pro-active steps to make things happen. Failure to

take forward the plan could result in increased business foreclosures; higher levels of unemployment and greater levels of benefit dependency.

Public Health Implications:

- 5.7 Employment and skills cuts across a number of areas including health. The action plan is expected to have a positive impact on helping residents with health related issues to access employment.

Corporate / Citywide Implications:

- 5.8 The CESP is a citywide strategy that will have a positive impact on the economic prosperity of the city.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The option of not developing a plan was discussed by the CESSG and it was agreed that due to the prevailing policy and socio-economic conditions a 'do nothing' strategy would have a negative impact on the city and would be likely to result in a more disjointed and therefore costly approach as each organisation takes forward individual strategies to tackle related issues.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The CESP draws on the latest data sets and policy information to identify the needs, opportunities and challenges for the city. Key to addressing these issues is the ability of individual members within the CESP to use existing resources towards the agreed priorities.
- 7.2 The role of the Local Authority in helping to guide the work; its role as an Education Authority responsible for adult and young people services; its role in supporting those facing disadvantage in the labour market and in driving economic development means that it is uniquely placed to assist in driving this agenda.
- 7.3 The endorsement of the Cabinet Member for Planning, Employment, Economy and Regeneration is therefore considered vital in ensuring that the council is able to make a meaningful contribution to this agenda.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms

1. City Employment and Skills Plan 2011-14

Background Documents

1. City Employment & Skills Plan 2011-14

Subject:	Application for the Interreg IVa called 'Supporting Young and Unemployed people in Port Cities'		
Date of Meeting:	3 November 2011		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Cheryl Finella	Tel: 29-1095
	Email:	cheryl.finella@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out information about, for the Interreg 1Va 'Supporting Young and Unemployed people in Port Cities' cross-border funded project application and seeks endorsement for the Council's continuing participation in this project. The 'Supporting Young and Unemployed people in Port Cities' will research, develop and implement training programmes and develop business employment strategies and activities to equip and encourage young people to work in ports. In Brighton & Hove the focus will be on the opportunities arising from the development in the Shoreham Port Regeneration area.
- 1.2 Interreg 1Va is a priority funding stream for the city council and city partners, as set out in the corporate International Strategy. In the current economic climate, and following the reduction of national and regional bidding opportunities, the EU funding programme has become increasingly important as a source of external funding. The July 2011 deadline saw a record number of local bids submitted including five city council bids. Given the increased Interreg 1Va bidding activity, it has been agreed that reports on individual Interreg 1Va bids are to be taken to the relevant Cabinet Member Meeting (CMM) for formal sign-off. In future, CMM approval will therefore be sought at an earlier stage of bid development. This bid was already submitted,, when the new CMM sign-off process was established.
- 1.3 Interreg 1Va is an EU funding programme that supports crossborder cooperation projects between neighbouring regions, across a range of themes including: economic development, social cohesion, culture, and the environment. Interreg funds up to 50% of eligible project costs. Projects require at least two partner organisations from a minimum of two eligible EU countries. Brighton and Hove is eligible under two programmes: '2 Seas' involving parts of the UK, France, Belgium (Flanders) and the Netherlands; and 'France (Channel) – England.
- 1.4 This project supports the Culture, Tourism and Enterprise Overview and Scrutiny Committee's Update on Environmental Industries, Appendix 1, Recommendation Number 14, *'The Panel recommends the council works with local organisations and other local authorities, regional and sub-regional bodies to help the*

development of environmental industries. Building on existing regional initiatives',

- 1.5 This project also supports the Shoreham Port Master plan, 2010, which was developed in liaison with the local Authorities including Brighton & Hove City Council and West Sussex County Council; the masterplan seeks to create over 500 additional jobs in Shoreham Port and further job opportunities are likely to arise as part of the wider redevelopment within the Shoreham Regeneration area.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Planning, Employment, Economy & Regeneration endorses the proposed city councils continuing participation in the Interreg 1Va 'Supporting Young and Unemployed people in Port Cities' application.
- 2.2 That the Strategic Director, Place be given delegated authority to sign the final project agreement, should the application be successful.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 There are five cities involved in the Interreg 1Va 'Supporting Young and Unemployed people in Port Cities' project bid. Each locality has similar concerns regarding employment in ports. The project aims to reduce youth unemployment in port areas whilst supporting locally based businesses by addressing the mismatch between youth skills and business needs. Within the five cities there are nine partners taking part in the proposed project. These partners are made up of Colleges of Further Education, City Councils, businesses and entrepreneurs. They are City College Plymouth, the lead partner, Albeda College - Rotterdam, Rotterdam City Council, Rotterdam Businesses and Entrepreneurs, Executive Agency for the General Education Policy – Antwerp, Directorate for Work and Economy – Antwerp, Brighton and Hove City Council, City College Brighton & Hove and Southampton City Council.
- 3.2 Project activities will be based on three areas of focus:
a) businesses/entrepreneurs b) education and c) young people and where possible it will unite all three to ensure that businesses have the skills that they need, that education institutions are able to supply and effectively anticipate skill demands and that young people are able to make informed choices about jobs and careers related to ports.
- 3.3 The role of the Brighton and Hove City Councils Economic Development team in the partnership with West Sussex County Council is to deliver the following outcomes during the life time of the proposed project (2012 -2014):

*50 employers engaged in local knowledge exchange and open days.

*A dedicated training centre in the Port (site already identified and agreed with Port Authority),

*4 supply chain events focusing on wind farms, environmental technology and port related activity.

*A web based jobs board with careers, education and skills resources.
A skills and employment audit produced for port employers and their local supply chains.

*50 employers signed up to an Employers Charter – a commitment to engagement with schools/ FE, and the wider project activity.

*1 employer engagement strategy.

If successful Brighton and Hove City Council will host the initial launch event and use the opportunity to show case some of our key businesses and investment opportunities.

3.4 The Economic Development team will be supporting City College Brighton & Hove's project outcomes.

*150 work placements.

*50 employees undertaking short industry specific training.

*250, 14 t- 16 year olds engaged in port related education enterprise or training.

*250, 16 - 19 year olds engaged in port related education enterprise or training.

*150 local people offered interviews for port related jobs.

*100 jobs filled by local residents.

*21 young people engaging in cross border placements.

*30 tutors on Continuance Professional Development via cross border activity.

*30 business mentors engaged to support young people.

*12 business networking events.

*50 employer visits to local schools colleges.

3.5 The projects cross border outcomes are to produce a toolkit for other port cities on how to recruit and engage young people into port related jobs and careers and an online portal for exchange of knowledge, access to project information and to inform the toolkit.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

4.1 The Economic Development team have consulted with West Sussex County Council, the Shoreham Harbour Regeneration and City College Brighton & Hove during the bid application planning and writing process. The Economic Development team took part in three face to face application planning and development meetings between April and June 2011, two of which took place in Brighton, with all the proposed project partners. There were online and telephone consultations between the nine partners prior to the lead partner submitting the bid in July 2011. All consultation meetings were overseen by our lead partner City College Plymouth within a specific consultation framework, which was collaboratively devised by all partners at the start of the application process.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 There will be no direct financial cost to Brighton and Hove City Council, as the contribution comprises staff time allocated to overseeing and delivery of the project: The staff time is valued at €43,960.50 over the life of the project.
- 5.2 West Sussex County Council is a partner in the bid but is not named separately in the application. The responsibility for overseeing and delivering the Brighton and Hove City Council / West Sussex County Council element of the project rests with the BHCC Economic Development Team. The contribution from WSCC is in the form of staff time, being 40% of the Shoreham Port Development Manager's post and her 'in kind' contribution will draw down ERDF to create an apprentice administrator for the project. WSCC are also providing €50,000, for which approval has already been given by the Shoreham Harbour Regeneration Partnership board. A formal partnership agreement will be drawn up between WSCC and Brighton and Hove City Council should the application be approved, ensuring that both BHCC and WSCC deliver what they have agreed.

Finance Officer Consulted: Karen Brookshaw Date: 30/09/11

Legal Implications:

- 5.3 Participation in this project is within the Council's powers. If the Bid is approved, the Lead Partner (City College Plymouth) will sign a funding contract with the funding body, and will be legally accountable for the funds drawn down. Prior to any funds being drawn down, the Council will be required to sign an agreement with the Lead Partner and the other parties involved in the project, setting out the details of the relationship between the various parties, and confirming the contribution to the project which the individual parties will make. Once the partnership agreement has been signed, the Council will be legally obliged to comply with its terms.

Lawyer Consulted: Jill Whittaker Date: 06/10/11

Equalities Implications:

- 5.4 The 'Supporting Young and Unemployed people in Port Cities' project will benefit all local residents around the Shoreham Port area. The projects priority target group is the young and NEET people in the area, aged 11-30. The project will enable the priority group and their communities to have a better understanding of the employment and career opportunities in Shoreham Port. It will provide them with the opportunity to attend port related training courses and in doing so have the skills they need to enter the work force in Shoreham Port, their local area.

Sustainability Implications:

- 5.5 The outcomes of the proposed 'Supporting Young and Unemployed people in Port Cities' project will contribute toward the councils aspiration for growing a sustainable economy by creating the conditions for business growth and job

creation; supporting low skilled and unemployed residents into work; and, providing progression routes for young people.

Crime & Disorder Implications:

- 5.6 The proposed 'Supporting Young and Unemployed people in Port Cities' project is designed to reduce unemployment and benefit dependency and contribute to related issues such as in-work poverty. The outcomes are expected to have a positive impact on levels of crime and disorder in the city.

Risk and Opportunity Management Implications:

- 5.7 Recent reports such as the Centre for Cities Outlook 2011 identifies the city as having the 'potential' to be one of the cities that leads the country out of recession; however it makes clear that the city will need to take pro-active steps to make things happen. The 'Supporting Young and Unemployed people in Port Cities' project clearly supports the City's Employment and Skills Plan, in particular priority three. Endorsing this project would help tackle business foreclosures; unemployment and benefit dependency.

Public Health Implications:

- 5.8 Employment and skills cuts across a number of areas including health. The project is expected to have a positive impact on helping residents to access employment and therefore reducing the health risks associated with unemployment.

Corporate / Citywide Implications:

- 5.9 The proposed 'Supporting Young and Unemployed people in Port Cities' project will have a positive impact on the economic prosperity of the city . The project contributes to the City and Employment Skills Plan's (CESP) 2011 -2014 vision, in particular to 'priority three' of the plan, which seeks to ensure that local residents are equipped to compete for jobs in the city's labour market. This priority reflects the need to ensure that the city's residents are equipped with the skills and knowledge to access the city's jobs, specifically those people on Out of Work Benefits and Young People.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Option one is to withdraw from the project and not continue with the activity proposed above. The impact of not taking forward the city council element of this project may mean that the City College will have to revise its planned programme of activity as some of it is predicated on having access to employers (through the Charter) to engage in curriculum development, work placement and knowledge exchange. It may also materially damage the city council's reputation as a future partner for regeneration projects as the remaining partners would have to revise the whole scheme.
- 6.2 Option two would also focus on a withdrawal from the scheme and an alternative focus on what can be achieved in this area with limited resources. While it may be possible to engage businesses in this project without the draw down of EU

funds there are many elements that will be lost. For example the refit of dedicated premises on the Port; the development and role out of the Employers Charter and the 'Meet the Buyer' events could not be delivered with available budgets.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The continuing participation in this proposal is recommended for approval as; if successful it will provide valuable additional resources with which to support the work underway to redevelop the Shoreham Port Regeneration area. The project will bring jobs, new areas of curriculum linked to growth sectors and greater levels of employer engagement.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms

1. Summary of the 'Supporting Young and Unemployed people in Port Cities' application

Background Documents

1. Online copy of the [Shoreham Port Master Plan](#)
2. Culture, Tourism and Enterprise Overview and Scrutiny Committee update on Environmental Industries Appendix 1 Recommendations

Subject:	Government Consultation on Proposed Replacement Planning Guidance for planning for Gypsies, Travellers and Travelling Showpeople		
Date of Meeting:	3 November 2011		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Sandra Rogers	Tel: 29-2502
	Email:	sandra.rogers@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report seeks approval and endorsement of the council's response to the recent Government consultation to replace current national planning policy guidance for Gypsies and Travellers and Travelling Showpeople in Circulars 1/2006 and 4/2007. The consultation proposes withdrawing these existing Circulars and replacing with a new Planning Policy Statement and is entitled 'Planning for Traveller Sites'.
- 1.2 The response was sent on 3 August 2011 in order to meet the consultation deadline but remains subject to approval and endorsement at this Cabinet Member Meeting.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Planning, Employment, Economy & Regeneration approves and endorses the council's response to the Government's consultation on Proposed Replacement Planning Guidance 'Planning for Traveller Sites' (see Appendix A).

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Earlier this year, the Government's Department for Communities and Local Government published a consultation paper entitled 'Planning for traveller sites'. The consultation seeks views on the government's proposals to withdraw current Planning Circulars 1/2006: Planning for Gypsy and Traveller Sites and 4/2007: Planning for Travelling Showpeople and replace with a new single Planning Policy Statement 'Planning for Traveller Sites'. The current circulars are used by Local Planning Authorities, the Planning Inspectorate and the Secretary of State for CLG to guide planning policies for traveller sites and to make decisions about planning applications for traveller sites.

- 3.2 The Government believes these circulars are becoming outdated due to the Government's broader changes to the Planning System. The policy in the proposed new statement on traveller sites will eventually be put into the National Planning Policy Framework.
- 3.3 The main policy objective set out in the proposed new statement is fair and effective provision of authorised sites for Gypsies and Travellers to facilitate the traditional and nomadic way of life of these groups whilst respecting the interests of the settled community.
- 3.4 The aims of the new policy statement are to:
- Enable local authorities to make their own assessment of the need for site provision and to set their own targets;
 - Encourage local authorities to plan for sites over a reasonable timescale;
 - Protect the Green Belt from development;
 - Reduce tensions between settled and traveller communities in the planning system;
 - Ensure that local planning authorities develop fair and effective strategies to meet need through the identification of sites;
 - Reduce the number of unauthorised encampments and make enforcement more effective;
 - Ensure that development plans include fair, realistic and inclusive policies;
 - Increase the number of traveller sites in appropriate locations to address under provision and maintain an appropriate level of supply;
 - Enable provision of suitable accommodation from which travellers can access education, health, welfare and employment infrastructure.
- 3.5 There are 13 key questions on which the Government seeks views on its proposed new policy. These are set out in full at Appendix A with the proposed council response.
- 3.6 The proposed response advises that the council is generally supportive of the Government's key policy aims as set out above. However, there are a number of concerns with some aspects of the proposed new policy statement:
- In terms of the policy requirement to undertake an assessment of the need for site provision the new policy simply refers to the need for a 'robust evidence base'. Previously, local planning authorities were required to undertake a detailed Gypsy and Traveller Accommodation Assessment (GTAA). The council agrees that a sound evidence base should be required but suggests that the policy statement should identify specific examples of what this might constitute and that further clarification is given through best practice guidance to ensure consistency across local authorities. Replacement guidance should be realistic, practical and equitable across local authorities (Question 2).
 - Where need is identified, local planning authorities will be required to set targets for site provision in their local plans. The council's response notes that targets for housing reflect 'capacity' more than meeting the full extent of demand or need for housing particularly in locations where there are significant physical and environmental constraints as in Brighton & Hove. Therefore it is suggested that planned targets for traveller site provision

should be subject to the same considerations so that a deliverable level of need/demand is planned for (Question 4).

- The new policy statement proposes that local planning authorities be required to plan for a five-year supply of traveller sites in the same way that they are required to plan for a five year supply of land for general housing development. Unlike general market housing where commercial providers deliver new homes because it is their business, there are no such active agents in the provision of Gypsy and Traveller sites. The council's response is therefore to suggest that site provision should be more closely aligned with a robust assessment of need over the plan period. It also notes that a five year supply requirement is not a specific requirement for any other group within the community with a specific accommodation need (Question 5).

3.7 Full details of the comments made in response to the 13 Consultation Questions are set out at Appendix A.

3.8 It would normally be the intention of officers to ensure that any formal responses to government consultations are endorsed by the relevant Cabinet member meeting. Due to the timing of the release of the consultation, the short timeframe for considering the proposed changes, consulting internally and the lead in time for the Cabinet member meetings over the summer this was regrettably not the case with this consultation.

4. CONSULTATION

4.1 Internal consultation has been undertaken between the council's Planning Strategy, Traveller Liaison and Housing Strategy Teams in terms of drafting responses to the 13 Consultation Questions.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 The cost of preparing the council's response consists of officer time and has been met from existing Planning revenue budgets. The costs of future site provision are likely to be met through grant funding.

Finance Officer Consulted: Karen Brookshaw Date: 15/08/11

Legal Implications:

5.2 No direct legal implications arise from the Report. However, once adopted as Government Policy the Planning Policy Statement "Planning for Traveller Sites" should be taken into account by local planning authorities in the preparation of development plans and in the determination of relevant planning applications.

Lawyer Consulted: Hilary Woodward Date: 02/09/11

Equalities Implications:

- 5.3 The Government's consultation document and the council's response take into account equalities issues. The main policy objective set out in the proposed new statement is fair and effective provision of authorised sites for Gypsies and Travellers to facilitate the traditional and nomadic way of life of these groups whilst respecting the interests of the settled community. An Equality Impact Assessment has been published to accompany the Consultation Document.

Sustainability Implications:

- 5.4 Sustainability considerations are central to the planning system and form part of the response.

Crime & Disorder Implications:

- 5.5 Appropriate site provision for Gypsies and Travellers will help to reduce the incidence of illegal encampments in and around the City.

Risk and Opportunity Management Implications:

- 5.6 None identified.

Corporate / Citywide Implications:

- 5.7 The council's response highlights the main impacts of the proposed new policy statement and accords with the Council's Traveller Strategy.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The government has published an Impact Assessment (Annex B of the Consultation Document) which sets out the likely costs and benefits of policy options considered. In preparing the proposed new policy statement, three policy options were considered: 1) Do nothing, 2) withdraw the circulars and 3) withdraw circulars and replace with a new single Planning Policy Statement. Option 3 is preferred.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To gain formal approval and endorsement of the council's response to the Government consultation on proposed replacement policy guidance for planning for Gypsy and Traveller Sites. The response has been sent in order to meet the consultation deadline of 3 August 2011. This was on the understanding that formal approval would be sought at Cabinet Member Meeting.

SUPPORTING DOCUMENTATION

Appendices:

1. Response to Consultation Questions re. CLG Consultation on withdrawal and replacement of Circulars 1/2006 and 4/2007 with a new Planning Policy Statement 'Planning for Traveller Sites'.

Documents in Members' Rooms

None.

Background Documents

1. CLG Planning for Traveller Sites – Consultation April 2011
2. Circular 1/2006: Planning for Gypsy and Traveller Caravan Sites.
3. Circular 4/2007: Planning for Travelling Showpeople

Planning for Traveller Sites (CLG) – Consultation

CLG Consultation on withdrawal and replacement of Circulars 1/2006: Planning for Gypsy and Traveller Caravan Sites and Circular 4/2007: Planning for Travelling Showpeople

**Brighton & Hove City Council DRAFT response to ‘Planning for Traveller Sites’
(August 2011)**

Question 1:

Do you agree that the current definitions of Gypsies and Travellers and Travelling Showpeople should be retained in the new policy?

Yes. The current definition identified in the draft Planning Policy Statement (and Circular 1/2006) is essentially based on lifestyle choice rather than ethnicity/cultural heritage. Within the ‘Policy background’ section of the consultation (at para 2.3) paper this appears to be partly justified by stating that most ‘traveller’ sites are occupied by either Romany Gypsies or Irish Travellers. At para.2.5, the paper also accepts that Case law has established that the Government has a duty to ‘facilitate the gypsy way of life’ for ethnic Gypsies and Travellers under the Human Rights Act.

The broader ‘lifestyle’ planning definition can present significant challenges in locations where, in addition to ethnically defined groups, there are also other groups of travellers such as New Travellers (non traditional travellers most of whom originate from the settled community although some children have been born into New Traveller communities) and self-defined travellers such as ‘Van Dwellers’.

Brighton & Hove has a population locally termed ‘Van Dwellers’. Van Dwellers are generally found living in their vehicles on the roadside or on unauthorised encampments. Van Dwellers could be considered a sub set of New Travellers however they are generally not ‘nomadic’ and are effectively permanently resident in the city, such as through work or education and are not considered to meet the definition of a Traveller. As this group does not meet the existing definition of ‘Traveller’ they sit outside the city’s existing Traveller Strategy.

Question 2:

Do you support the proposals to remove the specific reference to Gypsy and Traveller Accommodations Assessments (GTAA) in the new policy and instead refer to a robust evidence base?

The GTAA is the most robust evidence base that Local Planning Authorities (LPAs) have accumulated. A GTAA provides a consistent assessment that is comparable across and between local authorities. If reference to the GTAA requirement were to be removed, then examples of what would constitute an alternative ‘robust evidence base’ must be clearly identified in good practice

guidance. Any replacement guidance must be realistic, practical and equitable.

Question 3:

Do you think that local planning authorities should plan for local need in the context of historic demand?

Broadly yes. However, historical demand is capable of different interpretations. Historic 'demand' may merely reflect historic patterns of site provision rather than reflecting where gypsies and travellers may now want to live if a wider distribution of site provision were to be made. In this context, the issue is 'larger than local' and the regional assessment exercises (e.g. South East Plan Partial Review) which undertook some degree of 're-distribution' was an attempt to offer and ensure a greater choice of locations to Gypsies and Travellers. Without a sub-regional framework to provide a basis for needs assessment and site provision it is difficult to see how a wider network of site provision can be achieved.

Question 4:

Do you agree that where need has been identified, local planning authorities should set targets for the provision of sites in their local planning policies?

Yes. Where need has been established through a robust evidence base, then it is appropriate that LPAs set some form of measurable target for the provision of suitable sites in their local planning policies. The accommodation requirements of 'travellers' should be planned for as they are for the settled community.

However, in terms of the housing targets set for the settled community, these do not always reflect absolute need or demand for additional housing. More commonly, in locations with significant physical and environmental constraints (like Brighton & Hove), housing targets may reflect 'capacity' more than the full extent of demand or need. Therefore the planned 'targets' for traveller site provision should be subject to the same considerations so that a reasonable level of need/demand is planned for.

Question 5:

Do you agree with the proposal to require local planning authorities to plan for a five-year supply of traveller pitches/plots?

No. In principle it is agreed that the accommodation needs of Gypsies and Travellers should be given the same priority as the accommodation needs of those in the settled community. It is also important that there is a level of consistency with and between groups to ensure that the draft Planning Policy Statement approaches this issue fairly. However, unlike general market housing where commercial providers deliver new homes because it is their business, there are no such active agents in the provision of Gypsy and Traveller sites. In areas where there are high land values (like Brighton & Hove), the Gypsy and Traveller community cannot afford to develop their own

sites and public site provision will often be constrained by the lack of available funds. This seems an over-bureaucratic proposal and site provision should be more closely aligned with a robust assessment of need over the plan period.

It is also worth noting, in this respect, that local planning authorities are not required to plan for a five-year supply specifically for those people in need of, for example, affordable housing or a five year supply of suitable housing for the elderly.

Question 6:

Do you agree that the proposed wording of Policy E (in the draft policy) should be included to ensure consistency with Planning Policy Guidance 2: *Green Belts*?

This is not an issue for Brighton & Hove as there is no land allocated as 'Green Belt' within the County.

Question 7:

Do you agree with the general principle of aligning planning policy on traveller sites more closely with that of other forms of housing?

As set out above, it is important that there is a level of consistency with other groups within the community in terms of plans proposing a realistic and achievable level of provision for traveller sites which takes on board and balances a range of other planning considerations. This is the established approach in terms of planning for additional housing provision and should be the same for traveller site provision.

If this means that not all the assessed need can realistically be met within a LPA area then there may be scope for adjacent LPAs to make joint or shared provision. As with traditional housing, the implications of any 'displaced' need or demand have to be considered as part of the plan examination process and 'duty to cooperate'.

Question 8:

Do you think the new emphasis on local planning authorities consulting with both settled and the traveller communities when formulating their plans and determining individual planning applications will reduce tensions between these communities?

There is a considerable amount of stigma attached to the 'traveller' community. Early consultation with the settled community is one way to help improve perceptions and reduce tensions. Consultation should be undertaken conscientiously to ensure that negative views and opinions are not increased as a result of the early consultation. Many local authorities, including Brighton & Hove, have already been doing this.

Question 9:

Do you agree with the proposal in the transitional arrangements policy (paragraph 26 of the draft policy) that asks for local planning authorities to “consider favourably” planning applications for the grant of temporary permission if they cannot demonstrate an up to date five year supply of deliverable traveller sites to ensure consistency with Planning Policy Statement 3: Housing?

BHCC does not agree with the proposal to require a rolling five year supply of Gypsy and Traveller sites.

A LPA has the responsibility to ensure that all communities are provided for in an equal manner. The proposed transitional arrangements are similar to the approach currently undertaken in relation to planning applications for new housing. However, every application has to be treated ‘on its own merits’ and PPS3 already qualifies the ‘favourable consideration’ by making reference to a number of specific planning considerations *before* making any ‘favourable consideration’ (paragraph 69, PPS3). It is suggested that this approach should be the same for the consideration of planning applications for traveller sites.

Question 10:

Under the transitional arrangements, do you think six months is the right time local planning authorities should be given to put in place their five year supply before the consequences of not having done so come into force?

BHCC is not convinced that there is a justification for a specific five year supply requirement in relation to traveller sites. It should be noted that this is not a specific requirement for any other group within the community with specific accommodation needs. It may be extremely difficult to establish a ‘pipeline’ of ‘deliverable’ sites particularly where site development and delivery is dependent upon public sector grant.

It is also unclear what status, in planning terms, such a five year supply is intended to have. For example, it would take far longer than six months to establish a five year supply of suitable sites through the formal plan making process. If the intention is to identify and assess potential traveller sites through a ‘SHLAA’ (Strategic Housing Land Availability Assessment) type of exercise, then the guidance should make this clear.

Question 11:

Do you have any other comments on the transitional arrangements policy?

No comments, other than those made above.

Question 12:

Are there any other ways in which the policy can be made clearer, shorter or more accessible?

Responses to other questions indicate where further clarity can be achieved. This is particularly the case in terms of an alternative approach to assessing the accommodation needs of travellers if the GTAA is to be abandoned. The guidance must be clear, realistic, practical and equitable in terms of what constitutes 'robust evidence' of need.

Question 13:

Do you think that the proposals in this draft statement will have a differential impact, either positive or negative, on people because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation? If so, how in your view should we respond? We are particularly interested in any impacts on (Romany) Gypsies and (Irish) Travellers and welcome the views of organisations and individuals with specific relevant expertise. (A draft Equalities Impact Assessment can be found at Annex C.)

The draft statement may have a differential impact in that it appears to prioritise the accommodation needs of Gypsies and Travellers over and above some of the accommodation needs of other groups within the settled community, for example the elderly or those in need of affordable housing . The PPS should ensure that the planning policy approach to addressing the accommodation needs of Gypsies and Travellers is balanced with that for other groups within the community with a specific housing need or requirement.

The current proposed traveller definition could be considered to impact negatively on the accommodation needs of Romany Gypsies and Irish Travellers whose established ethnic/cultural needs are considered alongside the 'lifestyle choice' needs of New Travellers.

Subject:	Local Development Framework City Wide Plan – Updated Background Studies		
Date of Meeting:	3 November 2011		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Carly Dockerill	Tel: 29-2382
	Email:	Carly.Dockerill@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report seeks approval of two studies that provide background and supporting evidence for the City Plan (Core Strategy) and future Local Development Framework documents.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Planning, Employment, Economy & Regeneration approves the Brighton and Hove Retail Study Update – September 2011 and the Housing Requirements Study – June 2011 as supporting evidence for the City Plan and other Local Development Framework documents.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The City Plan will be the main planning policy document within the Local Development Framework that was introduced by the Planning and Compulsory Purchase Act 2004. Its role is to provide an overall strategic vision and policy framework for the city to 2030. The City Plan is required to conform to national policy and be supported by a sound evidence base. The two studies that are the subject of this report form part of this evidence base. Although background studies inform the policy approach they do not determine policy.
- 3.2 There are a number of changes proposed to planning legislation in the Localism Bill which was published in December 2010 and is due to be given the Royal Assent in November 2011. However the need to have a strategic element to a development plan and the requirement for a sound evidence base remain unchanged.
- 3.3 The two studies subject to this report are technical documents produced in order to comply with national planning guidance and to help ensure therefore that the City Plan is considered to be sound. The Background Studies under consideration here are:

- **Brighton & Hove Retail Study Update - September 2011** – the purpose of the study was to provide an up-to-date picture of current and future capacity for comparison and convenience retail development in the city from 2011 to 2030. The study also assessed the existing network of larger and smaller centres in Brighton & Hove and the function and effectiveness of the current retail hierarchy.
- **Brighton & Hove Housing Requirements Study - June 2011** - provides an assessment of housing requirements for the City based on demographic and economic factors. The Study is intended to provide evidence to support future planning policies for housing within the City. The findings of this study underpin the housing target and delivery options. This study is important to ensure that the City Plan is sound.

3.4 See Appendix 1 for a more comprehensive outline of the purpose of the studies and a summary of the key findings.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

4.1 As factual evidence-based pieces of research, the Studies had no formal consultation process. The Retail Study Update did draw upon the 2006 Household Telephone Survey which examined the shopping patterns and preferences of 1,000 households within the catchment area, chosen at random by specialist consultants NEMS market research.

4.2 Planning officers were continually involved and consulted during the background research gathering phase and formulation of recommendations.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 The cost of the Brighton and Hove Retail Study was £12,600 and the cost of the Housing Requirements Study was £9,500. These costs were met from within the Planning revenue budget for 2011/12. There are not expected to be any further costs this financial year.

Finance Officer Consulted: Karen Brookshaw Date: 05/10/11

Legal Implications:

5.2 Both studies are background papers that will inform policy in development plan documents that local planning authorities are obliged to prepare under the provisions of the Planning and Compensation Act 2004. Section 20 (5)(b) of the 2004 Act requires development plan documents to be tested by planning inspectors for soundness prior to adoption. As part of this test Planning Policy Statement 12:Local Spatial Planning (paragraph 4.37) provides that development plan documents should have a sound evidence base. As pointed out in paragraph 3.1 above the two Studies the subject of this Report will form part of the evidence base for the relevant policies in the proposed City Plan.

5.3 No adverse human rights implications are considered to arise from the Report.

Lawyer Consulted: Hilary Woodward Date: 05/10/11

Equalities Implications:

- 5.4 The equalities issues addressed in the studies relate to provision of housing and local shopping areas within the city.

Sustainability Implications:

- 5.5 The Brighton & Hove Retail Study recognises and is supportive of the City Council's priority to develop a prosperous and sustainable economy, by seeking to focus future retail development in the existing defined retail centres.

Crime & Disorder Implications:

- 5.6 There are no direct implications for the prevention of crime and disorder as a result of the proposals set out in this report.

Risk and Opportunity Management Implications:

- 5.7 The primary risks are that the City Plan be found unsound and these studies minimise those risks. Opportunities for development, especially those for housing, address corporate priorities and city opportunities.

Public Health Implications:

- 5.8 There are no direct public health implications associated with the proposals set out in this report although the provision of sufficient, adequate housing can have a significant impact upon health.

Corporate / Citywide Implications:

- 5.9 The background studies will inform delivery of a number of council and city-wide strategies. They will also form a material consideration in current and future planning proposals.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The Studies are required by Government planning guidance requiring plans to be supported by a sound evidence base. Indeed if the final background studies are not approved the interim versions will remain in the public domain. The latest information may not therefore be taken into consideration in planning matters. Without formal approval of the background studies the evidence base to the City Wide Plan may be considered unsound.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To gain formal approval of the two background studies that form part of the evidence base for the City Plan and other Development Plan Documents and council strategies. It also allows the final documents to go into the public domain to inform planning decisions.

SUPPORTING DOCUMENTATION

Appendices:

1. Summary of Background Studies

Documents in Members' Rooms

1. Brighton & Hove Retail Study Update Final Report September 2011
2. Housing Requirements Study - June 2011

Background Documents

None

1. Brighton & Hove Retail Study Update - September 2011

Consultants CBRE were instructed by the Council in May 2011 to undertake a retail study update to the Brighton and Hove Retail Study 2006 Retail Study published by GVA Grimley.

The update to the Study takes into account revised data for population projections, retail expenditure, company sales densities, and new retail commitments whilst drawing upon the 2006 Household Telephone Survey. The Study provides an assessment of the money that is available to be spent between the years 2011 and 2030 and a calculation of how much actual floorspace this represents [between the years of 2011 to 2030]. The Study also assesses the existing network of larger and smaller centres in Brighton and Hove and the function and effectiveness of the existing hierarchy of centres, and includes health checks of our Regional Centre, Town, District and Local Centres.

Identified Convenience Floorspace Capacity to 2030

In terms of the quantitative assessment of convenience¹ goods floorspace, the Study identifies no additional capacity for convenience goods floorspace in the short to medium term up to 2021. Additional capacity is only identified in the longer term, post 2026 with 2,967 sqm net identified up until 2030. As a consequence there is no requirement for the Council to plan for additional convenience retail or to allocate sites for convenience floorspace.

Identified Comparison Floorspace Capacity to 2030

In terms of the quantitative assessment of comparison² goods floorspace, the Study identifies some capacity for comparison goods floorspace with 58,313 sqm identified up to 2030. The study recommends that The Council should plan for the capacity identified through the redevelopment of the Brighton Centre and the extension to Churchill Square.

Hierarchy of Centres

A qualitative assessment was undertaken of the current hierarchy of Regional, Town, District and Local centres within the city. A summary of the performance of the centres is as follows;

Brighton Regional Centre

Performing relatively well, its major strength is its distinctive nature providing different shopping quarters. Some investment needed to ensure that visitors remain attracted to the centre e.g. street furniture. North Street, Western Road and Queens Road are particularly in need of some identity.

¹ Convenience retailing is the provision of everyday essential items, including food, drinks, newspapers/magazines and confectionary.

² Comparison retailing is the provision of items not obtained on a frequent basis. These include clothing, footwear, household and recreational goods.

Hove Town Centre

Good mix of convenience and service retailers. The Town Centre is known as a destination for its night time economy. Town Centre's main weakness is its poor offering of comparison retailers particularly along George Street.

London Road Town Centre

Relatively busy centre although the quality of the shopping experience is not high. The Town Centre is not exploiting its full potential as shopping area. The Council should look to enhance its retail provision particularly for comparison goods, which are currently under represented. Investment in the street scene is encouraged along with better linkages with the New England Quarter.

Boundary Road/Station Road District Centre

An important functional centre for local people that would benefit from investment in the public realm in order to improve the shopping experience and attract new visitors.

Lewes Road District Centre

Although Sainsbury's at the northern end of Lewes Road provides an anchor store, the dominance of road networks in this part of the centre means that pedestrian flow is significantly reduced. Traffic calming measures to encourage footfall would be beneficial.

St James's Street District Centre

St James Street provides a vibrant retail destination both during the day and night. Investment in the public realm could enhance the district centre further.

Brighton Marina District Centre

The district centre has a very isolated feel compared to other centres. Future development at the Marina would need to consider how it links to existing parts of the centre and where possible improve the existing layout. The Black Rock site could help to create the right entrance to the Marina that it currently lacks and priority should be given to bringing forward appropriate uses on this site.

Although there is a reasonable amount of retail floorspace within the district centre the nature of the retail operators together with the lack of service uses create an environment that seems to function more as a retail outlet centre rather than a district centre. The marina is also dominated by large leisure uses and waterfront restaurants.

It is recommended that the district centre designation of Brighton Marina should be removed and replaced by a site specific policy to manage the development and future uses.

Local Centres

The overall impression gained of the 17 local centres is that they are well used by the residential areas surrounding them. Convenience and service units tend to dominate the local centres and a number of them do have some comparison retailers although these tend to be specialist retailers. The

majority of retailers in the local centres tend to be independent retailers, although one multiple retailer 'Co-Operative Food' was present in nearly all the local centres, which provides a useful top-up to convenience shopping.

2. Housing Requirements Study – June 2011

The City Council commissioned this Study to provide an assessment of housing requirements for the City based on demographic and economic factors. The Study is intended to provide evidence to support future planning policies for housing within the City. It has been prepared by GL Hearn and JGC.

At the time of writing, housing requirements for Brighton and Hove are set out in the South East Plan. This sets out a housing requirement to build 11,400 homes in the City over the 2006-26 plan period (equivalent to 570 homes per year). This was influenced by the urban capacity of the City. The Coalition Government has, however, made clear its intention to revoke the South East Plan in due course and return responsibilities for determining housing provision to individual local authorities.

Brighton and Hove forms part of a Sussex Coast housing market. The City's population grew quite strongly in the late 1990s and between 2004-9, although it fell between 2001-4. The Brighton and Hove Strategic Housing Market Assessment identifies that a key feature of the local housing market is movement of households from London to Brighton, with movement of over 4,000 people per annum. Many of these are younger households aged 16-44. There is also a notable movement out of the City, particularly of 25-44 year olds from the City to adjacent districts, particularly to Adur and Lewes. The City's population structure has remained significantly younger than other areas, with population growth concentrated in the 15-44 age groups. There is a particularly high proportion of people aged 20-24 influenced in part by the presence of two universities. Natural change, with more births than deaths, is now a significant component of overall population growth in the City.

While house prices fell during 2008, losing 18% of their value, they have subsequently risen and in the third quarter 2010 were an average of £248,000: 8% above their previous peak. However housing sales have been significantly affected by the "credit crunch" and in 2010 remained 45% down on average levels over the decade to 2007. The availability of mortgage finance is currently restricting the ability of young households to purchase housing, and displacing demand towards rented tenures.

Brighton and Hove is one of the largest concentrations of employment in the South East region. The City's Employment Land Study indicates that in the pre-recession period, the City has experienced rapid employment growth; with employee jobs increasing by 21% (20,800) between 1998-2008 compared to 10% growth across the South East and England and Wales. However economic participation falls below average and action is required over the longer-term to increase employment and to create higher paid employment to reduce out-commuting.

The Study sought to explore housing need and demand over the period 2010 – 2030. Housing need and demand is driven by growth in the population and changing structure and size of households. It is also influenced by future economic performance, as this can affect migration to and from the City.

Net in-migration to Brighton and Hove over the last five years at an average of 1,340 people per annum has significantly exceeded longer-term trends, and compares to average net in-migration of 340 people per annum over a longer ten year period. Net migration to Brighton and Hove has particularly been influenced by international flows of migrant labour. Official national population projections suggest that this source of migration will reduce notably, and as a result rates of population growth in Brighton and Hove will slow. On this basis, a reasoned demographic based assessment of demand would result in a housing requirement of 19,400 homes over the 2010-30 period (970 pa).

However, a requirement based on projected economic performance comes out lower than this, suggesting that weaker employment growth in the future, relative to pre-recession trends, may reduce housing demand. The Study considers that it is reasonable to take account of commuting dynamics recognising the role which the City plays within a wider labour market. A scenario, developed on this basis, identifies a requirement based on forecast economic performance for 15,800 homes over the 2010-30 period (790 pa).

On this basis the Study advises that a realistic assessment of housing need/demand for Brighton and Hove would fall within the 790-970 homes per annum range (15,800 - 19,400 homes over the 20 years to 2030)

Current national planning policy (Planning Policy Statement 3: Housing) clearly identifies that need/demand needs to be considered alongside the availability of suitable land for residential development, amongst other factors, in identifying housing requirements. The ability to deliver the infrastructure necessary to support development is also important, and proposals for housing provision need to be tested through a Sustainability Appraisal.

The Council completed a Strategic Housing Land Availability Assessment (SHLAA) in March 2011 which provides detailed assessment of the capacity of the City for residential development to 2025. On the basis of a number of assumptions, a housing trajectory scenario has been developed with the Council as part of this Study. This suggests a capacity for development of around 12,100 dwellings in the City over the period to 2030, which includes a generous allowance for windfall development. While this falls below identified need/demand, because of the age structure and population dynamics of the City it would still support employment growth of over 11,500 jobs over the plan period (9%) as well as growth in the wider population of around 14,600 people (6%).

The Study does not support a reduction in the housing requirement below South East Plan levels (570 pa) based on assessed need/demand. In light of the evidence of need/demand this study suggests such a housing target could reasonably be regarded as a minimum. The housing trajectory identifies

potential for delivery of about 600 dwellings per annum (including development from windfall sites).

This study also suggest that as a result of land supply constraints within the City, it would be appropriate for the City Council to work with neighbouring authorities to consider how the undersupply could be addressed at a sub-regional or housing market level, noting that the City Council is not the only local authority which is likely to be unable to meet identified need/demand. This could be taken forward through cooperation and joint working with surrounding local authorities, or via joint working through the Coast to Capital Local Enterprise Partnership, but would need the support of neighbouring authorities.

Subject:	Community Infrastructure Levy		
Date of Meeting:	3 November 2011		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Mike Holford	Tel: 29-2501
	Email:	Mike.Holford@brighton-hove.go.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

1.1 The Community Infrastructure Levy (CIL) Regulations came into force in April 2010. The CIL allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money received through CIL can be used to fund a wide range of infrastructure that is needed as a result of development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres. This report provides information on, and seeks agreement on producing a CIL for the City. Planning obligations (Section 106 agreements) will remain for detailed site impacts and some infrastructure requirements where not covered by CIL.

2. RECOMMENDATIONS:

2.1 That the Cabinet Member for Planning, Employment, Economy & Regeneration approves the production of a Community infrastructure Levy charging schedule and that this be brought forward for consultation alongside the production of the City Plan with a view to adopting the charging schedule as council policy.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 Previously, money for wider infrastructure improvements has been obtained by local authorities through planning obligations (also known as Section 106 agreements) in negotiation with prospective developers. The Government has decided that a new tariff-based (CIL) approach provides the best framework to fund infrastructure to unlock land for growth. In the Government's view CIL is a fairer, faster and more certain and transparent than the system of planning obligations which can cause delay as a result of lengthy negotiations. CIL rates will be set in consultation with local communities and developers and will provide developers with much more certainty "up front" about how much money they will be expected to contribute.

3.2 CIL is intended to assist in providing infrastructure to support the broad development of an area rather than to make individual planning applications

acceptable in planning terms, which will remain the role of Section 106 agreements. In order to produce a CIL the Council needs to demonstrate that there is a gap between other available sources of funding and the total cost of infrastructure needed to meet growth. A proportion of CIL should be spent on items identified by local neighbourhoods.

- 3.3 The Government considers there is still a legitimate role for development specific Section 106 agreements either to enable a local planning authority to be confident that the specific consequences of development can be mitigated or where small scale infrastructure requirements have arisen after the CIL charging schedule was adopted.
- 3.4 CIL will be payable on most buildings that people normally use. Buildings into which people do not normally go and buildings into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery, will not be liable to pay CIL. Structures which are not buildings, such as pylons and wind turbines, will not be liable for CIL. CIL will not be charged on changes of use that do not involve an increase in floorspace.
- 3.5 Any new build is only liable for CIL if it contains 100 square metres or more of floorspace, or involves the creation of a new dwelling, even where that is below 100 square metres. CIL is charged in pounds per square metres on the net additional increase in floorspace of any given development.
- 3.6 The process for preparing a charging schedule for CIL is similar to that which applies to development plan documents, especially in respect to the need for public consultation and the need for independent examination of the charging schedule.
- 3.7 Charging authorities wishing to charge the levy must produce a charging schedule setting out CIL rates in their area. CIL charging schedules will form part of the local authority's local development framework. Charging authorities should normally implement the levy on the basis of an up to date development plan.
- 3.8 In view of the above it is proposed that the City's CIL should be prepared in parallel with the City Plan. This would see public consultation on a draft charging schedule at the end of 2012 with a joint examination with the City Plan in July/August 2013 with final adoption in October 2013.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 Consultation with other relevant sections of the City Council will take place following CMM. It is important that clear governance procedures are set in place if CIL is to be charged in the City. Formal consultation with the wider community is a requirement of producing CIL and will follow the recommendations set out in the Council's Statement of Community Involvement.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Any costs associated with the production of a CIL charging statement and subsequent testing will be met from within existing Planning revenue budgets. Over a period of time, this process will lead to a reduction in the amount of available Section 106 funding, with this being replaced by funding for infrastructure improvements through the new levy.

Finance Officer Consulted: Karen Brookshaw Date: 05/10/11

Legal Implications:

- 5.2 Once CIL is introduced, if a charging authority does not publish a list of infrastructure that the levy will apply to, they will not be able to seek planning obligations for any type of infrastructure capable of being funded by the levy. Also, once CIL is introduced or in any event after April 2014, the authority will not be able to pool more than five s.106 contributions for projects that could have been funded by CIL. This would apply to agreements entered into since 6 April 2010.

Lawyer Consulted: Alison Gatherer Date: 13/10/11

Equalities Implications:

- 5.3 CIL can provide wide community benefits and can be used to provide, for example, health and social care facilities, recreation space and education facilities that will assist in tackling both economic and health inequalities.

Sustainability Implications:

- 5.4 The aim of CIL is to assist in enabling development to contribute towards the establishment of sustainable communities. Setting a CIL will help to ensure appropriate measures are secured to fund the wider infrastructure to help provide long-term sustainable development for the city.

Crime & Disorder Implications:

- 5.5 CIL could be used towards community safety initiatives such as improved lighting or CCTV.

Risk and Opportunity Management Implications:

- 5.6 CIL has to be set at a rate that does not deter development happening in the City but equally is not set at a rate that does not help to ensure that the necessary infrastructure is also provided. The CIL charging schedule also has to be backed up by sound and credible evidence so as to pass public examination.

Public Health Implications:

- 5.7 CIL can be put towards the provision of new health facilities for the City and address inequalities that can impact upon health inequalities.

Corporate / Citywide Implications:

- 5.8 CIL is likely to be a significant source of funding towards the provision of infrastructure in the City in the future. It is intended to encourage growth and incentivise neighbourhood planning.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 CIL is not obligatory so an alternative would be not to produce one for the City.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 In the absence of CIL, the amount of money that would be received from development in the City would be restricted to mitigating the direct impact through developer contributions (S.106).

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms

None

Background Documents

1. Community Infrastructure Levy - An Overview; Department for Communities and Local Government May 2011.

Subject:	Draft Supplementary Planning Document Design Guide for Alterations and Extension		
Date of Meeting:	3 November 2011		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Claire Burnett	Tel: 29-2470
	Email:	claire.burnett@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report seeks endorsement of the draft Supplementary Planning Document ("SPD") which is a 'Design Guide for Extensions and Alterations' for the purposes of formal public consultation. The SPD would form part of the current 'development plan' and would provide detailed design guidance on extensions and alterations.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Planning, Employment, Economy & Regeneration approves the draft 'Design Guide for Extensions and Alterations' as a Supplementary Planning Document for the purposes of formal public consultation.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The aim of this SPD is to provide detailed design guidance on extensions and alterations to residential buildings or alterations to commercial buildings of a traditional residential appearance. It is important to note that the guidance is intended to provide detailed design guidance, rather than advising the reader whether or not planning permission is required. This document intends to provide consistent design advice and guidance on the key issues when designing or commissioning extensions or alterations to such properties.
- 3.2 A Supplementary Planning Document (SPD) forms part of the 'development plan' and contains detailed guidance which elaborates upon the 'saved' policies in the adopted Local Plan. Once adopted, an SPD is one of the material considerations that can be taken into account when determining a planning application.
- 3.3 The Brighton & Hove Local Plan, which was adopted in 2005, forms the current Development Plan. This draft SPD provides further design guidance to a number of adopted 'saved' policies in the Local Plan. They are as follows:

- QD14 Extensions and alterations
- QD1 Design – quality of development and design statements
- QD2 Design – key principles for neighbourhoods
- QD3 Design – efficient and effective use of sites
- QD27 Protection of amenity
- HE1 Listed buildings
- HE3 Development affecting the setting of a listed building
- HE6 Development within or affecting the setting of conservation areas
- HE10 Building of local interest

3.4 It is anticipated that Part 1 of the City Plan, which will be the future development plan, will contain the more strategic policies and will be adopted in November 2013. Within Part 1, policies will set out a strategic design policy framework for the City. Presently, all the policies listed above (QD14, QD1, QD2, QD3, QD27, HE1, HE3, HE6 & HE10) will be saved until replaced by Part 2 of the City Plan. It is envisaged that Part 2 of the City Plan will contain more detailed design policies which will replace the above policies. Adoption of Part 2 is envisaged in December 2015.

3.5 Given the timescales involved, it would be anticipated that this SPD will be reviewed at both these adoption stages of the City Plan. This is to ensure the SPD reflects the emerging policy framework in terms of residential design guidance.

4. CONSULTATION

4.1 The SPD has undergone an initial 'issues and options' consultation by the Council's Planning Policy Team with stakeholders in 2009 and these are summarised in Appendix 1. This included three workshops with developers/architects and agents, as well as amenity groups and recent applicants (successful and unsuccessful). The consultation was specifically designed to ensure that the document reached those groups who were most concerned with the type of development this SPD intends to provide guidance on.

4.2 The Development Control Team continued the work of the Planning Policy Team, and produced a draft version of the SPD based on this initial consultation. There was considerable input from the Conservation & Design Team on conservation and listed building issues, as well as other internal consultees during 2011.

4.3 If the recommendation is endorsed, the draft SPD will go out for formal consultation period for 6 weeks. This public consultation will involve preparing a newspaper advert and detail where the document will be made available. The draft SPD, the accompanying Suitability Appraisal (SA), the Statement of SPD Matters, the consultation statement and any other supporting information will be published on the Council's LDF web pages together with the consultation dates and details of how to comment. Stakeholders will be alerted of the public consultation, involving consultation dates and how to comment with the web link to the draft SPD. The draft SPD, the SA, the Statement of SPD matters will be placed in the Council's libraries and City Direct centres.

- 4.4 The consultation responses will be collated and reviewed, amending the SPD where necessary. A consultation report will be produced. It is anticipated that a future CMM report will be produced seeking adoption of the final version of the SPD, subject to review in light of this formal consultation period.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The draft SPD will be available on the Council's web-site and the consultation will be largely conducted electronically. There will therefore be minimal costs in terms of printing, and the cost of the public notice, which will be met from within existing revenue budgets.

Finance Officer Consulted: Name Karen Brookshaw Date: 30/09/11

Legal Implications:

- 5.2 Regulation 17 of the Town and Country Planning (Local Development) (England) Regulations 2004, as amended by the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008, requires that supplementary planning documents must be subject to formal public consultation for a period of not less than four nor more than six weeks prior to adoption. Regulation 17 sets out detailed publicity requirements which will need to be followed. Regulation 18 of the 2004 Regulations provides that a planning authority may not adopt a supplementary planning document until the authority has considered any representations made within the consultation period, prepared a statement summarising the main issues raised in the representations and saying how these have been addressed within the supplementary planning document the authority intends to adopt.
- 5.3 As noted in this report, once adopted a supplementary planning document will be a material planning consideration which the local planning authority will be required to take into account in determining relevant planning applications.
- 5.4 It is not considered that any adverse human rights implications arise from this report.

Lawyer Consulted: Hilary Woodward Date: 29/09/11

Equalities Implications:

- 5.5 None have been identified. An Equalities Impact Assessment has not been carried out because the report does not concern matters of new primary policy.

Sustainability Implications:

- 5.6 A Sustainability Appraisal has informed the content of the SPD and will be made publicly available alongside the draft SPD. See Appendix 1.

Crime & Disorder Implications:

- 5.7 None have been identified.

Risk and Opportunity Management Implications:

- 5.8 Whilst a Risk Management Plan has not been undertaken, the risks with this draft SPD are not considered to be significant. In the long-term, the adopted SPD offers the opportunity for Brighton & Hove to provide more detailed design guidance in this area, strengthening its reputation for a consistent approach to achieving quality design.
- 5.9 In the long-term, it is envisaged that the resources which have been involved in producing the draft SPD, leading to an adopted SPD, will reduce the demands on the Development Control Team, who regularly provide detailed advice to applicants on typical design issues for extensions and alterations.

Corporate / Citywide Implications:

- 5.10 The proposals accord with the corporate priority to enhancing the environment and improving housing, safety, health and well-being, whilst promoting enterprise and providing quality advice and information services.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Alternative options were evaluated as part of the Sustainability Appraisal, including an option would have relied on primary policy and Government guidance only. The option of producing an SPD was considered to be the most effective and sustainable option. This approach was also supported by the initial consultation.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The next stage of producing an SPD requires formal public consultation on draft proposals and it is considered that such a draft should be subject to Cabinet Member approval.

SUPPORTING DOCUMENTATION

Appendices:

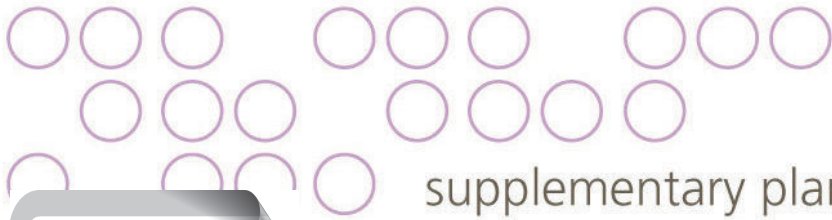
1. Draft SPD
2. Sustainability Appraisal of Draft SPD

Documents in Members' Rooms

None

Background Documents

1. Brighton and Hove Local Plan (2005)
<http://www.brighton-hove.gov.uk/index.cfm?request=c1000488>
2. Brighton & Hove Sustainable Community Strategy
<http://www.bandhsp.co.uk/index.cfm?request=b1158724>



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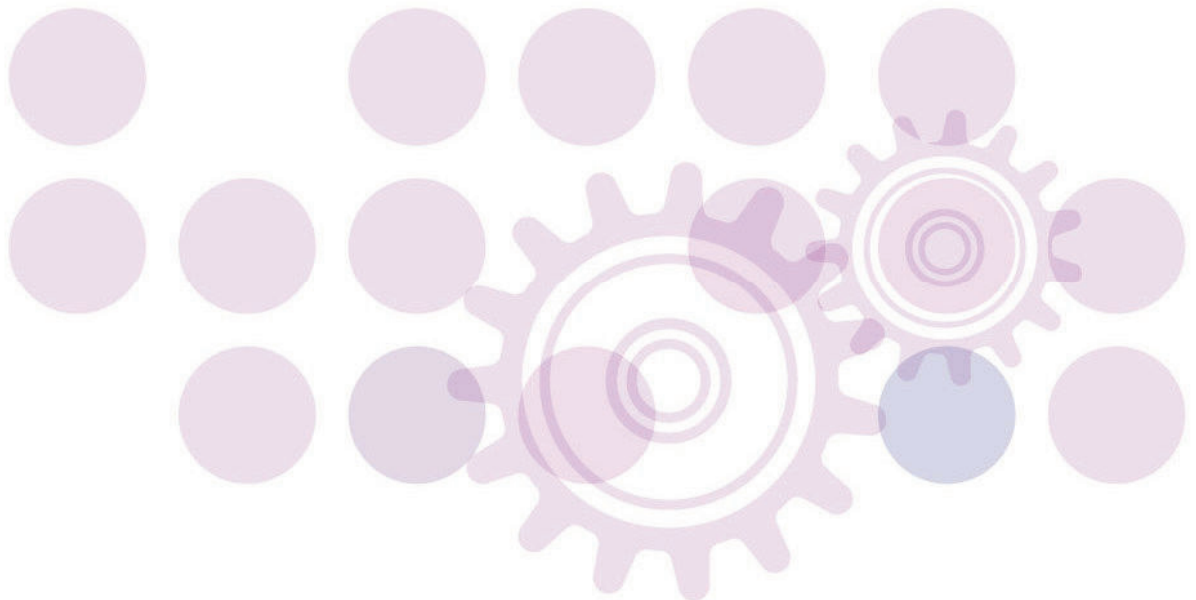
supplementary planning document



Brighton & Hove City Council Local Development Framework

Approved for public consultation purposes
X 2011

design guide for extensions and alterations





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1 Introduction

What is an SPD?

A Supplementary Planning Document (SPD) is one of the material considerations that can be taken into account when determining a planning application. It is intended to elaborate upon policies in the Development Plan, in this instance the 'saved' policies in the adopted Brighton and Hove Local Plan. This SPD is one of a series produced by Brighton & Hove City Council and **will be** subject to a period of formal consultation prior to adoption as a formal planning document.

This draft SPD was approved for public consultation purposes by the Planning, Employment, Economy and Regeneration Cabinet on xxxxxxx for the purposes of public consultation. It supplements policies QD1, QD2, QD3, QD14, QD27, HE1, HE3, HE6 and HE10 of the saved Brighton & Hove Local Plan 2005.

What is the purpose of this SPD?

The general purpose of this Supplementary Planning Document is to provide detailed design guidance for extensions and alterations to residential buildings, be it houses, flats or maisonettes. It is also to be used as a design guide for extensions and alterations to commercial buildings of a traditional domestic appearance, but not large scale purpose-built modern commercial buildings¹ - these will instead be considered on a case-by-case basis outside of the guidance contained within this document.

The design guidance does not detail whether planning permission is required or not (see Appendix B for more information on where to get advice on whether planning permission is required), but instead sets out broad principles that will be used to guide and assess the most common forms of development. It is not intended to be an exhaustive document therefore if a particular development type is not covered specifically by this guidance, applicants are advised to contact the Council for further pre-application guidance.

The document is intended for use by prospective applicants, agents, architects, members of the public with interest in an application, elected Members of the Council, and other decision-making bodies. For applicants, agents and architects it should be read prior to the submission of a planning application, or prior to seeking more formal pre-application advice from an officer of the Council. For members of the public with an interest in a planning application, this document provides design guidance on the criteria planning applications will be determined against, and should be read prior to the submission of any formal representation.

Nb please note that currently some areas of the Brighton and Hove administrative area fall within the South Downs National Park and may be subject to tighter policy restrictions.

¹ Purpose-built modern commercial buildings are defined as large modern style buildings constructed after 1945 for the sole purpose of accommodating commercial businesses. This applies to buildings that have subsequently been converted into residential accommodation either part or in full.



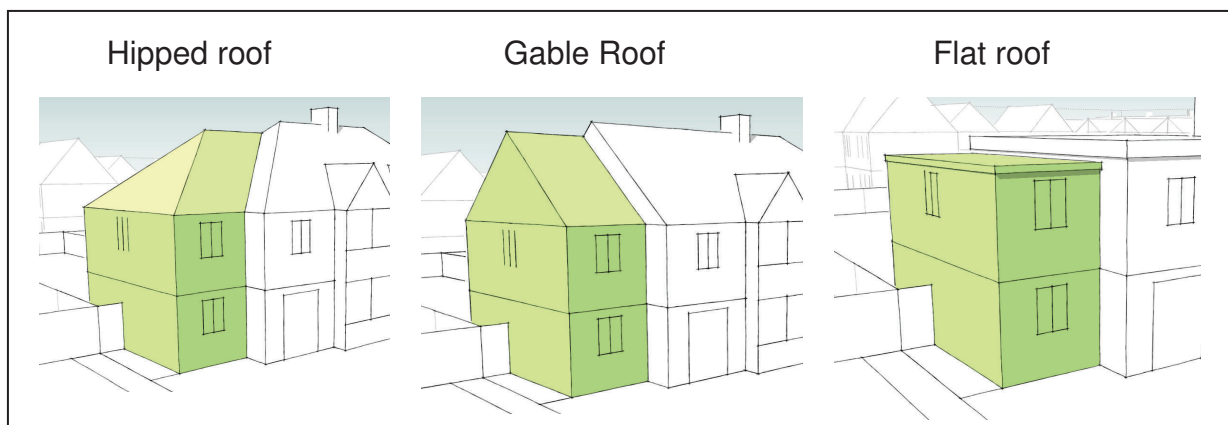
2 Core Design Guidance

All planning applications are decided on their own merits, based on policies contained in the current 'development plan', as well as reflecting current government legislation, policy and guidance. The key design principles below underlie the detailed advice found throughout this guide, and are applicable for all forms of extensions and alterations.

Design and Appearance

The character of the building and its setting should influence the design of any extension or alteration. As a general rule, extensions should not dominate or detract from the original building or the character of an area, but should instead play a subordinate 'supporting role'. All extensions should therefore respect the design, scale and proportions of the host building, and should not normally have a footprint greater than 50% of the original building in order to avoid the overdevelopment of sites. Design elements which should be considered include:

- The materials, design and detailing used for the original property, including window materials and proportions;
- The relationship with adjoining properties, including the building line, orientation, and the slope of the site;
- The pitch, shape and materials of the original roof, including the presence of original dormers and chimneys.



Impact on neighbours

Inappropriately scaled and designed extensions have the potential to be overbearing and harmful to the amenities of neighbouring properties, by way of overshadowing, loss of daylight, sunlight and privacy, and oppression to outlook. In certain circumstances the addition of a balcony or roof terrace may also result in noise disturbance. In assessing amenity harm, particular consideration will be had to the impact of an extension on light and outlook to the principal windows² within neighbouring buildings, and to the private amenity areas directly to the rear of neighbouring properties.

² Principal windows are defined as the windows that provide the main source of light and outlook to the main living rooms within a building, including dining rooms, kitchens and bedrooms. Windows to bathrooms, utility rooms, hallways and garages are not considered to be principal windows for the purposes of this document.

- Extensions should not be so large as to result in the excessive overshadowing or overlooking of neighbouring properties; this may include in some cases an increased perception of overlooking. Such harm is particularly likely when the area is formed of residential flats.
- The orientation of a development and/or the topography of the site may result in extensions having a greater than normal impact on the amenity of neighbouring buildings.
- In certain circumstances where the extension proposed is very large or set within a tight urban grain, a daylight/sunlight assessment may need to be submitted with any application.
- Balconies and roof terraces should be discretely located so as to avoid overlooking and noise disturbance to adjacent properties.

Trees

Trees in close proximity to a proposed extension may be specially protected by Tree Preservation Orders or protected from felling and heavy pruning by virtue of being in a Conservation Area. It is advisable to check with the Council first if you intend to remove or undertake works to a tree to accommodate an extension.

Preliminary advice: Conservation Areas, Buildings of Local Interest and Listed Buildings

Conservation Areas and Buildings of Local Interest

Within Conservation Areas and on Buildings of Local Interest, greater attention will be had to the scale, form, layout, design and detailing of any extension or alteration and its relationship with the host building and general character of the area. Applicants will be expected to demonstrate through their designs that their proposal would preserve and enhance the appearance of the building and Conservation Area as a whole, utilising high quality materials and finishes to compliment those of the host building. A street directory of all Conservation Areas within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001585>.

Listed Buildings

Brighton and Hove has over 3,600 buildings listed as being of special architectural or historic interest. The listing applies to the whole property, both inside and out, and includes all facades (even those not visible from the street), its interior, boundary walls or railings and any object or structure fixed to the building or within in its grounds. All interior features such as room layouts, staircases, doors, doorcases, wall panelling, fireplaces and decorative ceilings are also listed and therefore cannot be removed or altered without consent. Where a building is listed, formal 'Listed Building Consent' is required from the Council for any works that would affect its special character, alongside an application for planning permission (if required).

Proposals for extensions and/or alterations to listed buildings will be expected to show an exceptional level of design and detailing, and demonstrate that the special architectural or historic interest of the original building would not be harmed. A directory of all Listed Buildings within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001398>



3 Design Guidance for Extensions and Alterations

The following chapter is primarily directed towards non-listed buildings outside of Conservation Areas, however its general principles apply to all building types. Chapter 4 provides additional and more detailed guidance for extensions and alterations to Listed Buildings, Buildings of Local Interest, and historic buildings within Conservation Areas, and should be read in conjunction with this chapter.

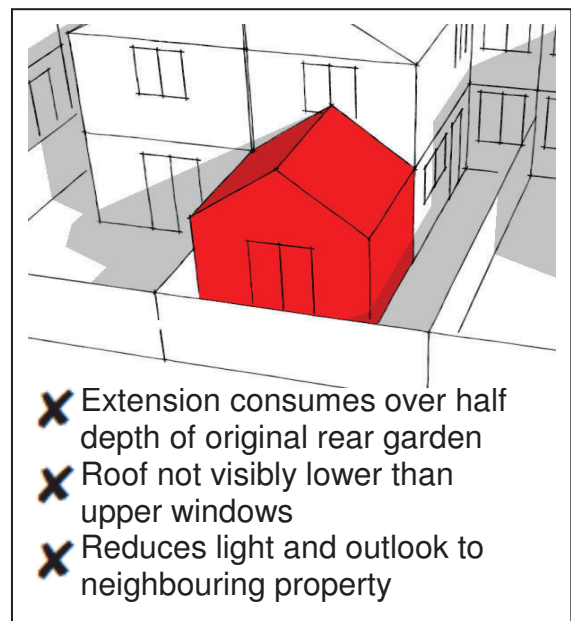
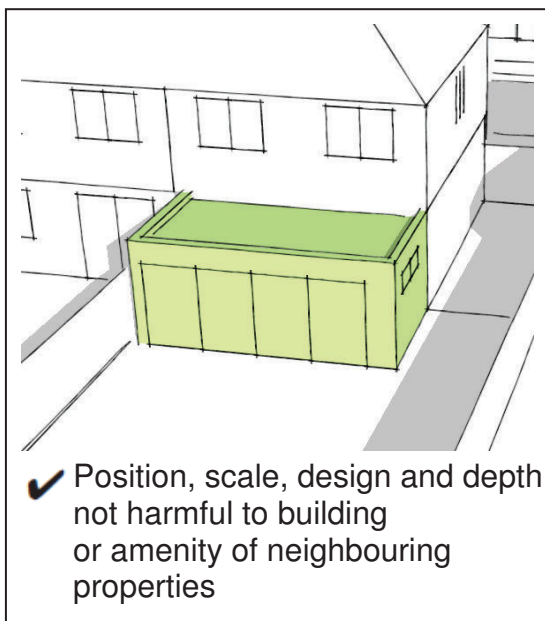
3.1 Rear extensions (including Conservatories)

Rear extensions, if excessively large and poorly designed, can be harmful to the appearance of the building, can reduce useable garden space for existing and future residents, and can be overbearing for neighbours, reducing their daylight and/or outlook.

Single Storey Rear Extensions

Design principles:

- Extensions should not consume more than half the depth of the original rear garden/yard and should generally be no greater than 3m in depth in the case of semi-detached and terraced properties, and 4m in the case of detached properties. Larger extensions may be acceptable where it can be demonstrated that no harm to amenity would result (the 45° rule will be used to assess this- see Appendix A).
- Materials should compliment those of the main building.
- Where a pitched roof is proposed, the ridge height must be visibly lower than the cill of the first floor windows.
- Extensions should not overshadow or have an overbearing or enclosing affect on adjacent properties by way of their height or depth.
- Where side-facing windows are required for light, they should generally be high level or obscurely glazed to prevent the overlooking of neighbouring properties.



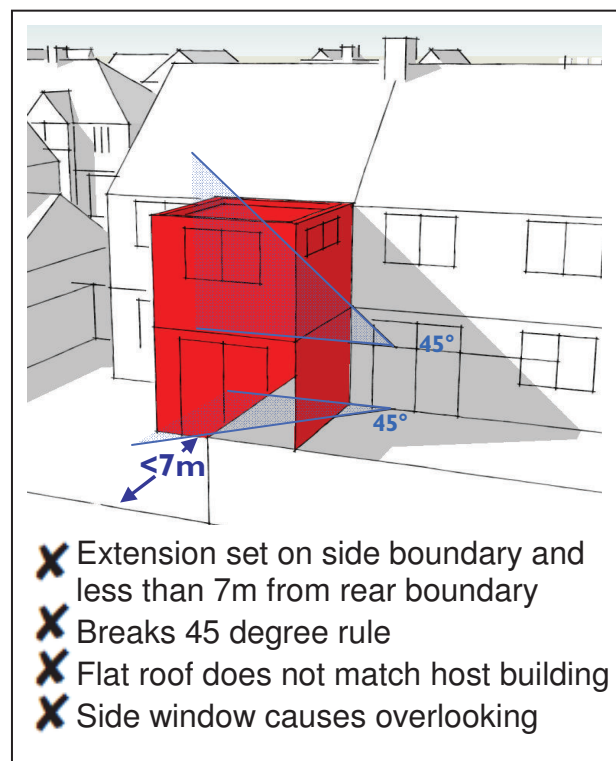
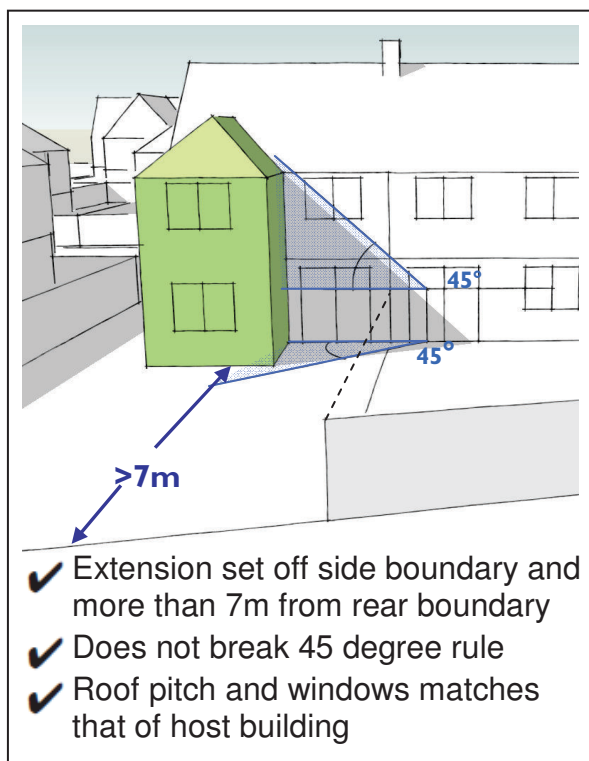


Two (or more) Storey Rear Extensions

The extra height and bulk of a two or more storey extension compared to a single storey structure can exacerbate problems of overlooking, overshadowing, loss of light and a general sense of enclosure to neighbouring properties. The additional height also gives the extension greater prominence in the neighbourhood and is more likely to look out of place than a single storey extension if not designed correctly.

Design principles:

- Two storey (or more) rear extensions should sit within, and not replace, the boundary wall/fence. Two storey (or more) extensions to terraced properties will generally be unacceptable owing to their close proximity to neighbouring properties and windows.
- The roof form and pitch should reflect that of the host building, and should be set lower than the main ridge of the building. Flat roofs are generally unacceptable unless the host building has a flat roof.
- Materials and detailing should match that of the main building.
- Window design positioning and method of opening should match that of the main building. Side-facing windows should generally be avoided however where windows are required for light, they should either be high level or obscurely glazed and fixed shut to prevent overlooking.
- All two storey (or more) extensions should comply with the 45° rule both extending to the rear and upwards (see Appendix A).
- A minimum separation of 7m should normally be retained to the rear boundary of the property, and 14m to the nearest facing residential window.



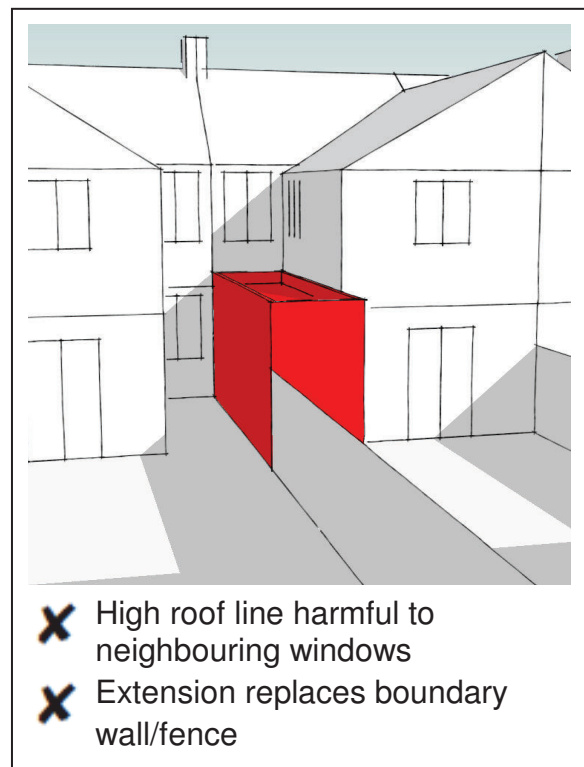
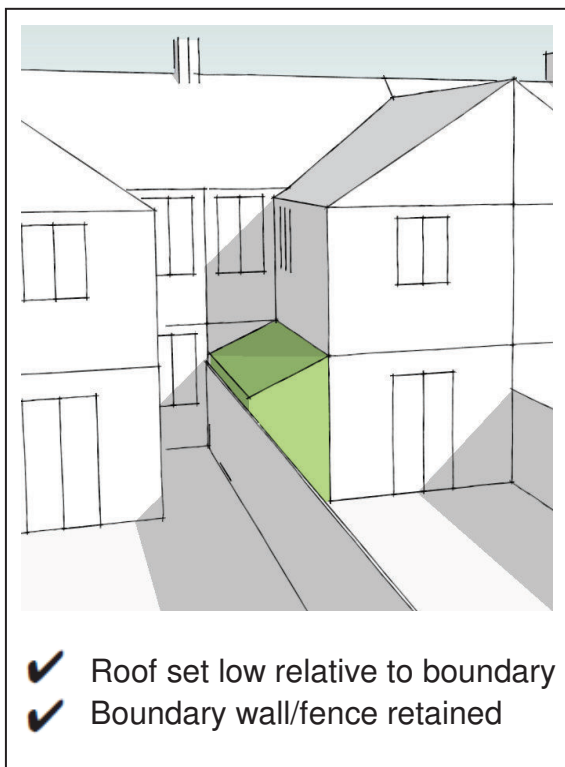


Infill Extensions

Many terraced and some semi-detached buildings are L shaped, because the main building was originally designed with a rear extension (commonly referred to as an 'outrigger'). For proposals to infill the garden/yard area to one side of the rear extension/outrigger, occupiers of neighbouring properties can be particularly susceptible to an increased sense of enclosure and loss of light.

Design Principles

- Materials should compliment those of the main building.
- Infill extensions should sit within, and not replace, the boundary wall/fence.
- Infill extensions should not extend beyond the rear wall of the outrigger, unless it can be demonstrated that it would not harm the amenities of the adjacent building.
- The bulk of the extension alongside the shared boundary should be kept to a minimum. The optimum design solution is for the extension to have a sloping roof, with the eaves alongside the shared boundary kept as low as is possible.
- Extensions with a parapet roof are generally inappropriate and can result in greatest amenity harm due to their additional height.
- An infill extension should not have an overbearing impact or cause adjacent properties to be excessively overshadowed or enclosed.





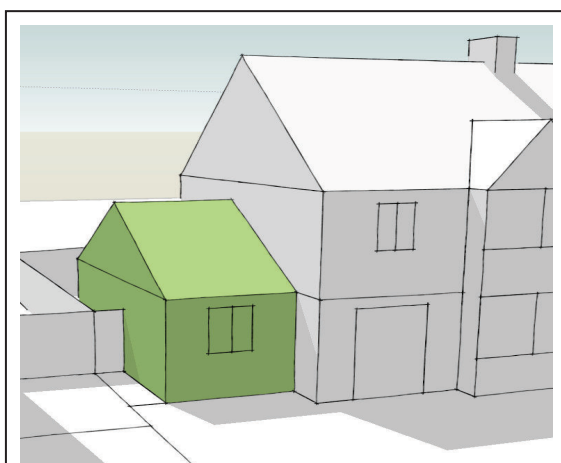
3.2 Side Extensions

Side extensions, if poorly designed, can harm the appearance of the streetscene by excessively infilling the rhythm of spaces between buildings to create a 'terracing' effect, removing the continuity within a streetscene, or by over-extending buildings in a disproportionate and unbalanced manner.

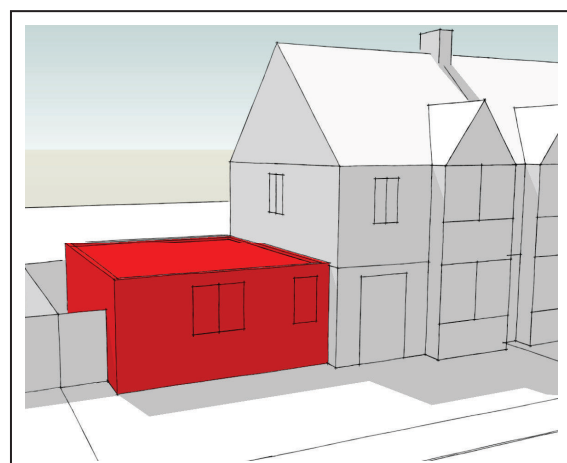
Single Storey Side Extensions

Design Principles:

- The extension should be no wider than half the frontage width of the host building, in order to avoid dominating the original building and appearing overly prominent within the streetscene.
- Side extensions should be set back from the front of the host building by a minimum 0.5m and reflect the proportions and detailing of the building.
- The design, detailing, window sizes and proportions, style and method of opening, and materials used in the extension should match exactly those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the street scene.
- Side windows should generally be avoided unless it can be demonstrated that they would not result in overlooking of neighbouring properties.
- The roof form and pitch of the extension should match that of the main building, however in some cases flat roofs may be permitted on extensions that are recessed considerably from the front elevation of the building. In such cases the flat roof should normally be concealed by a parapet wall.
- Dummy or 'false' pitched roofs, whereby a small pitched roof is placed at the front of the extension concealing a flat roof behind, would only generally be considered appropriate in locations where they are not clearly visible in side views.



- ✓ Side extension subordinate to host building and set off side boundary
- ✓ Roof matches that of host building
- ✓ Window matches those of host building



- ✗ Extension excessively wide in comparison to host building
- ✗ Windows not in keeping with host building
- ✗ Large expanse of wall creates bland frontage



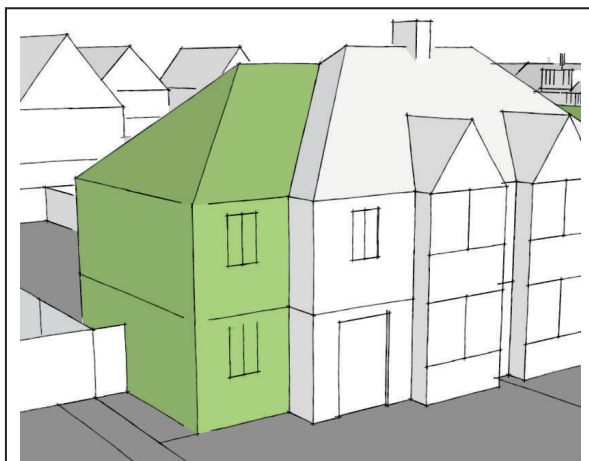
Two (or more) Storey Side Extensions

Two (or more) storey side extensions can have a greater dominance in the street scene therefore greater care has to be taken to ensure that they assimilate well with the host building and streetscene.

The space between detached or semi-detached buildings in which the extension would sit is usually an important component of the character of the street. The sense of space can be lost if adjacent property owners seek to build two storey extensions which join up, or have an insufficient gap so as to appear joined in longer street views. This can result in a 'terraced' appearance that changes the rhythm of buildings along the street and closes up the spaces. It can be prevented by ensuring sufficient gaps are retained between buildings by both limiting the width of extensions and lowering their height.

Design principles:

- Two or more storey side extensions should be subservient to their host building and generally set back from the frontage and main ridge line by at least 0.5 metre with a width no greater than half the frontage width of the main building.
- A minimum 1m gap should be left between the site boundary and the extension. In certain streetscenes a greater separation will be required where the properties are located in more spacious plots.
- The roof form and pitch should reflect that of the host building so that the extension blends with the character of the building. Flat roofs are generally unacceptable unless the host building has a flat roof.
- The design, detailing, window sizes proportions, style and method of opening, and materials should match exactly those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the streetscene.
- Side windows should generally be avoided unless it can be demonstrated that they would not result in overlooking of neighbouring properties.



- ✓ Extension subordinate to host building and set 1m off boundary
- ✓ Roof pitch matches host building
- ✓ Eaves line aligns with host building
- ✓ Windows match host building



- ✗ Extension subordinate to host but not set 1m off boundary
- ✗ Roof fails to match host building
- ✗ Windows fail to match those of host building

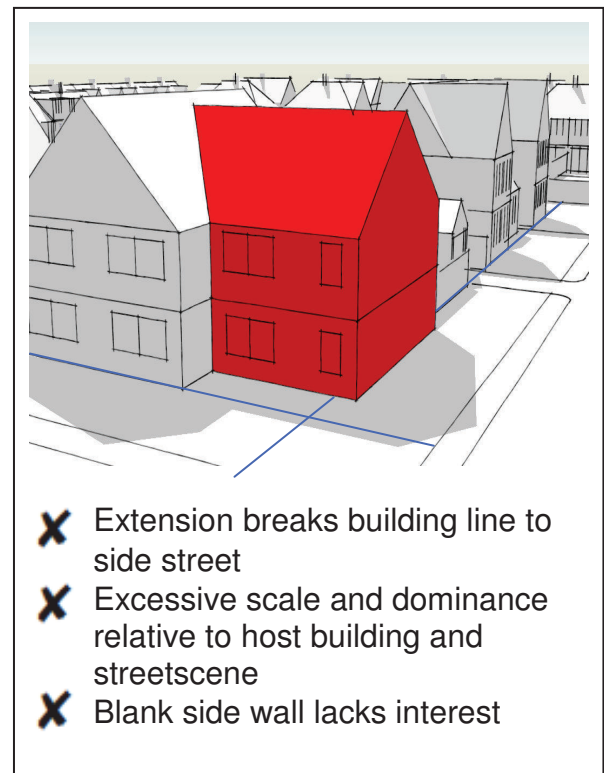
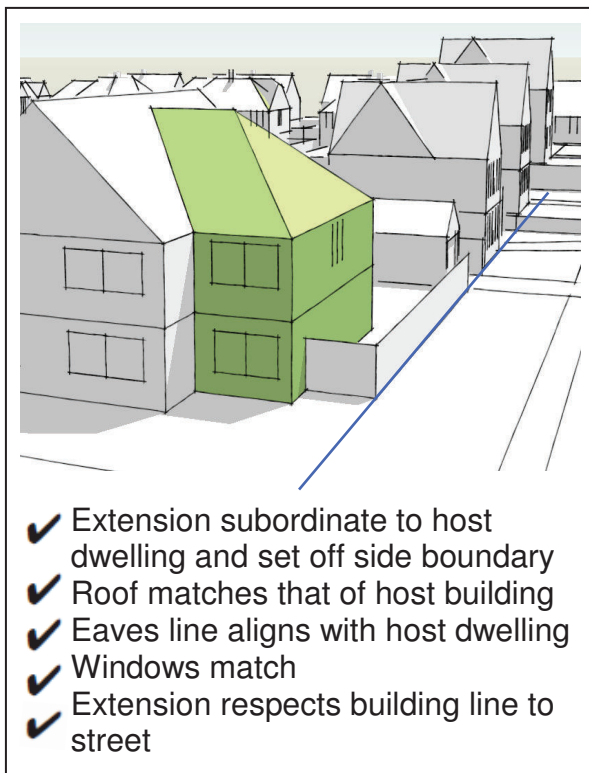


Extensions on Corner Plots

Extensions to properties on corner plots may be regarded as rear and/or side extensions. It is important to present an interesting frontage to both of the streets

Design Principles:

- The general guidance for side extensions set out in section 3.2 remains applicable to corner plot extensions.
- Corner plot extensions should respect the building line to both streets, and be set within existing boundary treatments.
- A sufficient gap should be left between the extension and the boundary of the site so as not to appear intrusive in the street scene. Two storey extensions will be expected to retain a greater separation to the boundary than single storey. extensions to avoid being excessively cramped within the plot and dominant within the streetscene.
- The insertion of windows in the side elevation adds interest to the street scene and can prevent an otherwise featureless elevation.



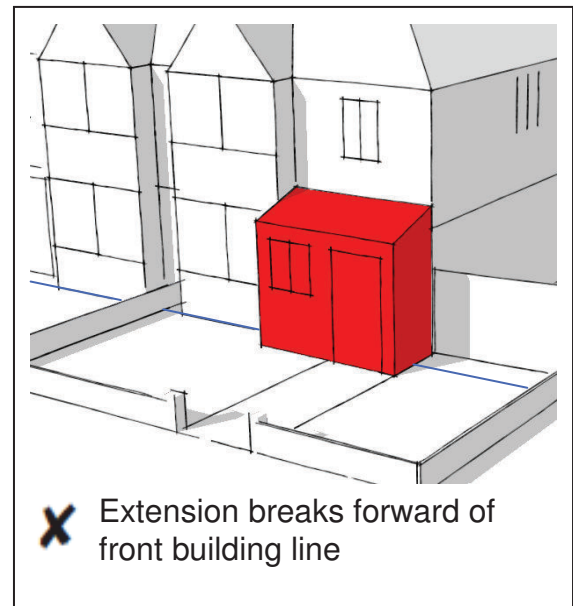
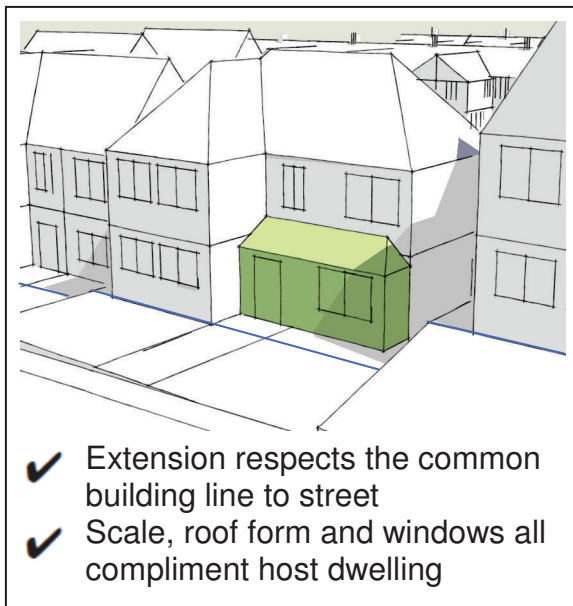


3.3 Front Extensions and Porches

All front extensions will be highly visible in the street scene therefore particular care should be taken to ensure they do not detract from the original appearance of the property, or the character of the street.

Design principles:

- Front extensions to semi-detached and terraced properties will be considered generally unacceptable as they would disrupt the building line and continuity of the streetscene.
- On detached properties, a front extension should respect the building line of the street and should be of a scale that does not dominate the building.
- The roof pitch of the extension should be at the same pitch as the original building so that the extension blends with the character of the building.
- The design, detailing, windows and materials should match exactly those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the streetscene.
- A small porch is generally acceptable provided it does not compete with other architectural features on the building, for example by cutting across an adjacent bay window.





3.4 Replacement Windows

Poor window design and placement can disrupt the general appearance of buildings and the rhythm of the streetscene, particularly on larger and more historic buildings where the continuity of fenestration is a key design element. On large blocks of flats, inconsistent window patterns can be harmful to the continuity of the building. The Council will seek to retain continuity and consistency to the appearance of buildings, and return continuity in incidences where previous alterations have been harmful to the appearance of the building.

Design principles:

- Outside conservation areas, replacement windows in uniform blocks of flats should match those of the host building in scale, design, material finish and opening arrangement. On terraces and semi-detached buildings, priority may be given to following the predominant window form, opening arrangement and materials within the streetscene.
- Within conservation areas, plastic or aluminium windows will not be acceptable on elevations visible from the street where the original windows were designed to be timber. Further guidance on fenestration within conservation areas can be found within SPD09 Architectural Features, and this will be used to guide decision making.
- New windows should align with other windows on the building where possible, with their scale and proportions relating to the architectural hierarchy of the building.





3.5 Roof Extensions and Alterations

Roof Extensions, Additional Storeys and Dormer Windows

Poorly designed or excessively bulky additions to the roofs of buildings can seriously harm the appearance of the property and the continuity of streetscapes.

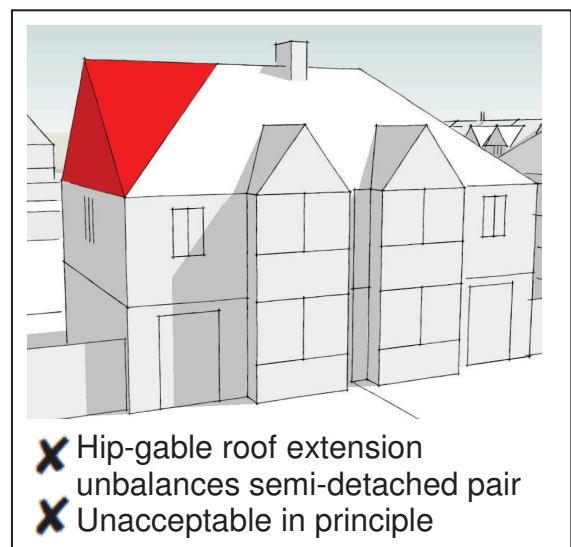
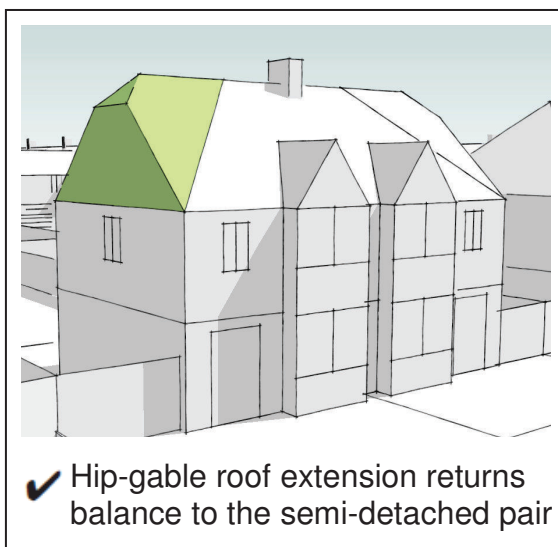
Many streets in Brighton and Hove are composed of uniform terraces where roof alterations would break up the unity of their design. Similarly, where there is a uniform group of semi-detached or detached buildings, alterations to one or two buildings could stand out and spoil the group. The presence of a small number of inappropriate roof alterations in the street will not be accepted as evidence of an established precedent.

Roof extensions, dormers and rooflights must respect the particular character of the building and be carefully related to it. Over-wide dormers or flat roofed extensions built from the walls of the original building can harm the appearance of the building and spoil the look of the whole street. Some roof spaces, because of their shallow pitch, will be unsuitable for conversion to habitable accommodation.

Design principles:

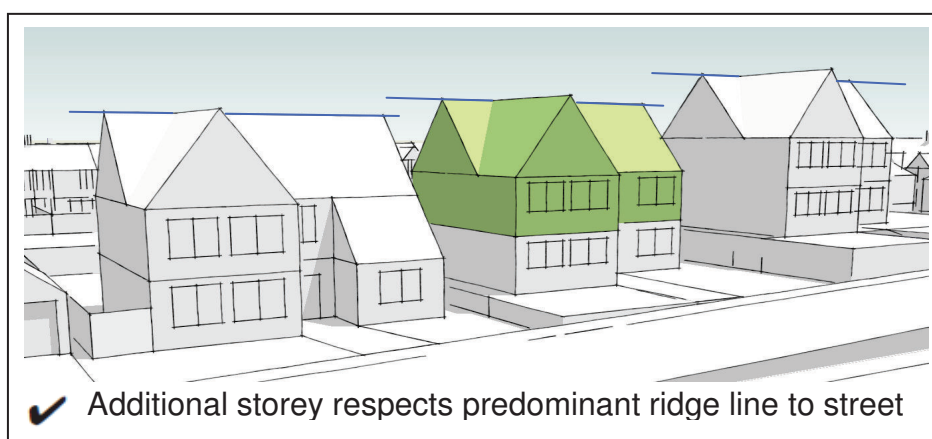
Roof extensions and additional storeys:

- Where a street has developed with buildings of varying height and scale, and where a varied roof-line is an important aspect of its character, this should be respected, and any tendency to level up buildings to a uniform height, will be resisted.
- Roof extensions that alter the basic shape of the roof, for example, from a hip to a gable end on a semi-detached house, will be unacceptable where they would result in an imbalance between the semi-detached pair and create a visually heavy roof to one half.
- Where one half of a semi-detached pair of houses has been altered and this has created an imbalance, a well designed alteration that returns a degree of symmetry to the pair may be acceptable. Materials should match exactly those of the main building.





- Additional storeys may be permitted on detached properties where they respect the scale, continuity, roofline and general appearance of the streetscene, including its topography. Additional storeys should respect the design and materials of the host building and should not have a harmful impact on the amenities of adjacent residents. Additional storeys that raise a property above those adjacent will not be permitted.
- Additional storeys will generally be considered unacceptable in conservation areas and on attached properties unless it can be demonstrated that they would not be harmful to the continuity of the streetscene or the appearance of the property.
- For further guidance on major roof enlargements, including how to set out mansard and gambrel roof forms, see Appendix B.



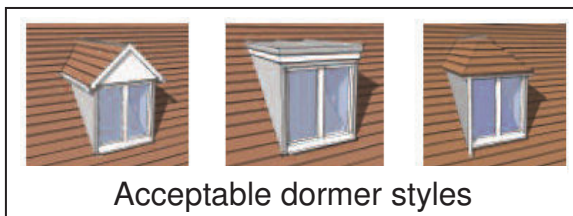
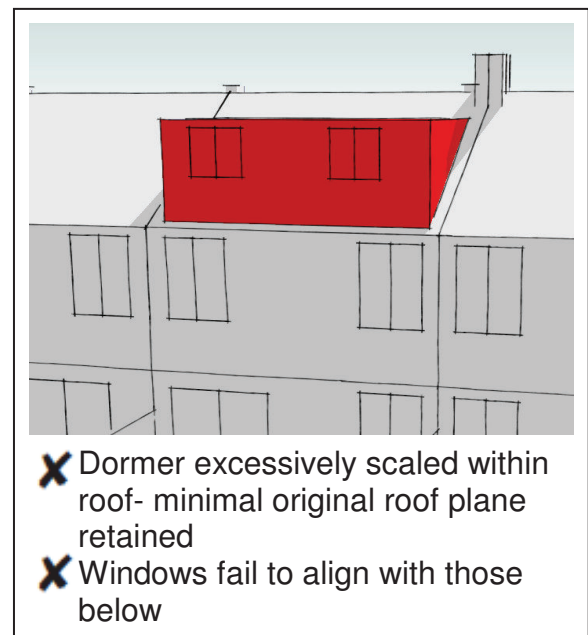
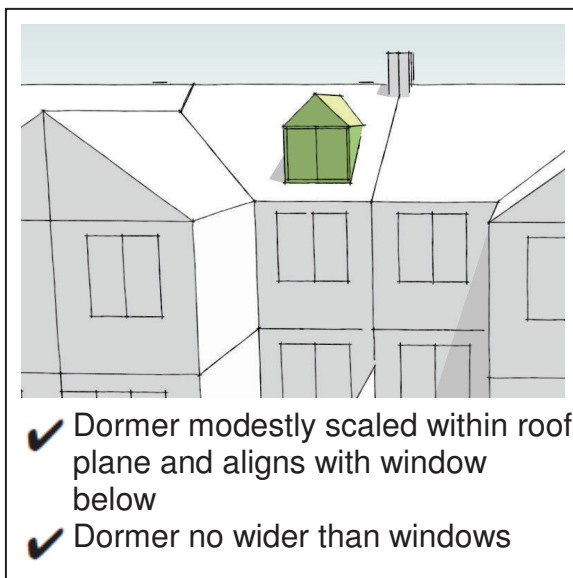
Dormers:

- In uniform terraces and streets of uniform character roof extensions or new dormers will not be permitted on front roof slopes, or other prominent elevations of a building in a uniform group. Where the terrace or group was built with dormers, these original features should not be removed or altered.
- Where a terrace or group was originally designed without roof extensions or dormers, but over the years a majority of the buildings now have them, new extensions and dormers may be acceptable. The Council will seek to recreate some sense of unity and coherence to the terrace or group of buildings- this may in isolated instances entail a more flexible approach to the guidance prescribed below.
- Box dormers constructed using the full width of the roof are an inappropriate design solution and will not be permitted as they give the appearance of an extra storey on top of the building.
- Dormer windows should instead appear as a small addition to the roof, set well within the roof space and well off the sides, ridge and eaves of the roof. The supporting structure for the dormer window should be only nominally wider than the window itself to avoid a “heavy” appearance, whilst the dormer itself should generally be no wider than the windows below. There should be no large areas of cladding either side of the window or below it.



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- Dormer windows should normally align with the windows below however in certain cases it may be preferable for dormers to be positioned on the centre line of the building or the centre line of the space between the windows below.
- Materials should generally match those of the existing roof, however in certain incidences on more historic buildings lead lining will be preferable to tile hanging.
- Window placement and style should reflect the character of the original building and should relate to the scale and proportions of the windows below, aligning with the windows on the floor below where possible.
- Dormers should not result in a significant loss of privacy to adjoining premises. Such loss of privacy can result if a dormer is to be inserted into the side of a roof and would directly face windows to the neighbouring property.
- Balconies within dormers will generally not be permitted as they would likely afford significant overlooking concerns.



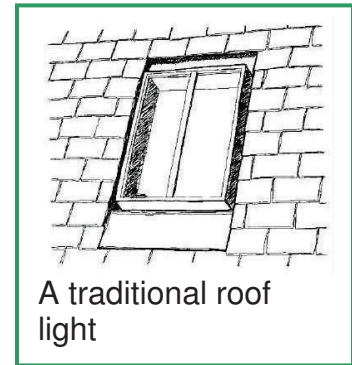


Roof lights

Multiple roof lights arranged in a haphazard fashion can clutter a roof and have a harmful impact on a streetscene.

Design Principles:

- Roof lights should be kept as few and as small as possible and should relate well to the scale and proportions of the elevation below, including aligning with windows where possible or centring on the spaces between them where appropriate. Irregular sizes and positioning should be avoided.
- In Conservation Areas, rooflights should be located discretely such that they are not readily visible from the street. As with dormer windows where the majority of buildings in a terrace or group of buildings in a Conservation Area now have rooflights on the front roof slopes a single small rooflight may be acceptable, provided that it conforms with the detailed design criteria set out in this document.
- Where roof lights are acceptable in Conservation Areas they must:-
 - lie flush with the roof covering;
 - be of traditional proportions, design and construction; and
 - should normally have slim steel or cast iron frames. Aluminium and plastic frames are generally too bulky to be appropriate.



Satellite Dishes

Satellite dishes add to visual clutter that detracts from the appearance of buildings if located in prominently visible positions. Cumulatively they have a harmful effect on the street scene, especially if located on front elevations. They should be installed in such a way as to minimise their impact on the appearance of the building and the street scene.

Design Principles:

- Satellite dishes should be sited in the most unobtrusive position possible. They should not be located on walls, chimneys or roofs visible from the street, and should instead be hidden as far as possible on rear facades, and kept as low as possible. The Council will refuse permission for satellite dishes or other aerials where they adversely affect the appearance and character of the building, particularly within Conservation Areas.
- Where it is not possible to find an acceptable location for a satellite antenna or other obtrusive aerial on the building, alternatives such as a separate rear garden ground level, or cable TV and terrestrial services may have to be considered.
- Multiple dishes should be avoided and where more than one connection is needed a communal dish should be installed.
- Dark mesh dishes will usually be preferable on brick buildings rather than solid dishes, whilst on light rendered properties dishes should match the building's paint colour. Connecting cabling should not be run up walls or roof slopes fronting streets but instead should be run internally or up the rear wall in discrete positions and be coloured or painted to match the background or chased into rendered walls.



Solar Panels

Solar panels generally have a much greater visual impact on a building or street scene than a traditional rooflight as they are bulkier, have a greater area, and often protrude further beyond the plane of a roof. This can have a significantly harmful effect on the character and appearance of the host building. Occasionally solar panels can be installed as an integral part of the roof and lie flush with its roof surface, whilst photovoltaic artificial slates and tiles are available that have a similar reduced impact. Modern roofing membranes are also available with integral photovoltaic cells, which are suited to modern flat roofed buildings in need of reroofing.

Design Principles:

- Solar panels on street elevations should be avoided where possible and located in the most unobtrusive manner possible, particularly within Conservation Areas.
- Roof membrane systems incorporating photovoltaic cells laid on flat roofs of buildings are normally acceptable on non-listed buildings, or where it would not result in the loss of visible lead cladding on a building in a Conservation Area.
- Solar panels mounted at an angle on supporting frames on flat roofs should not rise above the level of surrounding parapet walls, particularly within Conservation Areas.

Balconies, Roof Terraces and Raised Decks

Balconies, roof terraces or raised decks can affect a neighbour's privacy if they are located where it is possible to look into gardens or bedroom windows that were previously largely private. Such alterations may also result in noise disturbance, particularly to nearby bedroom windows, and can be harmful to the appearance of a building. Careful consideration of the location and design of any roof top balcony is needed to avoid this problem.

Design principles:

- Roof terraces, balconies and raised decks will generally be considered unacceptable to the front of buildings and other prominent locations visible from the street because of their negative impact on the appearance of the building and streetscape.
- Balconies on terraced and semi-detached properties (including flats) will be generally considered unacceptable as they would result in significant overlooking and noise disturbance issues.
- Excessively large decks or decks that cover the whole of a small rear garden should be avoided. No area of decking should cover more than 50% of the rear garden area.
- The additional height of a deck above the ground should not result in the overlooking of neighbouring gardens and windows.



Balcony has resulted in an unacceptable degree of overlooking



3.6 Other Structures: Residential Annexes, Detached Garages, Outbuildings, Boundary Walls, and Hardstandings

Detached outbuildings can have a cluttering and visually harmful affect on a neighbourhood if they are excessively scaled or not sited sympathetically. Such buildings should be located in the rear garden or down the side of the main building where they have less visual impact. Tall boundary walls or gardens covered by hardstandings can be harmful to the streetscene, particularly so in uniform streets and in Conservation Areas.

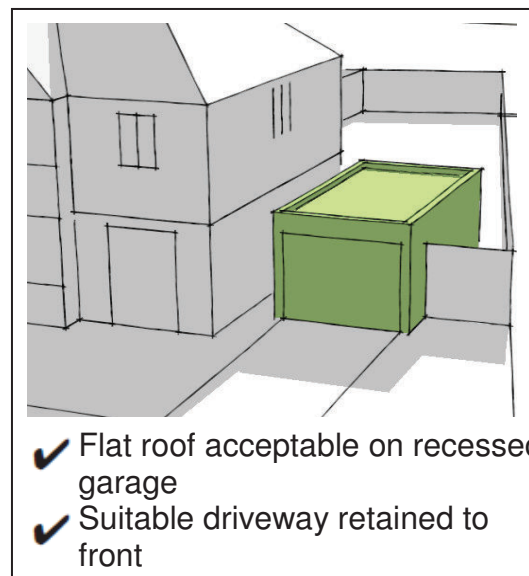
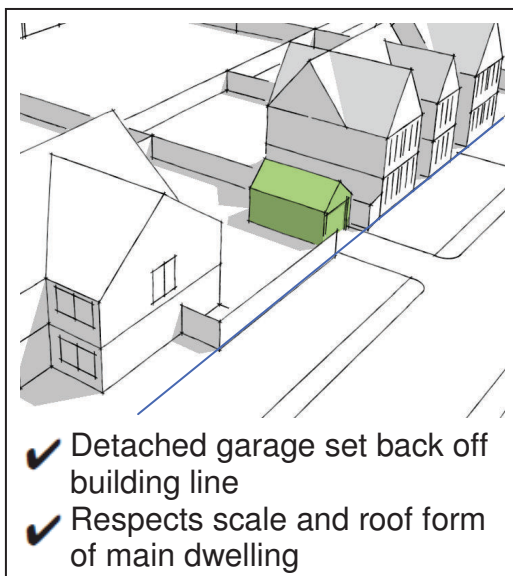
Design principles:

Residential Annexes

- Detached 'granny' annexes will only be acceptable where the scale and appearance of the building is modest in proportion to the site, and a clear dependency³ is retained at all times with the main building. Detached annexes will rarely be acceptable within conservation areas, within the curtilage of listed buildings, or where the plot is of insufficient size to comfortably cater for the building
- Attached 'granny' annexes will be acceptable where they follow the general guidance for extensions contained within this document, and a clear dependency is retained at all times with the main building.

Detached Garages and Outbuildings

- All outbuildings, including garages, bin stores and cycle stores, should be set behind the front building line of the building to avoid obscuring views of the property or intruding into the wider streetscene.
- Detached garages should be proportionate in scale to the site and be completed in materials to match the appearance of the main building. On very large sites, garages may be acceptable in front gardens if they are appropriately scaled, modestly located to avoid harm to the street scene, do not obscure the property's façade, and are completed in materials that match the main building.



³ Dependency can be demonstrated through the clear sharing of facilities/links with the main building. This can include the sharing of garden space, kitchen/bathroom facilities, site access, and the retention of internal links.



- Where a front garden is the only option for small storage structures, they should be sited to minimise views from the street and neighbours, be designed attractively in appropriate materials, and be screened by landscape planting.
- In Conservation Areas, structures in front gardens, especially small front gardens, are unlikely to be considered acceptable because of the harm caused to the appearance of the street.

Boundary Walls

- The design and height of boundary walls (including pillars), railings and gates should relate to the character of the street/surrounding area, particularly if of a uniform character. Details such as railed sections and pillars can reduce the visual impact of a high wall.
- In Conservation Areas, new, altered or replacement boundary walls (including pillars) must be completed in traditional materials in keeping with the building/street scene. The Council will seek and encourage the reinstatement of missing walls, railings and gates. More detailed advice is given in SPD09 – Architectural Features.



Hardstandings and Dropped Kerbs

- Outside of Conservation Areas, where the ground requires levelling to form a hardstanding, the level should not be raised or lowered by more than 0.5m, or be higher than the cill of the ground floor windows when raised. In exceptional circumstances, greater heights may be considered acceptable where the resultant appearance and amenity impact is deemed acceptable.
- Within Conservation Areas, new hardstandings will generally not be considered acceptable where they replace original front gardens/yards in strongly defined streets. Where acceptable, they should not cover a significant portion of the front garden area, and should not involve the removal of entire front boundary walls. Any boundary pillars removed should be relocated where appropriate and the new vehicular entrances should have gates.
- Dropped kerbs to provide vehicular access onto a property will generally be granted in incidences where they would not result in significant hazard to users of the highway and a significant boundary to the site would be retained. The presence of other dropped kerbs in the vicinity of the site would not set a direct precedent for further such dropped kerbs.



4 Additional Design Guidance for Listed Buildings, Buildings of Local Interest and Historic Buildings within Conservation Areas

The following guidance applies to all Listed Buildings, Buildings of Local Interest and historic buildings in Conservation Areas. It is intended to support and build on the guidance contained within chapter 3, and take primacy in the determination of applications pursuant to these building types. Such applications will always be considered on a case-by-case basis and the presence of existing unsympathetic extensions or alterations to the host building or adjacent buildings will not be considered to set a precedent for extensions and alterations that fail to comply with the guidance contained within this section.

It is the Council's policy to preserve the special character of listed buildings therefore proposals to make alterations to listed buildings will not be granted consent where the special architectural or historic interest of the original building would be harmed. There will always be a presumption that the listed building's historic roof structure and form should be retained.

Side, Rear and Front Extensions

- All extensions and alterations should be completed to a high design standard, with the scale, materials and detailing matching exactly those of the host building. The Planning Authority will expect the submission of material samples and detailed joinery sections where appropriate for approval prior to the commencement of works. Modern design finishes may be acceptable only in very exceptional circumstances where it can be demonstrated the design is of an exceptional standard and would not harm the historic character of the host building.
- Glazed conservatories on historic buildings should be located to the rear of the building and have timber frames with traditional joinery detailing that matches that of the host building. Such conservatories are most appropriate for infill extensions as they allow for the retention of the original external plan form of buildings.
- Side extensions and corner extensions will not normally be acceptable where they would result in the loss of symmetry of a building or symmetrical pair or group of buildings.
- In the case of Listed Buildings, original walls, doors and windows should be retained although it may be acceptable to convert windows to French doors.
- Window design, method of opening and positioning should match exactly those of the main building, as should window sizes and proportions unless the host building's hierarchy requires a change in scale. Plastic or aluminium windows will not be acceptable on front elevations, and to all elevations on Listed Buildings. Further guidance on all fenestration within historic buildings can be found within SPD09 Architectural Features.
- Many historic buildings were designed with 'blind' or 'dummy' windows to provide articulation and definition to blank facades. These will only be permitted to be altered to windows in very exceptional circumstances where it would not harm the appearance and continuity of the building or group of buildings.
- The roof form and pitch of an extension should normally reflect the host building's roof form and pitch, and should be set lower than the main ridge of the building.



- Flat roofs are normally unacceptable unless the host building has a flat roof. In some circumstances historic buildings with pitched roofs have lead or asphalted flat roofed extensions and it may be acceptable to follow this precedent. They should be concealed behind parapet walls and fascia boards avoided or confined to the least visible elevation, except where this would match the original building.
- Front extensions are unacceptable in principle and the original front façade should be retained unaltered. Porches are not acceptable on buildings originally designed without them, especially those where the entrance and its surround are important features or on terraces. Exceptions are where vernacular style buildings can accommodate a traditional porch without harming their character.
- Structures in front gardens, especially small front gardens, are unlikely to be considered acceptable because of the harm caused to the appearance of the street.
- Front gardens should not be fully paved and should remain predominantly under vegetated soft landscaping. Timber decking will not be acceptable as this is not an appropriate traditional local material. (More detailed advice is given in SPD09 – Architectural Features).

Roof Alterations

On historic buildings the roof is often the ‘crowning glory’ and an integral part of the overall design. Alterations to the shape of the roof, the use of unsympathetic materials and the loss of original features can all have a serious effect on the appearance and character of historic areas. Appendix B provides additional design guidance for major roof alterations to historic buildings, including how to set out mansard and gambrel roofs. Traditional dormers or roof lights were located to provide a small amount of daylight and ventilation to the loft or attic rooms, or to provide access onto a valley roof for maintenance purposes. Larger ones were sometimes used to light a stairwell. Lantern lights were often also used where more light was required to stairwells and other areas.

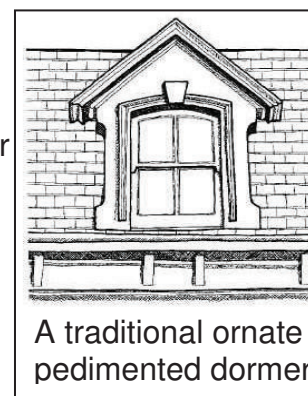
Historically, rooflights were confined to rear roof slopes or hidden roof valleys and were very small. They are not traditional features of roofscapes and were not used to illuminate habitable rooms. Where significant amounts of daylight are needed for rooms in the roofscape, a dormer window is often a more architecturally and historically appropriate solution, however dormer windows that seek to increase accommodation rather than light dark areas are unlikely to be acceptable.

- The original form, shape and fabric of the roof must not be altered and its ridge height must not be raised. Consent will not be granted to remove part of a pitched roof to form a roof terrace or to infill valleys between roof slopes or to create a flat roof between ridges. Front dormers or dormers that are visible from the street will generally be considered unacceptable if they are not part of the character of the building or locality.
- Loft conversions will only be acceptable where the historic roof structure is to remain intact and the new staircase would not harm the proportions or features of an important room or landing/stairway below.
- Interesting features at roof level, for example, stacks, turrets, dormers, lanternlights and decorative stair lights, party wall upstands, decorative ridge tiles etc., which contribute to the building’s character, should not be altered or removed. Where their



condition is so poor that they cannot be repaired, they should be replaced in replica with traditional materials.

- Where acceptable, all new dormer windows should appear as a small addition to the roof, set well within the roof space and well off the sides, ridge and eaves of the roof. The supporting structure for the dormer window should be only nominally wider than the window itself to avoid a “heavy” appearance and there should be no large areas of cladding either side of the window or below it. All dormers should be roofed in lead or possibly zinc or copper, but never in roofing felt.
- Dormer windows should normally align with the windows below however in certain cases it may be preferable for dormers to be positioned on the centre line of the building or the centre line of the space between the windows below.
- One small traditional rooflight unobtrusively sited to light a loft space will normally be permitted. Rooflights are generally only acceptable on street frontages where they are located below a parapet line concealing the roof. Acceptable rooflights should lie flush with the roof covering, be of traditional proportions, design and construction and should normally have slim steel or cast iron frames. In exceptional circumstances additional rooflights may be permitted in instances where they are the only way to give natural light to an unusual building- such as a barn which is to be converted- but only if they are unobtrusively sited, are not on prominent roof slopes, and do not result in the loss of or damage to any historic roof structure.
- Solar panels should not be located on any visible roofslope and should be confined to hidden valley roofs or on roofs completely concealed behind parapet walls. The original roofing cladding should be retained and the panels mounted above it. Panels mounted at an angle on supporting frames on flat roofs should not rise above the level of surrounding parapet walls.
- Balconies, roof terraces and associated railings that result in alterations to the building’s original facade, visible roof profiles or the skyline of a street, or result in the loss of a substantial part of the structure of the roof, will not be acceptable. Exceptions will apply where it is proposed to re-instate an original balcony that has previously been removed.
- Where roof terraces are acceptable in principle on top of flat roofs, any necessary balustrades should not be visible above existing eaves or parapet lines.



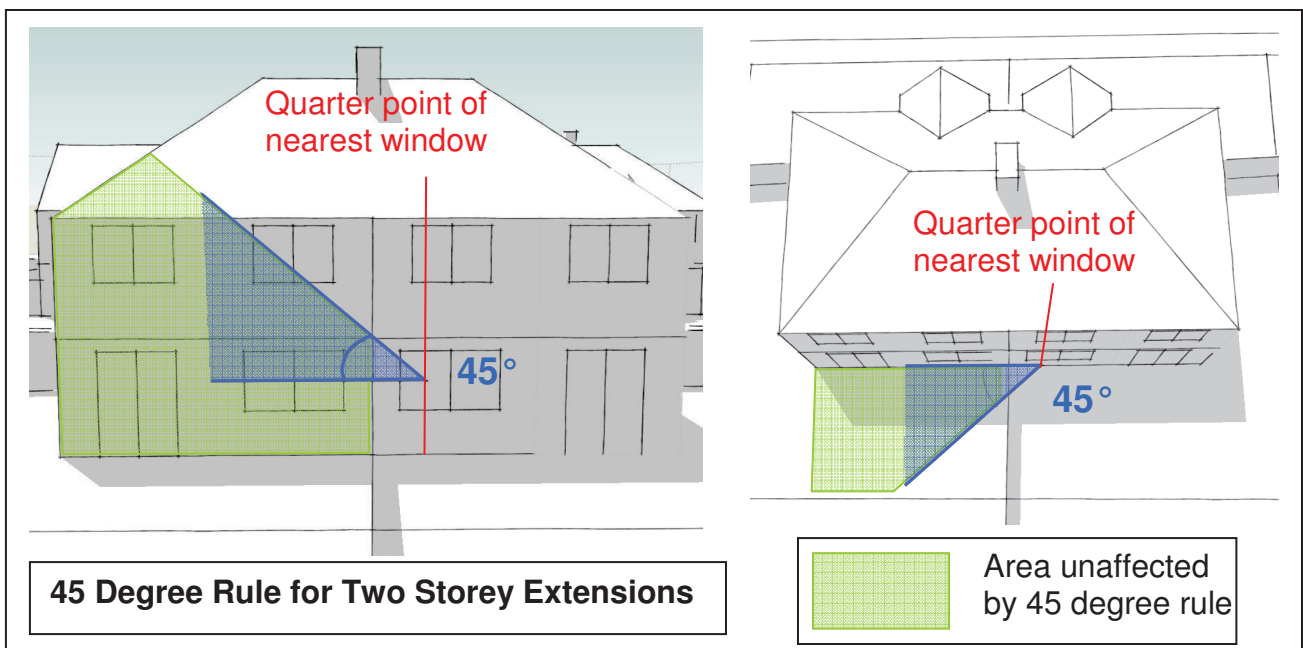
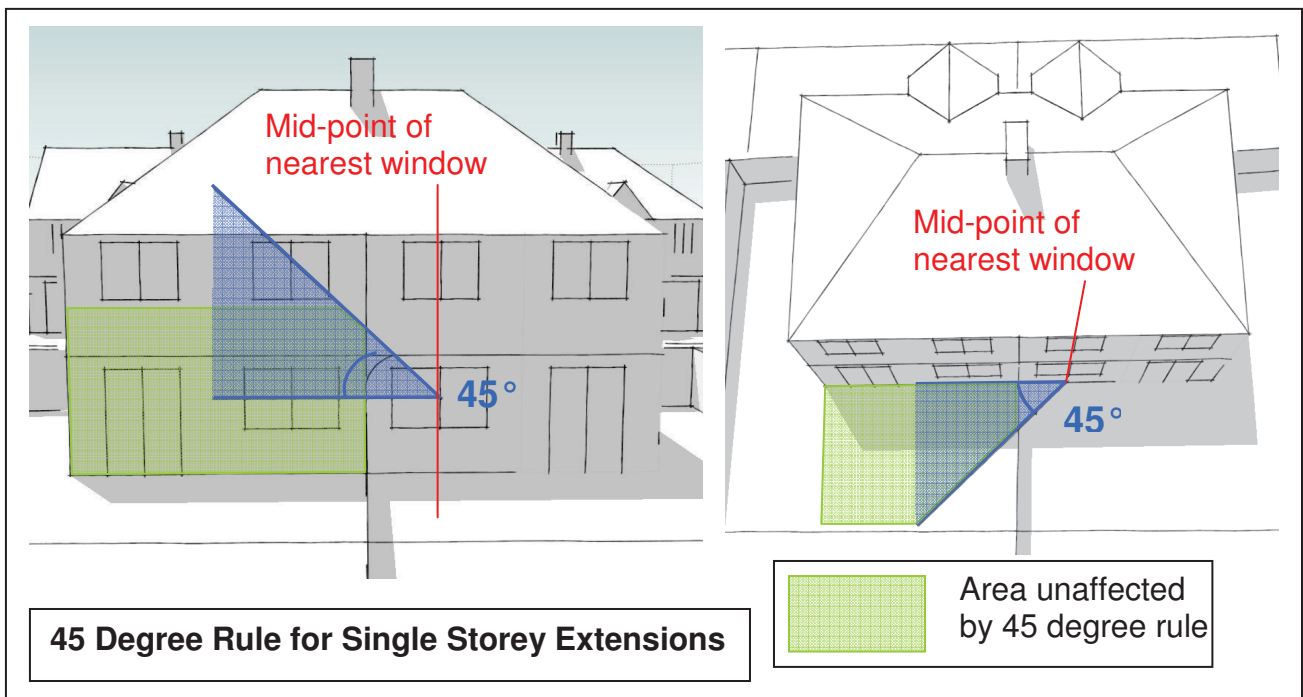
A traditional ornate pedimented dormer

Further information regarding historic building design and detailing, and interior layouts to Listed Buildings, can be found within: **SPD09 ‘Architectural Features’**, **SPG11 ‘Listed Building Interiors’**; and **SPG19 ‘Fire Precaution Works to Historic Buildings’** Applicants are strongly advised to read these documents prior to submitting an application for works to a Listed Building, Buildings of Local Interest, or historic building within a Conservation Area.



Appendix A- The 45 degree rule

An important guideline when assessing the acceptability of proposed extensions is to check whether the extension would cut a line drawn at 45 degrees (both horizontally and vertically) drawn from the mid point on the nearest ground floor window (of a kitchen or habitable room) on a neighbouring residential property. In the case of two storey extensions the quarter point of the nearest ground floor window is used instead. This is best explained by looking at the drawings below.

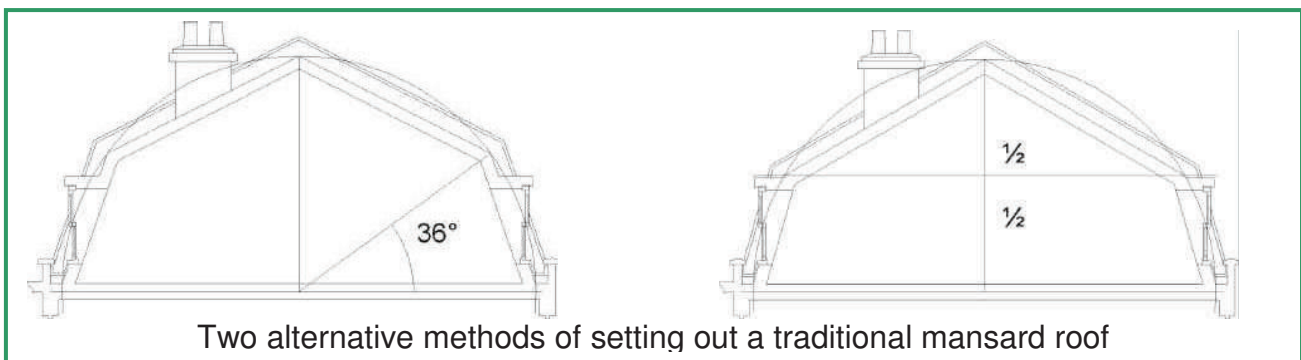




Appendix B- Major Roof Enlargements- Mansards and Gambrels

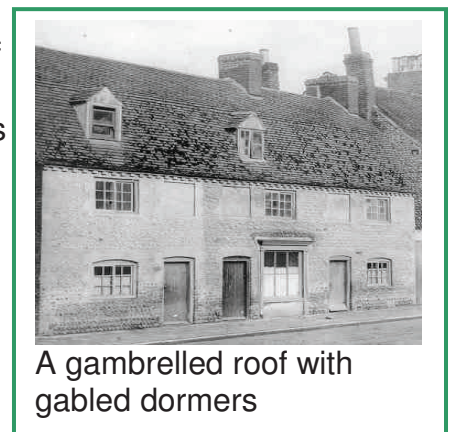
Where the roof space is too small and the ridge too low to create usable space within it, requests are often received to enlarge the roof area by raising the ridge height or reshaping the roof structure. This is a significant change which will be resisted where the existing roof form is an important element of the building's character, contributes to the local street scene or where the extension would harm the amenities of adjacent properties. It would be very unlikely to be acceptable on a Listed Building. In situations where such extensions are acceptable on unlisted buildings, the design should complement the building, for example with a traditional steeper pitched roof, or mansard or gambrelled roof. This amounts to adding an additional storey, and it may be preferable instead to extend the building to the rear in a complementary style.

Traditional 18th and 19th century mansard roofs are normally subdued and subsidiary elements of the building. When building new mansards, care must be taken to ensure that the roofs are well balanced, are not overdominant, and are set behind a parapet and concealed gutter. The lower steeper slope should be about $72^\circ - 75^\circ$ from the horizontal and the upper gentler slope normally should be about $27^\circ - 30^\circ$ from the horizontal and therefore visible from the ground. (See diagram). Flat topped roofs or those with very shallow upper slopes mimicking mansards are not acceptable. Exceptions to this will need to be justified in terms of benefits to the street scene or appearance of the building. The windows should be set in projecting dormers (see below).



Some styles of buildings draw more from the vernacular tradition and have gambrelled roofs, often with eaves details. Gambrelled roofs have steeper pitches and higher ridges. They have dormer windows and in Sussex are often clad in handmade plain clay tiles.

- New mansard, gambrel or ridged roof extensions should as a rule be clad in the same material as the original roof structure.
- The party wall upstands between buildings and chimneys should be retained, and where necessary, extended.
- The roof should rise from the back edge of the parapet. Flues should be positioned on a rear slope or in an obsolete chimney stack.
- Wherever possible, inline tile or slates vents should be used.





Appendix C- How to make an Application

Is Planning Permission Required- Permitted Development

Many alterations and small extensions to single dwellings do not require Planning Permission and may be carried out as '*permitted development*' under the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). Householder permitted development rights for single dwellings do not apply to flats/maisonettes or to houses occupied by more than 6 unrelated adults living together. It is worth noting that individual properties may have had their permitted development rights limited by a condition attached to a previous planning permission, whilst further limitations apply to properties within the South Downs National Park, Conservation Areas and areas subject to an Article 4 direction, as well as to Listed Buildings.

The '*Planning Portal*' website at www.planningportal.gov.uk provides guidance as to whether or not your proposals are likely to need planning permission, however it is always advisable to check with the planning department first as to whether you will need planning permission. The planning authority can give you a formal determination as to whether or not planning permission is needed if you apply for a '*Certificate of Lawfulness*' for a proposed development. Further information on permitted development and how to contact the planning department is available on the Council's website at <http://www.brighton-hove.gov.uk/index.cfm?request=b1154189>

Making an Application

It is strongly advised that you discuss design proposals with a planning officer before submitting a planning application, since this process may highlight resolvable issues which could otherwise result in a refusal of the application. Details on how to contact the Planning Department are available on the website at <http://www.brighton-hove.gov.uk/index.cfm?request=b1154189>

When submitting an application, the '*Planning Application Check List*' helps to clarify what information needs to be submitted in order for the application to be valid. This will ensure that the application is considered as speedily as possible. The checklist can be found alongside application forms and application fee information on the website at: <http://www.brighton-hove.gov.uk/index.cfm?request=c1182695>.

Non Planning Matters

Building Regulations

Please note that even if planning permission is not needed, it is important to check with the building control team since building regulation permission will nearly always be needed. Planning permission and Building Regulations are two very separate requirements. It is advisable to contact the City Council's Building Control team early in the design process to discuss your proposals. Their contact details are at: <http://www.brighton-hove.gov.uk/index.cfm?request=c1117681>

Important: Please note that obtaining planning permission does NOT mean that you have obtained Building Regulations Approval and changes sought by building control regulations may mean you having to revise your planning application.

Party Wall Act

This Act regulates work carried out on or near to a boundary, whether or not the work needs planning permission. It is always advisable to check before you start work, see booklet available at available at:

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/133214.pdf>

Appendix D- Sustainable Building Design

Sustainability Advice

The greatest number of planning applications in the city are for householder works, so building in energy efficiency into each small development will result in a significant reduction in energy use for the whole city. Making an extension energy efficient can improve the energy rating of the whole home and save on running costs therefore measures to improve the environmental sustainability of buildings will be encouraged at all times. The Council's policy is to encourage the use of renewable energy where it will not have a significantly detrimental impact on the environment, the amenities of nearby occupiers and the general character of the area.

Applicants should be mindful that:

- Proposals incorporating renewable energy technologies should not have an excessively harmful impact on neighbouring properties or the character of a streetscene by virtue of their scale and positioning. Solar panels, solar photovoltaics and turbines should therefore be located where possible on roofslopes that are out of sight from public viewpoints, especially within conservation areas.
- On listed buildings and on historic buildings within conservation areas, the opportunities for improving the sustainability of buildings may be limited by virtue of their designation, especially if it would have an impact on the frontage appearance and/or historic integrity of the building. Applicants are advised to contact the Planning Department to discuss how to improve the sustainability of their homes in an acceptable manner prior to submitting a formal application.

Supplementary Planning Document SPD08 gives further planning guidance on minimum recommended standards for new development. The following links provide further useful information:

- For information on home energy efficiency please visit the following webpage on the council's website:
<http://www.brighton-hove.gov.uk/index.cfm?request=c1164027#top>
- For information and advice on renewable energy technologies and planning application requirements please visit the Microgeneration Planning Advice Note (PAN02) web page on the council's website
http://www.brighton-hove.gov.uk/downloads/bhcc/planning/Microgeneration_PAN.pdf
- Guidance on developing a green roof as well as other measures that could be of benefit to biodiversity can be found in the Nature Conservation and Development SPD11:
http://www.brighton-hove.gov.uk/downloads/bhcc/ldf/SPD11_Nature_Conservation_and_Development_adopted.pdf

- For the latest sustainability information, please visit the City's Council Sustainability website: <http://www.brighton-hove.gov.uk/index.cfm?request=b1114905>
- Guidance notes on energy saving are available from the Energy Saving Trust www.energysavingtrust.org.uk
- For guidance on reducing waste going to landfill, see www.brighton-hove.gov.uk/swmp
- For guidance on storage and collection of recyclables and waste, see PAN05: Design Guidance for the Storage and Collection of Recyclable Materials and Waste ([http://www.brighton-hove.gov.uk/downloads/bhcc/local_plan_2005/PAN05 Design Guidance for the Storage and Collection of Recyclable Materials and Waste Sept 07.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/local_plan_2005/PAN05_Design_Guidance_for_the_Storage_and_Collection_of_Recyclable_Materials_and_Waste_Sept_07.pdf))
- For guidance on Sustainable Timber, see the Forest Stewardship Council's advice at: www.fsc-uk.org/
- Information on wind energy is available at www.bwea.com and www.dti.gov.uk/energy/sources/renewables/renewables-explained/wind-energy/onshore-wind/what-can-i-do/page16108.html

For further advice on improving energy efficiency in your home and the availability of grants contact your local Energy Efficiency Advice Centre on 0800 512 512.

Lifetime Homes

To help improve the long-term sustainability of homes, applicants are advised to consider incorporating Lifetime Homes Standards into their designs for residential extensions where possible. The Lifetime Homes Standards are a long established and nationally tested set of principles that should be implicit in sustainable housing design. The incorporation of the Standards into the general housing stock has the benefit of allowing older people to stay in their own homes for longer whilst reducing the need for costly home adaptations to meet the differing and evolving needs of households. The additional functionality, adaptability and accessibility it provides can be helpful to a wide range of households, including families with push chairs and wheelchair users, and can assist everyone in ordinary daily life. For more information and advice please see Planning Advice Note 03 'Affordable Housing and Lifetimes Homes' and the Lifetimes Homes website:

<http://www.lifetimehomes.org.uk/index.php>

Secured by Design

Secured by Design focuses on crime prevention at the design, layout and construction stages of homes and commercial premises and promotes the use of security standards for a wide range of applications and products. For more information and advice please see the Secured By Design website: <http://www.securedbydesign.com/>



Appendix E- Useful contacts and references

Brighton and Hove City Council Planning Department

Switchboard: 01273 292222 or <http://www.brighton-hove.gov.uk>

Supplementary Planning Documents

SPD03 - Construction and Demolition Waste

SPD06 - Trees and Development Sites

SPD08 - Sustainable Building Design

SPD09 - Architectural Details

SPD11- Nature Conservation and Development

SPG11- Listed Building Interiors

SPG19- Fire Precaution works to Historic Buildings

Planning Advice Notes

PAN02- Microgeneration

PAN03- Affordable Housing and Lifetimes Homes

South Downs National Park Authority

Switchboard: 0300 303 1053 or <http://www.southdowns.gov.uk/>

Planning Portal

For general Planning information and the submission of planning applications.

www.planningportal.gov.uk

Party Wall Act

The Party Wall etc Act 1995 (booklet available at Built Environment Reception) or online

www.communities.gov.uk/publications/planningandbuilding/partywall

Appendix E – Sustainability Appraisal Matrix – Extensions and Alterations SPD

Options
<p>1 - Do nothing. Rely on existing Local Plan policies and other existing local policies to provide guidance for extensions.</p>
<p>2 – Produce SPD to provide guidance in the design and planning principles to be taken into consideration when planning extensions to development, whether they need planning permission or not.</p>

Assessment methodology

As there are two options for consideration, a scoring system which uses up to two “+” symbols or two “-“ symbols has been used to help indicate the performance of the option relative to others. This only relates to the particular objective being assessed and can not be used to compare the objective with other objectives. The commentary provides more explanation and justification.

The following scoring system is used, with multiples allowed as described above:

- Positive impact: +
- No impact: 0
- Negative impact: -
- Impact uncertain: ?

	Option	
	1	2
<p>Sustainability Objective</p> <p>1. To achieve a net gain in biodiversity under conservation management as a result of development and improve understanding of local, urban biodiversity by local people.</p>	+	+
<p>Summary</p> <p>1. It is recognised that any development can cause harm to biodiversity, however it is considered unlikely that an extension would cause any significant harm. There is a range of existing policy that should ensure the protection of biodiversity from development, including extensions such as Local Plan policies QD16 Trees and Hedgerows, QD17 Protection and Integration of nature conservation features, and QD18 Species protection, as well as SPD11 Nature Conservation in Development. The impact on this objective should be positive.</p> <p>2. In addition to the policies outlined above, which would also be considered, the SPD contains various references which should ensure biodiversity is considered: the preliminary guidance section outlines consideration of Tree Protection Orders, as well as protection of trees in Conservation Areas; Appendix C cross refers to SPD11 Nature Conservation in Development; and Chapter 3 refers to retention of garden space. The impact on this objective is therefore considered to be positive, however is unlikely to be any more positive than Option 1.</p> <p>There is no direct link to this objective.</p>	0	0
<p>2. To improve air quality by continuing to work on the statutory review and assessment process and reducing pollution levels by means of transport and land use planning.</p> <p>3. To maintain local distinctiveness and preserve, enhance, restore and manage the city's historic landscapes, townscapes, parks, buildings and archaeological sites effectively.</p>	+	++

Sustainability Objective	Summary	Option	
		1	2
	<p>needing planning permission and are unlikely to be applied to those that are of permitted development.</p> <p>2. The promotion of good design and how this should be applied to extensions is the main aim of the SPD and therefore the SPD has a strong impact on this objective. The preliminary guidance specifies that the existing character of the building and its setting should influence the design of an extension. This section also includes basic design details including how materials should match those that are existing, the relationship between the extension and the adjoining properties and how the pitch of original roof should be considered. The impact that extensions can have on the street and neighbouring properties is reinforced throughout the SPD, with various guidance provided according to the type of extension. The preliminary guidance also includes a section on Conservation Areas, Buildings of Local Interest and Listed Buildings and cross refers to SPD09 Architectural Features. The SPD also included a chapter specifically on extending Listed Buildings, Buildings of Local Interest and buildings within Conservation Areas. The SPD is considered to have a significant positive impact on this objective, and is considered to have a stronger positive impact than Option 1 as it also guides development that does not require planning permission.</p>		
<p>4. To protect, conserve and enhance the South Downs and promote sustainable forms of economic and social development and provide better sustainable access.</p>	<p>1. Much of the built up area in Brighton & Hove adjoins the boundary of the SDNP however it is considered unlikely that a (residential) extension to a property in the area adjoining the SDNP would have any significant adverse impact on the setting of the SDNP, or of views of or from the Downs. Existing Local Plan policies including NC5 Urban Fringe and NC6 Development in the countryside would apply to any planning application for development in this area and should result in protection of the South Downs.</p> <p>2. The SPD is considered to have a positive impact on this objective through the promotion of well proportioned and designed extensions to all properties, including those that are permitted development, as this will include those that are situated</p>	+	+

Sustainability Objective	Summary	Option	
		1	2
	<p>next to, but not within the SDNP, as these will fall under the jurisdiction of the National Park Authority. Section B of the SPD refers to limitations that may apply to properties due to the location within the SDNP. The impact of the SPD on this objective is not considered to be any more significant than the impact of Option 1.</p> <p>The SA notes that the National Park Authority have the planning function for properties located within the SDNP and although this will apply to only a small number of properties located within Brighton & Hove, the SA suggests that the contact details for the NPA could be included in the Useful Contacts and References section.</p>		
5. To meet the need for decent housing, particularly affordable housing.	<p>1. Although extensions or alterations to houses are not provision of housing or affordable housing as such, being able to extend a home to accommodate a household's changing needs is likely to be more cost effective than moving house and enables existing homes to meet housing needs. There are a range of existing policies that would be applied to any planning application for an extension, including those within the Local Plan such as QD14, which will continue to provide guidance.</p> <p>2. This SPD will provide specific guidance that householders need when planning an extension to their homes, including extensions which are permitted development. In addition, the SPD refers to considering Lifetime Homes standards, which will enable the long-term needs of the household to be met.</p> <p>There is no direct link to this objective.</p>	+	+
6. To reduce the amount of private car journeys and encourage more sustainable modes of transport via land use and urban development strategies that promote compact, mixed use, car-free and higher-density development.		0	0
7. Minimise the risk of	1. New development can increase the risk of surface water run-off and pollution to	+	+

	Option	
	1	2
Sustainability Objective pollution to water resources in all development.	Summary water. There are a range of existing policies that would be applied to any planning application for an extension, including those within the Local Plan such as policies SU3 Water resources and their quality and SU4 Surface water run-off and flood risk that should ensure this risk is minimised. In addition, SPD 08 Sustainable Building Design, also incorporates requirements relating to extensions and surface water run-off. The impact is therefore considered to be positive. 2. Appendix C specifically refers to the government requirement of incorporating permeable paving into any new areas of paving over 5 square metres. The Appendix also refers to design solutions such as green roofs. Both features will help absorb water and reduce risk of surface water run-off and pollution to water. Appendix C also cross references to SPD08 which provides more detailed guidance on this issue. The SPD should have a positive impact on this objective, in collaboration with other policy. The impact of the SPD on this objective is not considered to be any more significant than the impact of Option 1.	
8. Minimise water use in all development and promote the sustainable use of water for the benefit of people, wildlife and the environment.	+	+
9. To promote the sustainable development of land affected by contamination.	0	0

Sustainability Objective	Summary	Option	
		1	2
10. Manage coastal defences to protect the coastline and minimise coastal erosion and coastal flooding.	There is no direct link to this objective.	0	0
11. To balance the need for employment creation in the tourism sector and improvement of the quality of the leisure and business visitor experience with those of local residents, businesses and their shared interest in the environment.	There is no direct link to this objective.	0	0
12. To support initiatives that combine economic development with environment protection, particularly those involving targeted assistance to the creative & digital industries, financial services, tourism, retail, leisure and hospitality sectors.	There is no direct link to this objective.	0	0
13. To improve the health of all communities in Brighton & Hove, particularly focusing on reducing the gap between those with the poorest health and the rest of the city.	1. Badly designed extensions can have adverse impacts on the amenity of neighbouring residents. In addition, living in a house that does not meet a household's needs can also have adverse impacts on the health and quality of life of the residents. There are a range of existing policies that would be applied to any planning application for an extension, including those within the Local Plan such as QD1, Design, QD14 Extensions and Alterations, and QD27 Protection of Amenity, as well as PAN 03 Affordable Housing and Lifetime Homes. These will guide development and ensure any development or extension meets certain criteria and	+	++

Sustainability Objective	Summary	Option	
		1	2
	standards and will have a positive impact on this objective. 2. The preliminary guidance section of the SPD outlines the potential negative impacts that extensions can have on the amenity of neighbouring residents, including noise, loss of daylight as well as visual impact. The impacts extensions can have on neighbouring properties and their residents are reinforced throughout the document. The preliminary guidance also advises residents to consider incorporating lifetime homes standards into their design and refers to PAN 03 Affordable Housing and Lifetime Homes. The SPD is considered to have a significant positive impact on this objective as should protect the amenity of neighbouring residents, as well as improve the quality of life of the residents themselves through ensuring their housing needs are met, and is considered to have a stronger positive impact than Option 1 as it also guides development that does not require planning permission.		
14. To integrate health and community safety considerations into city urban planning and design processes, programmes and projects.	1. Local Plan policy QD7 only requires large scale developments (e.g. those over 1000sqm or 10 or more dwellings) to incorporate features to design out crime. This objective is therefore not relevant to the issue of extensions to single dwellings or to commercial buildings located within residential-type buildings. 2. A former version of the SPD contained a section on designing out crime through incorporating Secured By Design principles. Although this section has been deleted from the final version, this is not considered to have any significant adverse impacts on this objective. A score of “no impact” is awarded against this objective, although the SA notes that this could be improved to a positive score if the original wording was reinstated. There is no direct link to this objective.	0	0
15. To narrow the gap between the most deprived areas and the rest of the city so that no one should be seriously disadvantaged by where they live.		0	0

Sustainability Objective	Summary	Option	
		1	2
16. To engage local communities into the planning process	<p>1. Production of existing policies incorporated community consultation.</p> <p>2. Production of SPD will provide opportunity for community consultation.</p>	+	+
17. To make the best use of previously developed land.	<p>There is no direct link to this objective.</p>	0	0
18. To maximise sustainable energy use and mitigate the adverse effects of climate change through low/zero carbon development and maximise the use of renewable energy technologies in both new development and existing buildings.	<p>1. There are a range of existing policies that would be applied to any planning application for an extension, including those within the Local Plan such as SU2 and SPD08 which would ensure energy efficiency is achieved.</p> <p>2. Although maximising sustainable energy use is not a key aim of the SPD, the preliminary guidance section outlines when the council will encourage the use of renewable energy and Appendix C provides more detail on Sustainable Building Design, with cross references to SPD08. Chapter 3 includes guidance on solar panels. The SPD, in collaboration with other policy, should have a positive impact on this objective, although the impact is not considered to be any more significant than Option 1.</p>	+	+
19. To ensure all developments have taken into account the changing climate and are adaptable and robust to extreme weather events.	<p>1. SPD08 Sustainable Building Design sets out various requirements in terms of ensuring development is adaptable to climate change.</p> <p>2. Appendix C specifically refers to the government requirement of incorporating permeable paving into any new areas of paving over 5 square metres. The Appendix also refers to design solutions such as green roofs. Both features will help in adaptation to climate change. The SPD, in collaboration with other policy, should have a positive impact on this objective. The impact is not considered to be any more significant than Option 1.</p>	+	+
20. To encourage new developments to meet the high level Code for Sustainable Homes / BREEAM "Excellent" standard.	<p>1. SPD08 sets out the requirements that new development, including extensions should meet.</p> <p>2. Appendix C refers to SPD 08 Sustainable Building Design which sets minimum standards for new development, including extensions. The SPD, in collaboration</p>	+	+

Sustainability Objective	Summary	Option	
		1	2
21. To promote and improve integrated transport links and accessibility to health services, education, jobs and food stores.	with other policy, is therefore considered to have a positive impact on this objective. There is no direct link to this objective.	0	0
22. To reduce waste generation and increase material efficiency and reuse of discarded material by supporting and encouraging development, business and initiatives that promote these and other sustainability issues.	<p>1. There are a range of existing policies that would be applied to applications for extensions that would help reduce waste., including SU13 Minimisation and re-use of construction industry waste, Construction & Demolition Waste SPD as well as PAN 05: the storage and collection of recyclables and waste.</p> <p>2. The SPD encourages re-use and investment in existing stock, which could be viewed as indirectly helping to reduce waste and save resources. Appendix C refers to waste reduction and provides web-links on reducing waste and to PAN05: the storage and collection of recyclables and waste. The SPD, in collaboration with other policy, should have a positive impact on this objective.</p>	+	+

Summary Option 1

This option is considered to have positive impacts on objectives relating to biodiversity, maintaining local distinctiveness, protecting the South Downs, meeting the need for housing, minimising risk of pollution to water, minimising water consumption, improving health, engaging local communities, maximising sustainable energy use, ensuring adaptability to climate change, meeting environmental standards and reducing waste. There are a range of existing policies contained within the Local Plan as well as Supplementary Planning Documents and other documents that provide policy guidance on these issues that would ensure the development of an extension avoids negative impacts and has positive impacts. However, it is noted that these policies will only apply to development that requires planning permission and are unlikely to be applied to any development that is considered to be Permitted Development.

Option 2

This option is also considered to have positive impacts on objectives relating to biodiversity, maintaining local distinctiveness, protecting the South Downs, meeting the need for housing, minimising risk of pollution to water, minimising water consumption, improving health, engaging local communities, maximising sustainable energy use, ensuring adaptability to climate change, meeting environmental standards and reducing waste. The adverse impacts that an extension can have on the property itself, on neighbouring properties, the streetscene and general environment, as well as on the amenity of neighbouring residents are strongly reinforced throughout the document leading to a significant positive impact on the objectives relating to maintaining local distinctiveness and improving health and are considered to be more positive than Option 1. As this option will also provide guidance for extensions that do not require planning permission, this also contributes to the significant positive impact.

Overall Summary

Although Option 1 is considered to bring about a range of positive impacts, Option 2 provides greater opportunity for positive impact, as the SPD provides guidance for extensions considered to be permitted development and therefore has a greater scope than existing policies. This is particularly the case with the objectives relating to maintaining local distinctiveness and improving health. The SPD should ensure that the quality of the built environment remains high, that the characteristics of all neighbourhoods, including Conservation Areas are maintained and that the health and quality of life of local communities are preserved.

Recommendations

The SA notes that the National Park Authority have the planning function for properties located within the SDNP and although this will apply to only a small number of properties located within Brighton & Hove, the SA suggests that the contact details for the NPA could be included in the Useful Contacts and References section of the SPD. The SA notes that the score against objective 14: “integrating health and community safety considerations into city urban planning and design processes and project” could be improved from a score of “no impact” to a “positive” score if the wording that referred to Secured By Design principles was reinstated in the SPD.