





**Brighton & Hove
City Council**

Economic Development & Culture Committee

Title:	Economic Development & Culture Committee
Date:	18 September 2014
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Bowden (Chair), Hawtree (Deputy Chair), Brown (Opposition Spokesperson), Deane, Randall, Smith, Morgan, Robins, C Theobald and Wealls
Contact:	Penny Jennings Democratic Services Officer 29-1065 penny.jennings@brighton-hove.gov.uk

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Democratic Services: Economic Development & Culture Committee

Executive Director of Environment, Development & Housing	Councillor Bowden Chair	Legal Officer	Democratic Services Officer
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Councillor Hawtree
Deputy Chair

Councillor Randall

Councillor Deane

Officer Speaking

Officer Speaking

Councillor Speaking

Councillor Brown
Opposition Spokes

Councillor Wealls

Councillor Smith

Councillor C. Theobald

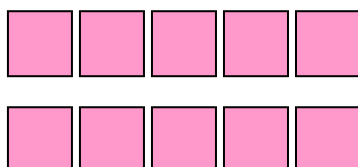
Councillor Morgan

Councillor Robins
Group Spokes

Public Speaker

Public Speaker

Public Seating



Press

AGENDA

PART ONE

Page

17 PROCEDURAL BUSINESS

(a) Declaration of Substitutes: Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

(b) Declarations of Interest:

- (a) Disclosable pecuniary interests not registered on the register of interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

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

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

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

NOTE: Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

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

18 MINUTES

1 - 20

To consider the minutes of the meeting held on 19 June 2014 (copy attached).

Contact Officer: Penny Jennings

Tel: 01273 291065

19 CHAIR'S COMMUNICATIONS

20 CALL OVER

- (a) Items (23 - 28) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

21 PUBLIC INVOLVEMENT

21 - 22

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

- (a) **Petitions:** to receive any petitions presented to the full council or at the meeting itself;

Report of the Head of Law (copy attached).
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 11 September 2014;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 11 September 2014.

22 MEMBER INVOLVEMENT

23 - 24

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;

Letter from Councillor A. Norman: Talking Statues in Brighton & Hove
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

23 DESIGNATION OF A NEIGHBOURHOOD AREA AND NEIGHBOURHOOD FORUM - HOVE STATION NEIGHBOURHOODS

25 - 128

Report of the Executive Director for Environment, Development and Housing (copy attached).

Contact Officer: Rebecca Fry Tel: 29-3773
Ward Affected: Central Hove; Goldsmid;
Hangleton & Knoll; Hove
Park; Westbourne; Wish

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

- 24 LIBRARY PLAN 2014/15 - UPDATE** **129 - 190**
- Report of the Assistant Chief Executive (copy attached).
- Contact Officer:* Sally McMahon *Tel:* 29-6963
Ward Affected: All Wards
- 25 SPORTS FACILITIES LEISURE CARD UPDATE** **191 - 196**
- Report of the Assistant Chief Executive (copy attached).
- Contact Officer:* Ian Shurrock *Tel:* 29-2084
Ward Affected: All Wards
- 26 UPDATE ON APPRENTICESHIPS** **197 - 210**
- Report of the Executive Director for Environment, Development & Housing (copy attached).
- Ward Affected:* All Wards
- 27 COAST TO CAPITAL GROWTH DEAL - IMPLICATIONS FOR GREATER BRIGHTON** **211 - 216**
- Report of the Executive Director for Environment, Development & Housing (copy attached).
- Contact Officer:* Nick Hibberd *Tel:* 29-3756
Ward Affected: All Wards
- 28 THE NEW ENGLAND HOUSE DIGITAL EXCHANGE** **217 - 224**
- Report of the Executive Director for Environment, Development & Housing (copy attached).
- Contact Officer:* Alan Buck *Tel:* 29-2287
Ward Affected: All Wards
- 29 MAJOR PROJECTS UPDATE** **225 - 240**
- This standing item will provide an opportunity for relevant issues to be updated on.

30 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 23 October 2014 Council meeting for information.

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

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Penny Jennings, (29-1065, email penny.jennings@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Wednesday, 10 September 2014

BRIGHTON & HOVE CITY COUNCIL

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

4.00pm 19 JUNE 2014

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors Bowden (Chair); Hawtree (Deputy Chair), Brown (Opposition Spokesperson), Mears, Morgan, Randall, K Norman, Robins and Wealls

PART ONE

1 PROCEDURAL BUSINESS

1a Declaration of Substitutes

- 1.1 Councillor Jones was in attendance in substitution for Councillor Deane. Councillor Mears was in attendance in substitution for Councillor Smith and Councillor K Norman was in attendance in substitution for Councillor C Theobald.

1b Declarations of Interest

- 1.2 There were none.

1c Exclusion of the Press and Public

- 1.3 In accordance with Section 100A of the Local Government Act ("The Act"), the Economic Development and Culture Committee considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A(3) of the Act.
- 1.4 **RESOLVED** – That the press and public not be excluded from the meeting during consideration of any item on the agenda.

2 MINUTES

- 2.1 **RESOLVED** - That the Chair be authorised to sign the minutes of the meeting held on 23 January 2014 as a correct record.

3 CHAIR'S COMMUNICATIONS

- 3.1 The Chair explained that although he would be referring to a few highlights as part of his communications a full text in respect of recent and upcoming events would be recorded in the substantive minutes of the meeting

Peter Pan's Site

- 3.2 The Chair reported that the proposed Brighton Bathing Pavilion development on the Peter Pan's site has been withdrawn by Karma Resorts. There had been great disappointment at Karma's inability to agree standard commercial terms which were readily accepted by developers accustomed to the UK marketplace. Brighton & Hove City Council had appointed Karma in 2012 based on its apparent commitment to complete a comprehensive development of the site, comprising five pavilions - an indoor and outdoor children's club, a year-round spa and health centre, a beach club and restaurant, an outdoor swim and bathing area and a member's club. The Council selected Karma based on its exciting concepts and had been patiently working with them ever since.
- 3.3 In practice however, all Karma had been prepared to commit to building was the restaurant, which quite simply fell well short of the comprehensive leisure scheme which was the basis for Karma's appointment. The council would be embarking on a new marketing exercise for the site in July with a view to appointing a preferred developer as soon as possible.

Volk's Railway

- 3.4 Brighton & Hove City Council had achieved a successful first round bid to the Heritage Lottery Fund to restore the historic Volk's Railway and provide new and upgraded facilities. Following this initial success, the council would now be drawing up detailed plans to submit to the HLF for round two next year. As long as plans had progressed satisfactorily and according to the original proposal, an award for the project was confirmed. The total amount of funding would be around £1.5 million and the project was expected to be finished in 2017.

New Library for Woodingdean

- 3.5 The new library in Woodingdean had opened on 2 June in a combined development with a new medical centre. At the launch event the well known author and local resident Lynne Truss had talked about the importance of reading and libraries for local communities. The library was open more hours a week than the previous one – as well as being bigger and offering better facilities. The library had a good range of books, DVDs, toys and computers, with a special focus on health information and well-being activities. The Library and Medical Centre had already worked together to provide a

sensory garden for the new building. The library also had a computer suite and meeting rooms for activities, with an out of hours' entrance to maximise community use

Tourism Advisory Board

- 3.6 A meeting had been held in May and the working group were working through the agreed work streams. The Chair & Vice Chair were looking to create an independent identity for this body which was slightly removed from the LA.

Convention Sales

- 3.7 The Chair confirmed that currently 31 City Conferences had been confirmed by conference sales for 2014/15. In last financial year Apr 13 – Mar 14 148 enquiries had been dealt with (20% increase from Apr 12 – Mar 13) with a potential economic benefit of £72m and had converted 54 enquiries (36% conversion) which will bring £36m of economic benefit on their arrival into the City. Bookings had been made for 14,300 room nights for delegates worth £1.18 million.

City Marketing

The Mini Rough Guide to Brighton & Hove

- 3.8 105,000 copies had been printed in March and these had proved to be extremely popular.

Press Trips and Coverage

- 3.9 So far this year the council had already hosted 45 journalists from the UK and Overseas. So far this year £1.5 million worth of coverage had been logged on Brighton & Hove.

Campaigns

- 3.10 The Council had continued to work closely with VisitBritain and Visit England on a number of national campaigns including City Breaks, Coastal Escapes, Accessibility and LGBT. This had gained us coverage in the Metro, Time Out, The Telegraph and the Express. In addition the Council had worked closely with Pan Macmillan to support the release of the 10th Roy Grace detective novel by Peter James. This work had included hotel book promotion and the provision of special offers on the dedicated Peter James microsite.
- 3.11 Close collaboration had taken place with our colleagues in the Royal Pavilion and Museums team to support the activity surrounding the WW1 commemorations. We had hosted press trips from two of India's main newspapers to highlight the links between Brighton & India specifically the use of the Royal Pavilion as an Indian Military Hospital.

Online Marketing

- 3.12 To date there had over 630,000 unique visits to the website, this was marginally (5%) down compared to the same period last year. However work on building our consumer

database was ongoing and currently approximately 40,000 people had subscribed to our monthly newsletters with an average open rate of 25%. The social media fan base continued to grow, and we now had over 12,000 likes on Facebook and over 16,500 followers on Twitter. Downloads of our app had exceeded 25,000. The LGBT section of the website had been updated and extended - <http://www.visitbrighton.com/gay-brighton> - the section is now one of the main tabs on the menu bar and includes accommodation and nightlife details as well as advice for couples looking to get married in the city.

Visitor Services

Visitor Information Points

- 3.13 There were now 14 Visitor Information Points (VIPs) around the city, four new ones had gone live at Easter, at Brighton Station Travel Centre; Grosvenor Casino; Amsterdam Hotel; and Oh So Swedish (craft gallery on the beach just east of pier). VIP at BC Box Office fully functional and able to make same day accommodation bookings, plus sell discounted attraction tickets, and rail/coach tickets throughout the UK.

City Champions

- 3.14 This initiative had been at Easter weekend, eight volunteers had been engaged who were committed to the scheme and have been able to offer a presence at either the station or around the Pavilion/Gardens at weekends. Feedback received from them so far had been very positive with visitors very appreciative of the on-street presence and extra help available.

RTPI award

- 3.14 The Chair explained that the ground breaking work that the City Council had been undertaking with other local authorities along the Sussex Coast in developing a framework for planning and investment had been recognised in that the work had been shortlisted for a national planning award. The "Local Strategic Statement for Coastal West Sussex and Greater Brighton" had been short-listed for a Royal Town Planning Institute Award for Planning Excellence in the category "Innovative Planning Practice in Plan-making". The award ceremony would take place in London, on Monday, 23 June.

Pride GVP

- 3.15 The Chair Stated that the St James Street Village Party had begun life as a small grassroots event supported by both the LGBT and business community, it was the perfect post-Pride celebration. Traditionally It had not been organised by Pride or the council, but a grouping of local business under the name GVP (gay Village Party). In 2013 approximately 35,000 people had attended the area during the party period; swamping the area and its public houses. This volume of attendees was extremely unsafe and acceptable thresholds around community safety and community relations were breached. The amount of glass and debris significantly impeded and delayed site clearance. Petty theft, assault and homophobic abuse were also reported and had been difficult to manage in an excessively crowded environment. Disruption and inconvenience to local residents had also been a recurring problem and this needed to be better addressed and their welfare given proper consideration. Significant concerns

had also been raised by local businesses, the police, the fire service, Brighton and Hove City Council and local residents. It is widely recognised that the event cannot continue in its current format.

- 3.16 In response to this at the Committees' meeting on 14 November 2013 it had agreed that the council would work with Pride CIC to ensure the future of the Street Party; with the explicit intention of creating a safe and welcoming event, focussed on Pride and community fundraising. Following extensive consultation with the council, the police and local businesses, Pride CIC had produced a proposal titled, 'Reclaiming the Street Party for the LGBT community' which aims to create an event that will achieve better outcomes for attendees, businesses and local residents. This proposal, supported by an officers' report, was discussed and agreed at the spokes meeting – delegating authority to the Assistant Chief Executive to sign off final details which will be subject to ongoing development and change as consultation with businesses, communities and the safety advisory group progresses. Reflecting the scale and complexity of the event this would be a trial year and whilst the lead organisers of the event would be Brighton Pride CIC this would be a joint project delivered in partnership with the City Council. Should the event prove both successful and sustainable it could be fully lead and managed by Pride CIC in future years. The proposal was for St. James Street and part of Marine Parade (in essence the area from 'Legends' public house to 'Charles Street' public house) to be enclosed to create a specific event space for the PVP on Saturday evening (between 18.00hrs and 01.00 hrs) and Sunday afternoon (between 14.00 to 20.00hrs). On Saturday this would require the A259 to be closed (with traffic diverted along Edward Street) and one lane of the A23 at the end of St James' Street also to be closed. Road closures for Sunday would include the A259 as above but not the A23 (to be confirmed and agreed by the Safety Advisory Group). The key aspects of this new version of the PVP were:

- A ticketed event (£5 for two days - £1 to Rainbow Fund)
- An enclosed event
- A 'glass free' event (only plastic drinking vessels allowed)
- Participants will be required to purchase and wear wristbands to enable access and the purchase of alcohol
- Residents and businesses to be provided with free wristbands for identification and to enable access and egress.

- 3.17 Ticketing aimed to reduce the excessive number of attendees and enable better stewardship and improve safety. It will also require active decisions by those wishing to participate rather than being an attraction to any passer by; in turn this will deter those from attending whose attitude is less than supportive of the LGBT community and/or those attended solely to commit crime. Additional work is underway with the Police to address any possible displacement disorder the ticketed event might generate. The Chair, stated:

"Over the years the Pride Street Party has become more and more problematic – especially for residents. Uncontrolled access and irresponsible attitudes to alcohol have turned what should be a celebration into something of a headache and, for some, a nightmare. The old format was unsustainable and has to change if the Street Party is to be transformed into a safe environment for partygoers, residents and local businesses.

“Everyone needs to get behind the new approach and fully support Pride CIC’s efforts to manage the Street Party effectively to return it to an enjoyable and unique event. I hope that this one-year trial proves to be a success. If there isn’t a hundred percent support, particularly from the business community, the whole of the Pride Festival weekend could be put in jeopardy. Without sounding too dramatic, the reputation of the city as a safe place to visit is at stake.”

The Great Escape

3.18 The Great Escape is now in its 9th year in the city – and it was the most successful yet. It sold out all its tickets and delegate passes before the festival began despite adding more venues and therefore tickets.

- § 400 bands played in 35 venues across the city in the main festival plus 50 fringe events organised by smaller local promoters and a series of free ‘street gigs’ all over the city.
- § The conference was attended by 2000 music industry professionals with talks at the Duke at Komedia and the Old Courthouse.
- § Made in Brighton (the council’s music industry support initiative) hosted the welcome party featuring unsigned local bands at the new festival audience hub, the Spiegeltent.
- § Through the Made in Brighton partnership Soundcity (the music education hub) took part in the main festival programme with some of our young musicians playing to an industry audience.
- § Soundcity also took part in a seminar as part of the main conference programme alongside a representative from Universal Records and Arts Council England to discuss what could be gained from closer working between music education and the music industry.

Brighton Fringe

3.19 The Brighton Fringe had run for 4 weeks until the 1 June and had featured 740 events in 185 different venues across the city and close to 4,000 performances. Early indications were that audiences had remained steady and possibly grown slightly for 2014. For the first time this year there had been an arts industry showcase, "WINDOW" (funded by Arts Council England), where 20 shows were selected and highlighted to national and international promoters – doubling the number of arts industry professionals attending the festival. The Fringe had also organised a series of professional development programme events aimed at artists and arts companies. The Warren had continued to grow its programme with 3 pop up performance spaces in the Wagner Hall near Churchill Square and the Spiegeltent had returned – now under new local management with a much more diverse programme with a wider appeal – from tea dances to international cabaret and special big events from local arts companies. The last week of the festival had featured the B:FEST – the youth arts festival for the city organised by Brighton Youth Centre and partners across the city. The quality of these events continued to grow, as did the touring opportunities for performers with some 250 shows transferring to the Edinburgh Fringe and elsewhere after the end of May. The head of the Fringe had been invited onto the jury of the National Arts Festival of South Africa in July and the Amsterdam Fringe in September.

Brighton Festival

- 3.20 This year's Brighton Festival featured 448 performances and 147 events in 34 venues across the city. In total there were 37 premieres, exclusives and co-commissions and 26 free events. The festival was at 80% capacity across the city and had been guest directed by Hofesh Shechter. The 80th birthday of legendary composer Sir Harrison Birtwistle had been celebrated with a series of events, headlined by a revival of his 1969 Brighton Festival commission *Down by the Greenwood Side*. 5,000 children from 83 schools and Community groups across the region took part in the annual Children's parade in the opening weekend. One of Festival's biggest hits had been William Forsythe's interactive chorographic installation *Nowhere and Everywhere at the Same time*, no.2 in Circus Street Market with more than 12 500 visitors dancing in the piece during the three week period - a video documenting its installation attracted 60 000 views. 543 people had shared their happy memories of Brighton as part of the interactive project *Bring The Happy* by Invisible Flock. 60 local young people had joined the cast of the dazzling free outdoor production at Black Rock, *One Million*. Yinka Shonibare MBE's dramatic site-specific 10, 000 book installation *The British Library* had been created with the help of over 60 volunteers drawn from the local community and had been so successful it had been extended by another week. This had been a co-commission with House – the curated visual arts festival that ran as part of Brighton Festival. The international performance showcase Caravan had also taken place within the Brighton Festival.

The Brighton Music Walk of Fame'

- 30.21 This had been launched on Tuesday 17th June. It was a unique interactive street exhibition celebrating Brighton's music history paying tribute to the many artists, DJ's & subculture's closely associated with the city over the past five decades. 40 names featured in the exhibition would be displayed as a trail of pavement graphics represented in the form of vinyl albums along the south side promenade of Madeira Drive. The Music Walk of Fame has been created by David Courtney, a local musician.

Seafront Scrutiny

- 30.22 The cross party Scrutiny Panel of Cllrs Mitchell, Brown and Davey had primarily been investigating the requirement for substantial investment into the Seafront infrastructure. The panel had concluded their evidence gathering from a wide range of witnesses including council officers with a responsibility for aspects of the Seafront, Seafront traders and most recently the Tourism Advisory Board. The Panel was now considering its findings and was intending to publish its report and recommendations later in the year.

Brighton & Hove Healthwalks

- 3.23 Brighton & Hove Healthwalks had won one of this year's Queen's Award for Voluntary Service (QAVS). The Award had been given in recognition of the huge role that volunteers played in leading Healthwalks which provide regular opportunities for local residents to take part in physical activity.

Heritage Lottery Fund

3.24 As Members were aware the application to HLF for the Royal Pavilion Estate had not been successful for a round one development grant at this stage. Only six out of the seventeen applications made had been granted stage one funds. The HLF officers have explained that their Board of Trustees had to take decisions on more projects than the available budget would allow and our application was rejected due to insufficient funds. However the feedback received had been very positive and in particular HLF considered that the project did qualify for support but demand for their funds meant that they could not support every good application that achieved the outcomes of the major grants programme. The Board noted the high heritage importance of the estate and agreed that need had been clearly demonstrated. HLF clearly understand the Masterplan vision and they endorse and support it and welcomed the prospect of an integrated offer for visitors within a more unified Royal Pavilion Estate. Officer from RPM and BD&BF are now entering discussions with HLF to see what the best options are for taking the project forward in terms of reapplying to HLF for the funding streams available. The options are to break the project into different elements and either apply for regional level funding or national level funding. In order to fulfil the vision for the Estate there are other funding applications to other bodies already in the pipeline. I will be keeping this committee informed of the discussions which will take place on the best way to proceed with the project and securing funding to fulfil our vision for the Royal Pavilion Estate.

2.35 **RESOLVED** - That the content of the Chair's Communications be received and noted.

4 CALL OVER

4.1 All items on the agenda were called for discussion.

5 PUBLIC INVOLVEMENT

5a Petitions

5.1 Two petitions had been received as set out below:

(i) Hove Park Ward Neighbourhood Forum

Referred from the meeting of Council held on 27 March 2014.

"We the undersigned want a Neighbourhood Forum set up just for Hove Park ward, including our current and potential development sites, Hove Park, Hove Rec, The Copse, allotments and Nevill playing fields. We object to Hove Stations Forum's area plans.

Hove Park Forum will protect and enhance our area and work to ensure a neighbourhood plan represents the views of the residents who live here."(797signatures)

The Chair, Councillor Bowden permitted Councillor Bennett who had presented the petition at Council to speak for 3 minutes in support of the petition it was noted that it was intended that a report in respect of this matter would be brought to the next meeting of the Committee scheduled to take place on 18 September 2014.

The Chair, Councillor Bowden responded in the following terms:

RESOLVED – That the contents of the petition be received and noted.

(II) STANMER PARK - HERITAGE LOTTERY FUNDING APPLICATION

Referred from the meeting of Council held on 8 May 2014

- 5.2 “Stanmer Village residents and businesses ask that no bid be submitted by B&HCC to the Heritage Lottery Fund Parks for People until a satisfactory agreement is reached with us in writing on future parking in the village for our visitors and ourselves. Further that a commitment be written into the bid that adequate community space will be offered in the Home Farm complex to the Stanmer Village Residents’ Association to replace the council-owned Victoria Rooms lost in 2007 after 54 years of use.”

It was noted that this petition had been withdrawn as it had been agreed with the petitioner and the Chair of that Committee that it would be more appropriate for the matter to be considered at the meeting of the Environment and Transport Committee to be held on 1 July 2014.

RESOLVED - That the position be noted.

5b Written Questions

- 5.3 There were none.

5c Deputations

- 5.4 It was noted that one Deputation had been received at the meeting of Council held on 27 March 2014. It was noted that as Mr Hancox had had the opportunity to speak at Council its contents and the response given by the Leader of the Council at that meeting would be received and noted.

The Deputation was set out in the following terms:

Hove Park Neighbourhood Forum

Mr Hancox – Chair of the proposed Hove Park Ward Neighbourhood Forum:

“I am informed that the committee intends to consider applications for the establishment of both the Hove Station and Hove Park Ward Neighbourhood Forums and Areas at the Economic and Culture Committee in June.

We will be asking the committee to reject the application of the proposed Hove station Area as it includes part of the Proposed Hove Park Ward Neighbourhood Forum and Area for the following reasons:

- i) The Hove Station and Hove Park Ward areas are wholly different in that the Station Area comprises a densely developed Victorian and Edwardian city-centre neighbourhood whereas the Hove Park Ward Area is a mainly low density inter-war and

post-war suburban neighbourhood. They also have differing demographics in terms of age and geographical mobility.

ii) The two neighbourhoods are geographically separated by the railway: presumably the reason why the Boundary Commission fixed the boundary on this alignment.

iii) At the Hove Station Forum public meeting of 17 January 2014, a substantial number of Hove Park Ward residents attending emphasised that they did not wish to be included in the Hove Station Forum Area and were establishing a forum for their area.

iv) The Hove Station Forum has a membership from approximately 62 properties, whereas the Hove Park Ward Neighbourhood Forum already has over 300 members from all areas of the Hove Park Ward. For the Hove Station Neighbourhood Forum to include a substantial part of the Hove Park Ward within their proposed area is contrary to the spirit of the Localism Act 2011 which seeks to promote direct neighbourhood representation on the local forum.

Consideration has been given to the Station Forum's "Next Steps" document produced after they became aware of our application. There are several significant matters raised with which we are unable to agree. From the outset, the Hove Station forum's principal concern has been the Development Area 6, partly situated in both proposed forum areas, and they consider this justifies including part of the Hove Park Ward within their area in view of DA6 having a "major impact" on the area north of the Shoreham Road. This assertion is refuted.

The Station Forum's documents also refer to the development potential of other areas within the Hove Park Ward, such as the strategic Greyhound Stadium site, as a further reason for extending their area north of the railway. This view is also rejected. Hove Park Ward Forum residents will have views as to the planning future of areas of concern to them elsewhere in the city, such as George Street or Churchill Square, but acknowledge that this would not justify extending the Forum Area to include them for planning purposes.

The Hove Park Forum's view is that a forum should represent a community with a distinct identity and that it should review planning issues through a Neighbourhood perspective and it should not be based on a historical grouping of residents from several neighbourhoods addressing a particular planning proposal.

Furthermore, it is considered that the proposed Station Forum area would be too large in population terms to comprise an identifiably distinct neighbourhood. It would be remarkable if residents of the different neighbourhoods south of the railway would consistently view planning issues with the same priorities and perspective as those of residents of the Hove Park Ward to the north.

The Hove Park Ward Forum is prepared to liaise and discuss planning issues with all neighbouring forums.

Yours sincerely

Colin Hancox,

Chair of the proposed Hove Park Ward Neighbourhood Forum

Deputation Supporters:

Colin Hancox
 Alex Salva
 Cathy Smith
 Maggie Sladen
 David Nissen
 Sarah Rankin

5.5 The Deputation had been responded to at Council by Councillor Jason Kitcat.

RESPONSE GIVEN BY COUNCILLOR JASON KITCAT

“We fully support the formation of neighbourhood forums and absolutely encourage interested parties to make use of the provisions and localism act which help them to enhance and protect and take care of their neighbourhood areas. But it is sad to see Hove-arians fighting over boundaries, I must say. You’ve all got an interest in your local area and clearly you’re united by your passion for it and I hope we don’t see people falling out over what is a line on the map. Of course wars were fought over that in past centuries but we are beyond that now.

I think the fact is the emerging and abutting Hove forums, those issues are well known to the ward members, I see nods ward members and I know officers are well aware of this and we would all like to encourage, as you have suggested, conversations and discussions to continue. This can be the only way through which this can be productively resolved. There are ambitions for a number of neighbourhood forums and I hope we can find a way of delineating them in a supportive way which recognises true neighbourhoods and communities. Defining a neighbourhood would be an interesting thing for PHD thesis one day. The decision as you have rightly note falls to the committee sometime in the Summer and I hope that the concerns you have highlighted in your deputation can be ironed out by that point but the view is that even if some words remain, the boundaries don’t necessarily need to be completely black and white, there could be some flexibility and I hope that if it wasn’t all resolved by then, discussions could still continue. As a Council, I think our role is to be mindful of those different aims and priorities of adjoining communities and to try and mitigate against disagreements and I fully attend this to be our role as a council from a member and an officer point of view and I’m hopeful the benefits will outweigh whatever difficulties there are in the road to getting there and I wish you every success.

5.6 The Chair, Councillor Bowden explained that a report updating on this issue and requesting a decision of Members would be coming forward to the next scheduled meeting of the Economic Development and Culture Committee on 18 September 2014. He requested that Members reserve discussion of the item until that meeting.

5.7 **RESOLVED** – That the contents of the Deputation be received and noted.

6 MEMBER INVOLVEMENT

6a Petitions

6.1 There were none.

6b Written Questions

6.2 There were none.

6c Letters

6.3 There were none.

6d Notices of Motion

6.4 There were none.

7 LIBRARY PLAN 2014-15

7.1 The Committee considered a report of the Assistant Chief Executive seeking approval to the Libraries Plan 2014-15, which set out the Council's vision for the service, building on recent successes and outlining the priorities and objectives for the next 18 months, in the context of the overall plans and ambitions for the city as a whole. The Plan demonstrated how Libraries support the Corporate Plan priorities and related to the sustainable Community Strategy - the Connected City. It was noted that under council governance arrangements, the Libraries Plan was one of the key strategic documents that required full council approval.

7.2 The Head of Libraries and Information Services gave a presentation picking out the key points from the Plan and detailing the objectives that had been identified for the future. It was explained that when benchmarked against its Comparator Local Authority Group for 2012-13, Brighton & Hove's Library Service had provided the best value at £2.68 per visit as opposed to £3.33 for others, was the most popular in terms of visits per head of the population 6.2 as against an average of 4.6, was the second highest for total items of stock and cost 32p per person per week.

7.3 The Head of Libraries and Information Services then went on to explain that the main aims for Libraries for 2014-15 as outlined and set out in depth in the Executive Summary and in Library Plan itself were:

- To develop the role of libraries as community hubs and to work more closely with service providers;
- To expand partnership arrangements with other agencies and council departments to ensure that people are able to achieve many different things through their local library;
- To support health and well being, reaching out to those who are housebound;
- To improve digital inclusion, supporting people using the internet, particularly those lacking confidence and skills;
- To deliver the four Public Library Universal Offers around reading, information, health and digital services;
- To deliver the role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn;

- To improve customer satisfaction through improving library stock and information services, making best use of new technologies and digital resources; and
- To modernise and deliver value for money through updating library technology reviewing and improving the use of resources and streamlining processes.

- 7.4 Councillor Hawtree, the Deputy Chair commended the report and the high level of service provided across the city, he noted the high regard in which the service was held by local residents and the on-going initiatives to encourage broader participation residents. The cost of 32p per person per week was excellent. At a time libraries elsewhere in the country were closing and or being de-skilled and run solely by volunteers in some instances, he was very pleased that Brighton and Hove had bucked that trend.
- 7.5 Councillor Bowden, the Chair also commended the report highlighting the health benefits accruing from regular use of libraries and the social interchange they provided enquiring whether the potential for greater partnership working was being explored with health partners.
- 7.6 The Head of Libraries and Information Services confirmed that this was one of the avenues which were being actively explored and that this included networking with partners in relation to public health issues amongst others. She had given a presentation at a meeting of the Public Health Commissioners the previous week and it was intended to consult further over the summer with representative groups and service users. The Committee would be updated regarding this additional feedback at its next scheduled meeting. This would then be incorporated into the final version of the Library Plan when it was placed before Full Council for approval at its scheduled meeting in October.
- 7.7 Councillor Brown referred to the work of the Equal Access Service and asked for information regarding the success and effectiveness of this service and the number of homes it reached. The Head of Libraries and Information Services agreed that this information would be collated following that day's meeting and would be circulated to Members separately. Councillor Brown also referred to the increasing use of Libraries as community hubs and enquired regarding whether additional income was generated as a result of spaces being hired out to community groups. The Head of Libraries and Information Services confirmed that whilst fees were charged for use of spaces this applied mainly to the Jubilee Library, a number of local libraries e.g., Westdene, were used by local schools on those days when they were not open to the public.
- 7.8 Councillor Jones stated that he was particularly interested in the "Bookstart" initiative and would like to receive more detailed information about it. The Head of Libraries and Information Services agreed to send further information to Councillor Jones following the meeting.
- 7.9 Councillor Wealls stated that he had a copy of a CIPFA document setting out comparisons for delivery of this service countrywide, he was unsure however whether the information it contained was up to date. He noted that employee costs seemed to be very high in the City, (the second highest in this authority's comparator group) and considered it would be helpful for members to receive a break down detailing how this figure was made up. By comparison with other authorities the number of volunteers also

seemed low. The Head of the Libraries and Information and Services explained that the latest complete comparison profile for public libraries had been taken from the 2012-13 actual data and 2013-14 estimates. Copies could be made available to any members who wanted them. Whilst Brighton & Hove employee costs were the second highest, this was a comparison of actual costs, without taking account of size of population served, which was often a measure used to make such comparisons more meaningful.

- 7.10 Councillor Mears enquired regarding the level of support provided for looked after children and regarding the provision of homework clubs. The Head of Libraries and Information Services explained that discussions were just beginning with Children's Services about how Libraries could best support looked after children. From the Autumn term homework advice would be available but would not take the form of designated homework clubs. Councillor Mears also enquired regarding provision at Saltdean Library during any refurbishment of the Lido building in which it was located. It was explained that if necessary suitable alternative arrangements would be put into place.
- 7.11 Councillor K Norman referred to the home delivery service for those who were elderly/disabled, he considered this was a valuable service. He enquired whether there was a waiting list and whether there were criteria for eligibility. The Head of Libraries and Information Services explained that anyone who is housebound or their carer can receive Home Delivery. Availability of volunteers to deliver the service varied depending on location.
- 7.12 Councillor Robins commended the initiatives in relation to link with health and wellbeing and encouraging people to remain active and hoped that this would be dovetailed to work being carried out by health partners and others work the city's older population. The Head of the Libraries and Information Service confirmed that Libraries were already a partner in the various projects around older people in the city.
- 7.13 Councillor Randall stated that he hoped that there would be additional action around BME young people given that this had been identified by the needs assessment that had taken place.
- 7.14 **RESOLVED** – (1) That the Committee endorses the Libraries Plan for 2014-15 ; and
(2) That the Committee refer the plan onto full Council for approval.

Note: As the Library Plan was to be the subject of further consultation over the summer it was subsequently agreed that the outcome of that consultation would be reported to the next scheduled meeting of the Committee in September 2014 prior to referral to the October 2014 meeting of Full Council in order for the Plan to receive approval.

8 COAST TO CAPITAL LOCAL ENTERPRISE PARTNERSHIP. DRAFT STRATEGIC ECONOMIC PLAN

- 8.1 A presentation was given by Ian Parkes of the Local Enterprise Partnership (LEP).
- 8.2 Mr Parkes explained that the Coast to Capital LEP had set out to determine what was distinct different and unique about the area, where most jobs would be created, how it could support businesses, how it could support its people and entrepreneurs and what

enabling structure was needed and have done so, potential funding streams which were available to carry forward and support this work.

8.3 Mr Parkes went on to detail the six year ambition of the Partnership not all of which could be picked up Central Government included:

- £145m public & HE investment;
- £1.3bn private sector investment;
- £211m Local Growth Funding;
- £1.6bn programme over six years;
- Plus a share of £400m on generic business, workforce and digital investment.

It was anticipated that this would result in 20,000 jobs, 11,000 homes and 495,000 sqm of employment space.

8.4 The process and timetable for delivery were set out as were the challenges that lay ahead in seeking to deliver these outcomes, the structures which would ensure that partners connected and the next steps proposed in order to develop a plan to implement these goals and ultimately to establish a stronger funding pipeline.

8.5 **RESOLVED** – That the contents of the presentation be received and noted.

9 UPDATE ON ECONOMIC DEVELOPMENT WORK PLAN

9.1 The Economic Development Manager, Ms Finella gave a presentation detailing and updating on the Economic Development Work Plan.

9.2 It was explained that a definition of Economic Development was that it was the sustained concerted actions of policy makers and communities that promoted the standard of living and economic health of a specific area.

9.3 The targets that had been set in terms of creating jobs and maintaining employment and the benefits that accrued both for the individuals concerned and for the City were outlined. To date 6,120 jobs had been created against a target of 6,000 and an employment rate of 71.9% had been achieved set against a target of 71.6%. How this was achieved and the ongoing work which had been undertaken in concert with partners was highlighted as were the key pointers in the Economic Development Workplan itself. These included:

A business survey;
 CESP 2015-2020;
 CESP Outcomes 2011-2014;
 Wave 2 RGF Business Grants;
 A new business support programme;
 Employment and training agreements on key sites;
 Inward investment;
 Local benefits through the SEP;
 Joint working across the Greater Brighton City Region;
 Pipeline projects for EU funding;
 Economic benefits linked to the Biosphere;

Promoting apprenticeships;
Tracking the performance of the Economic Strategy;
The Green Growth Forum; and
Measuring Impact

- 9.4 The Economic Development Manager went on to detail the structures and initiatives in place in order to stay on target to deliver these objectives including continued partnership working with a number of diverse external partners.

- 9.5 **RESOLVED** - That the content of the presentation be noted.

10 FILM CITY

- 10.1 The Head of Arts, Royal Pavilion Arts and Museum and Frank Grey from the University of Brighton and Brighton and South East Film and Video Archive gave a two handed presentation detailing why the city was an attractive location for film makers and the work which had been undertaken sought to identify how this potential could be maximised going forward. It was noted that the city already had a powerful cluster of film-related organisations, practices and activities which gave it a very distinctive creative character, these had yet however to be brought together into an effective and dynamic whole. Work had been undertaken to address this.

- 10.2 The city's historical film culture and its profile as a centre for distinctive, diverse and creative film making was detailed including the setting up of the Film Hub, South East, Brighton and Hove formed an integral part of this and was seeking to establish itself as a regional and national lead. In the coming months a Film City website and steering group would seek to continue to promote Brighton and Hove as a film friendly city.

- 10.3 Councillor Randall referred to the exciting opportunities that could result from these initiatives stating that he hoped they would provide the opportunity in concert with the Universities and other partners to create jobs and the opportunity for apprenticeships. He was aware that meetings had already taken place with Partners and the Brighton Film School was anxious to expand and increase its existing offer. A lot of progress had been made to date and he hoped that this would continue.

- 10.4 **RESOLVED** - That the contents of the presentation be received and noted.

11 FILMING - FEES & CHARGES

- 11.1 The Committee considered a report of the Assistant Chief Executive detailing proposed changes to the existing fees and charges structure for filming in the city.

- 11.2 It was noted that the fees and charges payable for filming in the city had not changed for several years, as filming had played a secondary role to the outdoor events programme. The recent award of "Film Friendly" status to the city by Creative England had emphasised the potential for filming to take place and had provided the opportunity to review the level of fees and charges levied.

- 11.3 The Head of Sport and Leisure explained that it was proposed that a new structure for fees and charges be put into place (following requests from film producers) which would

include the ability to introduce an “Hourly Rate”, an approach supported by Creative England. Research had been undertaken and the changes proposed were intended to compare realistically with the charges made by London Boroughs where there was also a strong demand for filming.

- 11.4 Councillor Randall stated that he was pleased to note that the total income generated by the proposed changes would be monitored over the course of the year, that they appeared to be acceptable to the industry, offered greater flexibility and compared very favourably with those London Boroughs which were popular filming locations.
- 11.5 **RESOLVED** – That the Committee approve the fees and charges for filming within the city for 2014/15 as per Table 1 to the report.

12 ST AUBYNS FORMER SCHOOL SITE, ROTTINGDEAN - PLANNING BRIEF

- 12.1 The Committee considered a report of Executive Director of Environment, Development and Housing seeking approval to consult on a draft planning brief (attached as appendix 1 to the report) that had been prepared in respect of the former St Aubyn’s school site in Rottingdean. The main school building, including its chapel, was a Grade II listed building and lay within the Rottingdean Conservation Area. The main objective of the planning brief was to provide a planning framework for the future development of this strategically important site within a heritage sensitive context.
- 12.2 It was explained that the draft planning brief was intended to establish development principles that would meet the both needs of the local community and the landowner, whilst respecting the character of the existing heritage assets (conservation area and listed buildings) within the site and the surrounding areas both within the site and in surrounding area. These principles had been balanced against the need to provide for a financially viable development to attract the necessary development finance streams to secure the site’s deliverability.
- 12.3 The Chair welcomed Councillors John and Bryant (Treasurer of Rottingdean Parish Council) and thanked them for the valuable input that the Parish Council had given into the Draft Planning Brief which had been prepared in partnership with the parish council.
- 12.4 The Senior Planning Officer, Planning Projects, Mrs Flowers gave a presentation in relation to the brief and explained that the vision for the site sought to deliver a high quality and sustainable redevelopment which respected the character of the existing heritage assets and the recreational opportunities arising from the existing open space.
- 12.4 Councillor Mears stated that whilst generally supportive of the Brief she was concerned that the open space should be protected and was concerned regarding the level of affordable housing which could be provided on-site, which could if it was of too great a density have a negative impact on neighbouring amenity and compromise the existing open space.
- 12.5 Councillor Hawtree stated that the playing field was an important part of the setting of the conservation area and the way that the draft plan moved forward was key to the positive future development of the site. The Chair requested that Councillor Mears’

concerns be minuted in order that these issues could be pursued as part of the further consultation process.

12.6 Councillor Mears sought clarification regarding whether there would be any flexibility in providing an element of any affordable housing off site. The Head of Planning stated that although this was not generally the case this could be considered if it was deemed to be appropriate. Councillor Mears requested that she receive confirmation of this in writing as she considered that it was a very important issue in relation to the potential future development of the site, this was agreed.

12.7 **RESOLVED** - That the Economic Development and Culture Committee approve the St Aubyns draft planning brief attached as Appendix 1 to the report for consultation with members of the public and other stakeholders.

13 **EAST SUSSEX, SOUTH DOWNS AND BRIGHTON AND HOVE WASTE AND MINERALS SITES PLAN**

13.1 The Committee considered a report of The Executive Director of Environment detailing the first Consultation Draft of the East Sussex, South Downs and Brighton & Hove Waste and Minerals Site Plan. The Plan was being prepared jointly by the City Council, East Sussex County Council and the South Downs National Park Authority. It continued the excellent joint working arrangements which had resulted in the joint Waste and Minerals Plan being adopted by the three authorities in early 2013.

13.2 It was noted that the adopted Plan set out the strategic policy framework for waste and minerals development in the Plan Area, but did not include site specific allocations. The Sites Plan would provide this detail, and together the two documents would form the complete 'Local Plan' for waste and minerals until 2026/27, covering the administrative areas of East Sussex and Brighton & Hove, including part of the South Downs National Park.

13.3 Councillor Mears referred to inclusion of the former Gasworks site in Roedean Road, Brighton querying why it had been included when it was understood that use of that site would be problematic. The Head of Planning explained that the site had been included by virtue of the fact it was a brown field site it was fully recognised however, that any alternative use to which the site could be put would be limited because of its configuration and its close proximity to neighbouring residential property.

13.4 Councillor Robins stated that a suitable site in Portslade was also needed as a matter of urgency.

13.5 **RESOLVED** – That the Committee:

- notes the progress on the content of the Waste and Minerals Sites Plan;
- approves the Consultation Draft document for a nine week period of public consultation commencing on 4th July 2014; and
- authorise the Head of Planning and Public Protection to make, if necessary, minor changes to the document arising from any views of the County Council and National Park Authority which do not result in a change of policy direction.

14 REVISED LOCAL DEVELOPMENT SCHEME, 2014 – 2017

- 14.1 The Committee considered a report of The Executive Director of Environment seeking approval of the revised Local Development Scheme (LDS), a three year work programme which set out the timetable for preparation of the set of documents which made up the development plan for Brighton & Hove to cover the period from 2014 to 2017.
- 14.2 Councillor Brown supported the work that had been carried out but referred to the supporting studies which were referred to in the report, whilst some of them had been updated there were several e.g., the Infrastructure Capacity Assessment which did not appear to have been updated since 2006 querying whether there was a need for these documents to be updated. The Head of Planning Strategy stated that further updating of the existing documents was not required at present, as these documents had been revisited and any necessary changes made, he would however ensure that measures were in place to ensure that documents were updated and amended over time as appropriate.
- 14.3 **RESOLVED** – (1) That the Committee approves the revised Local Development Scheme 2014-2017; and
- (2) That the Committee resolves that the scheme is to have effect from 19 June 2014.

15 MAJOR PROJECTS UPDATE

- 15.1 The Committee considered the circulated schedule which provided an update on the current progress of major projects across the city.
- 15.2 The Executive Director, Environment, Development and Housing explained in answer to questions that a Project Board had been convened to review the objectives for the Black Rock site.
- 15.3 Councillor Brown asked whether a permanent home had been found for the Bridge and the Executive Director, Environment, Development and Housing that several options were being explored.
- 15.4 Councillor Randall referred to the current situation in respect of the Preston Barracks site and it was explained that negotiations were progressing with the University of Brighton and it was hoped that the necessary agreements would be in place by the end of July 2014.
- 15.5 Councillor K Norman enquired regarding the mechanism by which funding could be released in order to provide a permanent traveller site which would provide 12 permanent pitches for traveller families with local links. The Legal Adviser to the Committee explained that funding for this was held by central government and could be called down when needed. The position was complex however, and he agreed to send Councillor Norman a detailed response to his question.
- 15.6 **RESOLVED** – That the contents of the schedule be noted and received.

16 ITEMS REFERRED FOR COUNCIL

- 16.1 There were none. It was noted however, that the Library Plan 2014-15 would need to go forward to Full Council for final approval following the outcome of the further consultation process which was to take place over the course of the summer months.

The meeting concluded at 6.50pm

Signed

Chair

Dated this

day of

Subject:	Petitions		
Date of Meeting:	18 September 2014		
Report of:	Head of Legal & Democratic Services		
Contact Officer:	Name:	Penny Jennings	Tel: 29-1065
	E-mail:	penny.jennings@brighton-hove.gov.uk	
Ward Affected	Moulsecoomb & Bevendean		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions presented at Council, any petitions submitted directly to Democratic Services or any e-Petition submitted via the council's website.

2. RECOMMENDATIONS:

- 2.2 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:

- § taking the action requested in the petition
- § considering the petition at a council meeting
- § holding an inquiry into the matter
- § undertaking research into the matter
- § holding a public meeting
- § holding a consultation
- § holding a meeting with petitioners
- § referring the petition for consideration by the council's Overview and Scrutiny Committee
- § calling a referendum

3. PETITIONS

(i) Homes in Multiple Occupancy, 69 and 75 Ewhurst Road BN2 4AL

Referred from the meeting of Council held on 17 July 2014.

- 3.1 "We have grave concerns regarding the ever increasing multiply occupied homes on this street.

Some residents have been in contact on a regular basis with Brighton and Hove employees over the past 12 months plus, to try and limit the number of HMO's in this street. We believe we have 40/50% of the total properties multiply occupied, which is destroying the community. Indeed, you were sent a Planning Enforcement Complaint Form re 69 in the spring of last year and a

Planning Contravention Notice was served last autumn, but no action appears to have been taken.

We had been hopeful that the article 4 direction would protect us, but that seems not to be the case. Whilst we are pleased that the licensing requirements should improve properties for tenants, we are surprised that the licensing does not limit the number of such properties when they are above the recommended percentage. It seems illogical to grant a licence to a new HMO when no planning permission has been granted or possibly even applied for.

69 was a two bed home previously occupied by one man and his dog. That property was extensively renovated and converted to a six bed property. One or two students moved in with some of their possessions in August but no one lived at 69 until September 2013. That property was not habitable in April/May 2013 and was advertised as being available to rent in July (but was still not finished then). It appears the property has been granted a licence but should not be given planning permission.

75 was a dilapidated, basic 3 bed property rented and occupied by an older man. Following his death, the landlord/letting agent refurbished the property and it was initially let in September 2012 to two brothers for 6 months. It was then let to a family from May 2013 for 6 months and is now occupied by 3 students who took up residence in January 2014. We believe that this property has neither a licence or planning permission and should not be granted either

We feel very let down by the Council and it appears that, either

- a) The new article 4 direction is useless, or
- b) the local authority is not applying it and
- c) the local authority is not taking action against those landlords who are flouting the direction.

Excessive noise and rubbish on street are now commonplace. Recycle boxes are the worst offenders. They are left on the pavement continuously and the boxes, or sometimes just the re-cycling, are blown down the street. Residents have noted that the open re-cycle boxes are often used for general rubbish by passers by, which means City Clean will not empty them. Residents have, with a representative from City Clean knocked on doors to advise tenants that boxes should not be left on pavements but improvements have been short lived. If we didn't have the huge number of HMO's this would be less of a problem. Wheely bins are frequently over full with additional black bags left along side. This is heaven for seagulls and foxes.

There are still a number of young families and older residents living here. We all want our street to be part of a community, which would include a limited number of students. We do not want to feel dominated and overwhelmed by the number of students in the street. Therefore we ask the local authority to implement the article 4 direction in our street and return some properties to family use.”

(27 signatures)

Penny Thompson – Chief Executive
Brighton & Hove City Council
King's House
Grand Avenue
Hove

19th August 2014

Dear Penny

Talking Statues in Brighton & Hove

I would be most grateful if you could arrange for the following letter to be included on the agenda for the Economic Development & Culture Committee meeting of 18th September under Procedure Rule 23.3 of the Council's Constitution.

I would like the Committee to ask officers to investigate introducing innovative new 'talking statue' technology to some of the city's historic statues, monuments and public art installations.

Talking Statues have recently been introduced in London, where playwrights and actors have been commissioned by the not-for-profit arts organisation, Sing London, to put words into the mouths of 40 public statues around the city. In order to activate the statue's 'voice', a smartphone is swiped on a nearby tag and the owner receives an immediate phone call from the statue in question, be it Sherlock Holmes, Queen Victoria or Dick Whittington's cat!

This really is a wonderful idea which could bring Brighton & Hove's rich and varied history and heritage to life using 21st Century technology. There are a whole range of famous statues in the city such as Queen Victoria, Prince Regent, Max Miller and Steve Ovetts who would all have a fascinating story to tell. The technology would also lend itself perfectly to some of our iconic monuments such as the Chattri Memorial and the Peace Statue and even some of the city's fabulous public art installations - for example, the AIDS memorial sculpture in New Steine Gardens.

The aims of the London Talking Statues project would be a perfect fit for Brighton & Hove – namely, to create public benefit by:

- Fostering interest, and overcoming potential barriers to arts and culture by fusing innovative technology with imaginative content in public locations;
- Engaging new audiences for the culture sector, including younger, more technically orientated audiences, and disabled people.

Brighton & Hove is one of the top tourist destinations in the UK and is continually evolving to maintain this status. I think that talking statues would be a fantastic addition to our long list of attractions and would potentially open up the city's fascinating history to a whole new audience. I very much hope that the Committee can agree to progress this.

Yours sincerely,

Cllr. Ann Norman

Subject:	Designation of Neighbourhood Areas and Neighbourhood Forums - Hove Station and Hove Park Neighbourhoods		
Date of Meeting:	Economic Development & Culture Committee 18 September 2014		
Report of:	Executive Director Environment, Development & Housing		
Contact Officer:	Name:	Rebecca Fry	Tel: 29-3773
	Email:	rebecca.fry@brighton-hove.gcsx.gov.uk	
Ward(s) affected:	Goldsmid; Hove Park; Westbourne; Hangleton & Knoll; Wish; Central Hove		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to determine four neighbourhood planning applications. Two relate to the designation of neighbourhood areas: Hove Station Neighbourhood Area and Hove Park Neighbourhood Area. The other two applications are linked to the area applications and relate to the designation of the neighbourhood forums for Hove Station and Hove Park. These designations are part of the neighbourhood planning provisions introduced by the Localism Act 2011. Once designated they will enable the forums to prepare a neighbourhood development plan for their respective areas.

2. RECOMMENDATIONS:

- 2.1 That the committee refuse the application from Hove Station Neighbourhoods Forum for the Neighbourhood Area set out in Appendix 1 for the reasons set out in this report and précisised in the draft decision notice set out in Appendix 13 and approve the designation of the Hove Station Neighbourhood Area as a neighbourhood area within the meaning of the Town and Country Planning Act 1990 the extent of which Area is delineated on the map forming appendix 11 to this report.
- 2.2 That the committee authorises the Head of Planning & Public Protection* to designate the Hove Station Neighbourhood Forum as a neighbourhood forum within the meaning of the Town and Country Planning Act 1990 subject to the Head of Planning & Public Protection*:
- a) being satisfied that the neighbourhood forum meets the statutory criteria set out in paragraph 3.5 hereof; and

* with the authority to designate the neighbourhood forum passed to the equivalent resultant Head of Service following service redesign

- b) seeking agreement as to how the Hove Station Neighbourhood Forum will engage with people, groups and forums in adjacent areas and take their views into account in the drafting of any neighbourhood development plan.
- 2.3 That the committee refuse the application from Hove Park Neighbourhood Forum for the Neighbourhood Area set out in Appendix 2 for the reasons set out in this report and précisised in the draft decision notice set out in Appendix 14 and approve the designation of the Hove Park Neighbourhood Area as a neighbourhood area within the meaning of the Town and Country Planning Act 1990 the extent of which Area is delineated on the map forming appendix 12 to this report.
- 2.4 That the committee authorises the Head of Planning & Public Protection* to designate the Hove Park Neighbourhood Forum as a neighbourhood forum within the meaning of the Town and Country Planning Act 1990 subject to the Head of Planning & Public Protection*:
- a) being satisfied that the neighbourhood forum meets the statutory criteria set out in paragraph 3.5 hereof; and
 - b) seeking agreement as to how the Hove Park Neighbourhood Forum will engage with people, groups and forums in adjacent areas and take their views into account in the drafting of any neighbourhood development plan.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Through the Localism Act 2011, which introduced “neighbourhood planning”, the Government is seeking to give local communities more power to influence the future of the places in which they live. A key element of neighbourhood planning is the ability to produce neighbourhood development plans (to be referred to as neighbourhood plans in this report).
- 3.2 Neighbourhood planning is optional however if a neighbourhood plan is prepared it must comply with national policy and be in general conformity with the strategic policies of the development plan (eg the Brighton & Hove Local Plan / City Plan). They must therefore contribute to the achievement of sustainable development. A neighbourhood plan enables a community to set out planning policies in relation to the development and use of land in a particular neighbourhood area. Once adopted, a neighbourhood plan will be used by the Local Planning Authority, together with its development plan (eg the Local Plan / City Plan), to help determine planning applications for the neighbourhood plan area. In order to have such influence in the planning system neighbourhood plans must go through a statutory process. Only designated bodies that meet specified requirements (or a Parish Council) can produce a neighbourhood plan for a designated area.
- 3.3 One of the first stages in producing a neighbourhood plan is to designate the neighbourhood area in accordance with sections 61F to 61I of the Town and Country Planning Act 1990 and Part 2 of The Neighbourhood Planning (General) Regulations 2012. An application for designation must be submitted to the local planning authority by a relevant body, namely a parish council or, where an area

* with the authority to designate the neighbourhood forum passed to the equivalent resultant Head of Service following service redesign

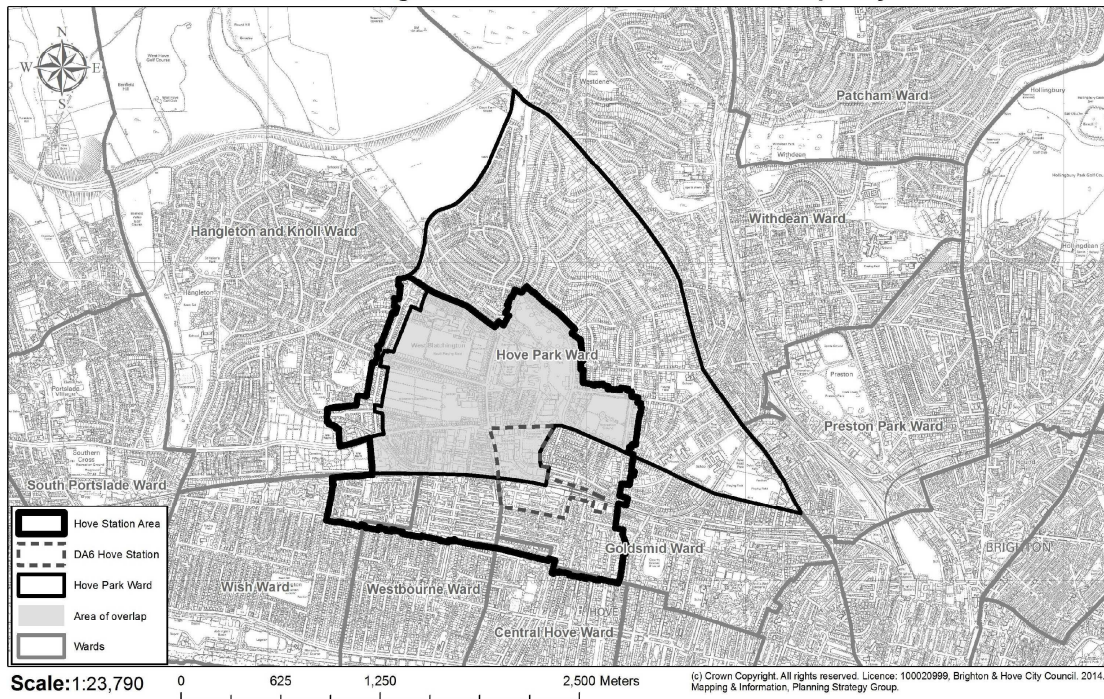
is without a parish council, a neighbourhood forum. The neighbourhood forum must be designated in accordance with section 61F of the 1990 Act and Part 3 of the 2012 Regulations.

- 3.4 The Local Planning Authority determines whether or not a proposed neighbourhood area is an appropriate area for designation. In general a proposed area should be considered appropriate except where it has been submitted by a non qualifying body or where it overlaps with another neighbourhood area because these would be contrary to the legislative requirements. Should the latter arise, the Local Planning Authority must seek to secure that some or all of the specified area forms part of one or more neighbourhood areas (the Local Planning Authority has powers to modify existing neighbourhood area designations).
- 3.5 In order for a local planning authority to designate a neighbourhood forum the authority must be satisfied that the neighbourhood forum meets certain statutory criteria. These are set out in section 61F (5) of the Town and Country Planning Act 1990 and are as follows:
- That the forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area that consists of or includes the neighbourhood area concerned;
 - The forum's membership must be open to individuals who live or work in the neighbourhood area and to councillors any of whose ward falls within the area;
 - The forum must have at least 21 members each of whom lives, works or is a councillor in the area;
 - The forum must have a written constitution
- 3.6 In addition to the above, when determining a designation the Local Planning Authority must have regard to the desirability of designating a forum that:
- Has taken reasonable steps to secure membership that includes at least one person from each of the three aforementioned groups;
 - Has membership drawn from different places in the area and from different sections of the community in the area; and,
 - Whose purpose reflects the character of the area.
- 3.7 Only one forum can be designated for a neighbourhood area. A forum designation ceases after 5 years.
- 3.8 The Government sets out the benefits of neighbourhood planning in a respective Impact Assessment (DCLG, March 2012). It states "The empowerment of neighbourhood communities will lead to community ownership of plans and plans that better reflect the wishes of local communities. It is hoped that this will lead to behavioural change in such a way as to make local communities more predisposed to accept development. As a result, it is anticipated that greater community engagement, coupled with an appropriate sharing in the benefits (including financial benefits) of development, could lead to an increase in development..... that is in-line with local needs" It is also considered it will create greater certainty for applicants and reduce the number of planning appeals.

4. The Proposals

- 4.1 The Hove Station Neighbourhoods Area and Forum applications were submitted in December 2013. The Hove Park Area and Forum applications were submitted in March 2014. Due to the overlap in the proposed areas it was considered the applications should be considered at the same committee in order to address the requirements detailed in 3.4 above. The following plan shows the two neighbourhood areas as submitted with the overlap area shaded grey (please see Appendix 3 for a larger version of this plan).

Hove Station and Hove Park Neighbourhood Areas – area of overlap July 2014



- 4.2 **Hove Station Neighbourhoods Area** - The Hove Station Neighbourhoods Area application under consideration seeks the designation of an area that extends : **north** to Court Farm Road / Nevill Road / Goldstone Crescent / Hove Park Road; **east** to The Drive / Shirley Drive; **south** to Portland Road / Eaton Road, and; **west** to Bolsover Road / Amherst Crescent and up to but excluding Hove Cemetery / English Close / Maple Gardens and part of Elm Drive / Holmes Avenue. It includes Hove Station, schools, Hove Park, Hove Recreation Ground, Weald and North Nevill allotments, the Engineerium, Goldstone Retail Park, Sackville Trading Estate, the Conway Street Industrial Area, bus depot, Newtown Road Industrial Area, the Greyhound Stadium, the whole of the Poet's Corner and industrial and commercial areas centred on St Joseph's Close and Amherst Crescent. The schools within the area include Hove Park and Sixth Form, Blatchington Mill and Sixth Form, Aldrington C of E Primary, West Hove Infant, West Hove Junior and The Drive Prep. (Please see Appendix 1 for a plan of the proposed area applied for.)
- 4.3 **Hove Park Neighbourhood Area** - The Hove Station applications raised awareness of neighbourhood planning not just in the area but also the surrounding area. Possibly as a consequence of a perceived over reach of the proposed Hove Station area the Hove Park Neighbourhood applications were

submitted. The Hove Park Neighbourhood Area application under consideration seeks the designation of an area consistent with the Hove Park Ward boundary which extends : **north** to King George VI Avenue / Dyke Road Avenue; **east** to Dyke Road Avenue / Dyke Road / Goldstone Lane; **south** to Old Shoreham Road / railway line, and; **west** to Sussex House Business Park / Holmes Avenue / King George VI Avenue. It includes schools, Hove Park, Hove Recreation Ground, Weald and North Nevill allotments, the Engineerium, Goldstone Retail Park, Sackville Trading Estate, Newtown Road Industrial Area, the Greyhound Stadium, industrial and commercial areas centred on St Joseph's Close and Amherst Crescent. The schools within the area include Hove Park and Sixth Form, Blatchington Mill and Sixth Form, Aldrington C of E Primary (Please see Appendix 2 for a plan of the proposed area applied for.)

- 4.4 There is a significant overlap between the proposed areas. As raised in 3.4 above, once an application for a neighbourhood area has been submitted the city council must designate some or all of the area, however, designated neighbourhood areas cannot overlap. One or both of the proposed neighbourhood areas applied for must therefore be amended.
- 4.5 The determination of a neighbourhood area application should be judged on the appropriateness of the proposed area / boundary, compliance with legislation and take into account the representations received during the consultation period with regard also given to forum membership (whilst forum membership is continually evolving and thus subject to change it is considered appropriate to have regard to the membership information submitted because it helps to indicate a level of support). National Planning Practice Guidance (NPPG) makes clear neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their area. The NPPG provides guidance on designating neighbourhood areas and what could be considered when deciding boundaries (please see Appendix 7)
- 4.6 The informal view from DCLG in respect of designating a different area to that applied for is as follows: "A local planning authority must designate a neighbourhood area if it receives a valid application and some or all of the area has not yet been designated. While planning guidance encourages local planning authorities to aim to designate the area applied for, the courts (Daws Hill case) have confirmed that the discretion that primary legislation gives to local planning authorities to refuse to designate the area applied for if they consider the area is not appropriate is a broad discretion as long as it is exercised rationally."
- 4.7 **Forum applications** - The determination of a neighbourhood forum must include confirmation that the forum complies with the statutory criteria set out in paragraph 3.5 above and regard should be given to the desirable factors as detailed in paragraph 3.6 above. Only one forum can be designated for a neighbourhood area (which cannot overlap with another neighbourhood area). Determination cannot take into account financial implications. Forum membership can only include residents, workers and elected members from within the neighbourhood area. The designation of the Forums is therefore dependent upon the boundaries of the neighbourhood area(s) to be designated

- 4.8 It should be noted that the designation of a neighbourhood area and forum alone will not affect planning decisions. It will however enable the designated forum to prepare a Neighbourhood Plan which, subject to meeting certain requirements, will carry similar planning weight as the adopted Local Plan.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Prior to the submission of the applications, and after, the respective forums have endeavoured to engage the local community via various methods and the city council has supported, attended and held meetings to help the community understand and undertake neighbourhood planning.
- 5.2 Upon receipt of an application for the designation of a neighbourhood area and an application for the designation of a neighbourhood forum the City Council is required to publicise the proposed designation for a minimum of 6 weeks.
- 5.3 **The Hove Station Neighbourhoods applications** were publicised for the minimum 6 week period (considered reasonable because the publicity period did not include a national holiday period and enabled the applications to potentially meet the 13 March Committee deadlines). The applications were advertised on the City Council's website from 6 January 2014 to 17 February 2014. In addition to this approximately eighty notices were displayed within the area and details of the applications were provided in a press release. People and bodies on the email circulation list for the weekly planning application list were notified of the applications. Key respondents to the City Plan proposals for this area were also notified. Twenty three internal council teams were also consulted (full details can be found in the application folder). The publicity arrangements complied with Regulations 6 and 9 of The Neighbourhood Planning (General) Regulations 2012
- 5.4 **The Hove Park Neighbourhood applications** were publicised for 8 weeks (considered reasonable because the Easter holiday period fell within the consultation period). The applications were advertised on the City Council's website from 22 April 2014 to 17 June 2014. In addition to this the same methods were used to publicise the applications as for the Hove Station Neighbourhoods applications eg approximately eighty site notices, press release, external and internal teams and bodies notified/consulted. People who had commented on the Hove Station Neighbourhoods applications were also notified.
- 5.5 **Consultation responses** : There were approximately 405 representations and a petition with approximately 410 signatories to the Hove Station applications. The petition was signed on the basis that the signatories wanted a Neighbourhood Forum set up for just Hove Park ward and objected to the Hove Station Neighbourhoods Area (please see Appendix 5 for a summary of responses). There were approximately 380 representations to the Hove Park applications of which approximately 160 were a standard response. Of the standard responses between a third to a quarter were from employees at Custom Pharmaceuticals Ltd on Conway Street (please see Appendix 6 for a summary of responses). Copies of responses received can be found in the application folders.
- 5.6 **Forum membership** : According to information submitted by the forums prior to the writing of this report, Hove Station Neighbourhoods Forum had 70 members and Hove Park Neighbourhood Forum had 430 members (please see Appendix 4

for forum membership distribution dot maps).

- 5.7 Whilst it is recognised the amended area boundaries recommended in section 6. below have not been subject to consultation, such consultation is not a legal requirement. Whilst it is recognised some people may disagree with the recommended boundaries it is considered this is inevitable in an urban area. Both Forums are considered to recognise the importance of working with residents and groups beyond their boundaries on cross boundary issues and where proposals lie close to the boundary. It is felt another round of consultation on the neighbourhood area boundaries could lead to confusion and, on balance, would not be in the public's interest.

6. ANALYSIS & CONSIDERATION OF OPTIONS

- 6.1 The appropriateness of the proposed areas and their boundaries need to be considered first because if amendments are to be sought the make up of the forums are also likely to need amending.
- 6.2 The designation of a neighbourhood area is a statutory procedure where non designation or the seeking of an alternative boundary without justification could lead to legal challenges. As raised in 3.4 and 4.4 above the city council must designate some or all of the areas applied for, however, the designated neighbourhood areas cannot overlap. The city council must therefore, in view of the overlap in the proposed areas, amend one or both of the neighbourhood areas applied for. Paragraph 4.5 above and Appendix 7 set out the key factors that should be taken into consideration. The courts have confirmed that local planning authorities have a broad discretion when designating neighbourhood area boundaries as long as it is exercised rationally.
- 6.3 Defining appropriate boundaries for a neighbourhood area within urban areas is not straightforward. People within the same street are likely to define their neighbourhood differently based on a number of factors such as where they shop, work and whether they have children or not (e.g. familiarity with local schools and open spaces). Urban neighbourhood boundaries are therefore unlikely to follow clear widely recognisable boundaries for all people within an area in respect of all relevant factors such as geographical, social, cultural, community etc.
- 6.4 Both areas are not without their merits. Each meet a number of the factors provided in the National Planning Practice Guidance (NPPG) (please see Appendix 7). However the overlap prevents one or both from being designated as submitted. The representations are divided and are not considered to sufficiently justify the designation of either one of the areas in its entirety.
- 6.5 In accordance with the NPPG the city council promoted dialogue between the two groups in order to help resolve the issue of the overlap in the areas. A joint meeting was held on the 2 June 2014 with representatives of the two forums and all respective Ward Councillors. Following the meeting suggested options were sent out to attendees to help enable them to consider this matter further (please see Appendix 8). A joint forums' response and/or individual forum's responses were invited to enable them to set out their preferred option for resolving the

overlap.

- 6.6 Hove Park Neighbourhood Forum consequently submitted its preference for the Hove Park Ward boundary (please see Appendix 10). Hove Station Neighbourhoods Forum submitted its preference for one large area (please see Appendix 9) and promoted one forum with a federal type approach. In the absence of a community agreed approach for resolving the overlap issue it is left to the City Council to determine and designate the neighbourhood area(s) as it deems appropriate.

6.7 **One Area Option :**

The Hove Station Neighbourhoods Forum, which focuses on DA6*, has submitted a preference for one large area and believes there are good planning reasons for such an approach. It indicates the purpose of a neighbourhood plan is to look at the broader area. It has indicated such an approach would enable a plan to link sites within the area.

- 6.8 The NPPG on the other hand makes clear the potential content of a neighbourhood plan should not influence the designation of an area. The NPPG states:

“When a neighbourhood area is designated a local planning authority should avoid pre-judging what a qualifying body may subsequently decide to put in its draft neighbourhood plan or Order.”

- 6.9 There is some merit and some good planning reasons why one large neighbourhood area could be appropriate. For example Hove Park acts as a central community hub within the area and the City Plan development area DA6 is likely to affect the wider area. However, there are equally good reasons, including planning reasons, against such an approach. For example the differences in physical appearance and characteristics within the entire area; the size of population (the NPPG indicates ward boundaries to be a useful starting point for considering the appropriate size of a neighbourhood area and states they have an average population of 5,500: Hove Park Ward has a population of approximately 10,600 and the submitted Hove Station Neighbourhoods Area has a population of approximately 17,400, thus even when the overlap is taken into account the population of a combined area would be significantly greater than that indicated in the NPPG) etc.

- 6.10 It is recognised that, in addition to the City Plan’s development area DA6, there are likely to be a number of development opportunities within the wider combined area. However the inter-relationship of these is weak and not considered to provide sufficient planning reasons to justify designating one large area. Indeed the cumulative implications of development such as traffic, air quality etc is a strategic issue and a matter that needs to be addressed by the City Plan and/or Local Transport Plan rather than a neighbourhood plan. Many of the employment and open space sites do not just serve the ‘co-joined’ area, instead they play a strategic role and help meet citywide needs. This would need to be recognised and reflected in future proposals and consultations by any respective

* DA6 is a development area identified in the Submission City Plan Part 1 and relates to the Hove Station Area.

neighbourhood forum.

- 6.11 It is not considered a one area approach is supported by the representations. In respect of the representations to the Hove Station Neighbourhoods Area application, the vast majority objected to the area (approximately 390 from the 405). Almost all lived within Hove Park Ward. Many indicated the area should remain south of the Old Shoreham Road and/or be smaller than the one proposed. The petition (approximately 410 signatories) also indicates a lack of support for one large area. In respect of the representations to Hove Park Neighbourhood Area application, approximately 180 (of the 380) wanted to have one neighbourhood area instead of the proposed two. However the vast majority of these live outside Hove Park Ward within The Hove Station Neighbourhoods Area. The representations indicate that each forum has played a part in the representations submitted. It is clear there is a divergence in views between the two groups / areas and different methods of approach.
- 6.12 Hove Station Neighbourhoods Forum clearly acknowledge in its submitted preferred option that two sub areas and groups should be set up should a one area approach be taken. This indicates recognition of a division within the wider area. Indeed this raises an issue addressed in paragraph 6.28 below as to whether the wider area forms just one 'neighbourhood' area in accordance with legislation and the NPPG (Appendix 7) and it is noted that the Hove Station Neighbourhoods Area application already indicates its submitted area covers more than one neighbourhood. When all relevant factors are considered it is not felt appropriate to designate one large neighbourhood area encompassing both the areas proposed in the submitted applications.
- 6.13 **Two Areas Option :**
As raised in paragraph 6.5 a number of options were considered by the two Forums to enable them to discuss and reach community agreement. Unfortunately community agreement was not reached. Hove Park Neighbourhood Forum maintains the Ward boundary should form the shared boundary with Hove Station Neighbourhoods Forum. Whilst Hove Station Neighbourhoods Forum considers that the two proposed areas should be co-joined to form one area it has indicated Old Shoreham Road to be the boundary between two sub-groups. Whilst representations were divided, as raised in paragraph 6.4 above, it is considered the submitted areas should form the starting point for considering where the shared boundary should lie. As can be seen this will allow for consideration of Hove Park Neighbourhood Forum's preferred option and also Hove Station Neighbourhoods Forum indicative dividing boundary along the Old Shoreham Road.
- 6.14 **Hove Station Neighbourhoods Area :** The application included a plan showing the evolution of the area detailing a proposed submitted area along with the City Plan development area DA6 and an 'original' forum neighbourhood area (please see Appendix 1). The application makes clear the forum was established as a consequence of redevelopment proposals for the Conway Street area which lies within DA6 and clearly indicates the DA6 area to be a key focus. As with almost all urban neighbourhood areas the submitted area has both factors in favour and against it. For example, the submitted area focuses on the City Plan development area DA6. There are good planning reasons for taking such an approach because the proposed development within DA6 is likely to impact upon

the surrounding area. The area includes key services and facilities within walking distance of DA6 and adjacent roads. However the roads close to the boundary are separated from many of their key services and facilities which lie outside the boundary. The area includes a number of facilities that are more than local in nature eg Hove Park, secondary schools and sixth forms and thus can equally be considered to fall within other 'neighbourhoods'.

- 6.15 Paragraphs 5.5 and 5.6 set out the numbers of representations and forum members. On a quantitative basis the objections (approximately 395) outnumber the representations of support (approximately 2) and forum membership (approximately 70) (please note some representations were neutral or responses to the questions were "Don't know"). When these are analysed further the majority of objections come from people who live north of the Old Shoreham Road whilst the majority of members live and/or work south of the Old Shoreham Road (please see Appendices 4 and 5). Between a quarter to a third of the representations (approximately 140) indicate they would not be averse to a smaller area and several indicate this to be south of the Old Shoreham Road and/or the 'original' area (please note that four of these representations came from the Orchard Road area which lies near DA6 but north of the Old Shoreham Road).
- 6.16 When all relevant factors are taken into account, including the community response and submitted forum membership data, it is considered an amendment to the submitted neighbourhood area is appropriate. If an overlapping neighbourhood area application had not been submitted the Old Shoreham Road may have formed a reasonable northern boundary to the Hove Station Neighbourhood Area.
- 6.17 **Hove Park Neighbourhood Area** : The submitted neighbourhood area follows the boundaries of Hove Park Ward. As with the Hove Station Neighbourhoods Area there are both factors in favour and against it. For example, it follows ward boundaries which many of the residents and community groups in the area recognise and identify with. The NPPG clearly indicates wards can form an appropriate sized area for neighbourhood planning purposes. Whilst the NPPG references an average population of 5,500, due to the dense nature of the city almost all wards in Brighton and Hove have a population of approximately 10,000. There are existing community groups operating within the area, often operating together when appropriate. Hove Park clearly forms a focus to the area.
- 6.18 Paragraphs 5.5 and 5.6 set out the numbers of representations and forum members. On a quantitative basis the forum membership (approximately 430 at the time of writing this report) and representations of support (approximately 100) outnumber the objections (approximately 260) (please note some representations were neutral or responses to questions were "Don't know"). However a significant number of respondents (approximately 215), via a standard questionnaire response, indicated concern over splitting DA6 and felt it should lie within one neighbourhood area. They also raised concern that people south of the Old Shoreham Road would not have a say about the future of the area north of the road including Hove Park, allotments, schools and the Greyhound Stadium. The majority of these people live and/or work outside Hove Park Ward but within the submitted Hove Station Neighbourhoods Area. (Please

see Appendices 4 and 6)

- 6.19 There are planning merits in retaining the whole DA6 in one neighbourhood area. Indeed the character of the DA6 development area is relatively uniform and predominantly business in nature. The lack of response and forum membership from people within DA6 area north of the railway potentially indicates people working within the area have no clear preference. When all relevant factors are taken into account, including the community response and forum membership, it is considered appropriate to review the area boundary where it falls within the vicinity of DA6.
- 6.20 **Recommended Option :**
Whilst there is no clear option that would form two undisputed and readily identifiable 'neighbourhood' areas within this urban location it is considered a reasonable and rational approach can be taken. It is important to note that two areas have been sought, it is therefore considered reasonable to designate two areas.
- 6.21 It is considered reasonable to determine the shared boundary by considering representations and forum membership and then, taking into account relevant factors, to amend the designations applied for accordingly.
- 6.22 Based on representations and forum membership, in relation to both neighbourhood area applications, it is considered land within Hove Park Ward to the north of Old Shoreham Road should fall within the Hove Park Neighbourhood Area (eg in general the majority of people in this area north of the Old Shoreham Road who responded and/or joined a forum indicated a lack of support for inclusion in a Hove Station Neighbourhoods Area and/or support for inclusion in Hove Park Neighbourhood Area.). This would accord with Hove Station Neighbourhoods Forum's suggested sub group areas in its submitted preferred option and maintains Hove Park as a key focus within the neighbourhood area entitled Hove Park Neighbourhood Area.
- 6.23 The area to be investigated further is therefore the land within Hove Park Ward that lies south of Old Shoreham Road ie between the railway line to the south, Old Shoreham Road to the north; Sussex House Business Park to the west and Goldstone Lane to the east. Few detailed representations have been submitted from this area and these have been mixed. However, of particular note is the number of Hove Park Neighbourhood Forum members and also signatories of the petition against Hove Station Neighbourhoods application from within this area to the west of Sackville Road. It is therefore considered, based on representations and forum membership, that land to the west of Sackville Road and north of the Railway should fall within the Hove Park Neighbourhood Area.
- 6.24 No clear view has been expressed from people within DA6 north of the railway. However as detailed in paragraph 6.18 and 6.19 above approximately 215 respondents raised concern about splitting DA6 and it is considered there are merits in keeping the whole of DA6 within one neighbourhood area. The Hove Station Neighbourhoods Area application makes it clear the area's key focus is DA6. Indeed, some of the key Hove Station Neighbourhoods Forum members live near the northern section of DA6. It is therefore considered land to the east of Sackville Road within the area of overlap should fall within Hove Station

Neighbourhood Area.

- 6.25 The railway line, Old Shoreham Road and Sackville Road all form recognisable physical boundaries. It is therefore considered, after considering all relevant factors, the resultant shared boundary detailed above would form two areas appropriate for neighbourhood planning purposes (please see Appendices 11 and 12 for maps of the proposed areas). Whilst there were some representations supporting one large area or potentially a different split between the two areas they are not considered, when the location of respondent and/or content are taken into account, to override the generally expressed views (via representation or forum membership) of those within the roads affected by the overlap.
- 6.26 It is recognised the recommended boundary would place those living just to the north and west of DA6 within a different neighbourhood area to the development area. However as expressed by Hove Station Neighbourhoods Forum the impact of DA6 is likely to extend much further than its boundary. It is not therefore considered appropriate for the City Council to designate a potentially arbitrary boundary along the back of the respective properties along the Old Shoreham Road and Sackville Road. Indeed this would split these properties from other potential development sites or key open spaces to which those residents and businesses may equally feel fall within their neighbourhood.
- 6.27 However it is important to recognise that the impact of development in each area will not be confined by the boundaries. Neighbourhood plans are subject to public consultation, an independent examination and a referendum. It is therefore imperative the Forums not only engage people from within their areas but also adjoining areas and take into account all representations, as appropriate, within a neighbourhood plan. Indeed it is likely, especially where significant development is proposed adjacent to the boundary, that the referendum area will be extended beyond the neighbourhood area. It is important, therefore, that the views from people in adjoining areas are incorporated into the plan-making process so that the plan can receive wide support as it passes through examination and referendum. Both Forums will therefore need to work with each other and residents and businesses in areas adjoining their neighbourhood area to consider and incorporate respective views when drafting their neighbourhood plans.
- 6.28 **Name of Neighbourhood Areas**
An amendment to the boundary of a neighbourhood area may require the name of the resultant area to be re-considered to ensure it appropriately reflects and/or describes the area. In addition to this there is a concern, as a matter of law, over the use of the word 'neighbourhoods' within the Hove Station Neighbourhoods Area. The legislation provides for "neighbourhood" planning. In applying for the designation of a neighbourhood area a map has to be provided identifying the area to which the application relates and a statement submitted explaining why this area is considered to be appropriate as a "neighbourhood" area (Reg 5 of the 2012 Regs.). The legislation refers to "neighbourhood area" - ie an area for one neighbourhood - not an area for 2 or more neighbourhoods.
- 6.29 Hove Park Neighbourhood Area is felt to appropriately describe the respectively recommended neighbourhood area. It is not considered the name should be

amended.

- 6.30 Hove Station Neighbourhoods Area raises the legal concern detailed in paragraph 6.28. In respect of the appropriateness of entitling the resultant area 'Hove Station' it is considered regard should be given to the following :
- it was the name that was sought;
 - the name is now well established and recognised; and,
 - the recommended amended area retains Hove Station and DA6, which is similarly titled Hove Station Area in the City Plan Part 1.
- It is therefore considered the name should be subject to minor adjustment to reflect the legal concern. It is recommended it should be called "Hove Station Neighbourhood Area".

6.31 **Business Area status**

Under section 61H of the 1990 Act whenever a local planning authority exercises powers under section 61G to designate an area as a neighbourhood area, consideration must be given as to whether the authority should designate the area concerned as a business area. Designation as a business area can only be done if the authority considers that the area is wholly or predominantly business in nature [section 61H(3)]. In this case the specified areas are not considered to meet this requirement and neither can therefore be designated as a business area.

6.32 **Forum Applications and Designation**

- 6.33 Both Forum applications have been checked and considered following consultation. The amendments to the areas are considered to address the issues raised in representations in respect of the forums. In principle both applications are considered to meet the requirements subject to addressing the implications of the amendments to the areas. There is one issue with the Hove Station Neighbourhoods Forum application which is similar to that detailed in paragraph 6.28 which will require agreement from the forum to amend the name to Hove Station Neighbourhood Forum.
- 6.34 In view of the amendments to both neighbourhood areas impacting upon the ability of the neighbourhood forums to meet the statutory criteria set out in paragraph 3.5, it is felt a recommendation to designate the two neighbourhood areas ,amended in accordance with paragraphs 6.22, 6.23 and 6.24, should be given with authority granted to the Head of Planning & Public Protection* to designate the two forums as neighbourhood forums once 1) he is satisfied that the forums comply with the statutory criteria and 2) he has sought agreement as to how the forums will engage with each other and people, groups and forums in adjacent areas and take their views into account in the drafting of any neighbourhood development.

7. CONCLUSION

- 7.1 The committee is recommended to refuse the application from Hove Station Neighbourhoods Forum for the Neighbourhood Area set out in Appendix 1 for the reasons set out in this report and précised in Appendix 13 and approve the

* with the authority to designate the neighbourhood forum passed to the equivalent resultant Head of Service following service redesign

designation of the Hove Station Neighbourhood Area as delineated in appendix 11 and to refuse the application from Hove Park Neighbourhood Forum for the Neighbourhood Area set out in Appendix 2 for the reasons set out in in this report and précised Appendix 14 and approve the designation of the Hove Park Neighbourhood Area as delineated in appendix 12.

- 7.2 The committee is recommended to authorise the Head of Planning & Public Protection* to designate the Hove Station Neighbourhood Forum and the Hove Park Neighbourhood Forum once he is satisfied the forums meet the statutory criteria and having sought the forums' agreement as set out in paragraph 6.34 above.

8. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 8.1 It is anticipated that costs will be incurred within the Planning revenue budget to provide support and advice to communities wishing to undertake neighbourhood plans, consultation, publication of neighbourhood plans, examinations and any other steps that may be needed for the neighbourhood plan to come into legal force, including referendums.

DCLG funding is available to Local Planning Authorities in the 2014/15 financial year of up to £30,000 per neighbourhood plan in recognition of the costs to the council outlined above. This amount is payable to the council in stages depending on requirements being met. It is currently unclear if this funding will be available after the 2014/15 financial year.

The DCLG impact assessment estimates costs to local planning authorities of between £20k and £86k per plan with more plans being towards the lower end of the range. It is therefore possible that the funding available will not be sufficient to cover the costs of supporting this process. In addition the DCLG estimate that the cost of keeping the plan under review would be 70% of the original cost, every ten years. If costs arise which cannot be met from the DCLG funding or managed within the existing Planning budgets then additional funding will need to be identified.

*Finance Officer Consulted: Steven Bedford
(confirmed 07/08/2014)*

Date: 11/02/14

Legal Implications:

- 8.2 The legislative background to neighbourhood planning, including the considerations to be taken into account by the local planning authority when determining applications for the designation of neighbourhood areas and neighbourhood forums, is set out in the body of the report.

There are no human rights implications to draw to Members' attentions.

Lawyer Consulted:

Name Hilary Woodward

Date: 4/8/14

* with the authority to designate the neighbourhood forum passed to the equivalent resultant Head of Service following service redesign

Equalities Implications:

- 8.3 There are no implications arising from this report. The designation of a Neighbourhood Area and/or Forum by themselves does not give rise for a need to carry out an Equality Impact Assessment. Whilst it enables the production of a Neighbourhood Development Plan the effects of which will be assessed when any such plan is determined.

Sustainability Implications:

- 8.4 There are no implications arising from this report. The designation of a Neighbourhood Area and/or Forum by themselves does not have sustainability implications. Whilst it enables the production of a Neighbourhood Development Plan the effects of which will be assessed when any such plan is determined.

Any Other Significant Implications:

- 8.5 Corporate / Citywide Implications: This is a statutory procedure enabling a local community to take advantage of the non compulsory Neighbourhood Planning system. The city council has a duty to support communities wishing to undertake Neighbourhood Planning, the principle of which is considered to be consistent with the council's priorities. It is also consistent with the objectives of the Sustainable Community Strategy and Neighbourhood Governance. The emerging City Plan makes clear support will be given to communities for neighbourhood planning, reflecting the council's aspirations and the new statutory duties. The designation of a Neighbourhood Area and/or Forum by themselves is not felt to affect other services, agencies and the city as a whole. Whilst it enables the production of a Neighbourhood Development Plan the effects of which will be assessed when any such plan is determined.

SUPPORTING DOCUMENTATION

Appendices:

1. Hove Station Neighbourhoods Area – Plan of Area (as submitted) and Plan Showing the Evolution of the Area
2. Hove Park Neighbourhood Area - Plan of Area (as submitted)
3. Plan of Hove Station and Hove Park Neighbourhood Areas - Showing the Overlap
4. Forum Membership Distribution Dot Maps - Hove Station Neighbourhood Forum (December 2013) and Hove Park Neighbourhood Forum (May 2014)
5. Hove Station Neighbourhoods Area and Forum Applications – Consultation Responses : Summaries
6. Hove Park Neighbourhood Area and Forum Applications – Consultation Responses : Summaries
7. National Planning Practice Guidance Extract re Designating Neighbourhood Areas
8. Options Circulated for Consideration re Resolving the Overlap in the Proposed Neighbourhood Areas
9. Hove Station Neighbourhoods Forum's Preferred Option for Resolving the Overlap in the Areas
10. Hove Park Neighbourhood Forum's Preferred Option for Resolving the Overlap in the Areas
11. Hove Station Neighbourhood Area (*as amended*) – Recommended for Designation
12. Hove Park Neighbourhood Area (*as amended*) – Recommended for Designation
13. Hove Station Neighbourhood Area – Draft Decision Notice with Reasons for the Decision
14. Hove Park Neighbourhood Area – Draft Decision Notice with Reasons for the Decision

Documents in Members' Rooms

NONE

Background Documents

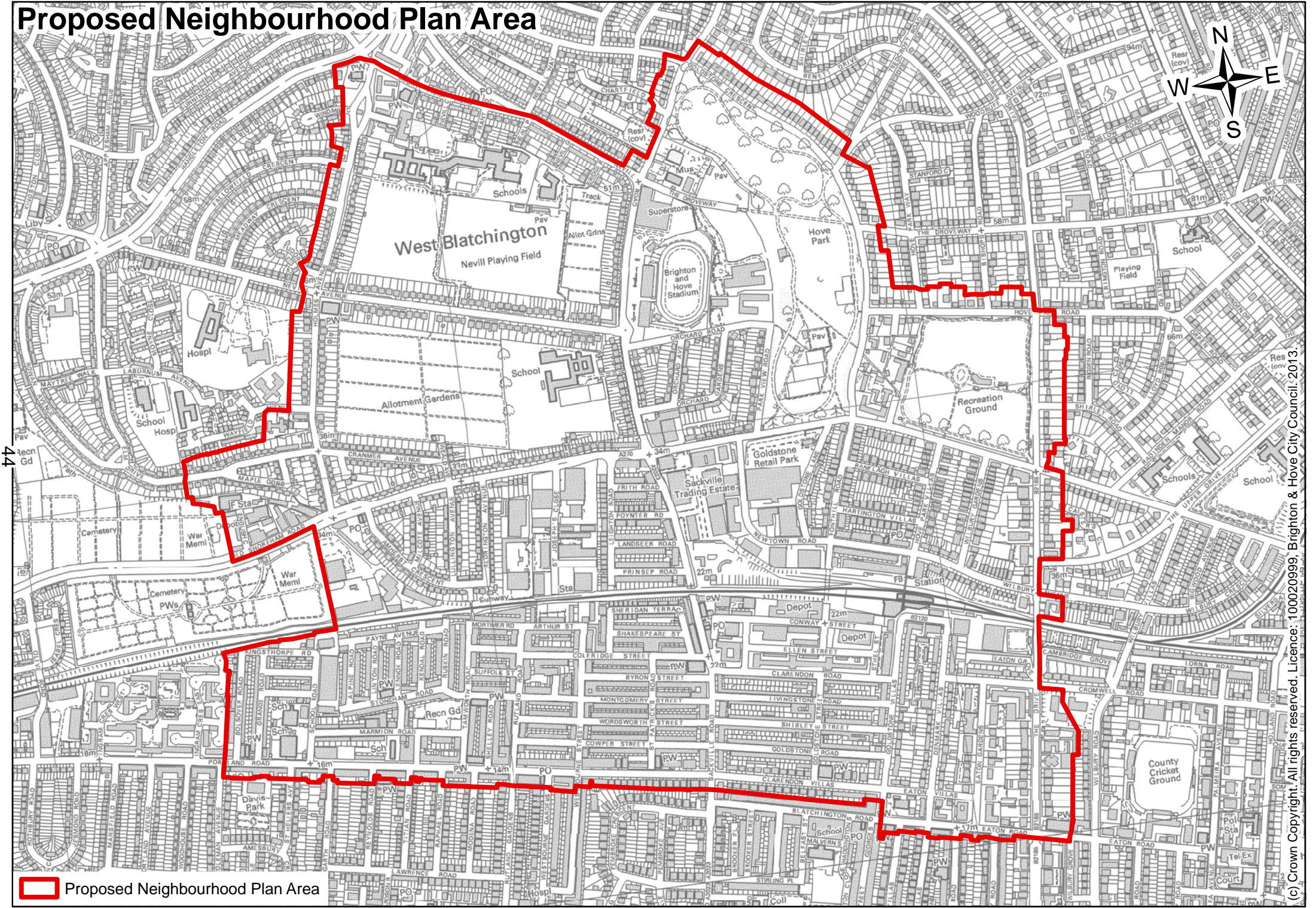
1. The Localism Act 2011

2. The Neighbourhood Planning (General) Regulations 2012
3. Localism Act : Neighbourhood Plans and Community Right to Build – Impact Assessment (DCLG, March 2012)

Appendix I

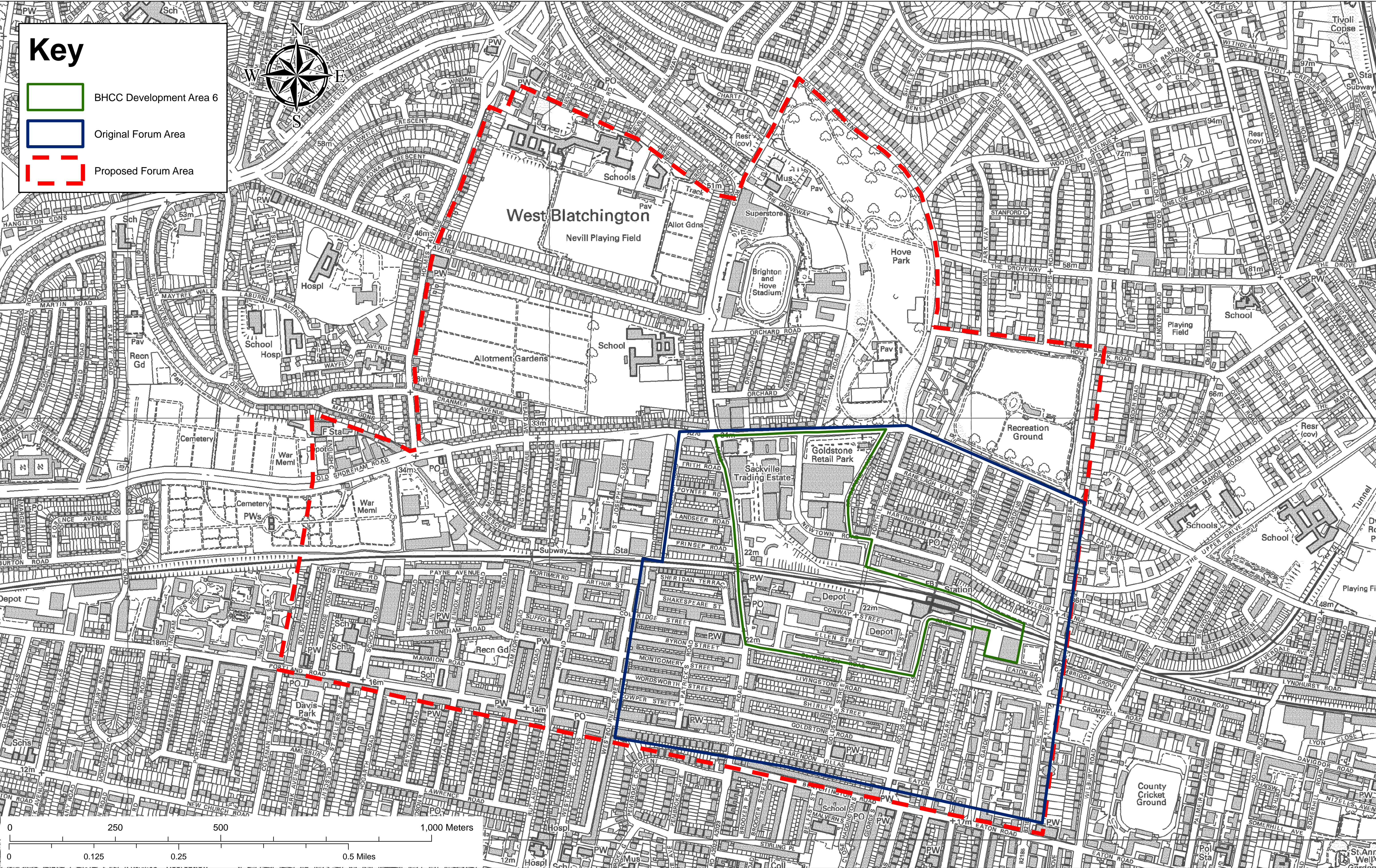
Plan of Hove Station Neighbourhoods Area (as submitted) and Plan Showing the Evolution of the Area

Proposed Neighbourhood Plan Area



 Proposed Neighbourhood Plan Area

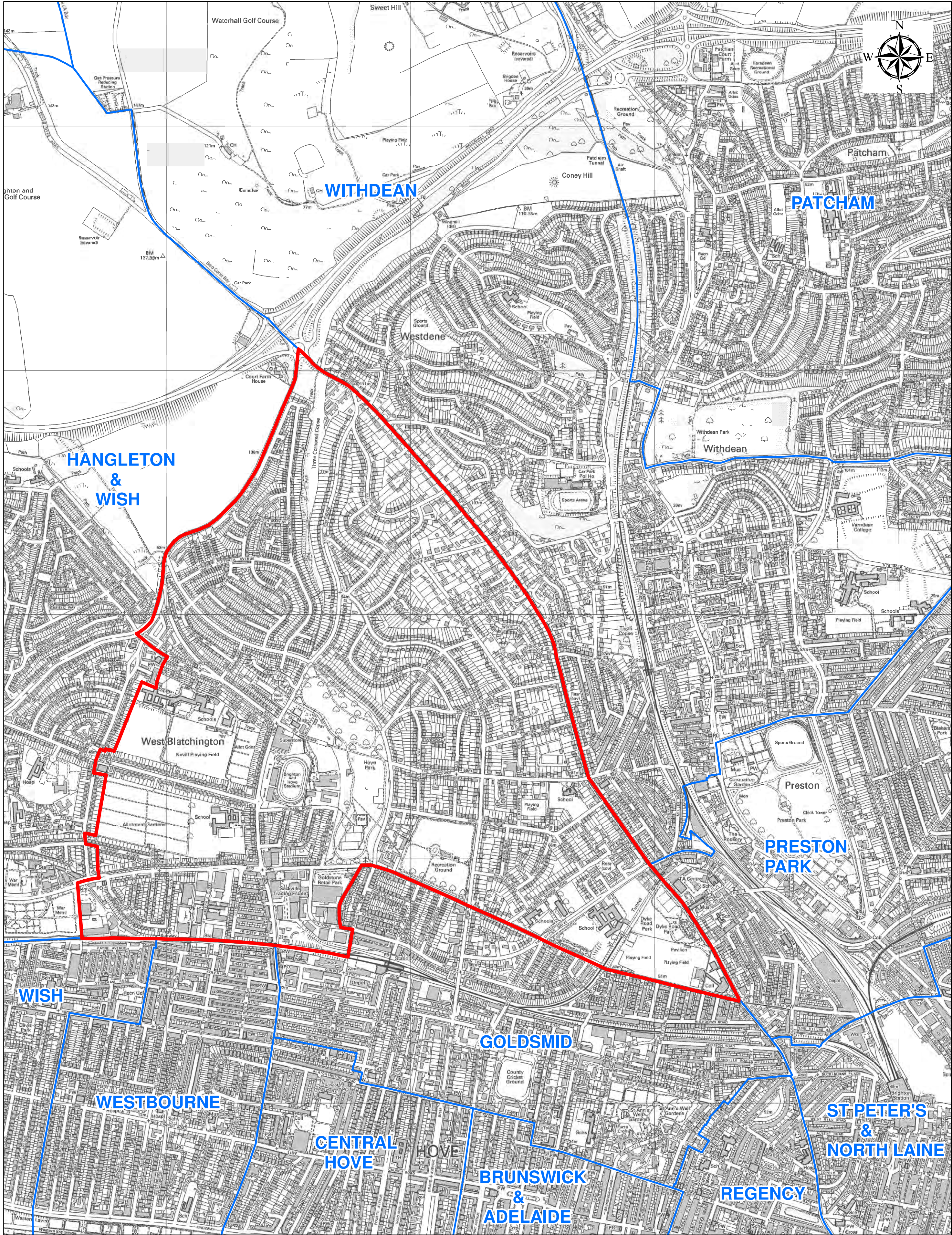
Hove Station Neighbourhoods Forum Neighbourhood Plan Area



Appendix 2

Plan of Hove Park Neighbourhood Area (as submitted)

Hove Park Ward



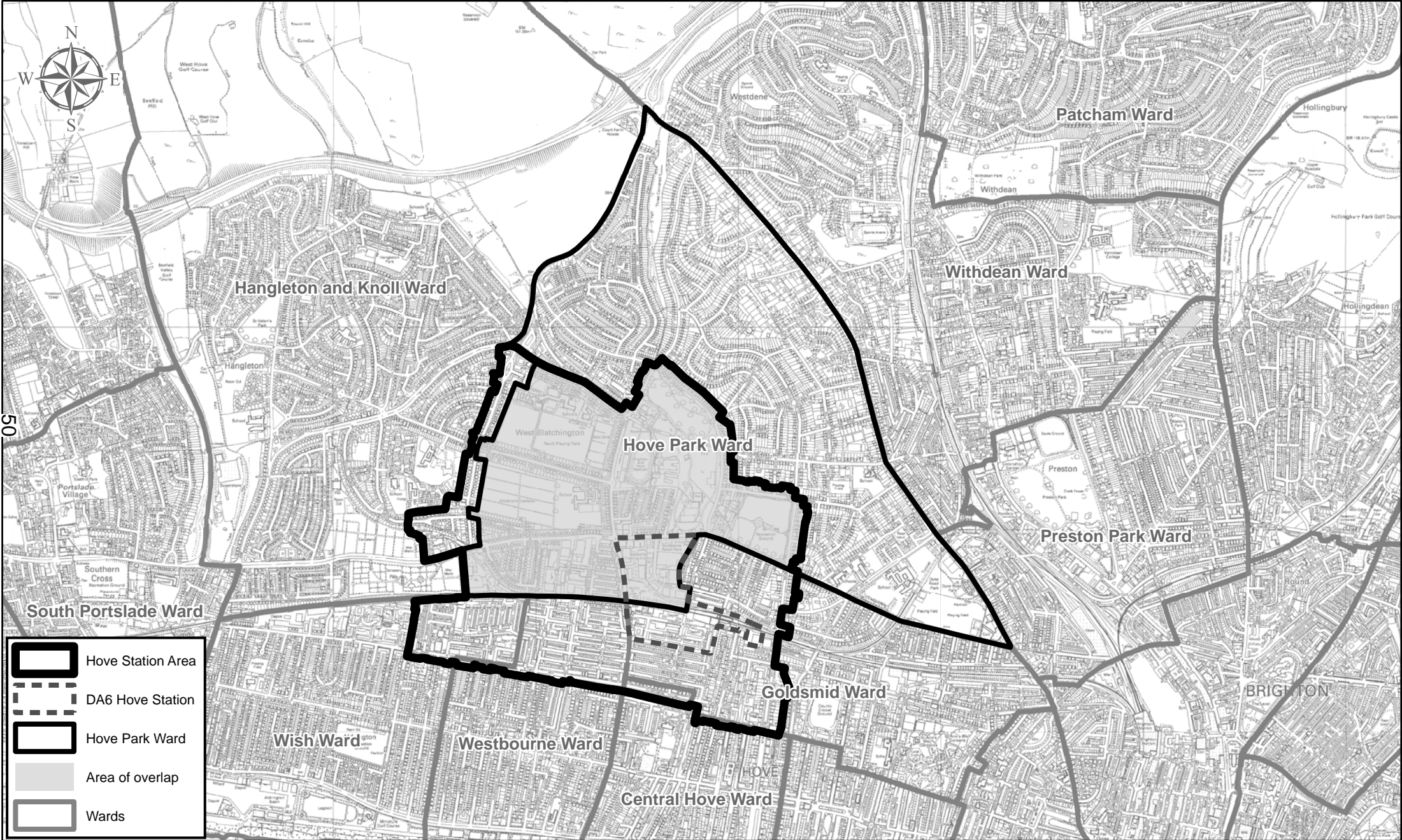
Hove Park Ward

Scale:1:10,000

Appendix 3

Plan of Hove Station and Hove Park Neighbourhood Areas – Showing the Overlap

Hove Station and Hove Park Neighbourhood Areas – area of overlap July 2014



Scale: 1:23,790

0 625 1,250 2,500 Meters

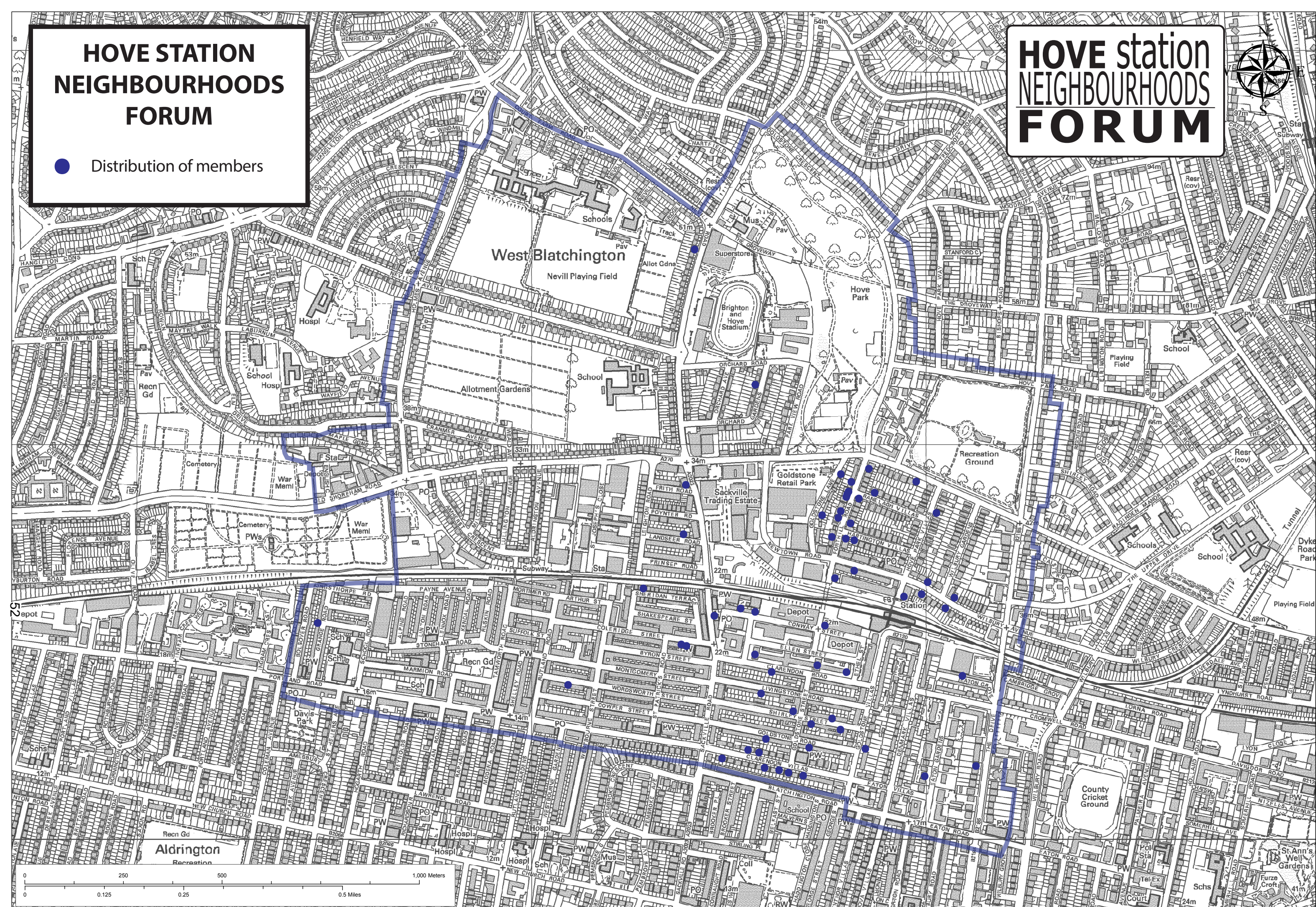
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**Forum Membership Distribution Dot Maps - Hove Station and
Hove Park Neighbourhood Forums**

HOVE STATION NEIGHBOURHOODS FORUM

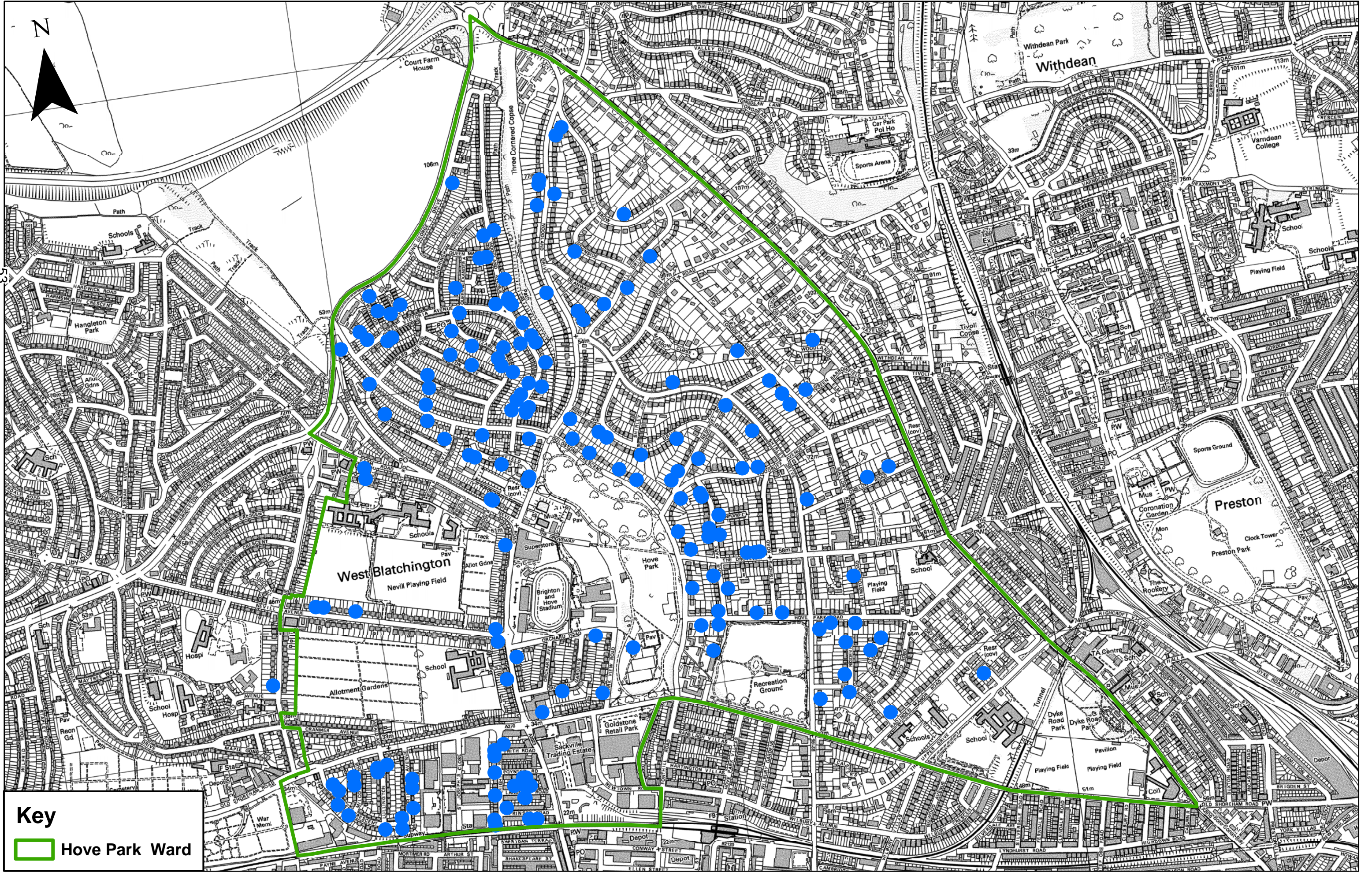
● Distribution of members

HOVE station NEIGHBOURHOODS FORUM



Hove Park Neighbourhood Forum – Membership Distribution Map

The map gives the approximate location of forum members who live and work in the area.



**Hove Station Neighbourhoods Area and Forum Applications –
Consultation Responses: Summaries**

Hove Station Neighbourhoods Area and Forum Applications - Consultation Summary

Responses

Object/Support	No. of Respondents
Neutral	9
Object	394
Support	2
Total	405

Many respondents provided their address. These were mapped to help in the analysis of the representations. Some addresses gave rise to representations from two or more respondents. The following table provides a breakdown of this information:

Number of people who responded to the consultation	405
Number of mapped respondents	289
Number of unique addresses	245

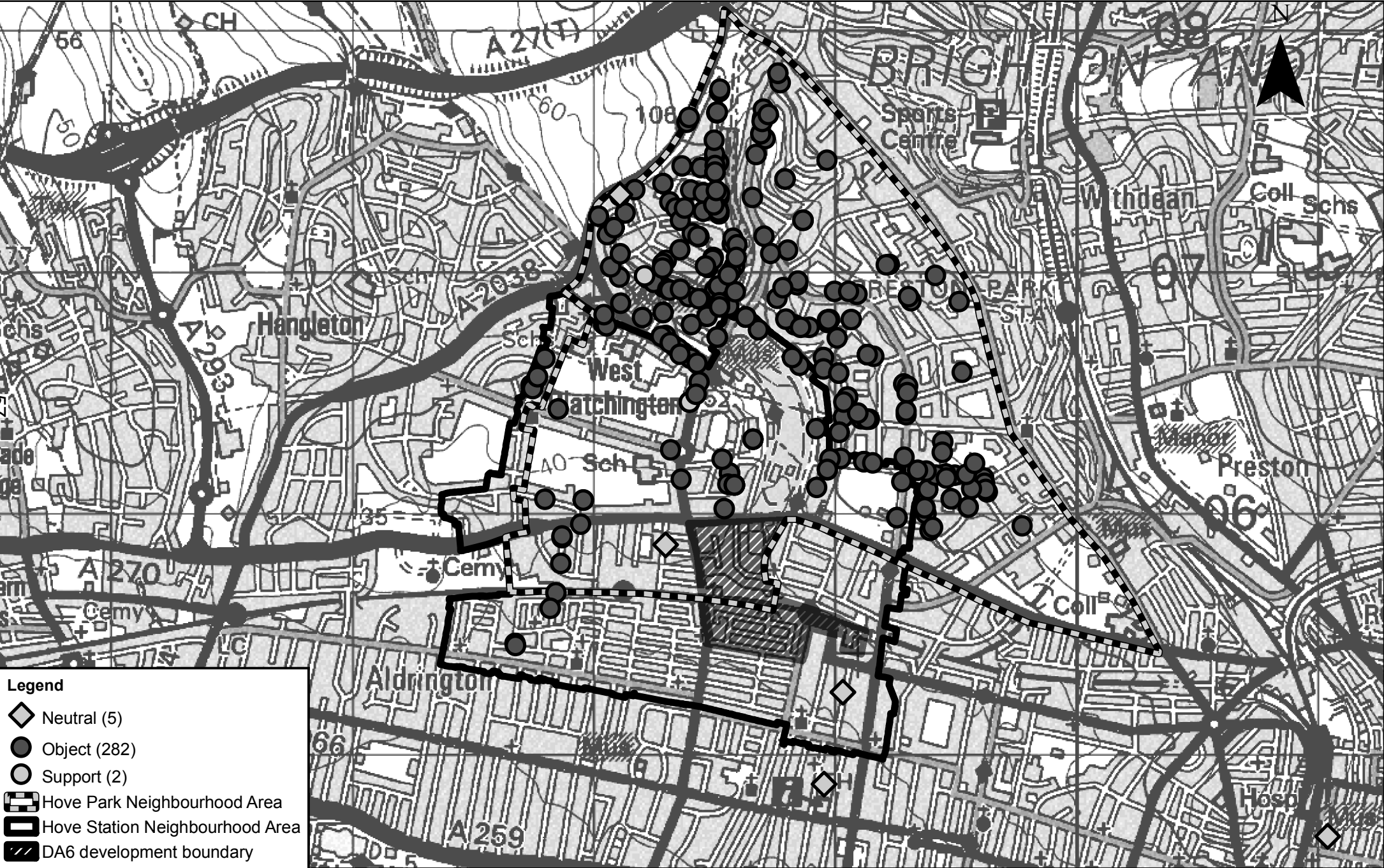
Key Issues Raised in Representations

Comments were submitted via email and letter. The main issues raised have been summarised (1-8). Please note some respondents raised more than one issue. It is also important to note the analysis only indicates the number of people who have raised the issue, it should not therefore be assumed all other respondents think the opposite.

Issue	Analysis	No of respondents	
1	OK with area South of Old Shoreham Road	23	6%
2	OK with, or should be confined to, 'original' area, or should 'stay within their own boundary'	117	29%
3	Would accept a larger area	2	0%
4	Character or needs of areas are different	102	25%
5	Area excludes people with an interest in the neighbourhood	32	8%
6	Forum not representative of whole area	99	24%
7	Forum unelected/undemocratic	51	13%
8	Not properly informed or consulted	90	22%

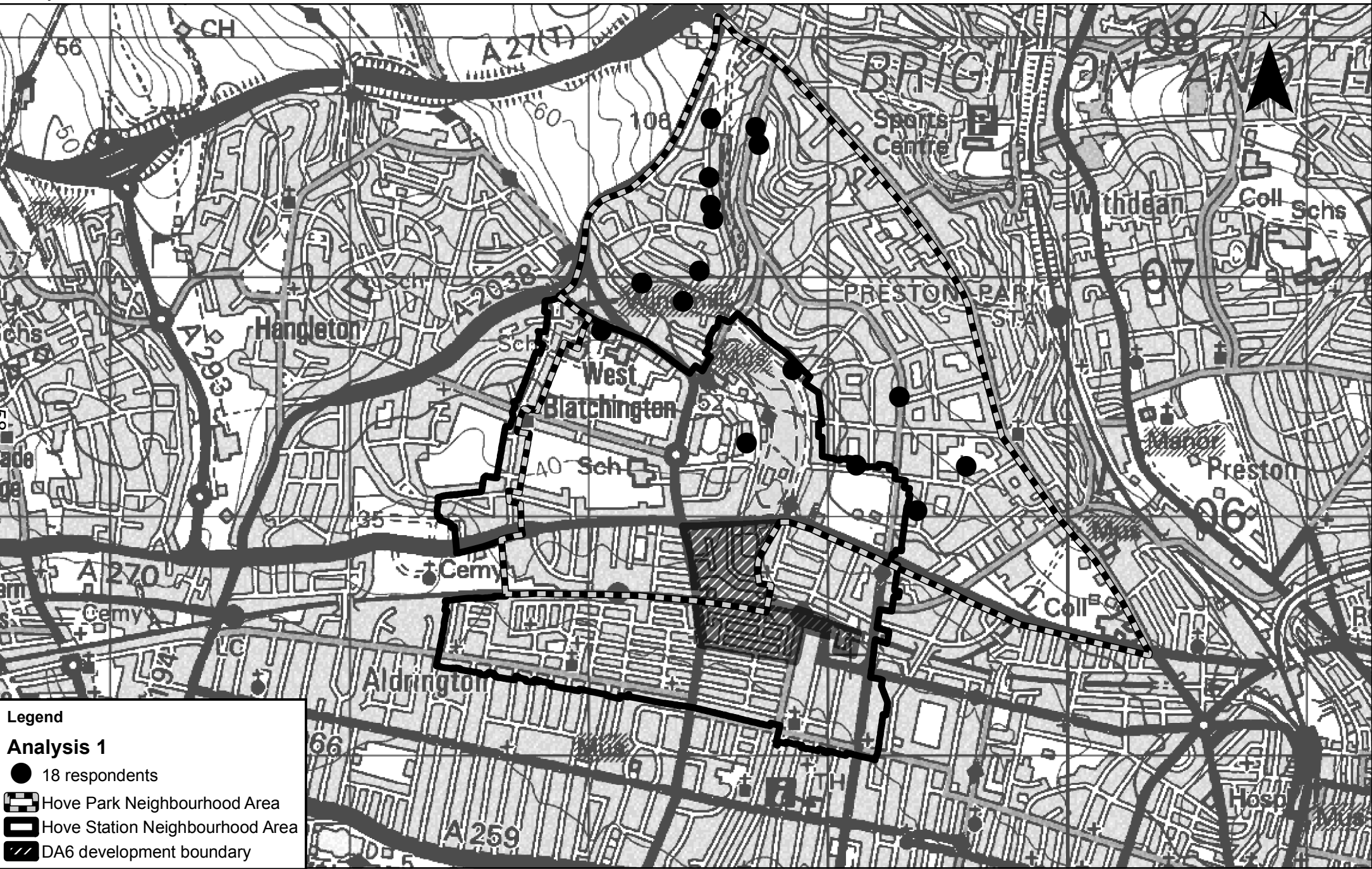
Hove Station Neighbourhood Forum and Area consultation

Respondents who object or support the Hove Station forum and area



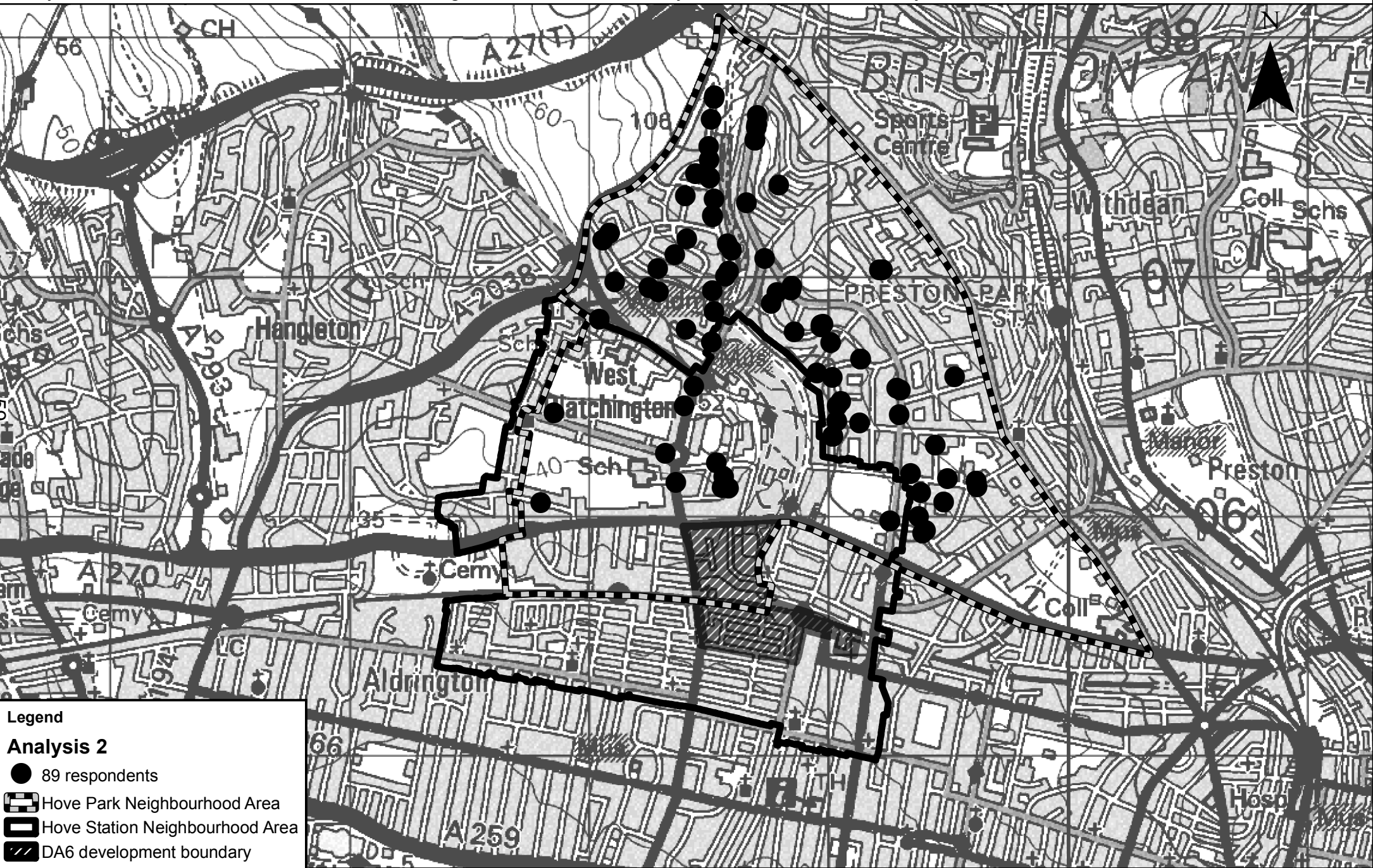
Hove Station Neighbourhood Forum and Area consultation

Analysis 1: OK with area South of Old Shorham Road



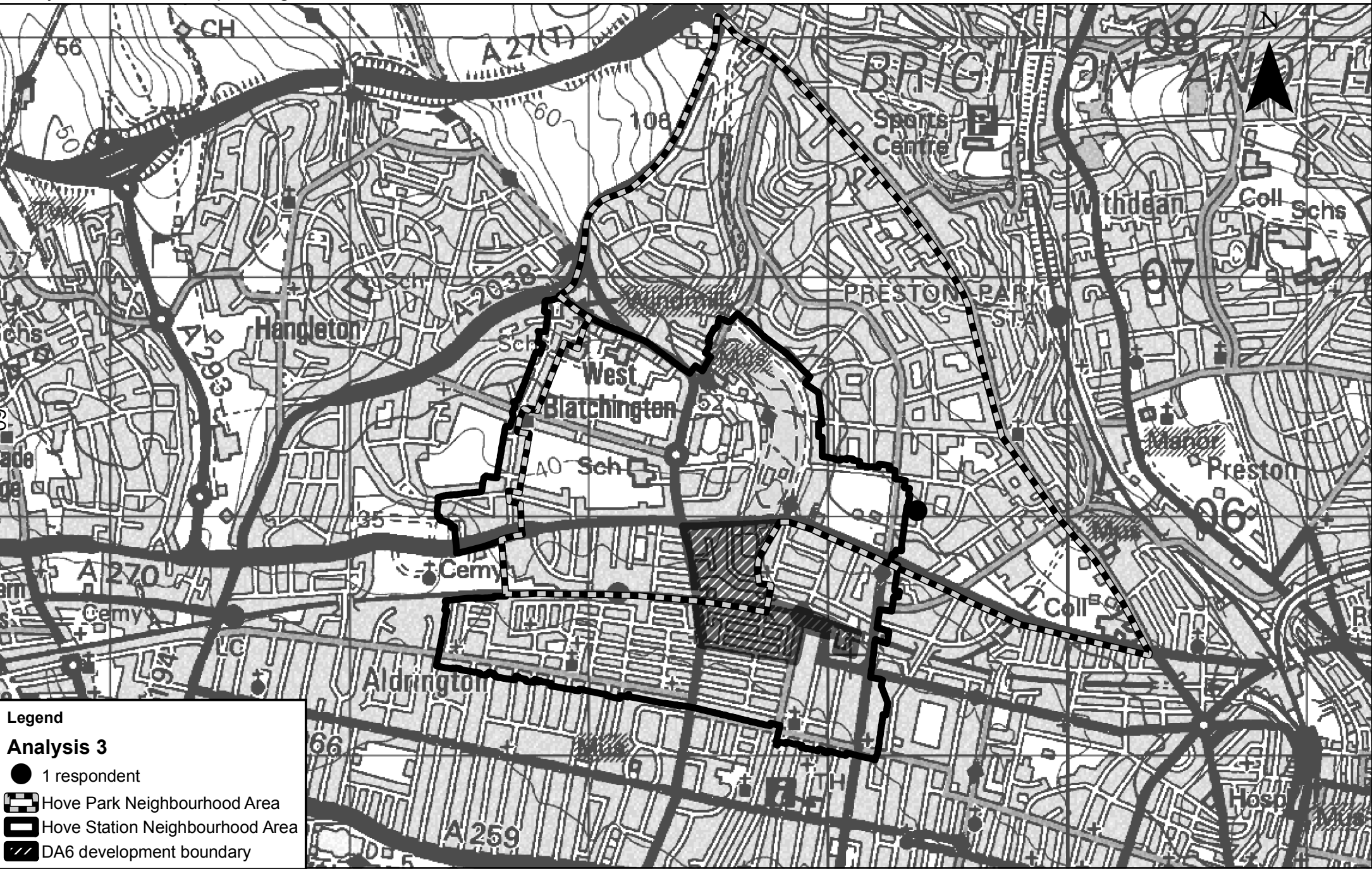
Hove Station Neighbourhood Forum and Area consultation

Analysis 2: OK with, or should be confined to, 'original' area, or should 'stay within their own boundary'



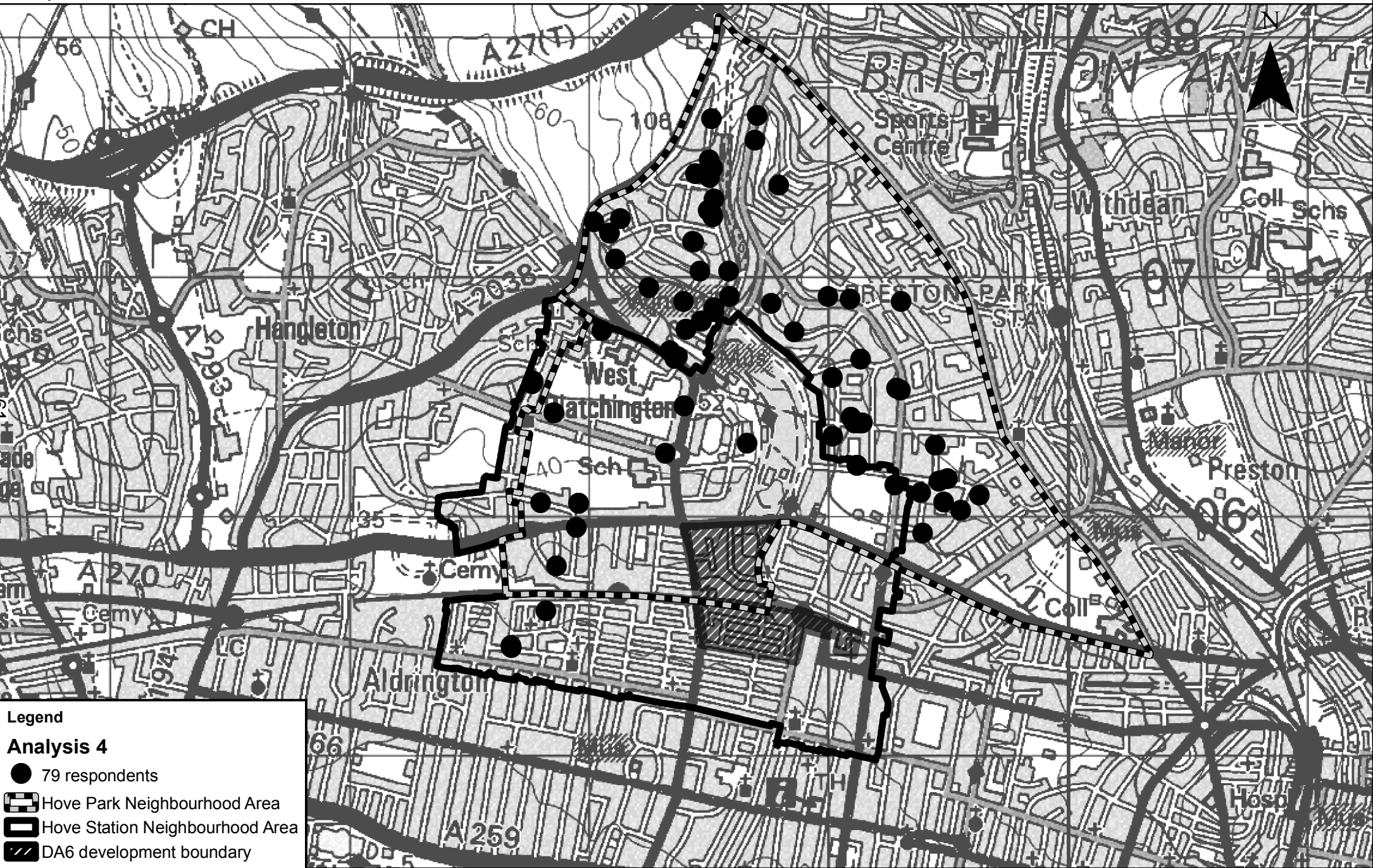
Hove Station Neighbourhood Forum and Area consultation

Analysis 3: Would accept a larger area



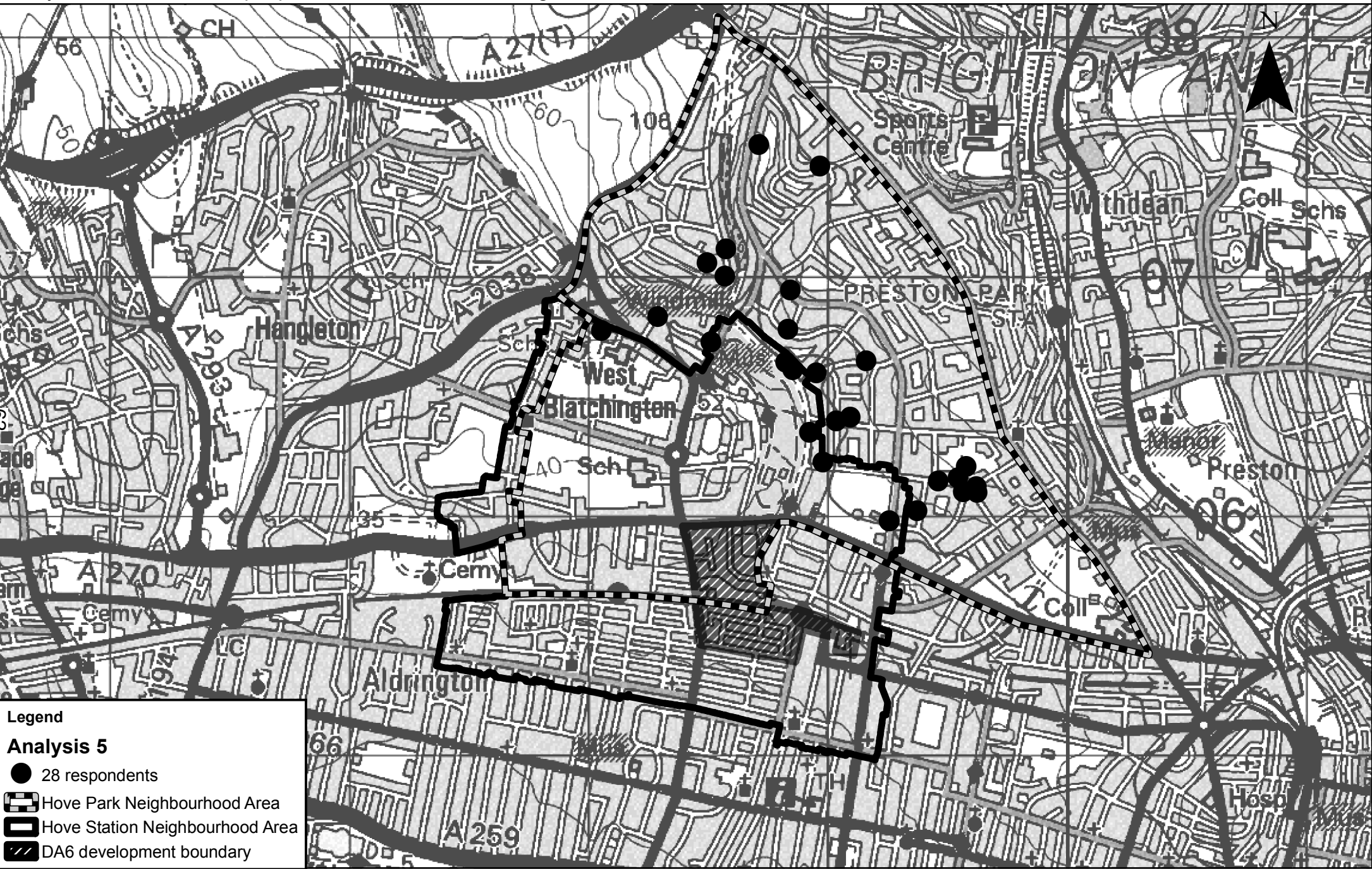
Hove Station Neighbourhood Forum and Area consultation

Analysis 4: Character or needs of areas are different



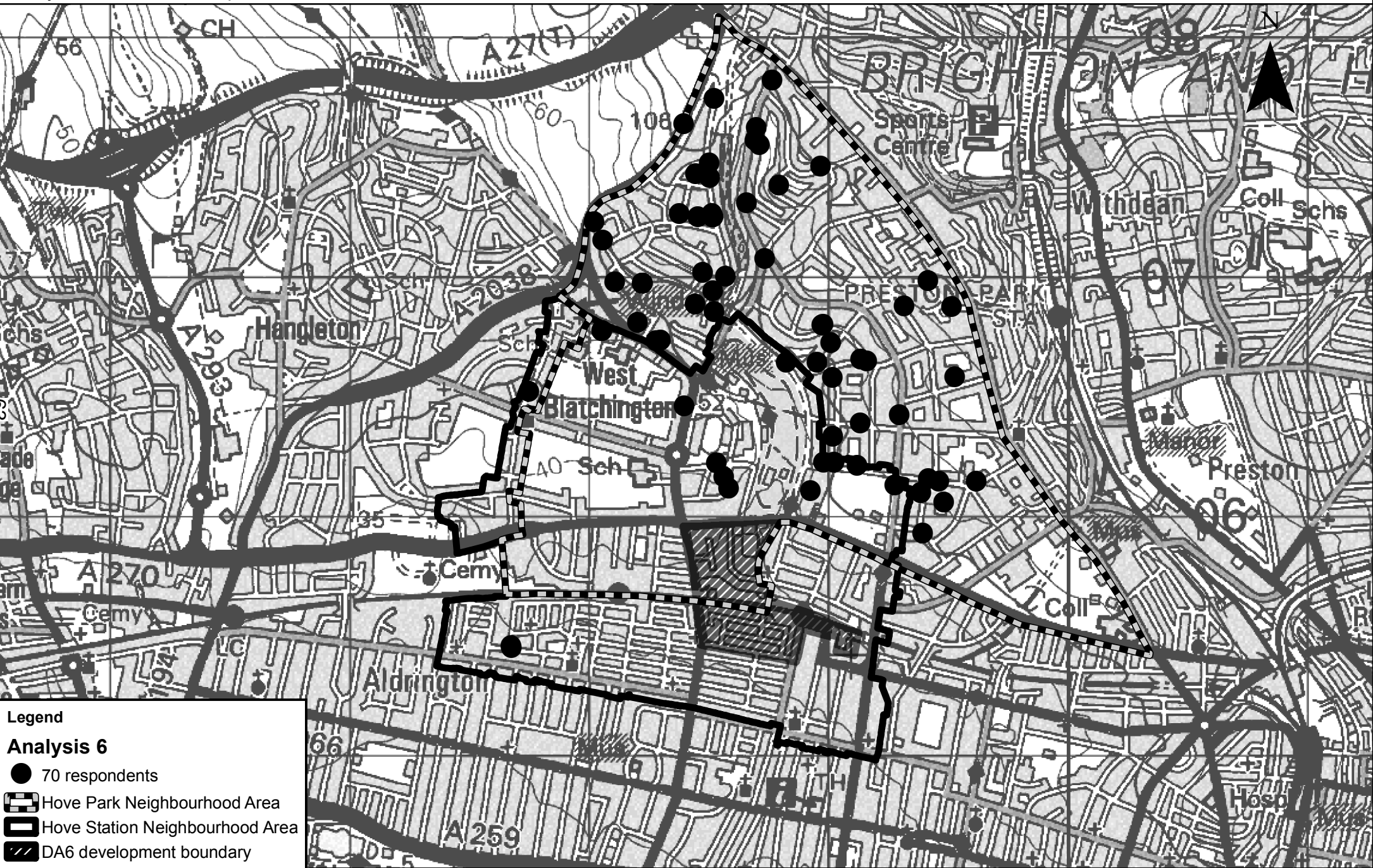
Hove Station Neighbourhood Forum and Area consultation

Analysis 5: Area excludes people with an interest in the neighbourhood



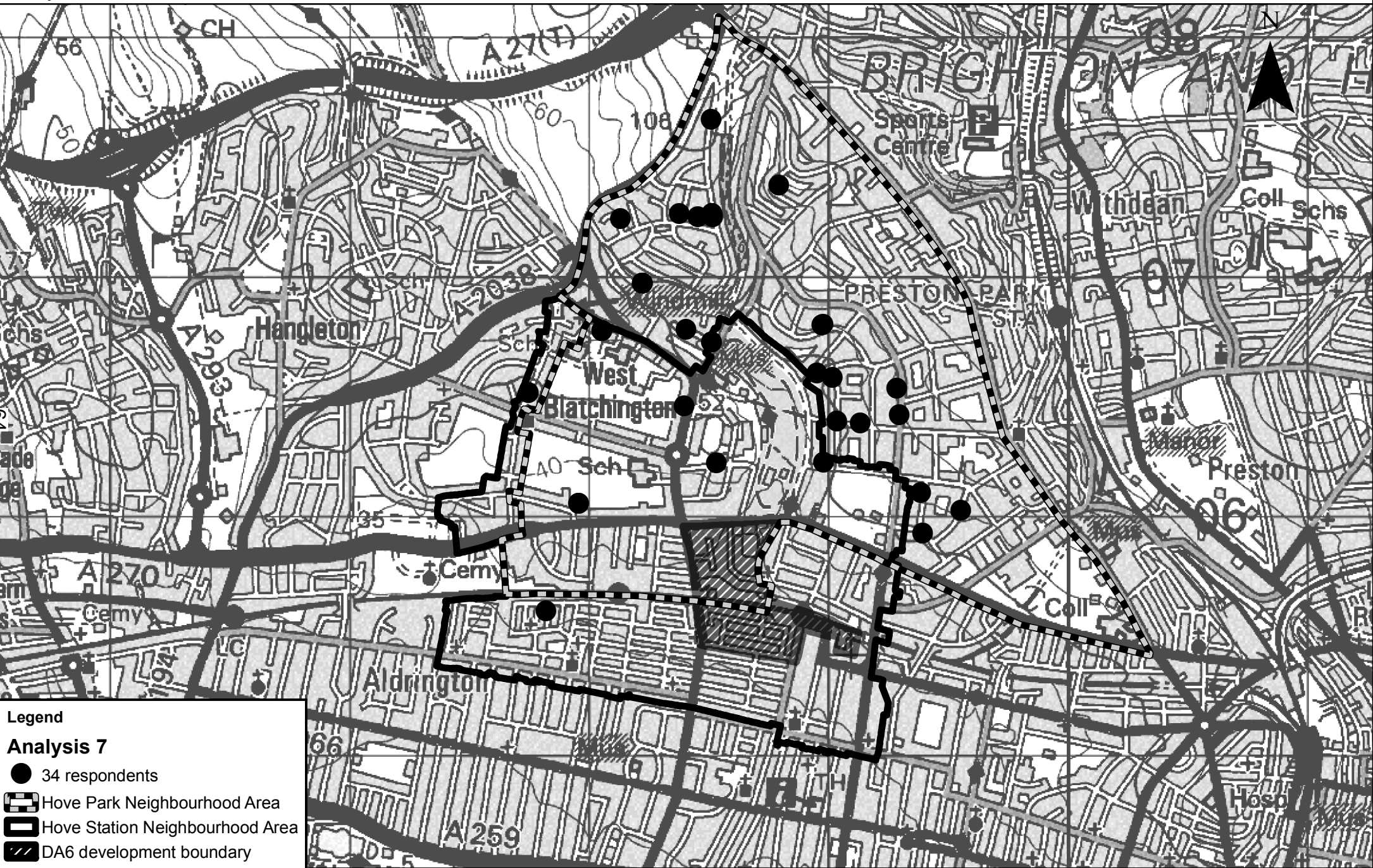
Hove Station Neighbourhood Forum and Area consultation

Analysis 6: Forum not representative of whole area



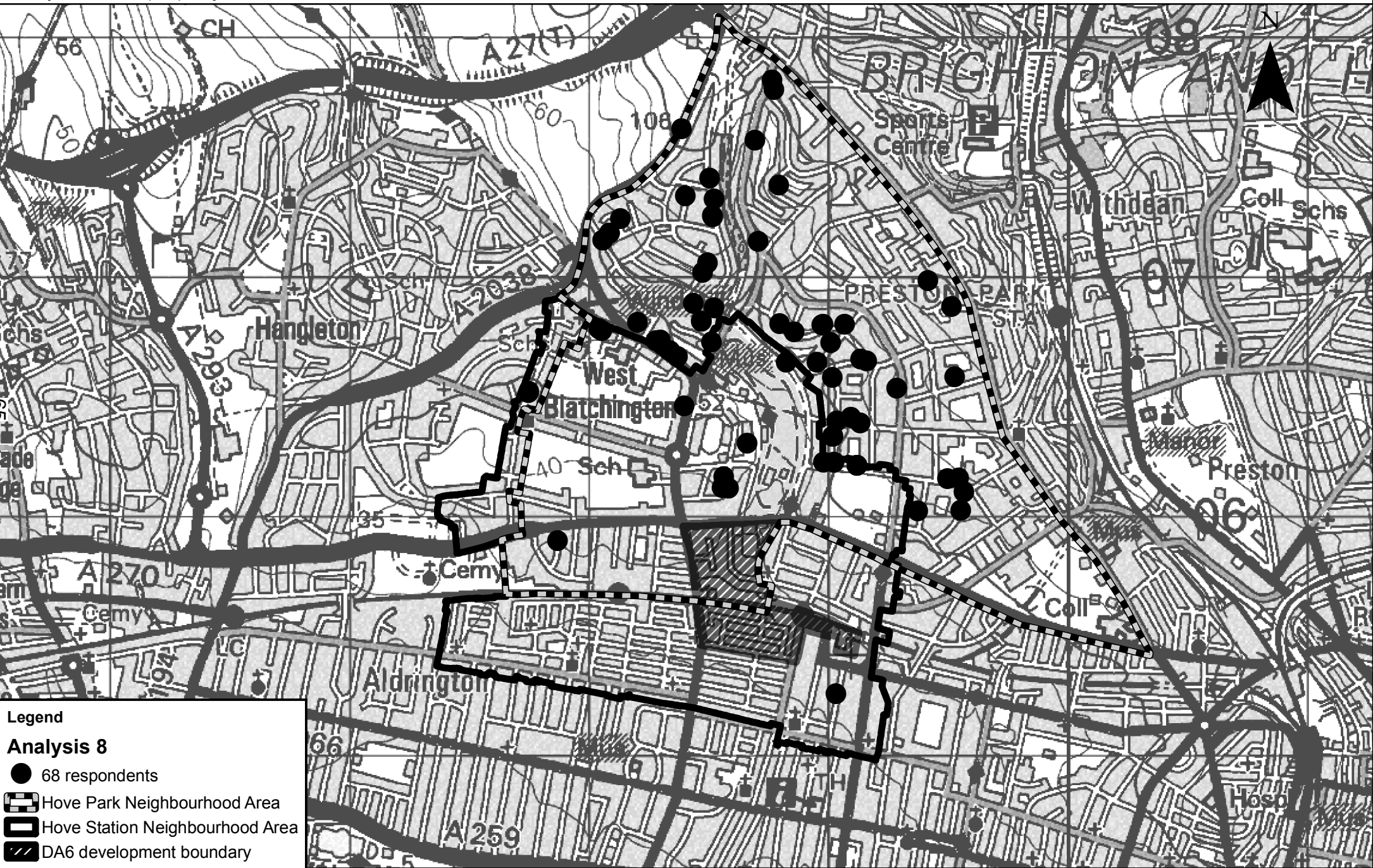
Hove Station Neighbourhood Forum and Area consultation

Analysis 7: Forum unelected/undemocratic

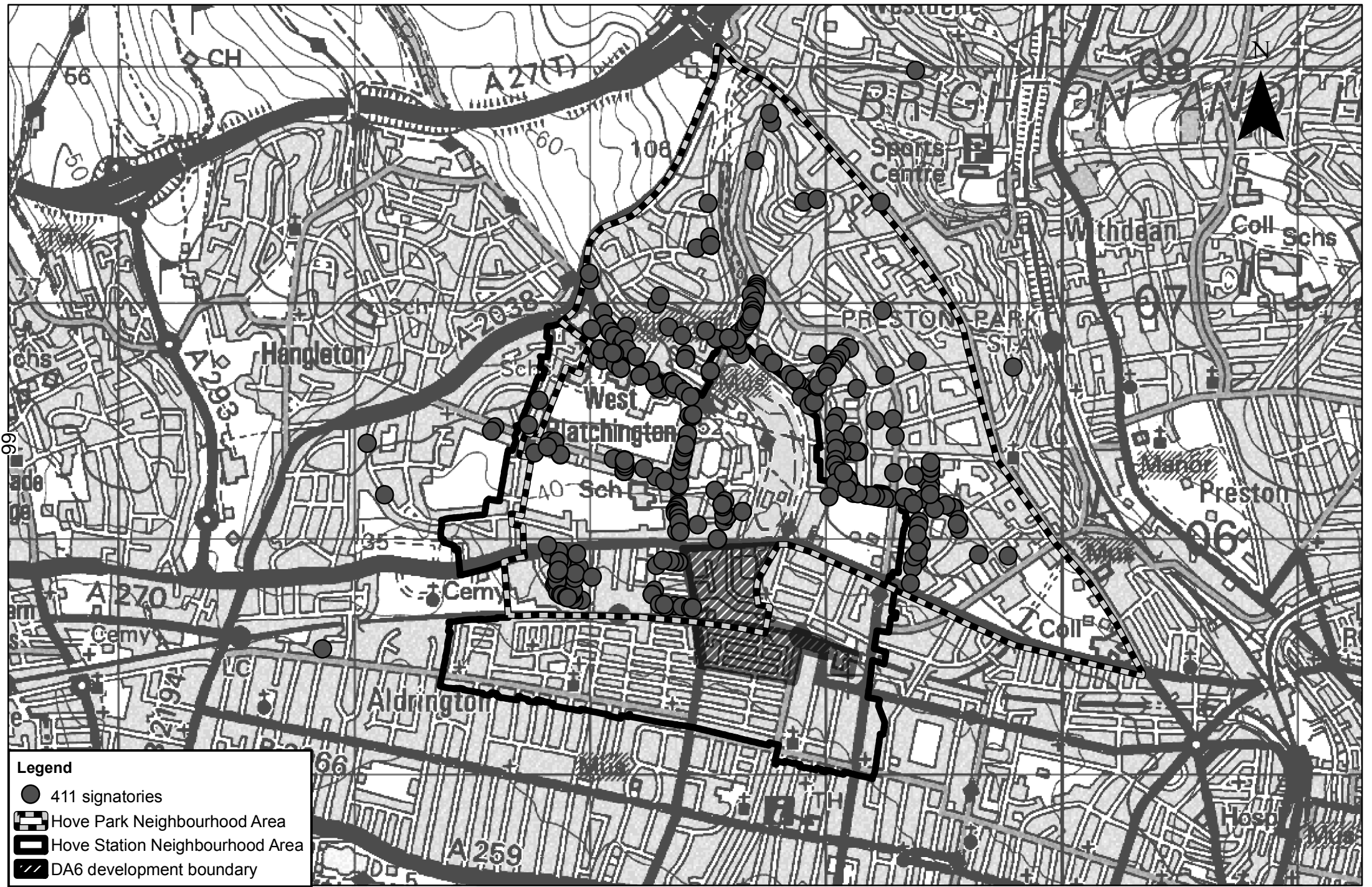


Hove Station Neighbourhood Forum and Area consultation

Analysis 8: Not properly informed or consulted



Petition signatories for the creation of a separate Neighbourhood Area and Forum covering Hove Park ward



**Hove Park Neighbourhoods Area and Forum Applications –
Consultation Responses: Summaries**

Hove Park Neighbourhood Area and Forum Applications - Consultation Summary

To facilitate the consultation process and to help ensure representations were not misinterpreted a questionnaire was provided and the consultation portal used.

Responses

Number of people who participated to the consultation	
<i>Consultation portal</i>	<i>157</i>
<i>Email</i>	<i>38</i>
<i>Letter</i>	<i>10</i>
<i>Submitted by Hove Station Forum 47 from Custom Pharmaceutical</i>	<i>175</i>
Total	380
Number of mapped respondents	350
Number of unique addresses	252

Question 1 - Do you recognise the proposed area as a distinct neighbourhood? (332)	
Don't know/not sure	5
No	233
Yes	94
Total	332

Question 2 - Do you think that the boundaries of the proposed area are appropriate? (377 – inc 38 from outside the areas)	
Don't know/not sure	5
No	258
Yes	114
Total	377

NB Question 3 was for respondents to add any further comments about the neighbourhood area. Please see category A to I below which analyse the main issues raised in response to question 3 and 8 and in emails/letters.

Question 4 - Is the Forum representative of people who live in the area? (306)	
Don't know/not sure	200
No	35
Yes	83
Total	318

Question 5 - Is the Forum representative of people who work in the area? (307)	
Don't know/not sure	222
No	33
Yes	64
Total	319

Question 6 - Is the Forum representative of all the different geographical parts of the area? (305)	
Don't know/not sure	195
No	42
Yes	80
Total	317

Question 7 - Is the Forum representative of different sections of the community in the area? (305)	
Don't know/not sure	208
No	35
Yes	74
Total	317

NB Question 8 was for respondents to add any further comments about the neighbourhood forum. Please see category A to I below which analyse the main issues raised in response to questions 3 and 8 and in emails/letters.

Key Issues Raised in Representations

Comments were submitted in response to question 3 and 8 and via emails and letters. The main issues raised have been summarised into different categories (A,B,C,D,E,F,G,H,I). Please note some respondents raised more than one category. It is also important to note the analysis only indicates the number of people who have raised the issue, it should not therefore be assumed all other respondents think the opposite.

Code	Category	Count
A	The respondent particularly identify Hove Park Ward as a neighbourhood/community	20
B	The respondent thinks it is undemocratic for people around Hove Park to not have a say in the Hove Station proposed area. Hove Park Area appear more cohesive	16
C	The respondent is concerned about the consequences of splitting DA6, and/or excluding residents who live slightly further away from having a say, despite using key facilities in Hove Park	217
D	The respondent doesn't recognize Hove Station as his/her area, want to keep Hove park and Hove station neighbourhood distinct.	26
E	The respondent supports the idea that developments in an area	14

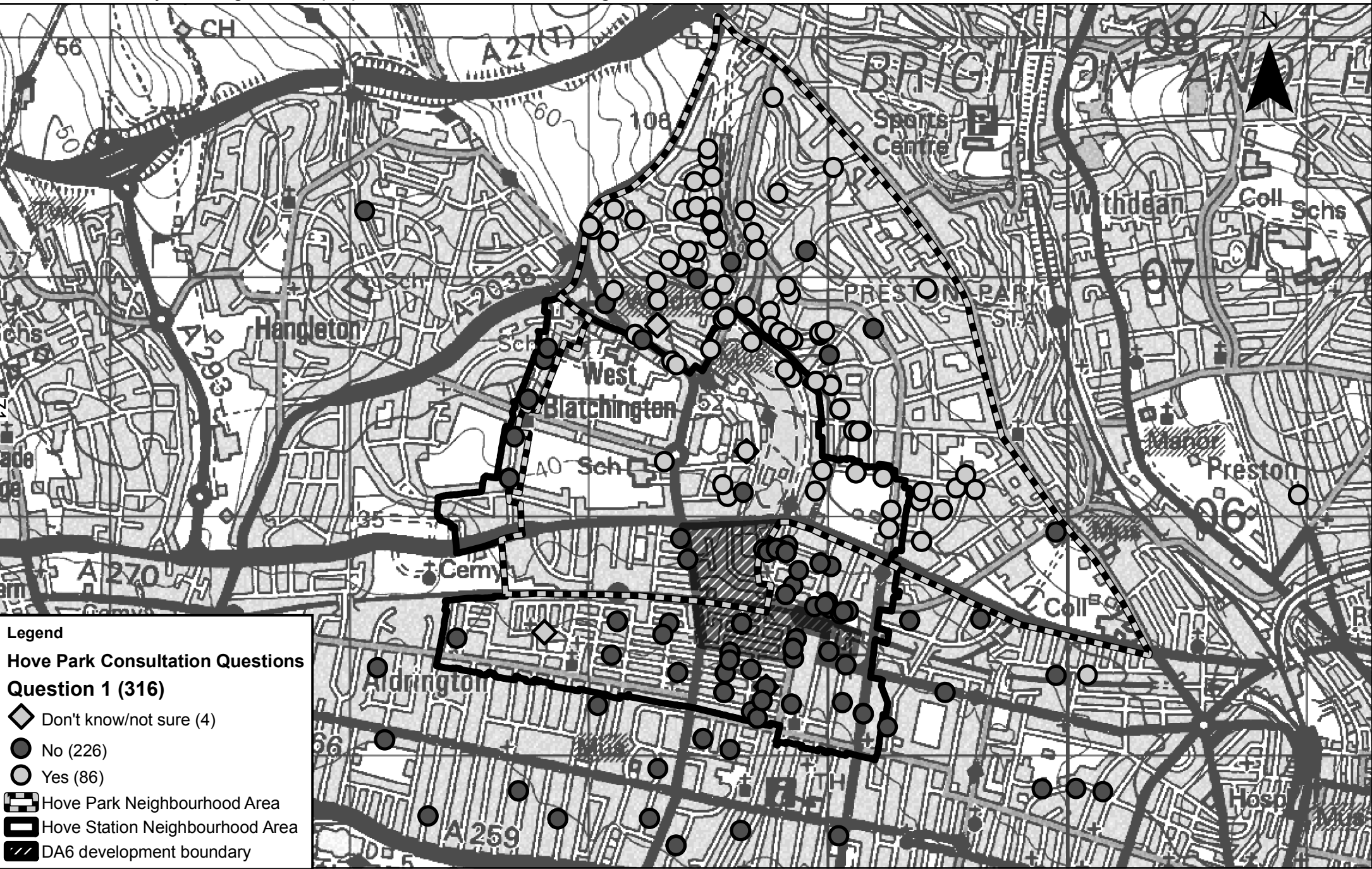
	should be influenced by people within this area	
F	The respondent is concerned about the outcome for residents or shops right outside the borders. Also concerned about the drawing of the border on Old Shoreham Road or the railway	222
G	The respondent thinks Hove Park area is too exclusive/too large/politically motivated	44
H	The respondent wished to have one neighbourhood area instead	179*
I	The respondent thinks the area should be extended to include Toad's Hole Valley	4

***Category H breakdown :**

Within Hove Park area	10
Within Hove Station area	136
Out of the areas	31
Total answers	179

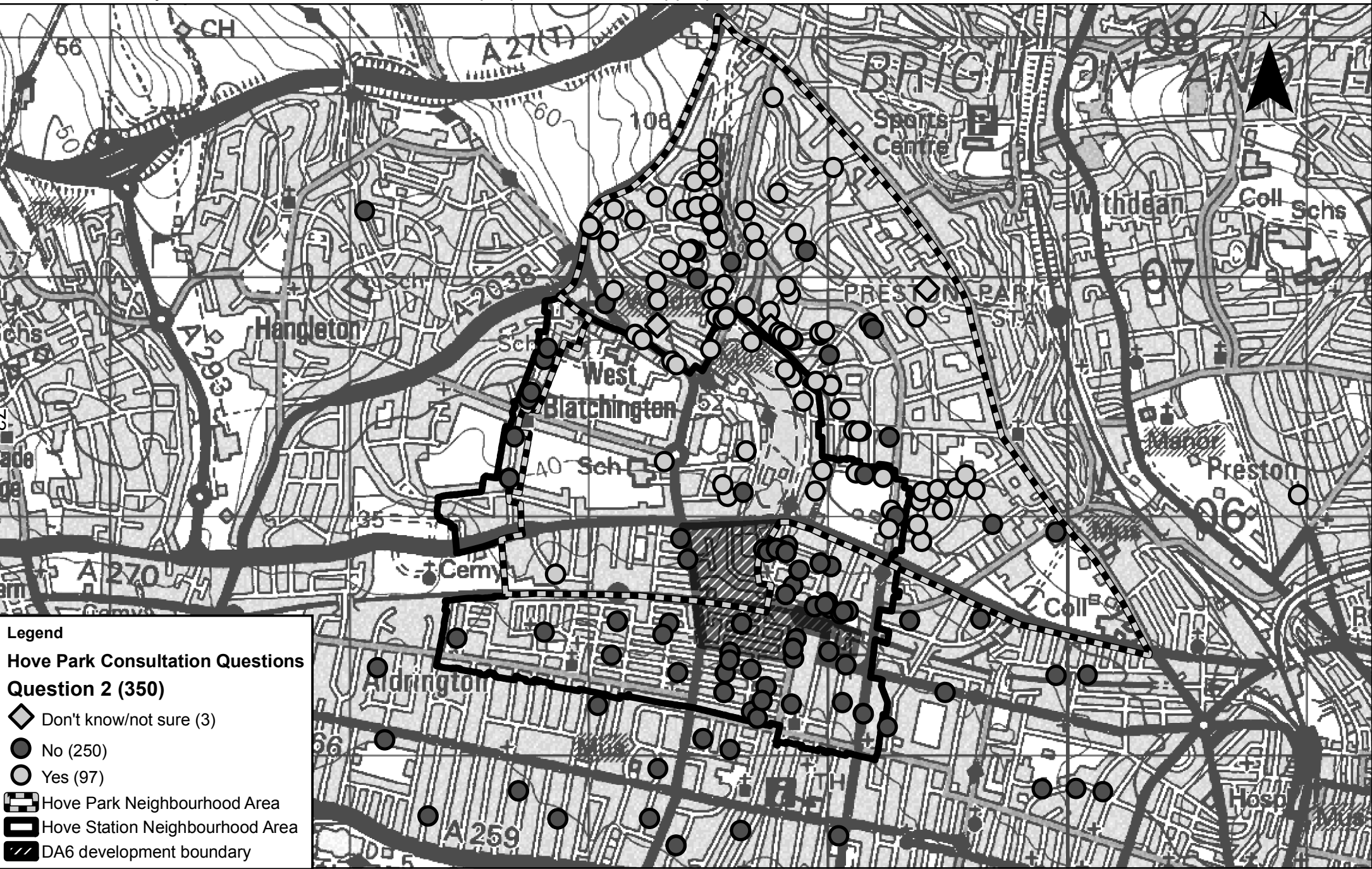
Hove Park Neighbourhood Forum and Area consultation

Question 1 - Do you recognise the proposed area as a distinct neighbourhood?



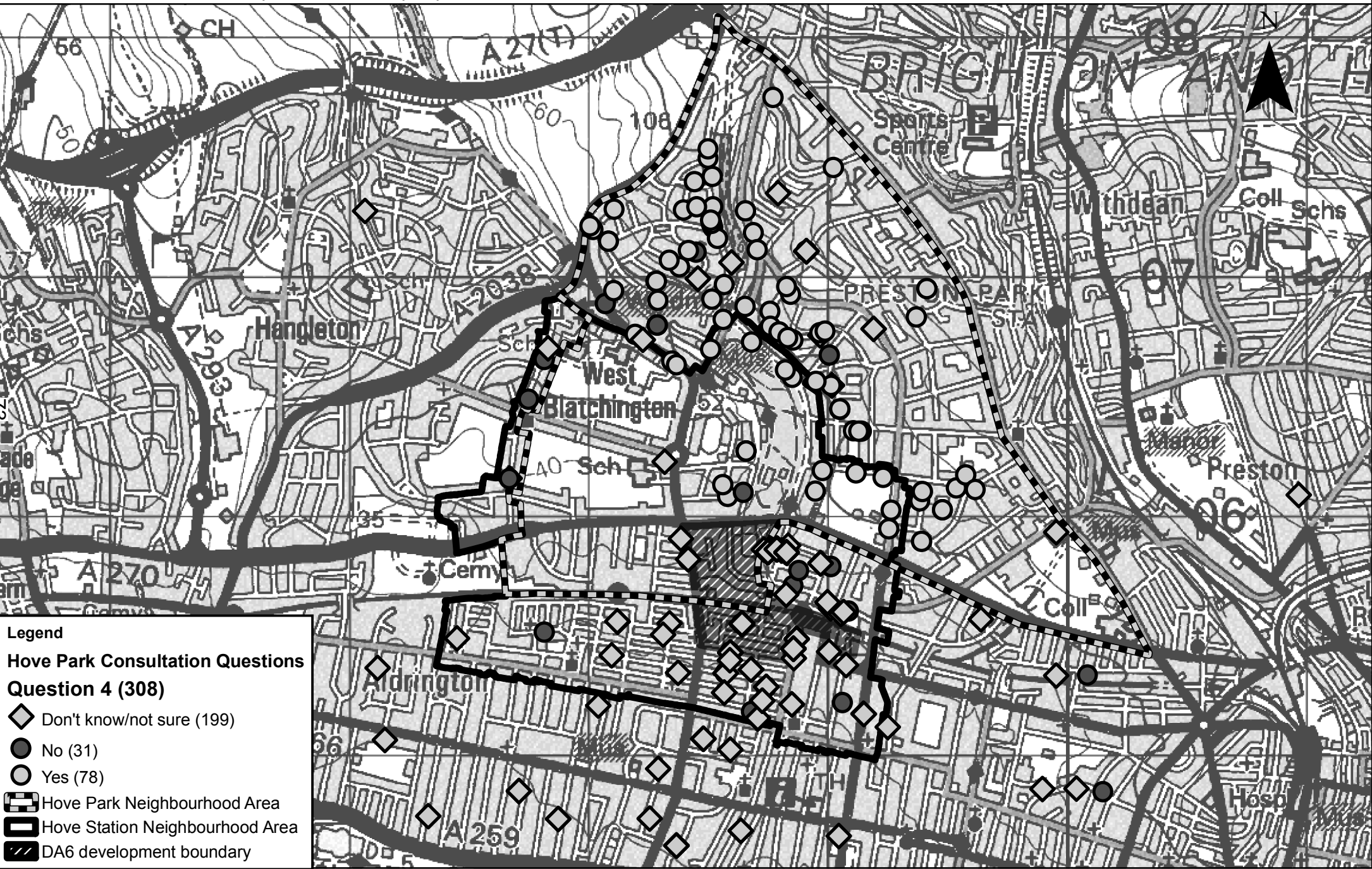
Hove Park Neighbourhood Forum and Area consultation

Question 2 - Do you think that the boundaries of the proposed area are appropriate?



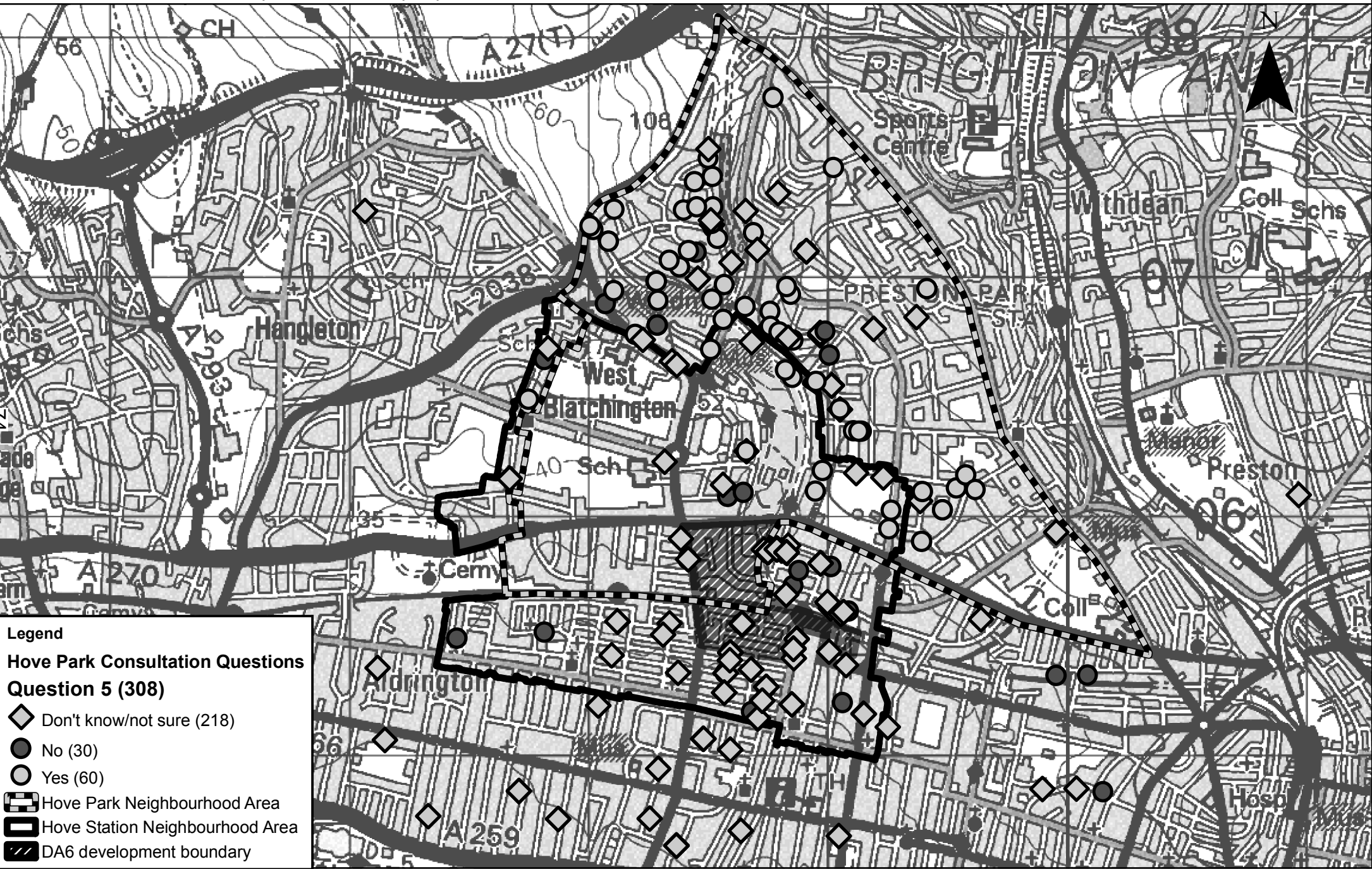
Hove Park Neighbourhood Forum and Area consultation

Question 4 - Is the Forum representative of people who live in the area?



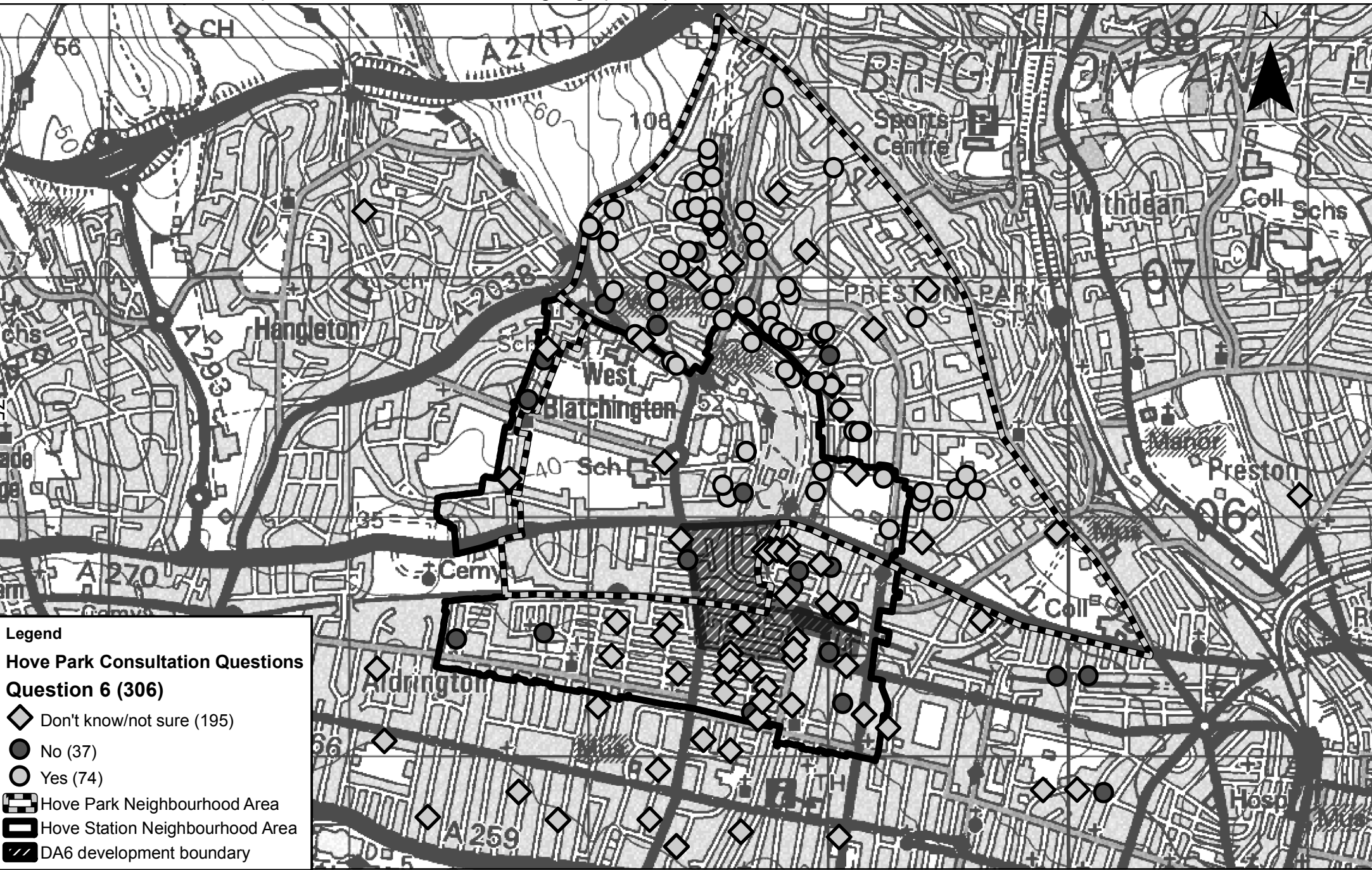
Hove Park Neighbourhood Forum and Area consultation

Question 5 - Is the Forum representative of people who work in the area?



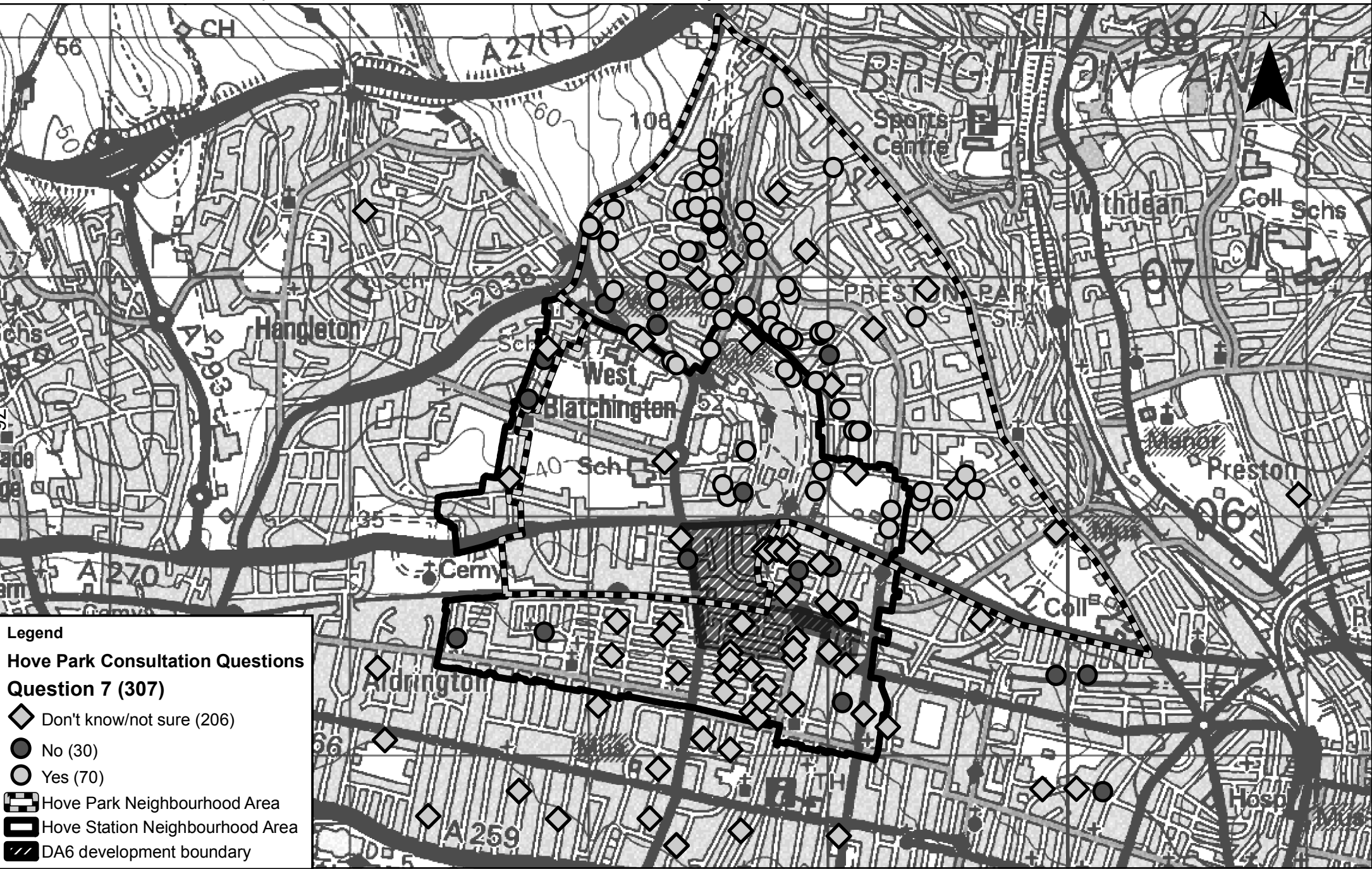
Hove Park Neighbourhood Forum and Area consultation

Question 6 - Is the Forum representative of all the different geographical parts of the area?



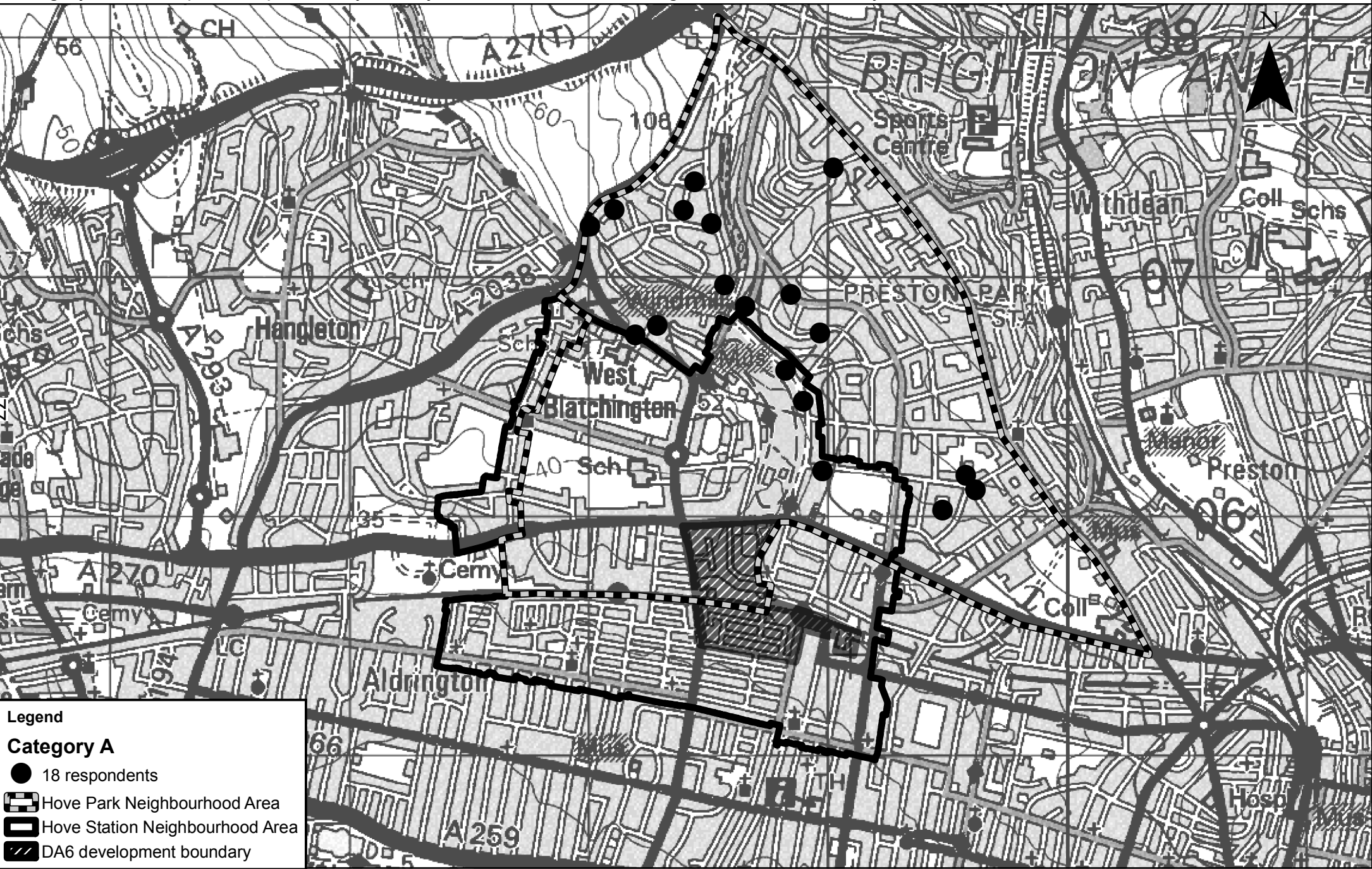
Hove Park Neighbourhood Forum and Area consultation

Question 7 - Is the Forum representative of different sections of the community in the area?



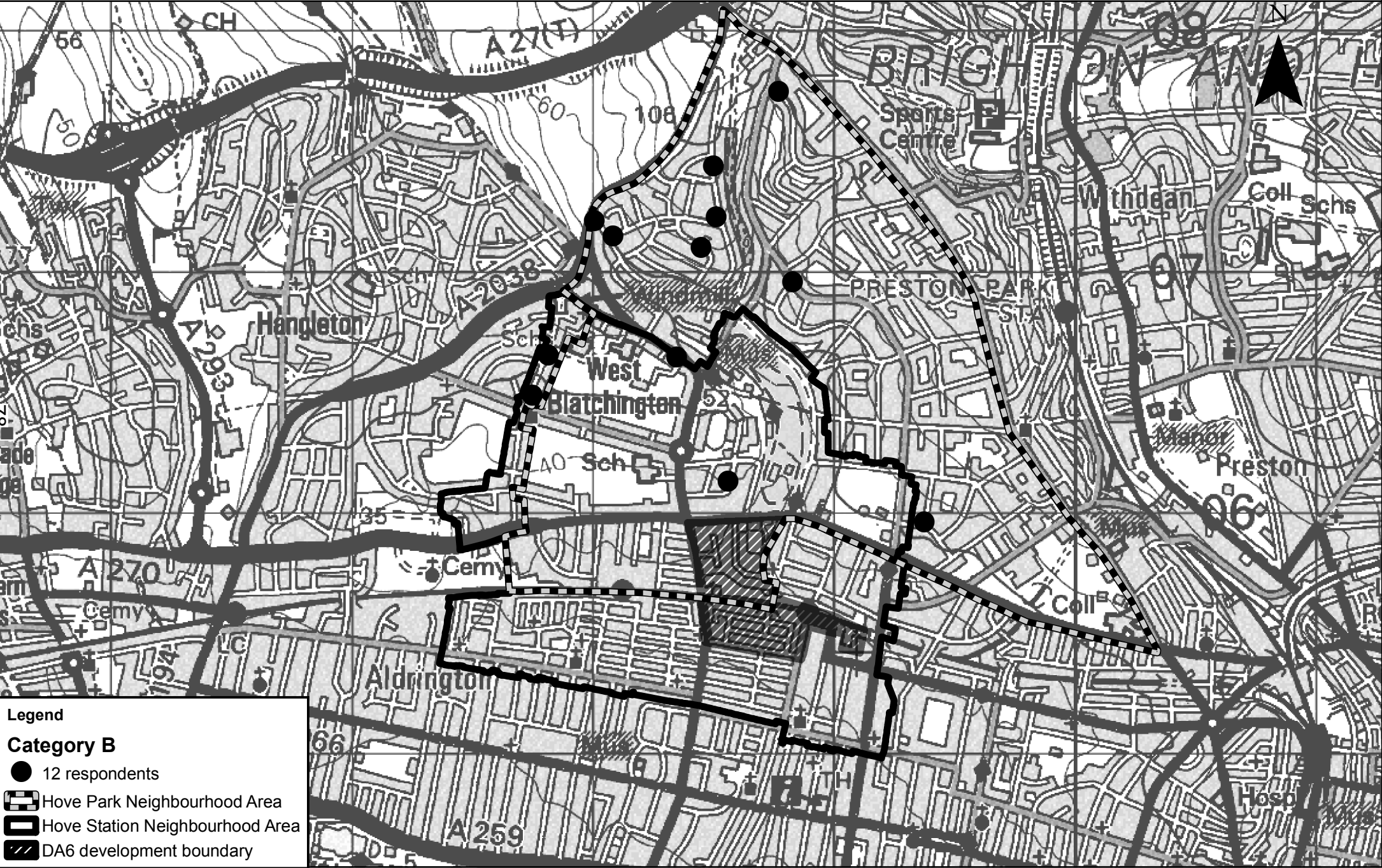
Hove Park Neighbourhood Forum and Area consultation

Category A: The respondent particularly identify Hove Park Ward as a neighbourhood/community



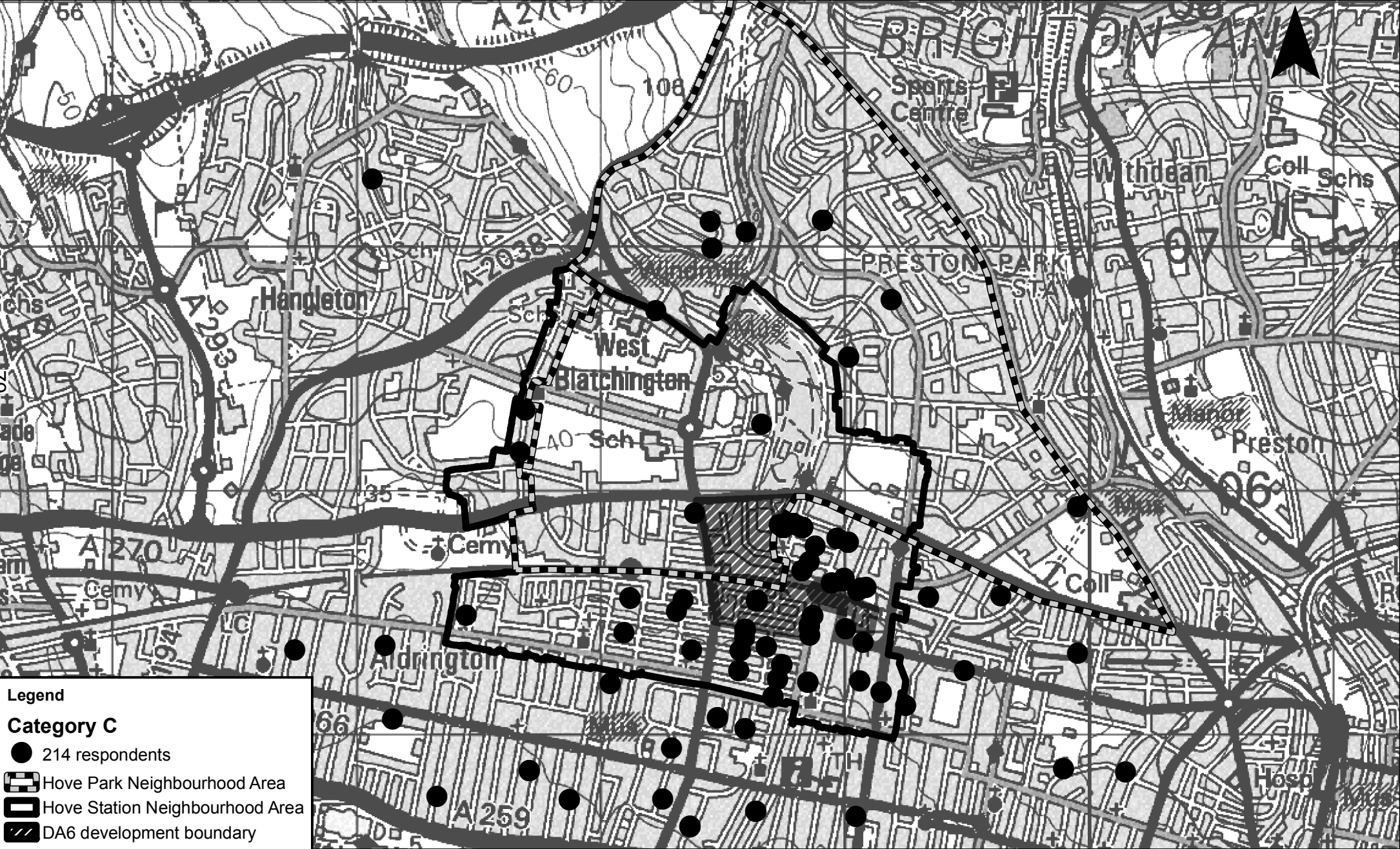
Hove Park Neighbourhood Forum and Area consultation

Category B: The respondent thinks it is undemocratic for people around Hove Park to not have a say in the Hove Station proposed area. Hove Park Area appear more cohesive



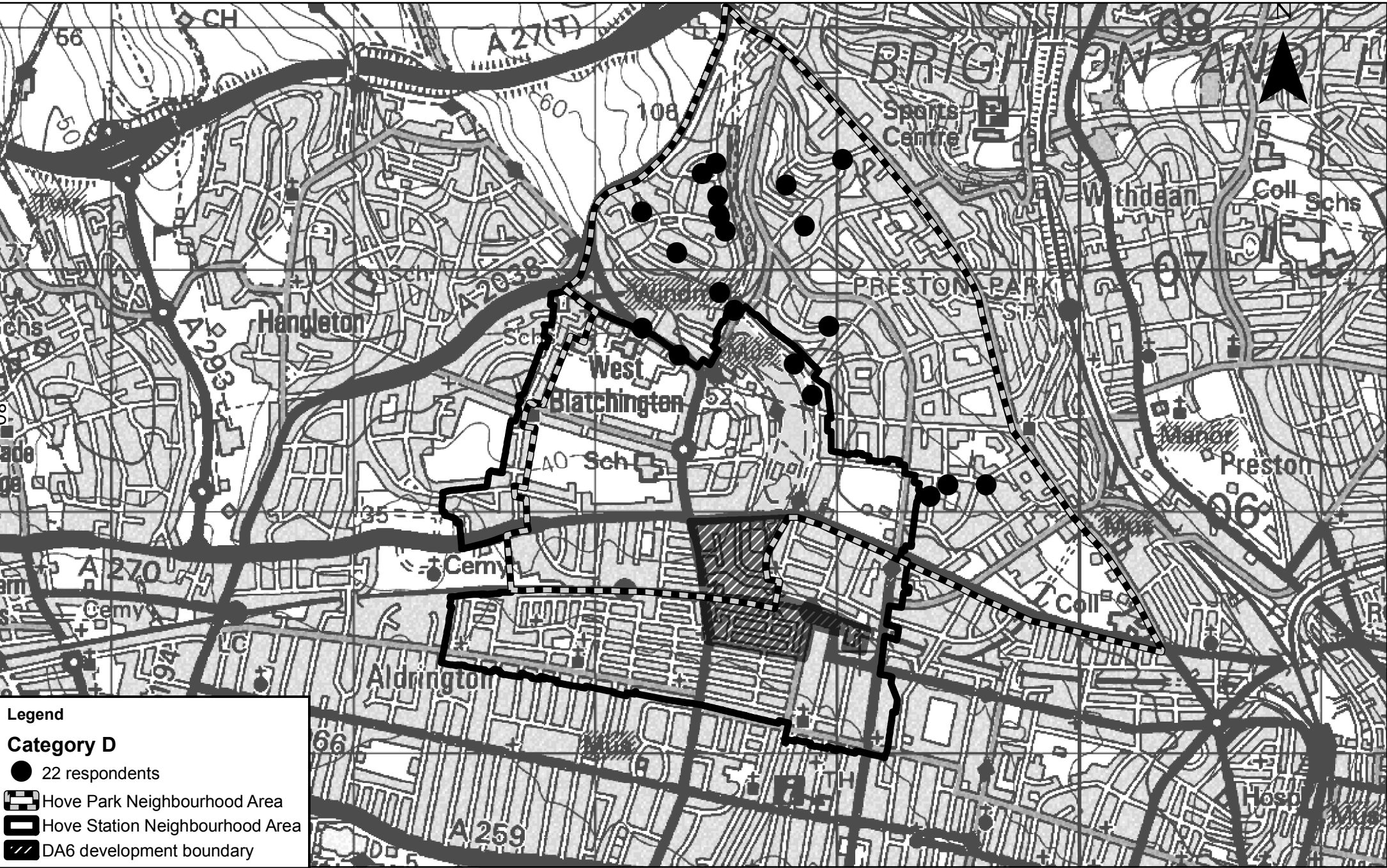
Hove Park Neighbourhood Forum and Area consultation

Category C: The respondent is concerned about the consequences of splitting DA6, and/or excluding residents who live slightly further away from having a say, despite using key facilities in Hove Park



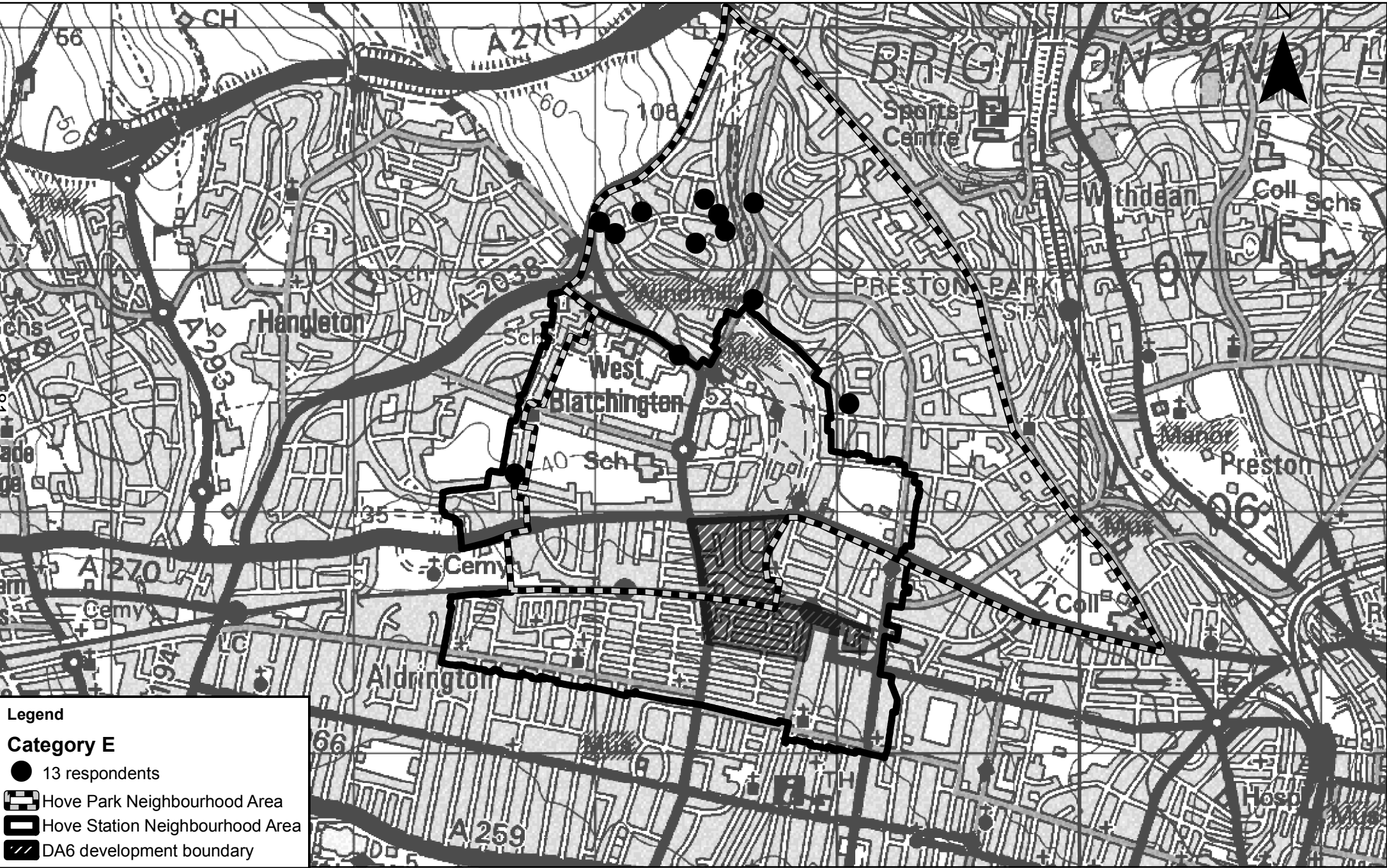
Hove Park Neighbourhood Forum and Area consultation

Category D: The respondent doesn't recognize Hove Station as his/her area, want to keep Hove park and Hove station neighbourhood distinct.



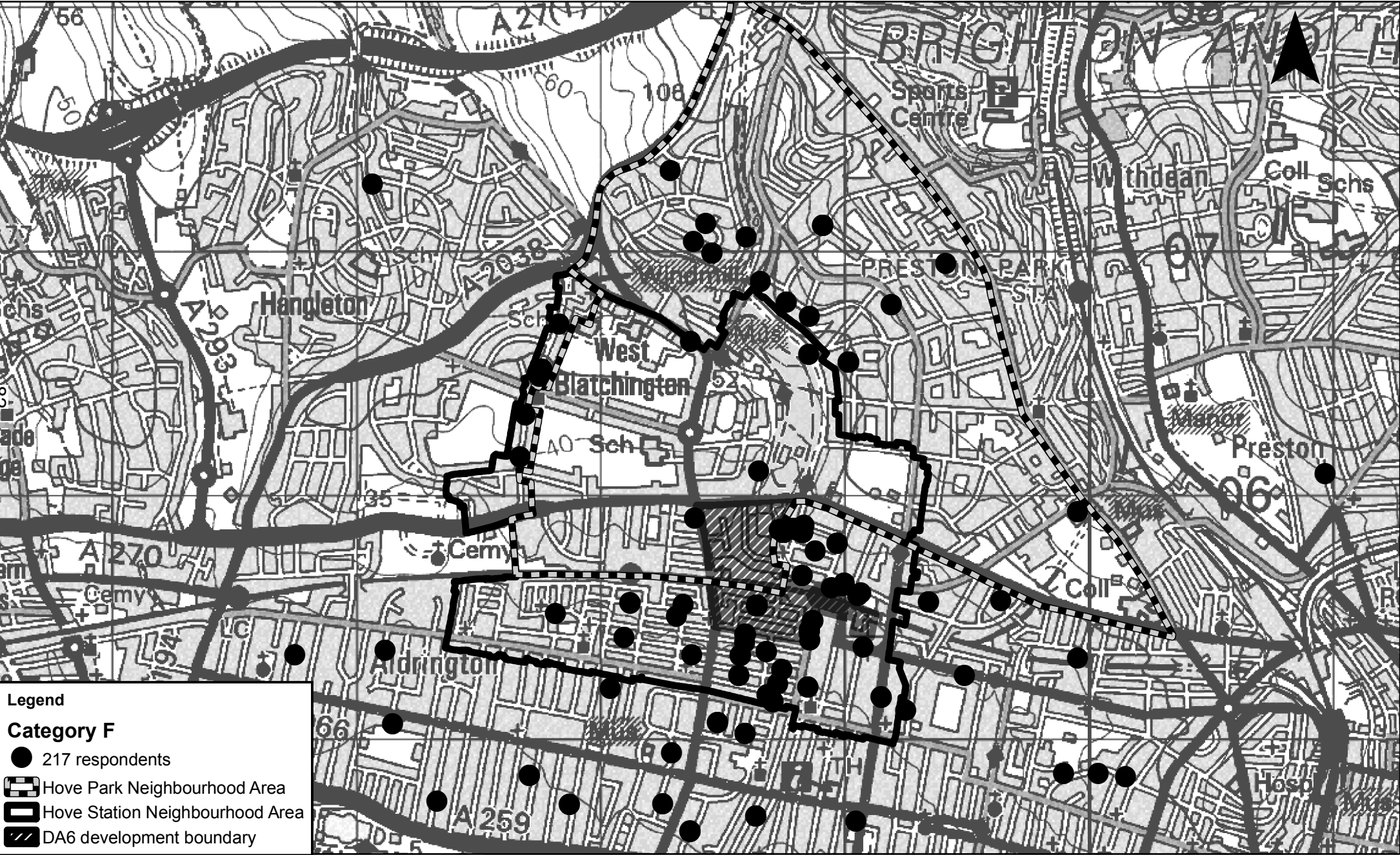
Hove Park Neighbourhood Forum and Area consultation

Category E: The respondent supports the idea that developments in an area should be influenced by people within this area



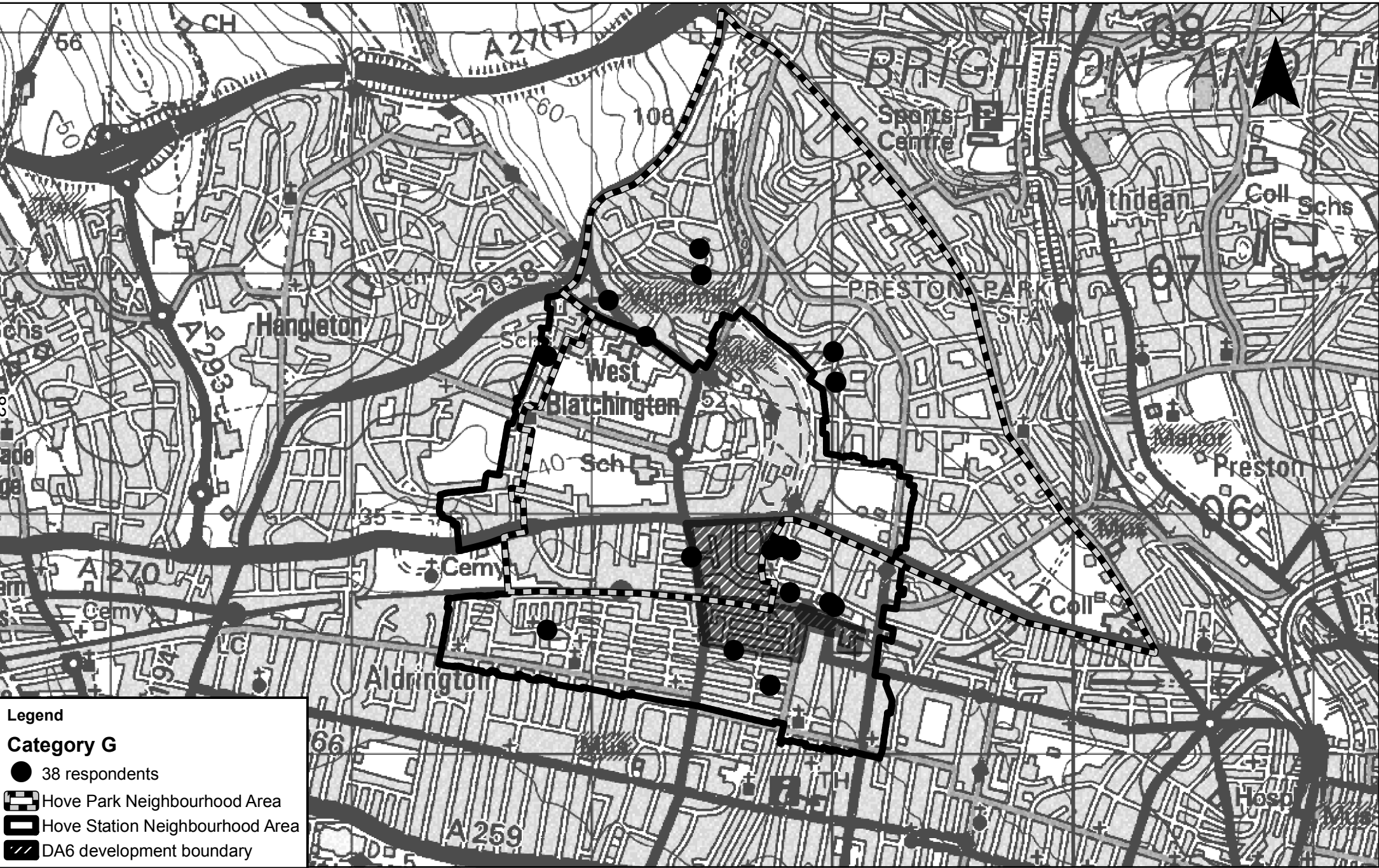
Hove Park Neighbourhood Forum and Area consultation

Category F: The respondent is concerned about the outcome for residents or shops right outside the borders.
Also concerned about the drawing of the border on Old Shoreham Road or the railway



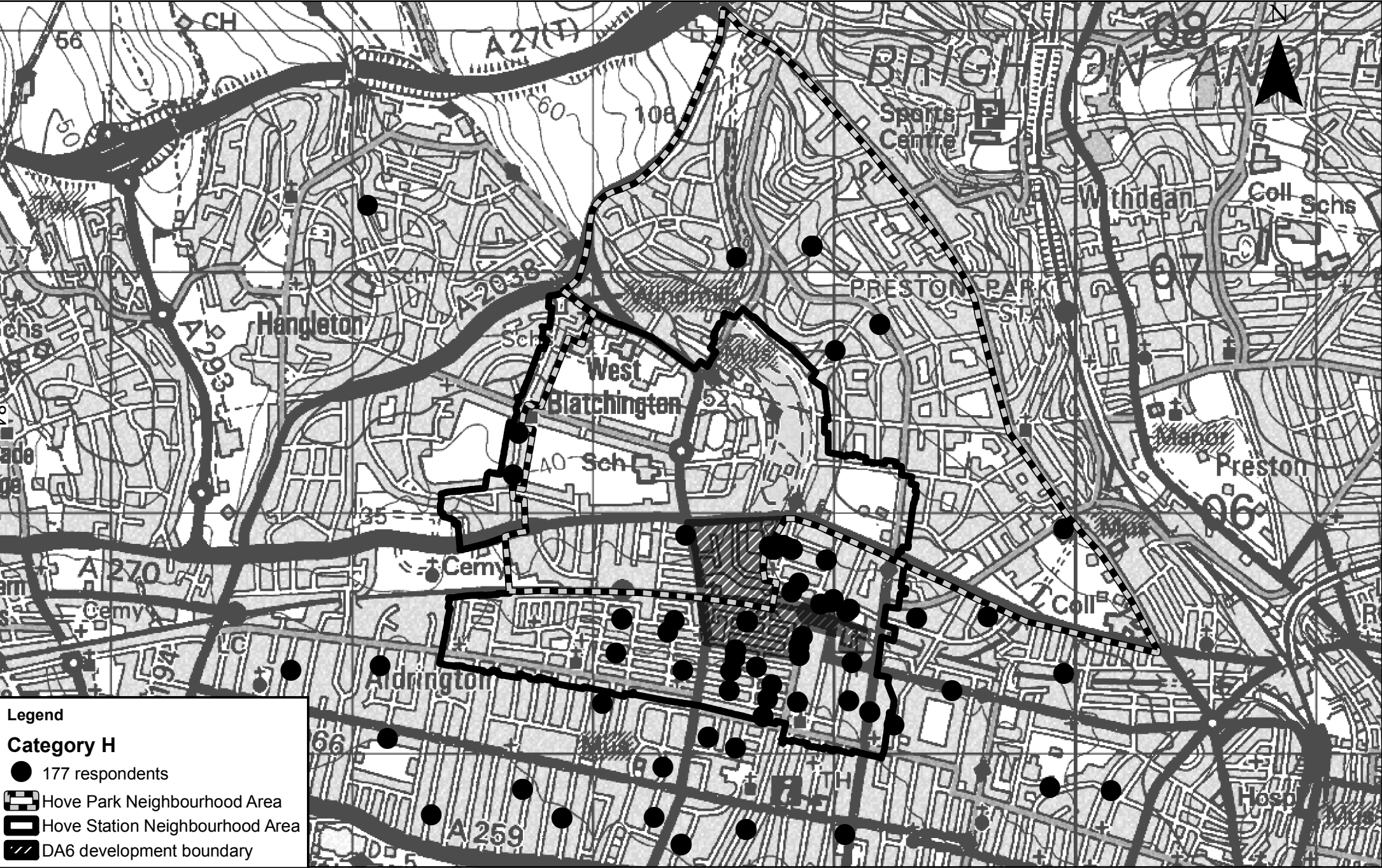
Hove Park Neighbourhood Forum and Area consultation

Category G: The respondent thinks Hove Park area is too exclusive/too large/politically motivated



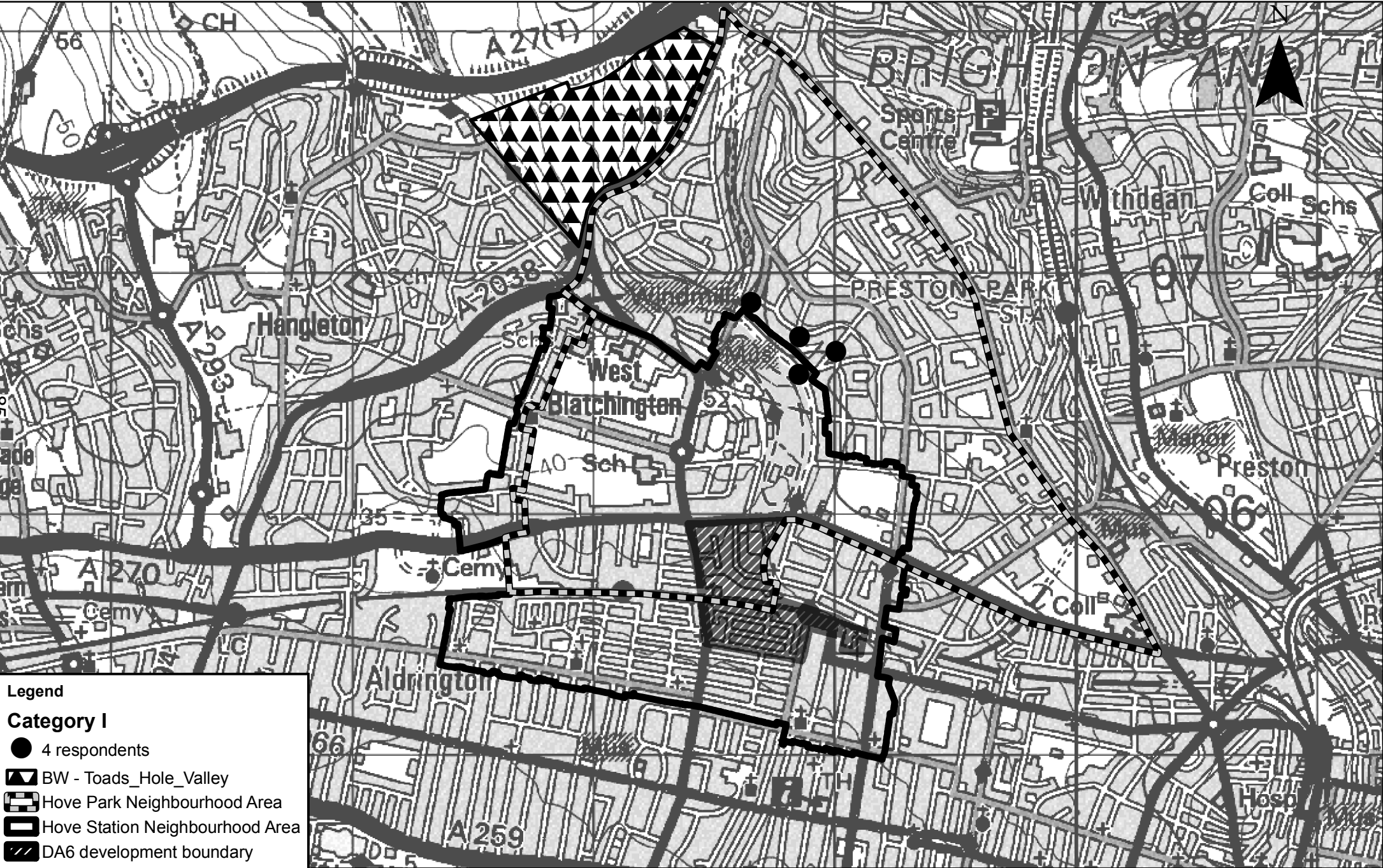
Hove Park Neighbourhood Forum and Area consultation

Category H: The respondent wishes to have one neighbourhood area instead



Hove Park Neighbourhood Forum and Area consultation

Category I: The respondent thinks the area should be extended to include Toad's Hole Valley



**National Planning Practice Guidance Extract – Designating
Neighbourhood Areas**

National Planning Practice Guidance – Relevant Extracts

What flexibility is there in setting the boundaries of a neighbourhood area? (Paragraph: 032 Reference ID: 41-032-20140306 - Revision date: 06 03 2014)

In a parished area a local planning authority is required to have regard to the desirability of designating the whole of the area of a parish or town council as a neighbourhood area (see 61G(4) of the Town and Country Planning Act 1990). Where only a part of a parish council's area is proposed for designation, it is helpful if the reasons for this are explained in the supporting statement. Equally, town or parish councils may want to work together and propose that the designated neighbourhood area should extend beyond a single town or parish council's own boundaries.

In areas where there is no parish or town council those wishing to produce a neighbourhood plan or Order must put forward a neighbourhood area using their understanding and knowledge of the geography and character of the neighbourhood.

What could be considerations when deciding the boundaries of a neighbourhood area? (Paragraph: 033 Reference ID: 41-033-20140306 - Revision date: 06 03 2014)

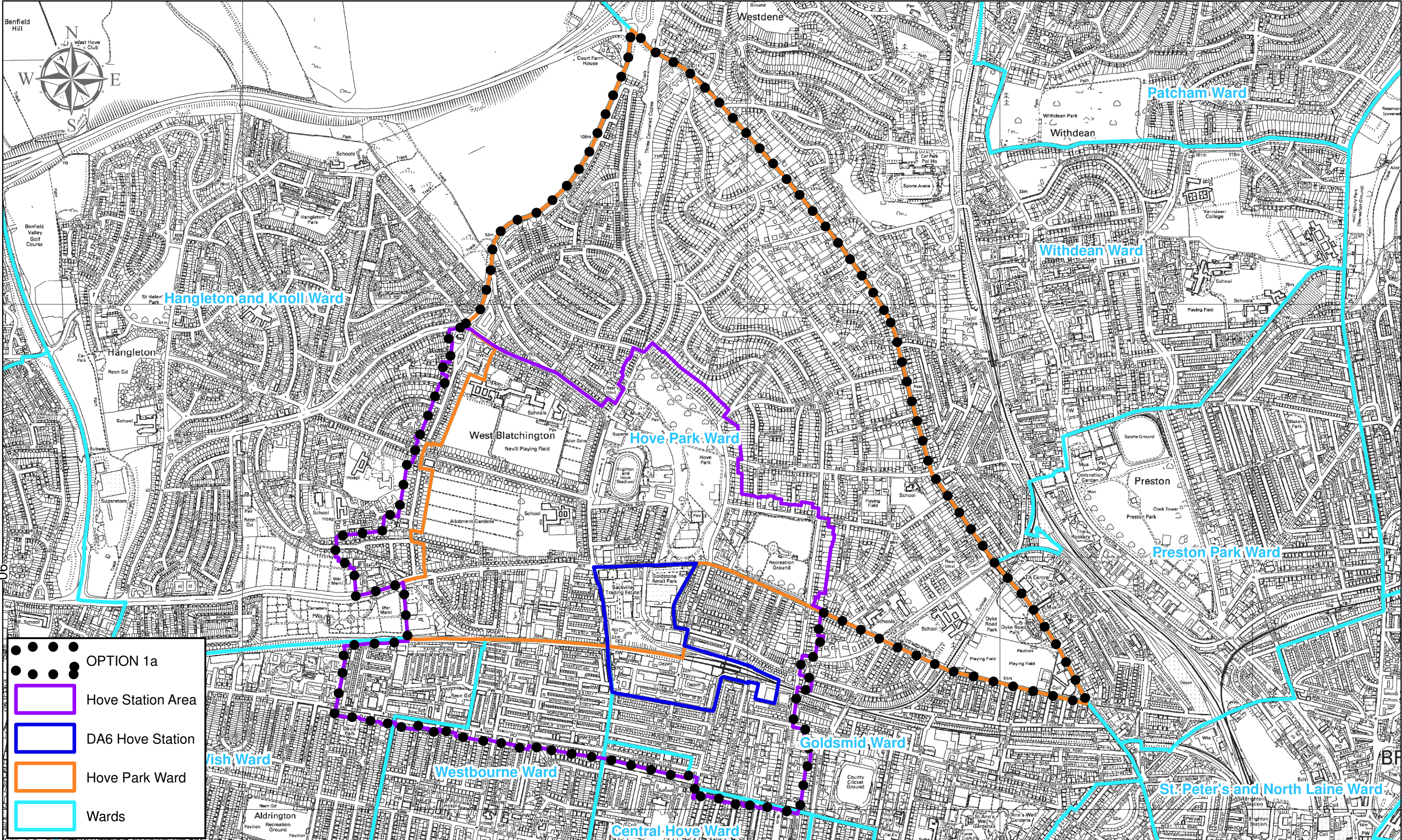
The following could be considerations when deciding the boundaries of a neighbourhood area:

- village or settlement boundaries, which could reflect areas of planned expansion
- the catchment area for walking to local services such as shops, primary schools, doctors' surgery, parks or other facilities
- the area where formal or informal networks of community based groups operate
- the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style
- whether the area forms all or part of a coherent estate either for businesses or residents
- whether the area is wholly or predominantly a business area
- whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway
- the natural setting or features in an area
- size of the population (living and working) in the area

Electoral ward boundaries can be a useful starting point for discussions on the appropriate size of a neighbourhood area; these have an average population of about 5,500 residents.

**Options Circulated for Consideration to Help Resolve the
Overlap in the Proposed Neighbourhood Areas**

Hove Station and Hove Park Neighbourhood Areas – June 2014 OPTION 1a

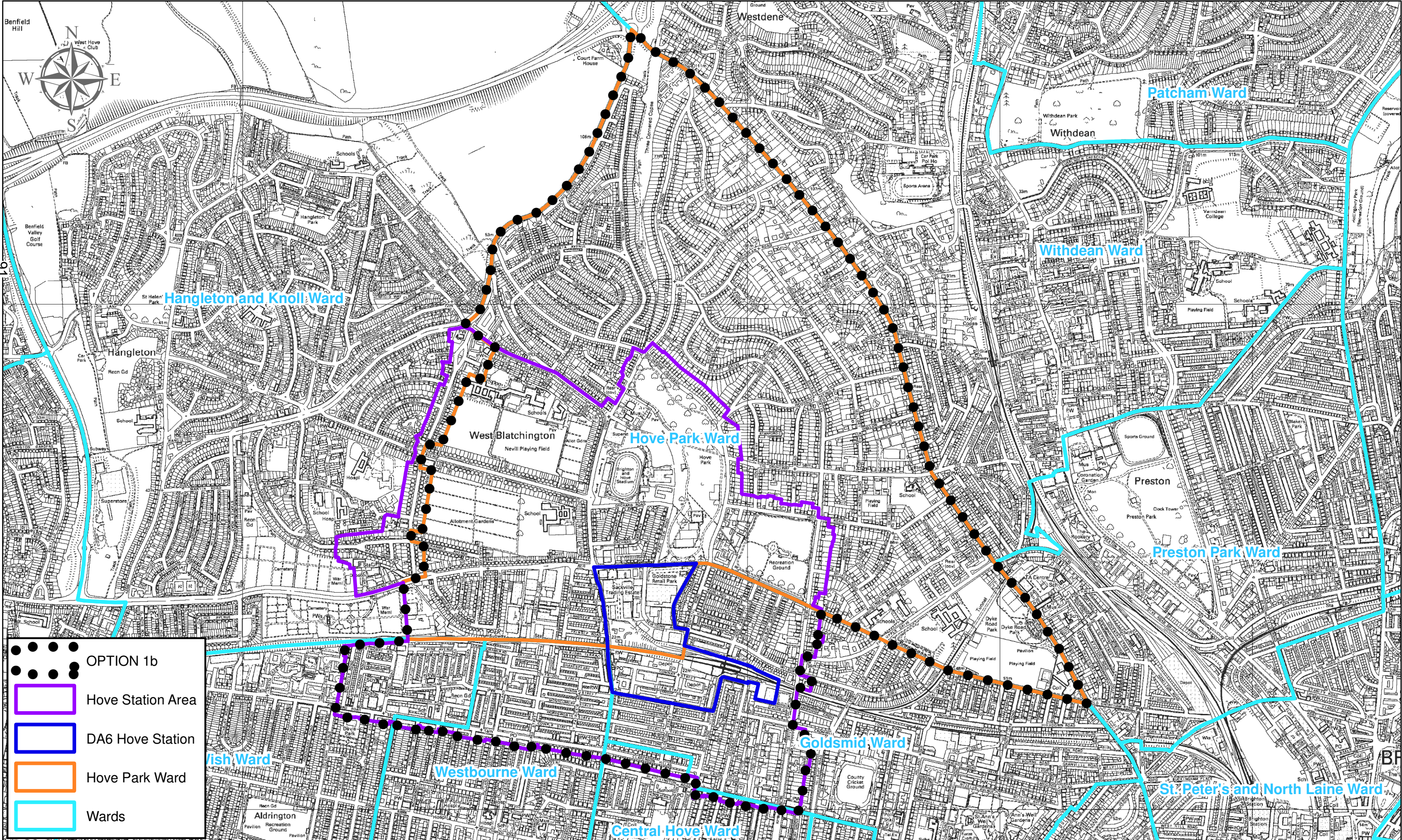


Scale: 1:13,491

0 500 1,000 2,000 Meters

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Hove Station and Hove Park Neighbourhood Areas – June 2014 OPTION 1b

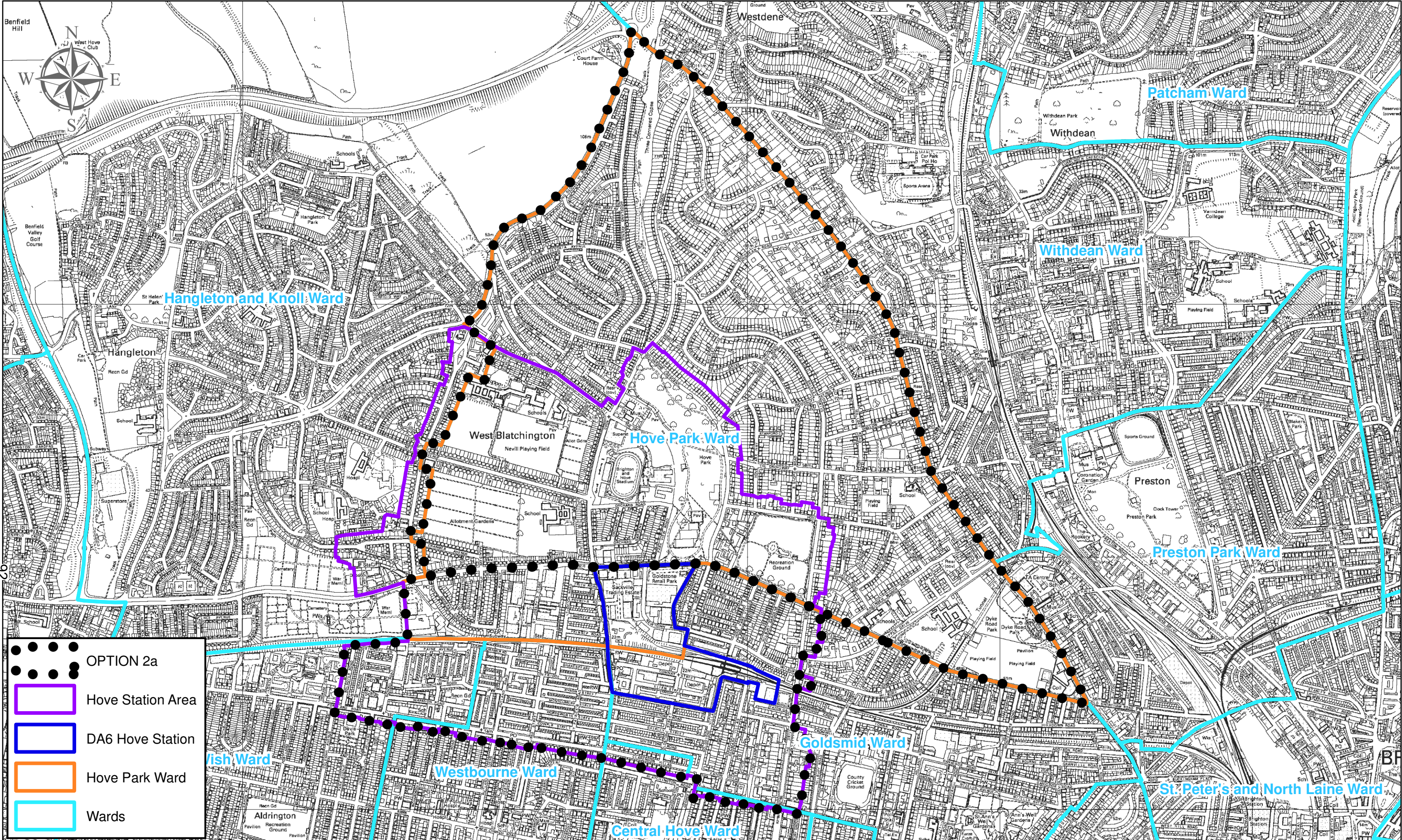


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Hove Station and Hove Park Neighbourhood Areas – June 2014 OPTION 2a

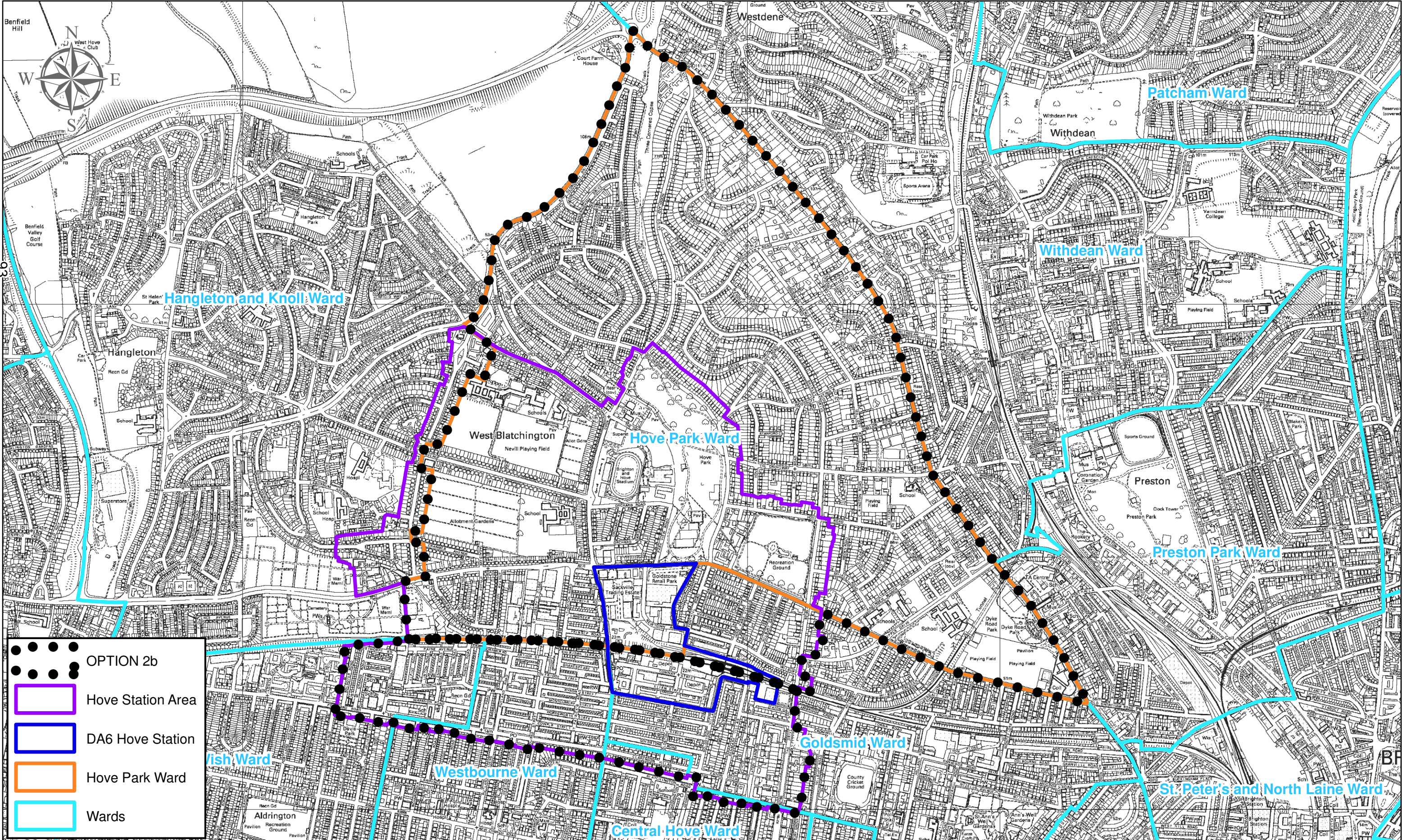


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Hove Station and Hove Park Neighbourhood Areas – June 2014 OPTION 2b

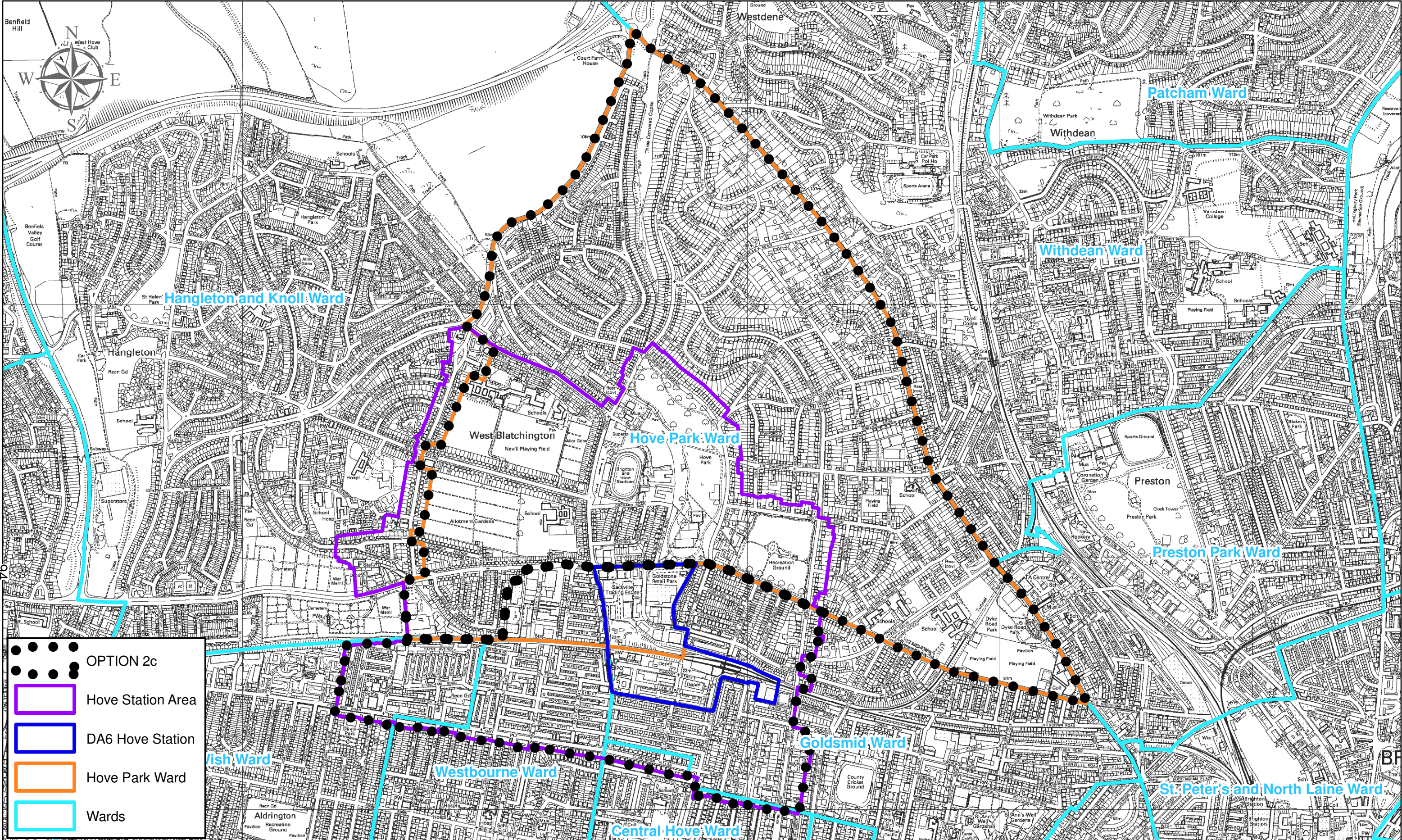


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Hove Station and Hove Park Neighbourhood Areas – June 2014 OPTION 2c

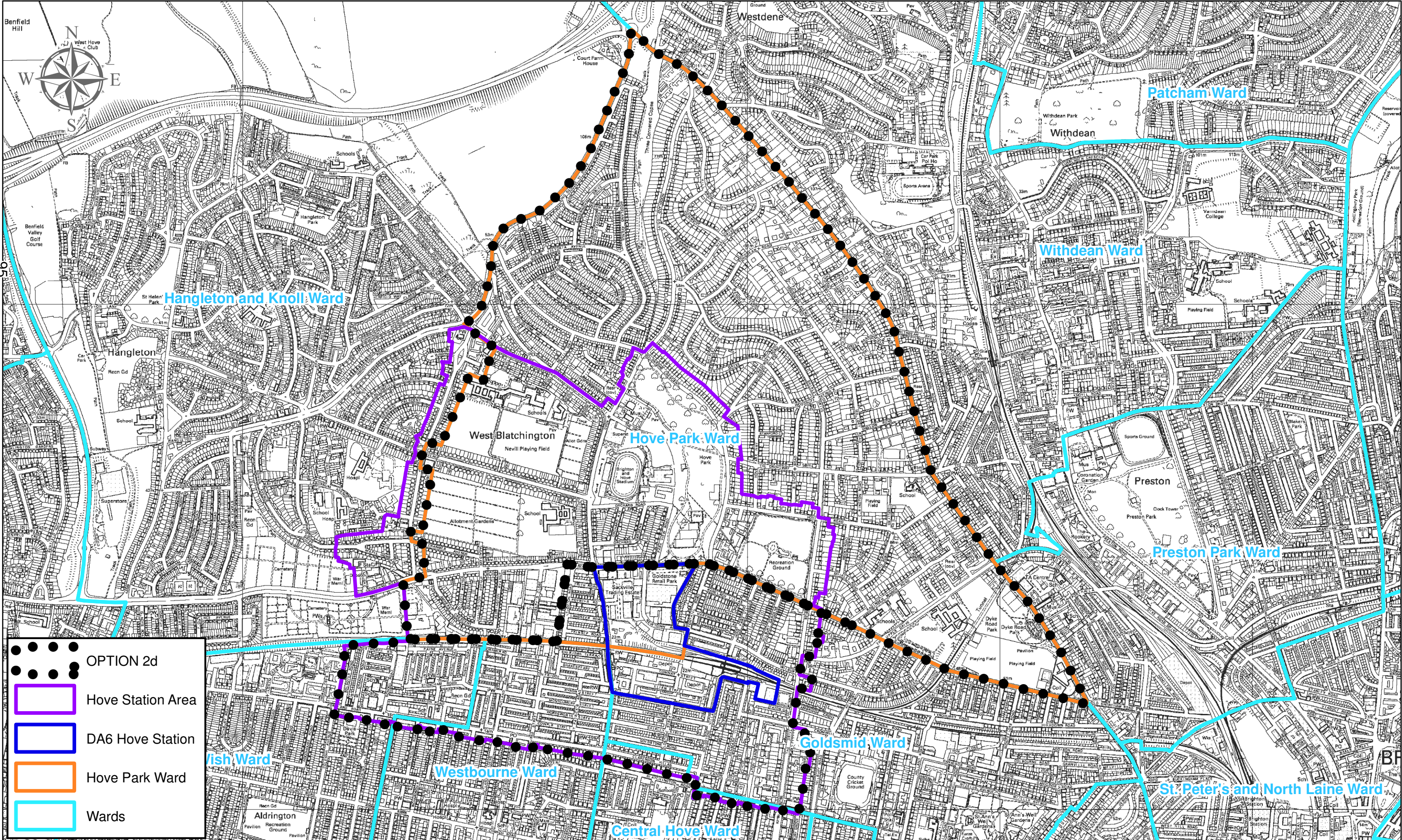


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Hove Station and Hove Park Neighbourhood Areas – June 2014 OPTION 2d

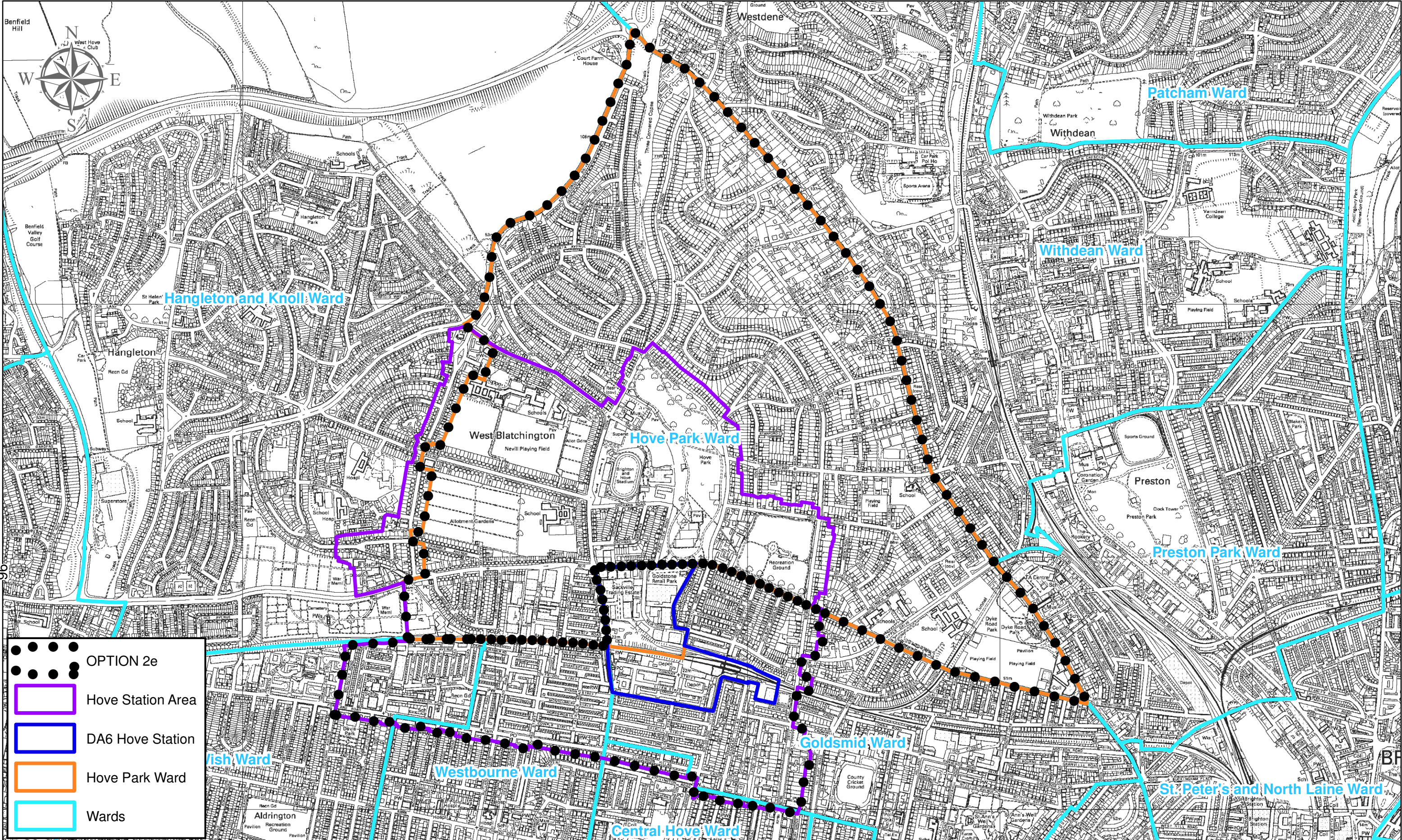


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Hove Station and Hove Park Neighbourhood Areas – June 2014 OPTION 2e



Scale: 1:13,491

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**Hove Station Neighbourhoods Forum's Preferred Option for
Resolving the Overlap in the Areas**

HOVE STATION NEIGHBOURHOODS FORUM

RESPONSE TO BHCC CONSULTATION ON OPTIONS FOR NEIGHBOURHOOD AREA AND FORUM

The HSNF prefers a single Neighbourhood Plan to be prepared by a newly constituted Hove Neighbourhoods Forum, which would be fully representative of all the neighbourhoods which will be affected by regeneration, particularly by the combined effect of the regeneration of DA6 and the Greyhound Stadium site.

So far, the public have been consulted on two neighbourhood areas which overlap. There has been no organized consultation to establish residents' views about a compromise solution – a single neighbourhood plan to be created through a joint planning process. However, our Have Your Say event in Hove Park Ward on February 11th indicated significant potential for support. In an e-mail to Hove Park Ward Cllrs Bennet and Browne dated February 13th and copied to HSNF, a Tredcroft Road resident wrote ' I am happy to engage with you and other north-siders (many of whom judging from the Tues meeting have similar views to my own) to support an alternative and more inclusive view.'

More recently, just under 50% of the Hove Park consultation responses stated a preference for a single Neighbourhood Plan to be prepared for an area wider than either of the two areas proposed to date. Whilst the majority were from outside the Hove Park Ward, they included many users of the community facilities north of Old Shoreham Road. Moreover, other Tredcroft Road residents stated in their response that a leaflet circulated in Hove Park '...did not suggest or highlight the benefits of having one forum, rather it suggested that the two areas were in conflict'.

In this context, the following report sets out the reasons for the single plan approach and outlines a process which could enable a single plan to be prepared. It concludes with a formal request that the BHCC planning officers recommend that the council defers a decision on the current applications in September. This would allow a single plan approach to be developed by all parties and a consultation process to be designed and implemented which would objectively assess the level of support for a single plan approach.

Why designate a single plan area?

Of the options set out by city planning officers we prefer option 1a. However, we believe that a final decision about the boundary of a single area should be informed by a more objective and systematic consultation process than has been possible so far.

Such a consultation would deal with a wide range of planning and community issues relevant to deciding the boundary question. It would raise awareness of these issues and give all residents the opportunity to make a choice about their preferred boundary, based on an understanding of the purpose, scope and potential benefits of neighbourhood planning.

Basic principles of neighbourhood planning for Hove neighbourhoods – what we want to achieve.

- In the specific context of Hove, the purpose of neighbourhood planning is to enable all the neighbourhoods which will be affected by redevelopment, both north and south of the Old Shoreham Road, to engage in a collaborative, communities-led process which will maximize their influence the forthcoming regeneration of our part of Hove.
- We need to develop a shared vision of what we want our area to be like in 5,10,15 and 20 years' time. Our overall view is that we need a Neighbourhood Plan that ensures that the long term regeneration process makes the best use of '*brownfield sites*' which have already been developed and conserves and enhances the '*Green Heart of Hove*' - the Park, the Recreation Ground., allotments and schools playing fields which are intensively used and highly valued by residents in all surrounding neighbourhoods.
- Currently the council is being forced by the government planning inspector to allocate more sites for housing on greenfield sites, which is prompting widespread opposition from residents elsewhere in the city. Pressure on open land in the city will continue to intensify. A single Neighbourhood Plan supported by all the communities, both north and south of the *Green Heart*, would provide the most effective mechanism for protecting our valued open spaces.

The neighbourhoods abutting and 'wrapping around' DA6

- For many neighbourhoods DA6 is on the doorstep. A variety of Victorian neighbourhoods south of the Old Shoreham Road, abut and wrap around DA6: the Artists Quarter and Poets Corner to the west; the Conway Street and the Clarendons to the south, the Hove Station, Denmark Villas and The Drive Conservation Areas to south and east and the Fonthill-Wilburys area to the north and east.
- Similarly, North of Old Shoreham Road, the post war houses of The Orchards and the southern part of the Nevill area also abut the DA6 and will share with the Victorian neighbourhoods the direct impact of DA6 redevelopment.
- All these neighbourhoods should be directly and equally involved in a single process which focuses on the detailed planning of DA6. For example, all will want to influence the long term future of the old railway goods yard opposite the Artists Quarter, which is currently ear-marked as a 'waste management site'

The neighbourhoods further afield

- The detailed planning of DA6 will influence the distribution of housing and commercial development within DA6. But it will also raise the question of the relationship between DA 6 redevelopment and the long term future of the three business parks to the west

along the Old Shoreham Road: St Joseph's - adjacent to the Artists Quarter and the Avenues; Sussex Park, west of the Avenues; and the English Business Park bordering the Cemetery. The development of a long term Neighbourhood Employment Policy would need to consider how all these sites in combination would contribute to the provision of sites for employment.

- The neighbourhoods north and south of the Old Shoreham Road should both be fully engaged in the debate about the possible re-location of the King Alfred's Leisure centre because two of the possible sites for the new centre are DA6 and the Greyhound Stadium.
- The regeneration of Hove will bring with it major challenges for dealing with a potential increase in the volume of vehicular traffic across a wide area, which makes it necessary for all local communities to be engaged in the development of a Neighbourhood Traffic Plan. These challenges will include planning the future of the Nevill Road- Sackville Road junction with the Old Shoreham Road, the issue of increased traffic along Fonthill Road- Goldstone Crescent access to the A27 and future volumes of traffic along Holmes Avenue, as the link between Hangleton Road and Old Shoreham Road.

A Joint Neighbourhood Planning Process

We propose a joint neighbourhood planning process, as illustrated in the attached diagram. The principles and key components of this process are as set out below.

- A collaborative and inclusive process will provide the most effective way of ensuring that all views are fully taken into account when developing ideas and policies which will give local people a say in the change that is inevitable as a result of the designation of DA6.
- Hove Neighbourhoods Forum (HNF) would be designated as the qualifying body to prepare the Hove Neighbourhoods Plan, which would include all the neighbourhoods which will be affected by regeneration and development across the wider area of Hove in the forthcoming years.
- The membership of the HNF will be open to all residents and people working in the area and to all ward councilors who represent parts of the designated area
- Current members of the existing Hove Park Forum and the existing Hove Station Forum would automatically become members of the Hove Neighbourhoods Forum
- New members could join either one of the two existing forums or join directly the new Hove Neighbourhoods Forum
- The two existing Forums would be reconstituted to have responsibility for the two Neighbourhood Planning Groups

- The Neighbourhood Planning Groups would each devise their working arrangements and prepare planning proposals for their sub-area. They would report progress to the monthly meetings of the Hove Neighbourhood Forum.
- The work of the two groups would be supported by a joint technical planning and community engagement group. Subject to resources, the core of this group would be three community planning experts - one appointed by each of Hove Park and Hove Station Forums and one appointed by BHCC. These professionals would be supported by members of the Hove Neighbourhood Forum with relevant skills and experience.
- All ward councilors would have the opportunity to join the relevant forums and contribute to their work in whatever way they agree with the forums. The Ward Councilors Group would be convened on a regular basis and at key stages in the preparation of the plan. This would enable councilors to be fully briefed about and provide advice on evolving planning proposals as they affect all their wards. This arrangement would be fully consistent with official advice about councilors' roles in neighbourhood planning.

'Your role here can be about enabling, mediating and managing expectations. Whilst the ownership of the plan is in the hands of the community, your input will be invaluable. Sometimes neighbourhood groups will have come together because of opposition to proposed developments the quality of past development, proposed planning strategies or the effect of national policy. Your role here will be to explain the reasons for strategic decisions taken by the council and mediating to find a consensus and a collaborative way forward'

Local Government Association and Planning Advisory Group. *Neighbourhood Planning. A Simple Guide for Councillors*. December 2013 p 9

Moreover, this collaborative neighbourhood planning process would complement and enhance – not diminish - councilors' longstanding role of supporting their constituents who are affected by development proposals

- The boundary between the sub-areas would be along the Old Shoreham Road.
 - This would enable a coherent and integrated approach to developing planning proposals for DA6 along with the future of the existing industrial and commercial business parks to the west
 - This boundary would also mean that the residents of the Victorian streets north of the railway and immediately adjacent to DA6 and the residents of the Amherst Crescent neighbourhood would be fully involved in the development of proposals for DA6 and the business parks to the west.
 - Most importantly this would take the current "dispute over territory" to a place where all residents north, south, east and west of the DA6 area would feel they have a voice and not feel alienated or dominated by one or either Forum.

- The Neighbourhood Planning Groups would prepare planning proposals for their sub-area and would then come together to agree a Draft Plan for the whole area for approval by the Hove Neighbourhoods Forum. This Draft Plan would be the subject of the statutory 6 weeks consultation across the whole area. Subject to amendments the Neighbourhood Plan would then be submitted to the BHCC and thence go to Independent Examination and a Referendum in which all residents would be eligible to vote.

Conclusion

We believe that a single plan approach will be the most effective way of enabling all the neighbourhoods which will be affected by the City Plan proposals for our part of Hove to influence future development of our area.

We also believe that there would be widespread support for this approach if there was the opportunity to engage residents much more fully in a discussion of the pros and cons of working together.

We sincerely believe that further consultation and dialogue would allow for a reconciliation of apparent differences between the two Forums and allow for a more inclusive rather than divisive future when it comes to giving an informed and unified response by residents to City Plan proposals for future development.

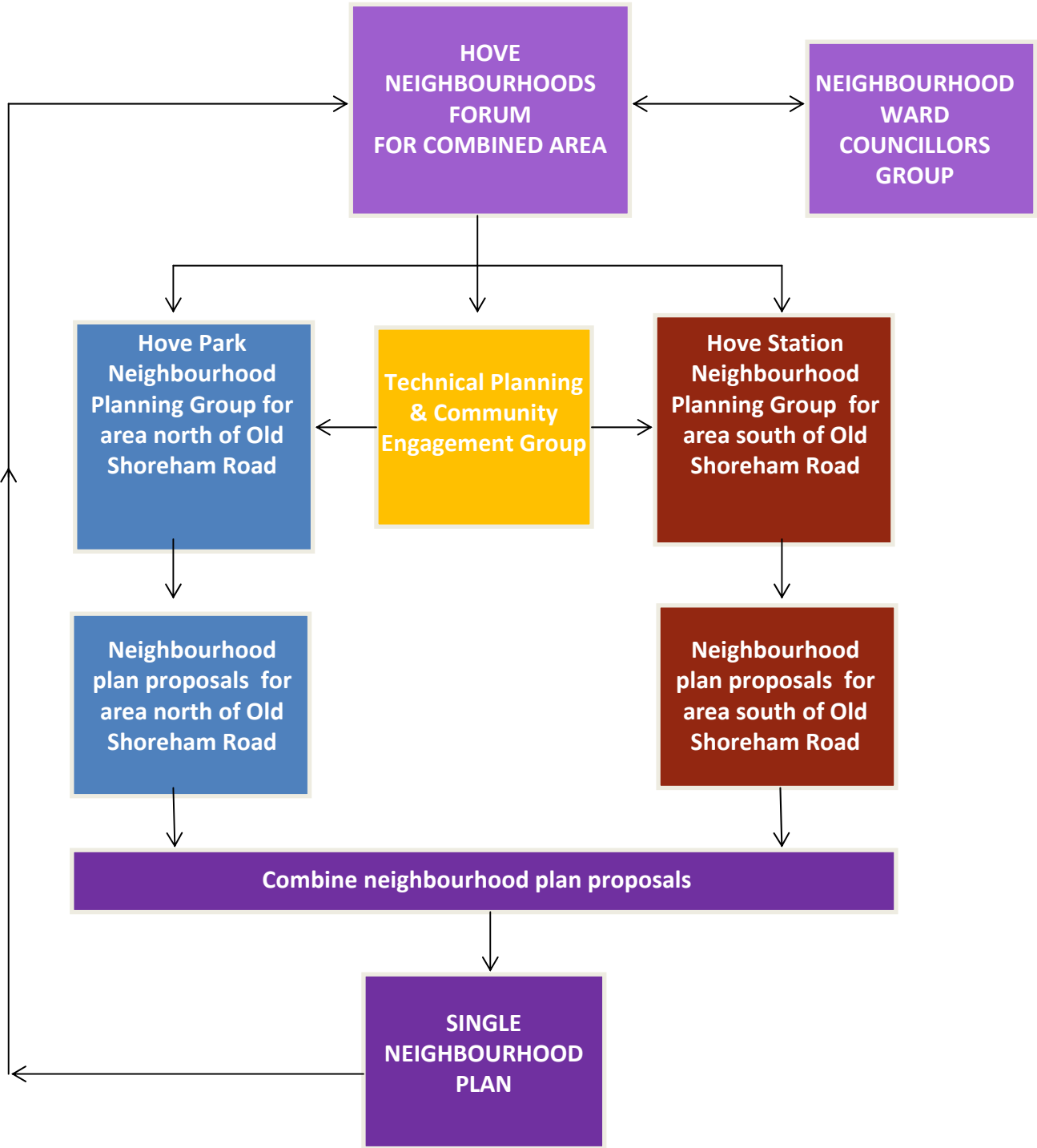
We recognize that officers may well consider it necessary to indicate their preferred option in their forthcoming committee report, based on the evidence currently available to them. However we formally request that officers recommend the BHCC to defer a decision on the two existing applications in September.

We have been transparent in our work to date, but have been the subject of scaremongering and misinformation. A deferred decision would allow the approach outlined in this submission to be developed and a consultation process to be designed and implemented which would objectively assess the level of support for a single plan approach. This consultation process would be greatly assisted if council officers and ward councilors were able to act in a facilitating role.

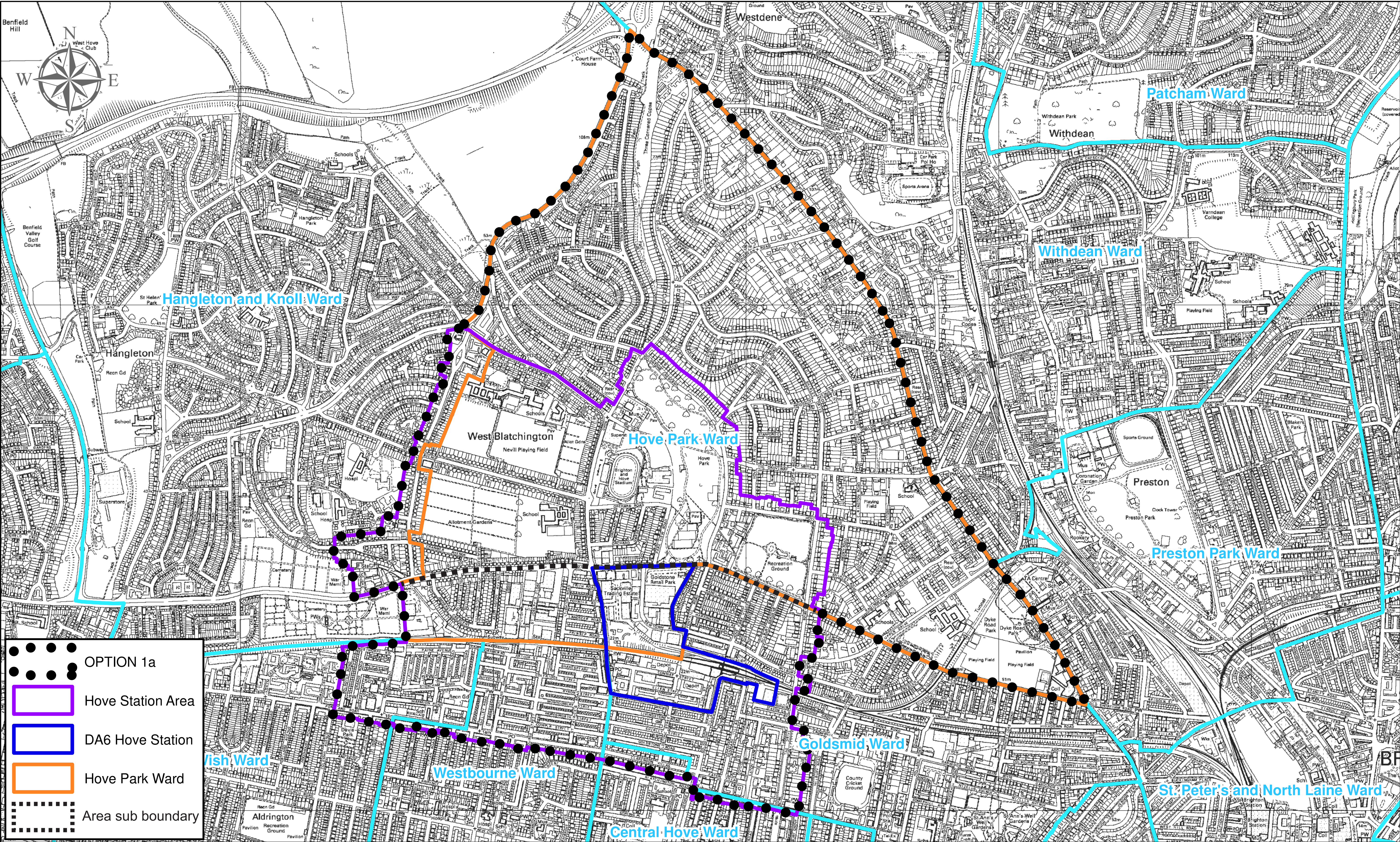
We further request that this submission is appended in full to the officers' report to committee.

Finally, since February our limited voluntary resources have had to focus on the designation process. However, this process has meant that many residents and local businesses in the area are now much more aware of development issues and the possibilities of neighbourhood planning. Moreover, we have learned a lot about residents' views of their neighbourhoods. Thus in parallel with continuing the efforts to establish a consensus about a single plan process the Committee wants to resume work on the options for DA6, which will be useful whatever the designation outcome. This would best be taken forward jointly with BHCC planning officers and we would welcome a meeting to discuss this issue.

SINGLE NEIGHBOURHOOD PLAN: PROPOSED JOINT PLANNING PROCESS



Hove Station and Hove Park Neighbourhood Areas



Scale: 1:13,491

0 500 1,000 2,000 Meters

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**Hove Park Neighbourhood Forum's Preferred Option for
Resolving the Overlap in the Areas**

Hove Park Neighbourhood Forum

145 Nevill Road,
Hove.
BN3 7QE

Martin Randall, Esq.,
Head of Planning,
Brighton and Hove City Council,
Town Hall,
Norton Road,
Hove.
BN3 3BQ

24th June 2014

Dear Sir,

Proposed Hove Park Neighbourhood Forum Application

I enclose our views and response to the matters raised at the meeting of 2nd June held at Hove Town Hall and your subsequent email regarding suggested options to be considered in resolving the overlap of the two forum applications.

I look forward to hearing from you in due course regarding the outcome.

Yours faithfully,



Colin Hancox
Chairman of the Proposed Hove Park Forum

copied to Rob Fraser

25 June 2014

Hove Park Neighbourhood Forum (HPNF)

Response to the proposed Options to the Hove Station and Hove Park Neighbourhood Forum Areas

Introductory statement

This paper responds to the Council's request for the Hove Park Neighbourhood Forum to make a case for the proposed boundaries of the area it proposes to cover and comments on the boundary options discussed at the meeting at the Council Offices on June 2, and as subsequently issued to us by the Council.

We confirm that we would be prepared to have further discussions with representatives of the Hove Station Forum, but do not consider that this is possible within the timescale of responding to the proposed Options to meet the date of June 27 proposed by the Council, nor appropriate until the issue of questionable consultation procedure on the part of the Hove Station Forum raised in our letter of 17 June 2014 to the City Planning Officer, has been reviewed by the City Solicitor and a response to our letter received.

As a general comment on the public consultation situation we confirm that we consulted fully within the boundaries of the proposed Hove Park Area and about 400 separate letters of objection to the Hove Station Forum's proposals were written by residents in the Hove Park Ward area, whereas we believe that the majority of the objections to the Hove Park proposals used a pro-forma questionnaire as the basis for collecting signatures.

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1. **Deciding an Area – Government Guidance**

“In deciding areas, the Council should have regard to the National Planning Practice Guidance”

<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/designating-a-neighbourhood-area/>

This planning guidance sets out eight considerations for deciding suitable boundaries of a neighbourhood area.

2. **The eight considerations**

Each of these considerations is discussed below in relation to the proposed boundaries of the HPNF.

2.1 **village or settlement boundaries, which could reflect areas of planned expansion**

The boundary selected for the HPNF reflects the well defined and understood Hove Park Ward boundaries and relates clearly to the demarcation lines of the two Ward Councillors' responsibilities.

Residents identify geographically with those appointed to represent their views.

Both Ward Councillors are leading members of the HPNF. That is a vitally important factor in any decision relating to the definition of preferred boundaries for a Neighbourhood Forum.

2.2 **the catchment area for walking to local services such as shops, primary schools, doctors' surgery, parks or other facilities**

The proposed HPNF Area includes a wide range of facilities, all within walking distance and regularly used by residents living within the area. Some facilities, such as the larger retail outlets, Hove Park and Hove Recreation Ground, and the local secondary schools of Hove Park and Blatchington Mill, serve a wider civic need as well as the needs of local residents.

Shops

Retail facilities which serve a wider role within the Brighton and Hove Area are:

- Waitrose Supermarket is within walking distance of Nevill Road, Nevill Ave., roads off Nevill Rd., Goldstone Crescent, Woodland Drive, Chartfield, Orchard Rd/Avenue.
- Goldstone Retail Park – accessible on foot from the area around Hove Park and east of Sackville Road.

- Sackville Road Trading Estate, accessible on foot from the area around Hove Park and the area east of Sackville Road.

Local shops serving the residential areas within the HPNF and within easy walking distance of the surrounding residential areas are:

- Court Farm Road shops serving the areas of Court Farm Road, Nevill Rd., Goldstone Way, Nevill Way, and Goldstone Crescent.
- Woodland Drive Parade serving Woodland Drive, Deanway, Benett Avenue, Hill Drive, Downside, Shirley Drive, Shirley Avenue, Tongdean Road.
- Queen Victoria Avenue Parade serving the areas bounded by King George VI Avenue, Woodland Avenue & Goldstone Crescent.
- Droveaway Tesco from the area bounded by Dyke Road, Tredcroft Road & Hove Park Road.
- Old Shoreham Road shops (both north and south sides). These are accessible on foot from the area around Hove Park and east of Sackville Road. These shops are also the local shops for the Artist's Corner and Amherst Crescent Areas to the south of Old Shoreham Road.

Primary School

There is a shortage of primary schools in the area. The only primary school within the proposed HPNF is:

- Aldrington School, Eridge Road serving the area bounded by Old Shoreham Rd, Holmes Ave, Goldstone Crescent and feeder roads from Goldstone Crescent.

This school is beyond reasonable walking distance for small children for most of the HPNF Area, which is one of the issues the future HPNF will need to address. It is particularly galling that Planning Approval has recently been granted for the Bi-Lingual School adjacent to Hove Park (which will take most of its pupils from a much wider area rather than residents of the Hove Park area), as this site was one of the very few sites in the area which could have been used for a new Primary School to meet local needs.

Doctors Surgery

There is one Surgery within the Area:

- The Surgery, Onslow Rd serving the area bounded by Dyke Rd, Hove Park Rd, Goldstone Crescent, and Tredcroft Rd

The Hove Polyclinic and Mill View Hospital lie just outside the western boundary of the area, but are within walking distance of many residents.

Parks

The area contains a number of parks. Three of these, particularly Hove Park, serve a wider area of the City as well as the residential areas within the proposed HPNF. Over the proposed Forum area as a whole, at least one of these parks is within walking distance of local residents.

The parks are:

- Hove Park from area bounded by the railway line, Dyke Road, King George VI Avenue & Holmes Avenue.
- Hove Recreation Ground which is within easy walking distance of Old Shoreham Road, Goldstone Crescent, The Droveaway & Dyke Road.
- Dyke Road Park bounded by Dyke Road, Old Shoreham Road & Radinden Manor Road.
- Three Cornered Copse from Nevill Road, Goldstone Crescent, Woodland Avenue, Woodland Drive and Dyke Road Avenue. This area of woodland is much used by local residents.

Other facilities

- Hove Engineerium
- The Weald Allotments at Nevill Avenue, bounded by Nevill Avenue, Old Shoreham Road & Holmes Avenue.
- North Nevill Allotments, bounded by Nevill Road, Nevill Avenue and Holmes Avenue. There are well over 500 allotment holders, and the vast majority live in the local area.
- Blatchington Mill and Hove Park schools and playing fields.

2.3 the area where formal or informal networks of community based groups operate

- The Hove Park Ward area includes many community based groups. The Ward's two councillors are active members of Hove Park Neighbourhood Forum as well as serving the wider community. The leading community organisations are:
- Goldstone Valley Residents' Association's area bounded by the junction of Nevill Rd and Woodland Drive, Nevill Road, King George VI Avenue and Woodland Avenue.
The Association has a membership of 900 householders and issues a monthly news sheet to all members.

- Hove Park Residents' Association draws its members from the area bounded by Old Shoreham Road, Goldstone Crescent and Dyke Road. This Association regularly issues news sheets in the area.
- Woodland Drive Action Committee
- Friends of Hove Park
- Friends of the Three Cornered Copse
- Barrowfield Resident's Association

All these groups have confirmed their support for the aims of the HPNF, and see it as a method by which they can participate in the planning of the area. Other community groups or organisations within the Area are:

- Bishop Hannington Church bounded by Old Shoreham Road, Nevill Avenue, Holmes Avenue.
- Corals Fitness Centre, bounded by Old Shoreham Road, Holmes Avenue & Goldstone Crescent
- Pavilion & Avenue Tennis Club, area bounded by Dyke Road, Hove Park Road, & Woodruff Avenue.
- BHASVIC area bounded by Dyke Road, Old Shoreham Road and Radinden Manor Road.
- Blatchington Mill School area bounded by Nevill Road, Nevill Avenue & Holmes Avenue.
- Cardinal Newman School area bounded by Old Shoreham Road, Dyke Road & Radinden Manor Road.
- Hove Park School bounded by the railway line, Holmes Avenue & Goldstone Crescent.
- Brighton & Hove High School, Radinden Manor Road bounded by Old Shoreham Road, Dyke Road and Shirley Drive.

In addition, the Hove Park Membership is widely and evenly distributed throughout the proposed HPNF Area, including many members living within the disputed residential areas of Artist's Corner and Amherst Crescent – refer to the Membership Distribution map attached. A list of HPNF members will be forwarded separately.

2.4 the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style

The topography of the proposed HPNF area is generally sloping, quite steeply from the higher areas towards the northern point at the top of Dyke Road, and more gently from the west down into Goldstone Valley. In the

lower half of the valley, surrounded on three sides by residential areas, lies Hove Park.

Most of the proposed Area of the HPNF is relatively low density residential, mostly consisting of two-storey detached or semi-detached houses, ranging from medium size to large, generally built in the mid - late 1930s, many in typical suburban style with bay windows, plain tiled pitched roofs, the majority in suburban "Arts and Crafts derived" style.

The larger detached houses tend to be located on the upper slopes of the area towards Dyke Road. There are three or four relatively isolated blocks of flats within the area, including the development at 1 Hove Park which is currently under construction.

The road layouts are informally laid out, and tend to bend and curve in response to the contours of the sloping land above Goldstone Valley, quite unlike the older areas of Hove on the flatter land to the south which are based on a grid layout.

Most properties are owner-occupied, though there is a small proportion of rented houses and flats. Some of the larger houses have been converted into flats.

Most properties have sizeable front gardens and driveways, which provide off-street car parking, unlike the older residential areas generally to the south of the proposed HPNF where on-street parking is the only option.

The overall character can be summarized as 'suburban' and low density. It is quite different in character to the higher density areas of Hove to the south of the railway line, where the houses are of an earlier period and tend to be mainly terraced and with no off-street parking.

There are two small areas of older housing within the Ward boundaries - Artist's Corner, and Amherst Crescent. Though these are of slightly earlier construction than the suburban areas north of the Old Shoreham Road, they are physically separated by the natural boundary of the railway line from the older terraced housing of Poet's Corner and Aldrington to the South. They therefore have a more natural and accessible relationship to Old Shoreham Road and its local shops, than to the areas South of the railway line.

2.5 whether the area forms all or part of a coherent estate either for businesses or residents.

The HPNF area is a mixed use area containing substantial commercial uses as well as the large housing areas described in para 2.4 above. All of these commercial areas are located towards the southern edges of the proposed neighbourhood area.

There are six distinct commercial areas:

- the Hove Park offices overlooking Hove Park

- the eastern side of Nevill Road which includes the Waitrose superstore and the greyhound stadium.
- A small area along the north side of Old Shoreham Road just east of Nevill Road.
- The retail park on the former football ground on Old Shoreham Road and Newtown Road up to the natural boundary formed by the railway line.
- the eastern side of Sackville Road extending south as far as the railway line. The majority of this is comprised of the Sackville Trading Estate, which has Planning Approval for a mixed commercial/residential development.
- the St Joseph's Close commercial area on the south side of the Old Shoreham Road west of Sackville Road which includes the Homebase and Currys stores.

In addition to these commercial uses there are small areas of local shops located within the residential areas.

There is no question that most of these commercial areas serve a wider role and function within the City than purely serving the neighbourhood, just as Hove Park provides a green lung for the City as a whole. The way in which all these areas are developed in the future has a greater significance in neighbourhood forum terms to residents of the Hove Park Area, rather than to the general population living to the south of the railway line.

2.6 whether the area is wholly or predominantly a business area

The proposed HPNF area is primarily residential, but includes the substantial commercial components described in para 2.5 above. As the commercial areas represent only a relatively small proportion of the mainly residential uses within the HPNF, and are closely integrated in spatial terms with the housing areas adjacent, this consideration does not really apply to the Hove Park area.

It would not make any sense to attempt to separate these areas from the Hove Park Area and attach them to another substantially mixed use area to the south of the boundary formed by the railway line.

2.7 Whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway

The east/west railway line forms a natural southern boundary with access to the southern part of Hove from the proposed HPNF area, limited to two roads beneath the railway bridges in Sackville Rd and Fonthill Rd, and a pedestrian only tunnel in Amherst Crescent.

The railway forms a strong physical and actual boundary between the older more densely populated housing areas to the south of the railway line, and

the mostly later suburban residential areas of mainly semi and detached housing with parks and open spaces to the north,.

Dyke Road defines the north east boundary and is a major commuter road feeding into Hove Park Ward area, leading from the Brighton Bypass to the city. In areas to the north and east of Dyke Road, the housing tends to be of an earlier construction, higher densities and different road patterns.

King George VI Avenue defines part of the western boundary from the open land (Toad's Hole Valley), between it and the A27 Brighton Bypass. The adjacent housing is mainly semi-detached or detached similar to adjacent areas in Goldstone Valley. The road feeds into Hove Park Ward.

The lower eastern boundary of the Hove Park Ward, leads from King George VI Ave/Hangleton Rd, through a residential area and linking to Old Shoreham Rd and access to two railway stations along the western sides of the Blatchington School playing fields and the Allotment Gardens adjacent to Holmes Avenue. The edge of these large open spaces clearly define the boundary of the proposed forum area at this point.

2.8 the natural setting or features in an area

The topography of the area was discussed above in para 2.4. The higher areas to the north and west overlook and are linked by a loose network of roads leading down to Hove Park, and the area beyond the Old Shoreham Road down to the railway line. This forms a natural southern boundary to the HPNF because of the few points at which the road network crosses it. This gives the area a natural identity and coherence, distinct from the areas south of the railway line and the areas to the east of Dyke Road.

The northern section of the western boundary of the proposed area is clearly defined by King George VI Avenue. South of the intersection of Hangleton Road a natural boundary is less obvious as there are no natural features which define a boundary. The Ward boundary seems therefore to be the sensible point at which to draw the line

2.9 The size of the population (living and working) in the area

The Government Planning Guidance states that electoral ward boundaries can be a useful starting point for discussions on the appropriate size of a neighbourhood area; these have an average population of about 5,500 residents.

The population living within the existing Hove Park ward boundary is 10,600, so this would be approaching twice that of the average population referred to in the guidance.

However from experience to date of the size of neighbourhood Forum areas in other parts of the country, there appears to be considerable variation, from some as low as 1,000, to others of 25,000 or more in some densely populated areas of London. It would certainly be fair to say that many urban areas are likely to be well above the average of 5,500.

The population of the proposed Hove Station Forum Area is 17,400. So if the two Areas were to be combined – as proposed by the Hove Station Forum – the total population would be 28,000.

We consider that this would be an impossibly large and cumbersome vehicle to perform efficiently as a Neighbourhood Forum.

3. Other considerations

3.1 Role of Hove Park

Hove Park, surrounded as it is on three sides by the suburban housing around it, acts as a central focus for the whole area and its residents, as well as providing an essential facility for the whole neighbourhood and the City as a whole.

What happens in and around Hove Park in neighbourhood Forum terms, is extremely important to the residents who live in the areas encircling the park. The Park and its immediate surroundings should certainly be included within the area of the Hove Park Neighbourhood Forum. It makes sense for it to be located within the Neighbourhood Area to which it most closely relates, and the one on which the Ward Councillors are represented and actively involved.

4. Argument against the boundaries proposed by the Hove Station Neighbourhood Forum (HSNF)

There appear to be two boundary options proposed by the HSNF.

The first is the boundary shown in its application; it would appear from the comments made by the representatives of the HSNF that they realise that their proposal to extend the HSNF boundary beyond the railway line to include the public open spaces of Hove Park, Hove Recreation Ground, and the allotment areas and school playing fields, together with a narrow strip of the surrounding houses, was a mistake. Rightly, it is not an option included in those put forward by the Council.

Their only alternative suggestion (made at the meeting at Hove Town Hall on June 2), was that the boundaries of both proposed forums should be combined into one encompassing the whole of the areas proposed by both Forums, as shown in Option 1a. As we argued in para 2.9 above, this would result in an impossibly large neighbourhood forum area in population terms.

We recognise that some facilities located within one neighbourhood area have a wider catchment area and can play a wider role in the serving the residents of the City. For example residents in the Hove Park area use shops and facilities elsewhere in Hove, for example in the New Church Road, George Street and Blatchington Road areas. But that is not an argument for including them within the Hove Park Neighbourhood Forum Area. Hove Station Forum seem to think that because residents in its area use Hove Park, it should therefore be included in its area. That is

nonsense as an argument for defining natural neighbourhood forum boundaries.

5. Options put forward by the Council

5.1 Option 1a

This option, as we have indicated above in para 2.9, would result in an impossibly large and cumbersome vehicle to perform efficiently as a Neighbourhood Forum. The total population of the Forum area would be in the order of 28,000 people – far in excess of the average population of 5,500 suggested by the Government guidelines.

It would include housing of different periods, differing layouts, differing densities, and differing social groups, and would score poorly when evaluated against the eight guidelines suggested by the Government.

It would take in the whole of Hove Park Ward, as well as parts of Goldsmid, Central Hove, Westbourne, Wish and Hangleton and Knoll Wards. In terms of identifying with existing electoral boundaries and councillors' responsibilities, it would be likely to result in conflict over development policies between the various parties and councillors, not to mention the diversity of opinion within the constituents of the various wards about future and proposed developments within the proposed 'neighbourhood' area.

5.2 Option 1b

This is the same as Option 1a, except that the small strips of housing within Hangleton and Knoll Ward along Holmes Avenue, Wayfield Avenue and Elm Drive have been removed from the proposed Neighbourhood Area.

Essentially the same criticisms made of Option 1a above also apply to this Option.

5.3 Option 2a

This is based on Option 1b but proposes two separate neighbourhood areas, separated by the Old Shoreham Road.

As stated above in para 2.8, there are two small areas of older housing within the Ward boundaries - Artist's Corner, and Amherst Crescent. Though these are of slightly earlier construction than the suburban areas north of the Old Shoreham Road, they are physically separated by the natural boundary of the railway line from the older terraced housing of Poet's Corner and Aldrington to the South. Each area has a more natural and accessible relationship to Old Shoreham Road and its local shops, than to the areas South of the railway line.

They also form part of Hove Park Ward and the HPNF membership includes many residents who live in these two areas.

We consider that the case for including these areas and the commercial areas adjacent where any future development will directly affect them, is very strong and they should therefore be included within the Hove Park Neighbourhood Area.

5.4 Option 2b

This option proposes that the railway line should form the boundary between the two neighbourhood forum areas, but includes the older more densely developed housing between Fonthill Road and The Upper Drive within the Hove Park Forum area.

This area has more in common in terms of character and access to the housing areas south of the railway. Neither are they within the Hove Park Ward.

Residents in this area are far more likely to be affected by future development in the Hove Station Area, as Fonthill Road would become a primary access route to that area. Indeed some of the proponents of the Hove Station Forum live in the Fonthill Road area, and set up the Hove Station Forum precisely because of those concerns.

We do not think that either the HPNF or the HSNF would support this option.

5.5 Option 2c

This is a variation of Option 2a, but includes the Amherst Crescent housing within the Hove Park Area.

This makes no sense as residents of that area would be most affected by any future development of the St Joseph's Close Trading Estate immediately adjacent, yet they would have no influence on any future development policies or proposals for that area.

5.6 Option 2d

This option resolves the problem identified in Option 2c above, but includes Artist's Corner, the Sackville Trading Estate and the Goldstone Retail Park within the Hove Station Neighbourhood Area.

Firstly, people in Artist's Corner relate to the Hove Park Forum Area, not only because it is included in the Hove Park Ward, but also because the HPNF has a large number of members who live in that area.

So what may happen in the future to both the Sackville Trading Estate and to a lesser extent the Goldstone Retail Park, is of major importance in neighbourhood forum terms to the residents of Artist's Corner – as well of course to residents of the areas surrounding Hove Park.

And what happens on the Sackville Trading Estate has to be considered in relation to the future development of the Goldstone Retail Park and the Newtown Road commercial area. You cannot separate those two. There is no natural, identifiable boundary here.

5.7 Option 2e

This option includes Artist's Corner within the Hove Park Area, but includes the commercial areas of the Sackville Trading Estate, the Goldstone Retail Park and Newtown Road within the Hove Station area.

Our arguments against this option are the same as for Option 2d – the residents of Artist's Corner are denied influence on what happens on the Sackville Trading Estate.

6. **DA6**

We suspect that Area DA6 of the City Plan has influenced the choice of the options discussed above, because of a perceived view that DA6 should fall entirely within one neighbourhood forum.

We question this assumption on the following grounds:

- DA6 is divided into two distinct areas by the railway line. It is highly unlikely therefore that development on one side of the railway line will have any direct physical connection with development on the opposite side of the tracks.
- Development on each side of the railway will impact far more on the immediately adjacent areas of commercial or residential uses, whether north or south of the line, than on areas the opposite side of the railway tracks, particularly as the part of the railway line where it passes through DA6, is occupied by Hove Station and a wide area occupied by several tracks on the western approaches to the station.

However we do think that it would be desirable to include a provision in the Neighbourhood Plans of both the Hove Station and Hove Park forums to the effect that policies towards, and responses to any major developments proposed within the DA6 area, should be the subject of joint consultations between the two forums.

7. **Option 2f**

We note that there is no Option 2f in the list of Options that we have been asked to comment on.

Option 2f is the Area shown on the Hove Park Neighbourhood Forum application.

It is our preferred Option for the following reasons:

- It reflects the recognised electoral ward boundaries of the Hove Park Ward.
- The proposed HPNF area has a consistent character and identity with well-defined boundaries.
- The population, although higher than the average suggested by the government, is at a manageable level, and a high proportion of the residents are families with children.
- The proposed HPNF area is primarily residential but includes several commercial areas which provide facilities and employment for local residents as well as for the wider city. It is important that Neighbourhood

Forums include a mix of interests and viewpoints in order to create a balanced policy towards the future development of the area.

- The Hove Park Neighbourhood Area includes Hove Park. It is important that the park and its immediate surroundings are included within a strong, representative community based Forum which can protect the interests of all who use the park.
- The HPNF is supported by a wide range of locally based community based groups, including Friends of Hove Park, as well as local residents and commercial organisations.
- The Ward's two councillors are active members of the Forum which provides the proposed Hove Park Forum with a consistent community based representation, identity, authority and responsibility for dealing with local issues many of which of course are concerned with planning issues.
- The Hove Park Forum's membership is several hundred strong (a list of members will be delivered separately), and is widely and evenly distributed throughout the whole area.
- The Hove Park Forum has an approach to managing its role in the community which is inclusive, involves comprehensive and open public consultation, and is highly pro-active in involving its residents in discussion of the issues which affect the Hove Park neighbourhood.

This submission seeks to establish that the proposed Hove Park Forum Area fully complies with the intentions, the spirit and the letter of the legislation set out in the Localism Bill.

It also takes full account of the guidelines relating to the establishment of neighbourhood forums and suitable boundaries, in order to ensure that the proposed HPNF relates well to the natural, physical and electoral boundaries, and accurately reflects the character of a neighbourhood area in visual, topographical and community terms. It also has a remarkably consistent character as a result of its origins during the 1930s, and the suburban form of development characteristic of that and the post-war periods. It also includes within its boundaries a wide and diverse range of commercial uses and important civic facilities such as Hove Park.

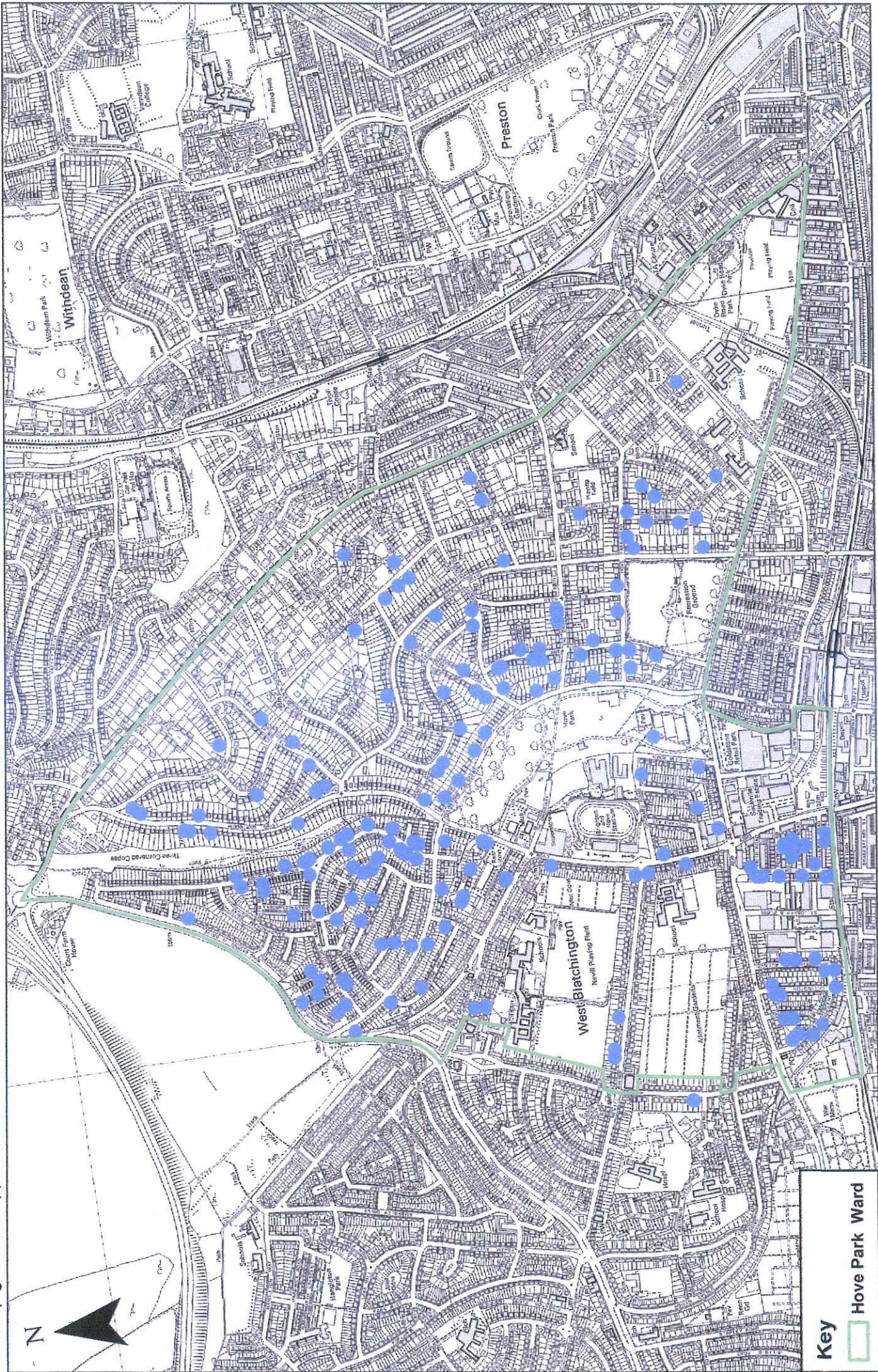
Defining suitable boundaries for neighbourhoods within an urban context is not an easy task.

However we consider that the Hove Park Neighbourhood Forum as proposed in our original application will result in it successfully representing a balanced community which already has a well recognised identity with which those who live and work in the area are already familiar.

It is by some margin the best option on the table.

Hove Park Neighbourhood Forum – Membership Distribution Map

The map gives the approximate location of forum members who live and work in the area.

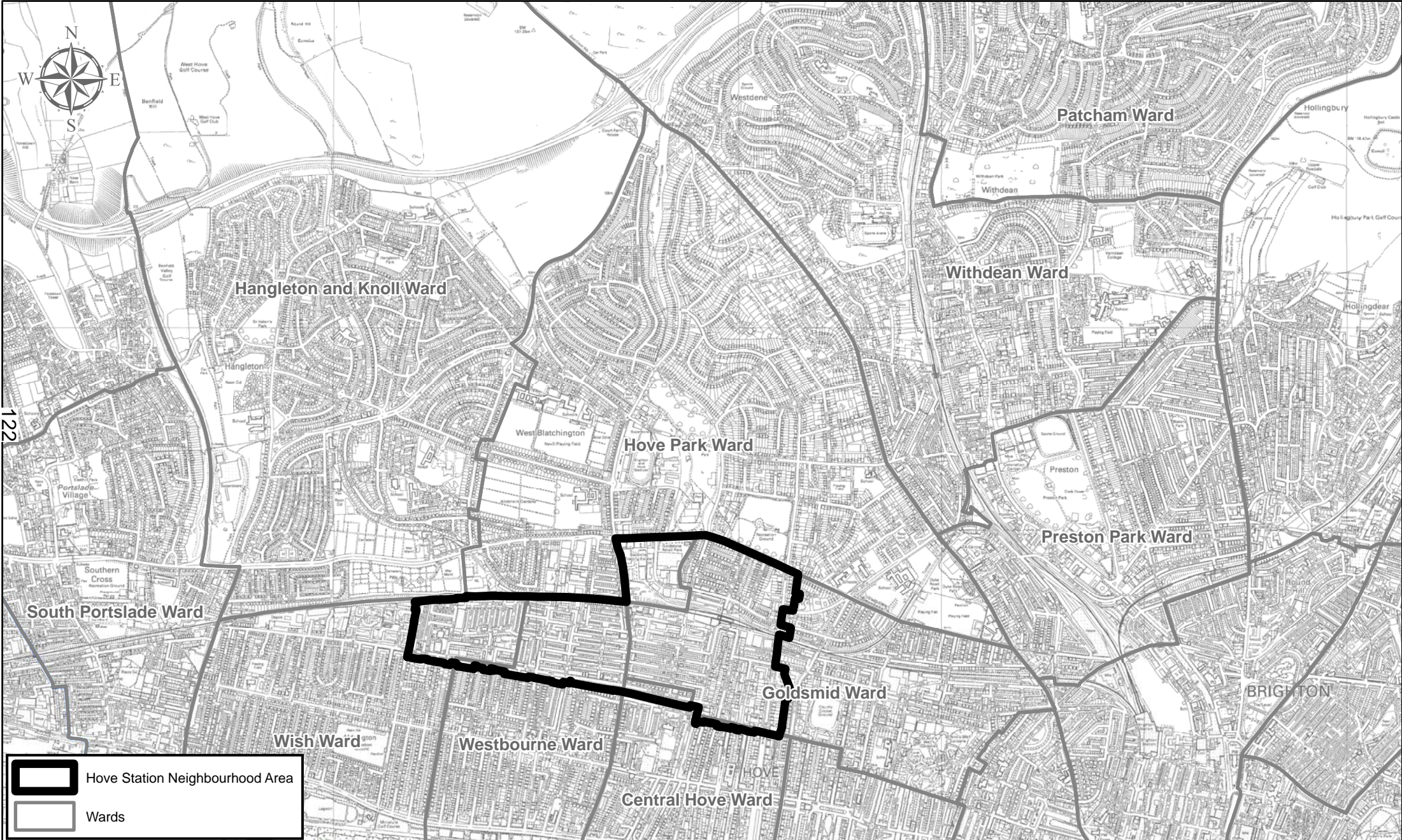


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Information & Mapping Team, May 2014.

Scale: 1:10,000

**Hove Station Neighbourhood Area (*as amended*) –
Recommended for Designation**

Hove Station Neighbourhood Area – July 2014



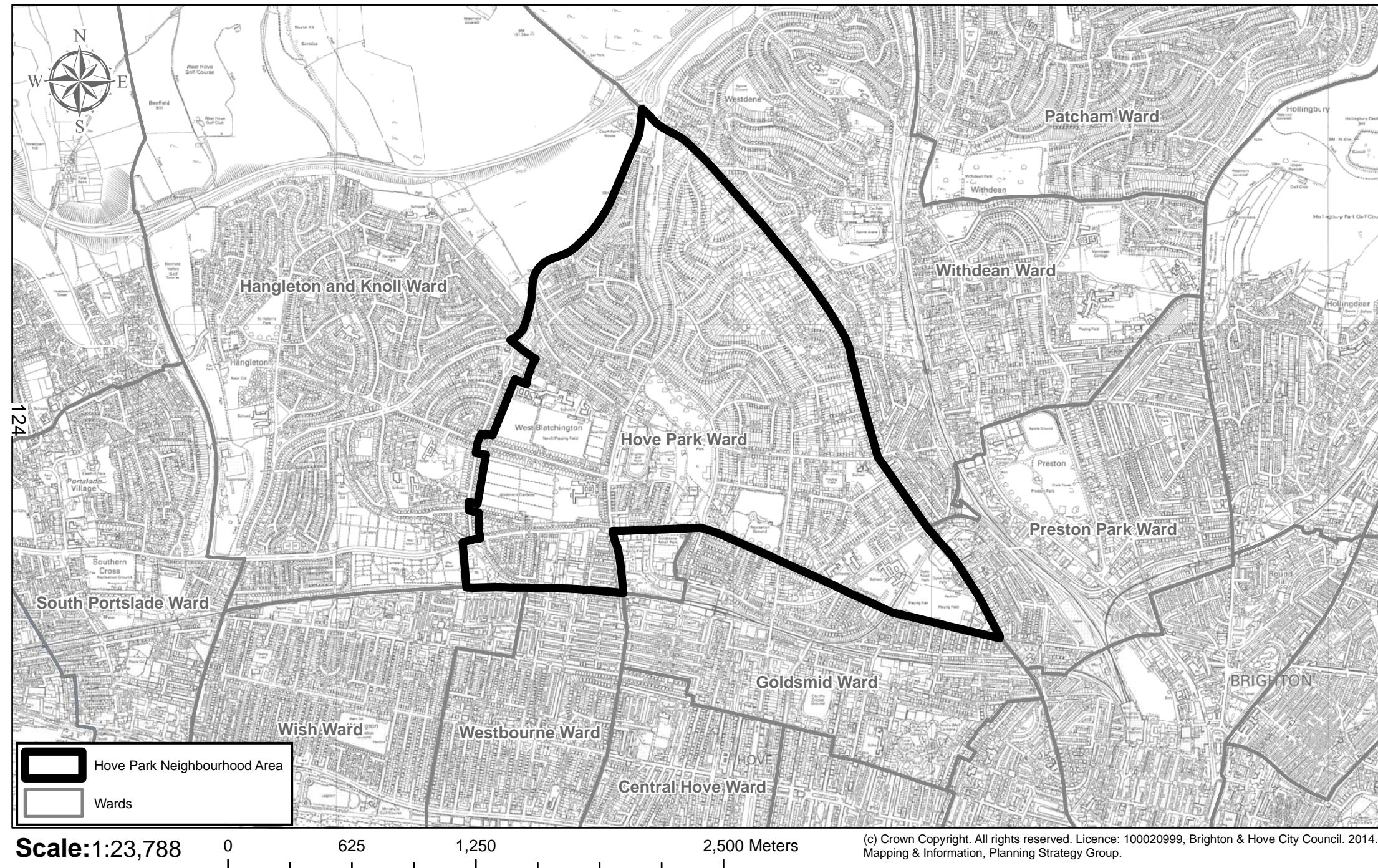
Scale: 1:23,788

0 625 1,250 2,500 Meters

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**Hove Park Neighbourhood Area (*as amended*) –
Recommended for Designation**

Hove Park Neighbourhood Area – July 2014



Draft Decision Notice

Decision in Respect of the Designation of the Hove Station Neighbourhoods Forum's Application for Neighbourhood Area Status and Designation of Hove Station Neighbourhood Area

In respect of the application by Hove Station Neighbourhoods Forum for Neighbourhood Area status, the following decision has been taken in accordance with the requirements of The Town and Country Planning Act 1990 and The Neighbourhood Planning (General) Regulations 2012.

Neighbourhood Area

In accordance with the Economic Development and Culture Committee on 18 September 2014 (Item 23), the application from the Hove Station Neighbourhoods Forum (as submitted in December 2013) for the neighbourhood area set out in Figure 1 (*please see Appendix 1*) is **REFUSED**. However, Brighton & Hove City Council has designated¹ a smaller neighbourhood area which excludes land within the Ward of Hove Park with the exception of the land that lies to the east of Sackville Road and the south of the Old Shoreham Road. This revised neighbourhood area is set out in Figure 2 (*please see Appendix 11*) (the area within the solid black line) accompanying this notice to designate a Hove Station Neighbourhood Area.

The following sets out the reasons for this decision.

- Prior to the determination of the application submitted by Hove Station Neighbourhoods Forum another application was submitted by a different submitting body called 'Hove Park Neighbourhood Forum' which sought the designation of the Ward of Hove Park as a neighbourhood area. The proposed neighbourhood areas in the two separate applications overlapped. In accordance with section 61G (7) of the Town and Country Planning Act 1990 designated neighbourhood areas cannot overlap. One or both of the proposed neighbourhood areas therefore had to be amended.
- The city council encouraged the two Forums to reach a jointly agreed approach for removing the overlap in the two areas. Unfortunately this was not forthcoming and the two Forums sought different approaches in respect of resolving this issue. Based on the views and approaches expressed by the two Forums it was considered further delay in the determination of the two applications to promote agreement between the two Forums could not be justified (in view that the Forums' chose when to submit their application, once submitted the city council needs to determine within a reasonable timeframe). In accordance with Section 61G(5) of the Town and Country Planning Act 1990 the city council was

¹ Section 61G(5) of the Town and Country Planning Act 1990

required to exercise its powers of designation so as to secure that some or all of the area applied for forms part of one or more areas designated as neighbourhood areas.

- The representations on the two applications were divided and were not considered to sufficiently justify the designation of either of the areas applied for in their entirety. There was significant objection raised to the application by Hove Station Neighbourhoods Forum – 97% of the 405 recorded representations and approximately 410 signatories on the petition against the application and sought the setting up of a Forum for the Hove Park Ward.
- Upon analysing the objections further in respect of content and the location of respondents and when considered against Hove Station Neighbourhoods Forum membership there was evidence that the main objection to the Hove Station Neighbourhoods Forum application related to the inclusion of land within the area of overlap. A number of objections raised they would not be averse to a smaller area. The counter application from Hove Park Neighbourhood Forum also indicated a general lack of support from those within the Ward of Hove Park for the Hove Station Neighbourhoods Forum application.
- The area of land within the Ward of Hove Park to the east of Sackville Road and to the south of the Old Shoreham Road did not give rise to any noticeable representations or Forum membership. This area forms part of a development area identified in the Submission City Plan Part One known as DA6 Hove Station Area. The Hove Station Neighbourhoods Forum application made it clear the area's key focus was DA6 and a number of forum members live near the northern section of DA6. Approximately 215 of the 380 representations to the application by Hove Park Neighbourhood Forum raised concern about splitting DA6. The city council therefore considered it was reasonable for the land to the east of Sackville Road within the area of overlap falls with a Hove Station Neighbourhood Area.
- The neighbourhood area designated was checked against and considered to be consistent with the guidance in the National Planning Practice Guidance relating to the designation of a neighbourhood area and its boundary.

Draft Decision Notice

Decision in Respect of the Designation of the Hove Park Neighbourhood Forum's Application for Neighbourhood Area Status and Designation of Hove Park Neighbourhood Area

In respect of the application by Hove Park Neighbourhood Forum for Neighbourhood Area status, the following decision has been taken in accordance with the requirements of The Town and Country Planning Act 1990 and The Neighbourhood Planning (General) Regulations 2012.

Neighbourhood Area

In accordance with the Economic Development and Culture Committee on 18 September 2014 (Item 23), the application from the Hove Park Neighbourhood Forum (as submitted in March 2014) for the neighbourhood area set out in Figure 1 (*please see Appendix 2*) is **REFUSED**. However, Brighton & Hove City Council has designated¹ a smaller neighbourhood area which excludes the land that lies to the east of Sackville Road and the south of the Old Shoreham Road. This revised neighbourhood area is set out in Figure 2 (*please see Appendix 12*) (the area within the solid black line) accompanying this notice to designate a Hove Park Neighbourhood Area.

The following sets out the reasons for this decision.

- Prior to the submission of the application submitted by Hove Park Neighbourhood Forum another application had already been submitted by a different submitting body called 'Hove Station Neighbourhoods Forum'. The proposed neighbourhood areas in the two separate applications overlapped. In accordance with section 61G (7) of the Town and Country Planning Act 1990 designated neighbourhood areas cannot overlap. One or both of the proposed neighbourhood areas therefore had to be amended.
- The city council encouraged the two Forums to reach a jointly agreed approach for removing the overlap in the two areas. Unfortunately this was not forthcoming and the two Forums sought different approaches in respect of resolving this issue. Based on the views and approaches expressed by the two Forums it was considered further delay in the determination of the two applications to promote agreement between the two Forums could not be justified (in view that the Forums' chose when to submit their application, once submitted the city council needs to determine within a reasonable timeframe). In accordance with Section 61G(5) of the Town and Country Planning Act 1990 the city council was therefore required to exercise its powers of designation so as to secure

¹ Section 61G(5) of the Town and Country Planning Act 1990

that some or all of the area applied for forms part of one or more areas designated as neighbourhood areas.

- The representations on the two applications were divided and were not considered to sufficiently justify the designation of either of the areas applied for in their entirety. Around two thirds of the 380 representations did not recognise the area to be a distinct neighbourhood and a similar proportion did not think the proposed boundaries to be appropriate. Between a half to two thirds of the representations raised concerned about splitting DA6 which is an identified development area in the Submission City Plan Part One relating to Hove Station.
- Upon analysing the objections further in respect of content and the location of respondents and when considered against Hove Park Neighbourhood Forum membership there was evidence that the main body of objection to the Hove Park Neighbourhood Forum application came from outside the area. Many came from outside the area but within the area applied for by the Hove Station Neighbourhoods Forum. The petition with approximately 410 signatories against the application by Hove Station Neighbourhoods Forum also sought the setting up of a Forum for the Ward of Hove Park.
- The area of land within the Ward of Hove Park to the east of Sackville Road and to the south of the Old Shoreham Road did not give rise to any noticeable representations or Forum membership. This area forms part of DA6 Hove Station Area. The Hove Station Neighbourhoods Forum application made it clear the area's key focus was DA6 and a number of forum members live near the northern section of DA6. As indicated above approximately 215 of the 380 representations to the application by Hove Park Neighbourhood Forum raised concern about splitting DA6. The city council therefore considered it was reasonable for the land to the east of Sackville Road within the area of overlap should not be included within the designated Hove Park Neighbourhood Area so that it could fall within the Hove Station Neighbourhood Area.
- The neighbourhood area designated was checked against and considered to be consistent with the guidance in the National Planning Practice Guidance relating to the designation of a neighbourhood area and its boundary.

Subject:	Library Plan		
Date of Meeting:	18 September 2014		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Sally McMahon	Tel: 29-6963
	Email:	sally.mcmahon@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 To agree the final version of the Libraries Plan 2014-15 following public and stakeholder consultation. The Libraries Plan was first agreed at the Economic Development and Culture Committee on 19 June, prior to the broader consultation process.
- 1.2 The Plan now includes revisions based on the results of the consultation process. These can be found in section 5.3 of this report.
- 1.3 The Libraries Plan sets out the Council's vision for the service, building on recent successes, and outlining the priorities and objectives for the next 18 months, in the context of the overall plans and ambitions for the city as a whole. The Plan demonstrates how Libraries support the Corporate Plan priorities and relates to the Sustainable Community Strategy – the Connected City.
- 1.4 Under council governance arrangements, the Libraries Plan is one of the key strategic documents that require full council approval.

2. RECOMMENDATIONS:

- 2.1 That the Committee endorses the Libraries Plan for 2014-15.
- 2.2 That the Committee refer the plan onto full Council for approval.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Libraries Plan sets out the scope of the Library Service in the city, and gives some key performance data:

Jubilee Library is top performing library in the region and the second most popular library in the country, with one million visits each year
Benchmarked with Comparator Local Authority Group 2012-13, Brighton & Hove Library service is:

- *Best value* - cost per visit (£2.68) (Av £3.33)
- *Most popular* – visits per head of population (6.2) (Av 4.6)
- 2nd highest for total items in stock
- Cost 32p per week per person

3.2 The Libraries Plan demonstrates the value of public libraries and shows how they support priority objectives for the city such as health and well-being; reading and literacy; children and adults learning; supporting elderly and vulnerable people; and providing important, safe and trusted community spaces in local neighbourhoods.

3.3 The vision for the Library Service was articulated in 2009 and remains relevant today: ***‘Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives’***. Public libraries are fundamental to a democratic society, and play a powerful role in supporting community and personal development, that underpins economic activity and enriches people’s lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

3.4 The main aims for Libraries for 2014-15 are:

3.4.1 To develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city.

3.4.2 To expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity and enabling people to achieve many different things through their local library.

3.4.3 To support health and well-being, reaching out to those who are housebound or who are carers; developing libraries’ services for vulnerable people, including those with disabilities and older people.

3.4.4 To improve digital inclusion, supporting people using the Internet, particularly those lacking confidence and skills, and delivering assisted digital services to help people access services (particularly government services) online.

- 3.4.5 To deliver the four Public Library Universal offers around reading, information, health and digital services.
- 3.4.6 To develop the role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work, and continue to support adults and children to improve their literacy levels as a vital life skill.
- 3.4.7 To improve customer satisfaction through improving library stock and information services, making best use of new technologies and digital resources.
- 3.4.8 To modernise and deliver value for money through updating library technology, reviewing and improving the use of resources, and streamlining processes, to ensure that library users receive a high quality service that meets their needs.
- 3.5 Details of service objectives and key actions can be found in section 5 of the Libraries Plan.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Not relevant to this report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Preparation for the new Libraries Plan has included a review of the results of research and consultation in Libraries Services. Regular and detailed research and consultation has been carried out in a range of ways including:

- Surveys in all libraries
- Library user research using systems thinking method
- Focus group research with some targeted groups
- Feedback from events and activities
- Community profiles giving detailed demographic information
- Libraries profiles and performance information (latest year)
- Customer comments and complaints (reviewed quarterly)

A summary of the results of recent surveys results can be found in section 9 of the Libraries Plan.

- 5.2 The plan has built on the involvement of members of the Culture, Tourism and Enterprise Overview and Scrutiny Committee, through a workshop held in 2012. Members welcomed the opportunity to discuss the future plans and aspirations for the Library Service, and supported the priorities identified through staff workshops:

- Supporting literacy and learning
- Improving and developing stock
- Developing Libraries as Community Hubs
- Inclusion – reaching those in most need
- Digital inclusion and e-service development
- High quality customer service

5.3 Results of the Consultation on the Libraries Plan

5.3.1 There was majority support for the Libraries Plan overall, with 78% of respondents saying they tend to or definitely agree with the plan (9% of respondents said they tend to or definitely disagree). There were no areas of activity that did not get strong support (over 70%) from the respondents.

5.3.2 The strongest support was for the encouragement of reading, and supporting adults and children to improve their literacy levels. Improving customer satisfaction through improving stock, information and digital services also received good support. This is similar to the priorities that Councillors identified in their workshop (see section 5.2 above).

5.3.3 A new subject not previously seen much in library consultations that has appeared this time is the need for Libraries to change and respond to the financial challenges that are facing local services. Comments related to this included 'bring in more income'; 'face financial reality'; 'use volunteers' 'take donations'. Other suggestions wanted to see more use of libraries by other council services and organisations.

5.3.4 Other details of the responses to the survey on the Libraries Plan can be found in section 9.6 of the Plan.

5.3.5 Changes have been made to the Libraries Plan following the last committee meeting and the consultation. Four new actions have been added:

- Develop specific services for BME (Black and Minority Ethnic) young people in collaboration with BMECP (Black and Minority Ethnic Community Partnership) and their youth group
- Promote what libraries can do to support people with learning disabilities in line with the recommendations received from Speak Out in the consultation process
- Revise and re-launch a Reading Strategy for the city in collaboration with Children's Services – to improve reading and literacy for children and adults across the city

- As part of the VFM4 modernisation programme for cultural services, develop options for the future of library services in the context of continuing budget challenges for the council

5.3.6 A link to the full details of the responses to the consultation can be found on the library website and in the Members' room.

6. CONCLUSION

- 6.1 The Libraries Plan sets out the aims and objectives for the Library Service for 2014-15, building on recent successes, and in the context of the overall plans and ambitions for the city as a whole. The Plan demonstrates how Libraries can help deliver broader corporate objectives, and support the development of sustainable communities.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The Libraries Plan will be delivered within the Libraries Service 2014/15 net budget of £5.3 million and influenced by future budgets in the context of the Medium Term Financial Strategy and the Value for Money programme.

The partnership approach along with other initiatives are expected to deliver efficiencies and improve value for money.

Finance Officer consulted: Anne Silley

Date 19/08/14

Legal Implications:

- 7.2 Part 3 of the council's constitution refers to the council's policy framework made up of various plans and strategies. The Libraries Plan is one such plan and is required to be adopted by Full Council. The plan complies with statutory requirements and does not give rise to any adverse legal implications.

Lawyer consulted: Bob Bruce

Date 19/08/14

Equalities Implications:

- 7.3 An Equalities Impact Assessment (EIA) has been carried out and a summary is included within the plan (see section 10). The full EIA is available in the Members' room.

Sustainability Implications:

- 7.4 *Sustainable Consumption and Production:* Through the modernisation programme, the use new technology and new ways of working will include a reduction in use of paper and other consumable resources.

Climate Change and Energy: The regeneration of community libraries is likely to improve the environmental performance of the library buildings.

Natural Resource Protection and Environmental Enhancement: No implications.

Sustainable Communities: The development of community libraries as hubs and the expansion of our community engagement activities will contribute to the development of more sustainable communities.

Any Other Significant Implications:

- 7.5 Corporate/citywide implications have been included in the plan in that the Library Service is taking actions that support the delivery of Corporate and Community Strategy objectives (see sections 5 and 7)

A risk and opportunity analysis has been completed and a risk register compiled. There are no significant risks identified, and good opportunities to deliver benefits to library users, local citizens and visitors.

8. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 8.1 Not relevant to this report.

9. REASONS FOR REPORT RECOMMENDATIONS

- 9.1 To achieve endorsement of the Libraries Plan by the Economic Development and Culture Committee

SUPPORTING DOCUMENTATION

Appendices:

- Appendix 1: Libraries Plan 2014-15
- Appendix 2: Your Libraries Brochure (revised September 2014)

Documents in Members' Rooms

- Equalities Impact Assessment (revised)
- Full details of the responses to the consultation

Background Documents

- None

Brighton & Hove City Council

Libraries Plan 2014-15

*Libraries at the Heart of our Communities:
Broadening Horizons, Improving Lives*



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Executive Summary

The Libraries Plan 2014-15 sets out the objectives and key actions planned for Brighton & Hove Library Service for the next 18 months. It sets out the scope of the Library Service in the city, and gives some key performance data:

- Jubilee Library is top performing library in the region and the second most popular library in the country, with one million visits each year

Benchmarked with Comparator Local Authority Group 2012-13, Brighton & Hove Library service is:

- *Best value* - cost per visit (£2.68) (Av £3.33)
- *Most popular* – visits per head of population (6.2) (Av 4.6)
- 2nd highest for total items in stock
- Cost 32p per week per person

The Libraries Plan demonstrates the value of public libraries and shows how they support priority objectives for the city such as health and well-being; reading and literacy; children and adults learning; supporting elderly and vulnerable people; and providing important, safe and trusted community spaces in local neighbourhoods.

The vision for the Library Service was articulated in 2009 and remains relevant today: ***‘Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives’***. Public libraries are fundamental to a democratic society, and play a powerful role in supporting community and personal development, that underpins economic activity and enriches people’s lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

The main aims for Libraries for 2014-15 are:

- To develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city.
- To expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity and enabling people to achieve many different things through their local library.

- To support health and well-being, reaching out to those who are housebound or who are carers; developing libraries' services for vulnerable people, including those with disabilities and older people.
- To improve digital inclusion, supporting people using the Internet, particularly those lacking confidence and skills, and delivering assisted digital services to help people access services (particularly government services) online.
- To deliver the four Public Library Universal Offers around reading, information, health and digital services.
- To develop the role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work, and continue to support adults and children to improve their literacy levels as a vital life skill.
- To improve customer satisfaction through improving library stock and information services, making best use of new technologies and digital resources.
- To modernise and deliver value for money through updating library technology, reviewing and improving the use of resources, and streamlining processes, to ensure that library users receive a high quality service that meets their needs.

Details of service objectives and key actions can be found in section 5 of the Libraries Plan.

A rolling programme of consultation and research has underpinned the development of the Libraries Plan, using a variety of methods. Some of the latest findings are included in the body of the report.

Working effectively in partnership is essential to the success of Brighton & Hove Libraries, and the extent and variety of partners and projects in which Libraries are involved is outlined in the Libraries Plan. Libraries are marketing themselves as effective partners for other public services, community and voluntary sector organisations and even private sector companies.

1. Service Profile

1.1 Service Accountability

Brighton & Hove Library and Information Services are within the council's Assistant Chief Executive's Directorate and form part of the portfolio of the Chair of the Economic Development and Culture Committee.

1.2 Service scope

Brighton & Hove Libraries provide comprehensive public library services to all those who live, work or study in the city, and for those who are visiting the city.

There are

- 12 community libraries
- central library for Hove
- award-winning Jubilee Library at the heart of the network

In addition there is an Equal Access Services Centre based in Coldean Library, which delivers services to residential accommodation and a Home Delivery Service for those who are housebound.

Jubilee Library also houses a unique collection of rare books, and there are also special collections in Hove Library.

A 24/7 virtual library is available for those who are unable to visit a local library, or who simply want to access information online. This offers free access to a good range of online reference books and databases, including the newly acquired public research journals previously only available in academic libraries.

Libraries also provide free access to computer facilities for library members in all our libraries (217 public PCs across the city), and a growing number of libraries now have Wi-Fi.

There are over half a million items of library stock across the city, including 40,000 audio-visual items and 45,000 rare books. Information on all of these items can be found on the Library Catalogue: <https://brighton-hove.spydus.co.uk>

In addition to the core libraries services, Brighton & Hove Libraries offer a range of other facilities, including conference and learning rooms for hire in Jubilee Library, and some community libraries; exhibition spaces for public hire, and a retail offer in the Jubilee Booklover Store.

For more information please visit the library website at www.citylibraries.info.

2. Key Performance Data

Libraries are well used and well-loved in the city:

- Jubilee Library is top performing library in the region and the second most popular library in the country

Brighton & Hove 2013-14 data:

- Visits: 1,631,262 p.a. (89 per hour open)
- Issues: 1,199,775 p.a. (66 per hour open)
- Attendance at events: 43,945 p.a.
- New members: 17,236 p.a.
- Satisfaction levels: 85% of adults, 70% of children thought services excellent or good
- New books and other items of stock bought: 50,031

2.1 **Comparative Data and Value for Money**

Libraries are a statutory service and there is a range of comparative data that can be used to benchmark library services.

CIPFA statistics provide the core data, and the nearest neighbours group is a suitable comparator group. However, the comparison should be made on net expenditure, taking account of the capital repayments that are encompassed in the payments made to the PFI partner for the provision of the Jubilee Library, and which are covered by the £1.5m grant funding received from the government.

On this basis, Brighton and Hove Libraries are the most efficient and deliver the best value for money of all the 16 nearest neighbour authorities as identified by CIPFA:

Benchmarked with Comparator Local Authority Group 2012-13, Brighton & Hove is:

- *Best value* – cost per visit (£2.68) (Av £3.33) (net)
- *Most popular* – visits per head of population (6.2) (Av 4.6)
- 2nd highest for visits to libraries
- 2nd highest for loans of AV
- 2nd highest for total items in stock

Brighton & Hove Libraries are in the top quartile for 16 out of 24 of the most significant comparator statistics as measured by CIPFA for 2012-13

Libraries offer Value for Money:

Using 2012-13 data:

- Brighton & Hove Library Services cost 32p per week per person (net)
- Less than a bag of crisps or a pint of milk

3. The Value of Public Libraries:

3.1 Libraries are Inclusive

- Free to use
- Unique public spaces, open to all
- Providing access to books and information for everyone
- Providing space for gathering, studying and learning
- Providing specialist services for visually impaired people, for housebound people, and those in residential care

3.2 Libraries Help Children to Learn and Develop

- Children who use the library are twice as likely to be above average readers
- Bookstart children are consistently superior in all elements at pre-school, in reception classes and in Key Stage 1 SATs
- Pupils participating in Study Support activities attain average of 3.5 grades more across all their GCSEs or one more A*C grade in their best 5 results

In Brighton & Hove:

- 32,441 children attended over 1,786 different events and activities in libraries in 2013-14, including:

	Sessions	Attendees
Baby Boogie	184	6,025
Homework Clubs	394	2,372
Class visits	465	13,774
Summer Reading Challenge	2,752 took part	

Feedback:

- *My scores have gone up loads in maths since coming to the HClubs"*
- *"My son really enjoyed the summer read, it captured his imagination. It moved his reading forward; it gave him focus and more of an interest to get the next book."*

3.3 Libraries Improve Adult Literacy

Brighton & Hove Libraries 2013-14:

- 365 people attended 26 adult and family learning events
- 246 adults with special needs attended 33 sessions
- 629 people attended 42 reading or writing workshops

3.4 Libraries Promote Reading

Brighton & Hove Libraries 2013-14

- Half a million books
- Purchased 50,000 new items of stock

- 1.2 million loans
- 45,676 active borrowers (borrowed in the last year)
- 787 people attended 110 reading group sessions

3.5 Libraries Help the Elderly

- Libraries help older people to connect to their communities and learn through regular reading or social groups
- Libraries encourage older people to live independently
- Libraries are safe, free and friendly places
- Greater % of older people are visiting libraries

3.6 Libraries are Cultural Centres

Libraries provide a range of cultural experiences:

- Reading and writing
- Art and architecture exhibitions
- Craft activities
- Theatre and film events
- Award ceremonies
- Radio broadcasts
- Music events and other shows e.g. White Night (4,320 attended 2011)

3.7 Libraries are Community Hubs

- Celebrate local identity and sense of place
- Provide safe and trusted public spaces
- Help break down barriers through reading and information about different cultures
- Empower and engage people from all backgrounds
- Help foster cohesive communities
- Provide community owned space for discussion and feedback, meetings, surgeries and consultation
- Co-location and shared services are the way forward

Feedback:

“Libraries exist to better a community. To help people learn, read, obtain knowledge, as a place to obtain credible, authoritative information. To provide opportunities for the young, old, literate, illiterate, the poor and the rich. Closing a library doesn’t just close a building, it says to a community ‘You are not important. You and your aspirations don’t matter.’ It’s not about money but respect.”

3.8 Libraries are Community Access Points to the Council

- Libraries are a recognised brand and trusted venue for information and services
- 85% customer satisfaction levels
- Access point for local delivery of council services (face to face or online)
- ‘Council Connect’ service supports people using council services online

- Government 'digital by default' agenda – libraries can provide 'assisted digital services' for those using government services online

3.9 Libraries Help Digitally Excluded People

Brighton & Hove Libraries 2013-14:

- 34% of library computer users have no home internet access
- 32% of users are job-seeking
- 319 Council Connect sessions supported 881 people
- 164 other IT learning events were held, supporting 518 people
- 19,056 unique monthly computer users
- 127,395 hours of library computer use
- 1.3 million library website sessions
- 35,159 unique wifi users in Jubilee, engaging in 98,502 sessions of use

Feedback from Library IT users:

- *"I have been out of work and it has enabled me to find a job much easier"*
- *"If it were not for these facilities I don't think I could carry out my volunteer work"*
- *"I use the computers as I am unemployed and they are free – can't afford to pay £1 or £2 elsewhere"*
- *"Enabled me to access a variety of work to complete with a child excluded from school"*

3.10 Libraries Support Jobs and the Economy

- Library staff help people find jobs by helping with CV writing, job searches, and researching how to acquire new skills
- Job Clubs in libraries
- Libraries help people develop their digital skills and find information
- Libraries and staff offer resources to help people start and grow their businesses
- Library developments also boost local regeneration – Jubilee Library is an example

Jubilee Library Redevelopment Scheme Economic Impact

Key findings:

- £17-21 million p.a. estimated added value to the local economy
- Estimated additional 500 f/t jobs
- Estimated additional £4.4 million visitor spend
- Estimated additional upgrading to the surrounding area worth £4.2 million
- Estimated 80% of Library visitors combine their visit with other activity such as shopping, eating, events, etc. (800,000 pa)

3.11 Libraries Support Health and Wellbeing

- Reading reduces stress by as much as 67%
- Reading helps prevent the onset of dementia by 35%
- Social activities in libraries combat isolation and loneliness
- Health information - 27% of users take away health information
- Library staff are trusted 2nd only to doctors

- Libraries provide mental health treatment support through 'Books on Prescription' and Mood Boosting Books

3.12 Libraries have Expert Staff

- Provide free professional service
- Help choose reading material, assist study
- Help use the internet and e-resources
- Are trained to help find and recognise reliable sources of information

4. Public Library Vision and Ambitions

‘Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives’

This vision for Brighton & Hove Libraries was developed in 2009 and remains relevant today. Public libraries are fundamental to a democratic society, and play a powerful role in supporting community and personal development, that underpins economic activity and enriches people's lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

Brighton & Hove City Council has an award winning Libraries Service. Jubilee Library has won 14 awards, which have recognised its excellence ranging from its design, sustainability, and quality of materials, through to its regeneration of the local area, its positive impact on the community, its artwork and the partnership working that led to its success. Since Jubilee Library opened in 2005, Hove Central Library has been refurbished, a much-loved Carnegie building that celebrated its centenary in 2008. Like many libraries and other cultural buildings of the time, Hove Library was built with funding from the philanthropist Andrew Carnegie, and its distinct character has been retained with the sensitive refurbishment completed in 2007.

The commitment to continuously improve the Library network has progressed in recent years with four of the 14 community libraries being redeveloped (Patcham, Coldean, Woodingdean and Mile Oak libraries), and one extended (Portslade Library). There have also been extensive renovations at Rottingdean Library and refurbishments at Moulsecoomb and Hangleton Libraries.

The Library Service's ambition for 2014-15 is to develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city. This will include taking every opportunity to improve the library infrastructure and environment, as well as improving service delivery and working in partnership with other teams.

Libraries will continue to expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity, enabling people to achieve many different things through their local library, and that Libraries play a full and active role in delivery of the Corporate Plan and the Sustainable Community Strategy.

Supporting health and well-being is a growing area of activity for Libraries, and this will continue for 2014-15. Reaching out to those who are housebound or who are carers; developing libraries' services for vulnerable people, including those with disabilities, and older people, are all areas of activity for the current plan.

Enabling access to the benefits of the internet and digital engagement is a core part of public libraries' activity. As well as providing free access, the Library Service will develop its support to people using the internet, particularly those lacking confidence and skills. Libraries will also develop their role in delivering assisted digital services to help people access services (particularly government services) online.

The delivery of the four Public Library Universal offers around reading, information, health and digital services will be a primary focus for Library Service activity. Libraries will promote reading and learning, improve access to information and services, and ensure that libraries are welcoming, attractive and well equipped.

The Library Service will develop the unique role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work. Libraries will continue to actively support adults and children to improve their literacy levels as a vital life skill.

Brighton & Hove is a culturally unique city. The place and the people who are drawn here have a character and style that helps the city stand out as a cultural centre. The Library Service intends to maintain and develop the library aspects of this cultural uniqueness, including the protection and promotion of the rare books and special collections that have been collected mainly through the generosity of local benefactors over the last century.

Brighton & Hove Libraries already achieves a high level of customer satisfaction, and staff will continue to improve this through workforce development programmes, and individual staff development training and support. A particular emphasis will be placed on improving stock in response to public feedback, and developing and improving libraries information services, making best use of new technologies and digital resources.

Libraries will continue to modernise and deliver value for money through updating library technology reviewing and improving the use of resources including library layouts, and streamlining processes to ensure that library users receive a high quality service that meets their needs.

5. Key Priorities and Actions for 2014-15

5.1 Priorities identified through staff workshops and supported by Scrutiny Board members:

- Supporting literacy and learning
- Improving and developing stock
- Developing Libraries as Community Hubs
- Inclusion – reaching those in most need
- Digital inclusion and e-service development
- High quality customer service

These priorities are reflected in the Libraries Plan Objectives for 2014-15.

In order to show the links through to the Corporate Plan, the Libraries Plan objectives have been framed in the same way to reflect corporate priorities and objectives.

Please note that these objectives assume that all the regular range of services, events and activities continue to be delivered. The plan is highlighting areas of development.

Corporate Priority 1: Tackling Inequality	Service Objective 1: Children and young people have the best start in life Key actions:	Target date
	Develop Bookstart to provide a new programme to target the most disadvantaged two year olds	Sept 2014
	Develop effective school engagement programme for Libraries	Sept 2014
	Increase appropriate volunteering programme for young people in Libraries	Sept 2014
	Develop opportunities for achieving Arts Award accreditation through library activity	March 2015
	Develop services for looked after children	Sept 2015
	Develop specific services for BME young people in collaboration with BMECP and their youth group	Sept 2015
	Service Objective 2: Vulnerable adults supported to live healthy, independent lives Key actions:	
	Develop the Library Home Delivery Service (HDS) to provide library services	May

	and improve the quality of life for those unable to get out without support	2015
	Work with Adult Social Care to engage HDS clients in Get Involved consultation for the Local Account	June 2014
	Work with and Age UK to engage HDS clients in NHS surveys	Dec 2014
	Promote what libraries can do to support people with learning disabilities in line with the recommendations received from Speak Out in the consultation process	Dec 2014
	Introduce i-pads to assist HDS clients to access the Internet.	July 2014
	Develop digital inclusion initiative through expansion of Council Connect and Silver Surfers sessions	ongoing
	Set up new assisted digital sessions to target specific groups e.g. unemployed	Sept 2014
	Develop series of training for social media courses for the public to increase digital participation skills.	March 2015
Corporate Priority 1: Tackling Inequality	Service Objective 3: Reduce health inequalities and long standing public health issues Key Actions:	Target date
	Implement the Public Library Universal Health Offer through:	
	Implement the new national Dementia offer by The Reading Agency. Work with Alzheimers' Society to achieve Dementia Friends Awareness training for library staff.	Oct 2014
	Improve our offer for families and young people with experience of mental health	Sept 2014
	Work in partnership with GPs at Woodingdean Surgery, the Alzheimer's Society, Macmillan Cancer, the Carer's Centre and other health related organisations to create a health hub at the new Woodingdean Library	Sept 2014
	Improve access to digital health information through the NHS Widening Participation project	June 2014
	Service Objective 4: Culture and leisure opportunities for all Key actions:	Target date
	Revise and re-launch a Reading Strategy for the city in collaboration with Children's Services – to improve reading and literacy for children and adults across the city	Sept 2015
	Deliver the Universal Reading Offer – delivering key programme of events to promote reading throughout the year	March 2015
	Management of Libraries Arts Award extension programme investment funding in partnership with South East Bridge organisation Artwork	July 2014

	Achieve ACE funding and deliver ' <i>How Individuals Make Societies Change</i> ' project to inspire and engage people to participate in arts and culture in libraries	July 2015
	Build upon partnerships with adult learning providers – support promotion of adult learning opportunities	June & Sept 2014
	Increase provision of book group services to new and existing libraries – especially around LGBT and BME communities	March 2015
	Provide Literature tent at Brighton Pride working with key partners, building on the success of last year's bid to provide creative writing and performance opportunities for LGBT community in the city.	August 2014

Corporate Priority 2: Creating a More Sustainable City	Service Objective 5: Improve Libraries' sustainability performance using the One Planet principles Key actions:	Target date
	Improve energy efficiency in Hove and Hangleton Libraries through more effective loft and wall insulation and pipe lagging	Jan 2015
	Use Freegle when disposing of unwanted furniture and equipment to maximise recycling opportunities	On-going
	Achieve good score in annual energy assessment of Jubilee Library	March 2015

Corporate Priority 3: Engaging People Who Live and Work in the City	Service Objective 6: A service that is easy to contact and demonstrates that it listens to residents Key actions:	Target date
	Implement improvements to stock provision based on public feedback through systems thinking review - Broaden range of stock and improve access and display	March 2015
	Improve accessibility of information enquiry provision - embed local live chat facility in new library service web pages	March 2015
	Library user research using Systems Thinking questions and answer sessions in all service points particularly during Customer Services Week	March 2015
	Regular reviews of customer comments: 'You said, we did' appearing on website	Every quarter
	Implement changes needed as identified in recent library user surveys	March 2015

	Service Objective 7: Engagement with and support to the community and voluntary sector Key actions:	Target date
	Enable adults to live healthy, independent lives through our actions as a partner of the Fed in the City Wide Co-ordination of Social Care	July 2014
	Work in partnership with the community and voluntary sector on reducing isolation	June 2014
	Participate in the Ageing Better cross city bid, led by Age UK, and supporting the Age Friendly City status application	Dec 2014
	Develop programme of events, working with local partners from BME and LGBT communities, for key calendar events including Black History Month and LGBT History month.	March 2015
	Partnering Sussex University on Living in the UK refugee women's project and exhibition in Libraries	June 2014
	Partnership with Gypsy/traveller community project to heighten awareness of issues around gypsy/travellers in Brighton & Hove	June 2014
	Partnering Speaking Volumes community organisation in heightening awareness of living with HIV as part of World Health Day and as part of the wider health initiative for libraries	June 2014
Corporate Priority 3: Engaging People Who Live and Work in the City	Service Objective 8: Improved collaboration between libraries and communities, developing Libraries as Community Hubs Key actions:	Target date
	Monitor and build on the Housing initiative in Moulsecoomb Library	Sept 2014
	Develop opportunities to support adult social care in libraries, particularly around combating isolation	Sept 2014
	Develop the new Woodingdean Library and Medical Centre as an exemplar with particular focus on health promotion	March 2015
	Programme of literary, digital inclusion and cultural events engaging communities in the Woodingdean area of the city connected to the new library opening	July 2014
	Open new library in PACA and promote to the local community	July 2014
	Develop the role of libraries in supporting health information and referral through discussions with CCG	Sept 2014
	Service Objective 9: Improved engagement with businesses Key actions:	Target date
	Develop and promote electronic resources to businesses - promote Mint UK	Dec

	and undertake programme of staff awareness	2014
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Corporate Priority 4: Modernising the Council	Service Objective 10: Good governance and leadership Key actions:	Target date
	Implement Council Values training programme for all managers and set example to staff by modelling these in behaviours at work	March 2015
	Improve staff satisfaction levels through improving our internal communication, improving our management capability and building personal resilience.	March 2015
	Consult over the Libraries Plan and formulate a three year plan for 2015-18	March 2015
	Service Objective 11: Excellent customer service Key actions:	Target date
	Review of Libraries customer services standards	Dec 2014
	Review of the telephone system – customer journey mapping and involvement of customers	March 2015
	Refurbishment of Hollingbury Library – customer journey mapping and systems thinking involvement of customers	Nov 2014
	Review and improve library website content and migrate to new corporate website	Dec 2014
	Install Windows 7 and Office 2010 on all Public PC's	May 2014
	Install Windows 7 and Office 2010 on all Staff PC's	Dec 2014
	Install public access WiFi in all libraries	Sept 2014
	Make iPads available, with 4G connectivity, to Home Visit volunteers so they are able to support housebound people access services online	June 2014
	Service Objective 12: Deliver efficiencies and value for money Key actions:	Target date
	As part of the VFM4 Modernisation programme for cultural services, develop options for the future of library services in the context of continuing budget challenges for the council	March 2015
	Improve stock processes through implementation of recommendations of stock	May

	project	2014
	Review and improve the layout of Jubilee Library to respond to the changing demands from library users	October 2014
	Implement changes to delivery of Book Ahead service to Early Years settings as agreed with Children's Services	Sept 2014
	Review impact of changes to delivery of study support services	March 2015
	Train staff in process mapping and look at ways to streamline processes, tailoring them to our customers' needs, to improve the customer experience	March 2015
	Upgrade all self-service RFID kiosks with new internal PC's running Windows 7	Dec 2014
	Make payment of Library charges available online through the Online Library Catalogue (OPAC)	May 2014
	Upgrade the Library Management System Spydus to the latest version (v9)	Oct 2014
	Install and Configure a new server for staff and service data.	June 2014
	Replace network switches in all Libraries with switches capable of Wake on LAN (WoL) and Power over Ethernet (PoE)	Dec 2014

6. Statutory Framework

This section outlines the legislative and statutory framework within which public libraries operate.

The Public Libraries & Museums Act 1964 is the law that makes public libraries a statutory service. It requires local authorities to provide a comprehensive and efficient public library service.

Public Libraries & Museums Act 1964

Local councils have to abide by this Act which makes public library services a statutory duty for local authorities. Councils must:

- Provide a comprehensive and efficient library service for all persons in the area that want to make use of it (section 7)
- Promote the service (section 7(2)(b))
- Lend books and other printed material free of charge for those who live, work or study in the area (section 8(3)(b))

The Government superintends councils' role and has a duty to:

- Oversee and promote the public library service (section 1(1))
- Take action where a local authority fails to perform its duties (section 10)

This role is currently undertaken by the Department for Culture, Media and Sport (DCMS).

Government review of statutory duties

In 2011 the Department of Communities and Local Government asked for comments on the statutory duties placed on local government (including those concerning libraries) and received over 6,000 responses. The review has now closed. Any future considerations about whether to remove specific duties will involve further consultation.

To a question in the House of Lords in June 2011, Baroness Hanham, the Parliamentary Under-Secretary of State, Department for Communities and Local Government stated that: *"The Government has no intention to remove statutory protection where this will have a negative impact on the services provided to the public. Such protections that will rightly remain include, for example, services for vulnerable children...allotments and libraries."*

The Key Requirements of the Act:

The main obligation is to provide a '**comprehensive and efficient**' service, to promote this service, and to lend books free of charge. However, the key words of 'comprehensive and efficient' were never clearly defined, though some indications were given. The next main attempt to define the statutory requirement was when there were

‘Public Library Standards’ - these were in place for about five years then were removed by the last government.

The latest and clearest source of information as to what would be regarded as sufficient to meet these obligations is the Wirral Inquiry Report.

Wirral MBC was referred by Chartered Institute for Library and Information Professionals (CILIP) to the DCMS with a recommendation that the Minister investigate its proposals to close 11 libraries. In 2009, the Government conducted a formal public inquiry into Wirral Council's changes to its library service. The Inquiry was led by Sue Charteris.

The Inquiry found that Wirral had been in breach of its statutory duties to provide comprehensive and efficient public library services and had failed to make an assessment of local needs and did not have a strategic plan or review for the library service.

Wirral withdrew its proposal to close 11 libraries. The Wirral Inquiry report remains an important document that sets out, for instance, the need for a library strategy based on an analysis and assessment of local needs.

As well as the duties under the 1964 Act, the Public Sector Equalities Duty has been cited in judicial reviews, and this duty needs to be embedded in public library service planning from the outset, and be pursued with substance and rigour. (See section 7.5 for more details of what is required under the Equalities Act 2010.)

The need to deliver ‘best value’ under the 1999 Local Government Act is another important statutory framework for public libraries as it is for all council services. A ‘Best Value’ authority must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness (LGA 1999, section 3[1]).

7. Policy Context

7.1 **Community Strategy - The Connected City**

Brighton & Hove's sustainable community strategy sets out the vision, principles and priorities of Brighton & Hove Connected – a partnership which brings together council, public sector, business, voluntary sector and community leaders. The key principles of increasing equality and improving engagement underpin the Libraries Plan, and are evident in most of the specific actions identified for this year. Libraries are particularly active in the areas supporting children and young people and supporting health and well-being.

7.2 **Corporate Plan**

The Corporate Plan identifies the key council commitments under the Council Priority headings. Libraries are actively supporting the delivery of the plan, with most of the proposed Library Service activity being linked to specific Corporate Plan priorities and objectives (see section 5). There are also two key areas of focus for Libraries to achieve:

- Consolidate further services into library or other buildings to provide more joined up services to citizens and customers (KAOF 4.3.3).
- Improve staff satisfaction levels by implementing improvements based around the key messages from the staff survey, specifically improving our internal communication, improving our management capability and building personal resilience. (KAOF 4.2.2)

The first of these encompasses the development of Libraries as Community Hubs, which can be found in Service Objective 8. The second of these is being delivered through leadership and management training and improved communications, outlined under Service Objective 10.

7.3 **Brighton & Hove Cultural Strategy 2008 - 2018**

A Cultural Services Strategy has been developed that recognises the importance of culture in Brighton & Hove, and the aspirations of people who live and work in, or visit, the city. It reflects on the unique profile, strengths and qualities of the city, and sets out a direction for the future of the city's culture. The strategy identifies priorities for growth and improvement in services and activities through cooperation and partnership, and sets out a framework for guiding decision -making and interaction with other public, private and community partners. The role of Libraries in providing services and community support is acknowledged and identified in the strategy.

7.4 Envisioning the Library Of the Future 2014 - Arts Council England (ACE)

Arts Council England is the lead body charged with developing the arts in England. In October 2011, ACE added libraries to its responsibilities. The Arts Council has set out four priority areas for development:

- 1) place the library as the hub of the community
- 2) make the most of digital technology and creative media
- 3) ensure that libraries are resilient and sustainable
- 4) deliver the right skills for those who work in libraries

These priorities can be seen clearly reflected in the Brighton & Hove Libraries Plan.

7.5 Equality Act 2010: the general equality duty

In summary, those subject to the general equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The Equality Act explains that the second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- Remove or minimise disadvantages suffered by people due to their protected characteristics.
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

It states that meeting different needs includes (among other things) taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It explains that compliance with the general equality duty may involve treating some people more favourably than others.

To comply with the general equality duty, a public authority needs to have due regard to all three of its aims. When this guide refers to the general equality duty, it is referring to all three aims, as set out in the Equality Act.

The general equality duty covers the following protected characteristics: age (including children and young people), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

8. Working Effectively with Partners

8.1 The Library Service is very active in partnership work with a variety of organisations across the city. Much of this partnership working is informal and has evolved as new opportunities to work together to achieve common goals have arisen. Some partner relationships have resulted from joint funding bids for project based activity. Others have arisen as a result of the Libraries Service's successful engagement with partners through the Private Finance Initiatives for Jubilee Library and Patcham Library.

8.2 Brighton & Hove's 14 Libraries offer easily accessible facilities and services that provide excellent opportunities for partnership activity across all communities. Trusted, local, welcoming, free, safe and neutral, with an established citywide network of buildings and service infrastructure, libraries are uniquely placed to work with council and public sector, community, voluntary, and business sector partners to achieve wider outcomes including:

- Maximising resources and develop mutually beneficial services
- Supporting independence and reducing social isolation
- Facilitating user involvement
- Co-ordinating, disseminating and promoting city wide information

Libraries have recently produced a partnership offer brochure - '*Your libraries. Support and facilities for organisations, community groups and businesses.*' - to inform and encourage other organisations to use public libraries to help deliver, develop and publicise their services. This is available in hard copy, electronically and through our website:

<http://www.brighton-hove-rpml.org.uk/Libraries/Pages/YourLibraries.aspx>

It is also appended to this Libraries Plan as appendix A

8.3 Libraries can be used at any time

Libraries can be available for use at any time, both during and outside their opening hours, and are being or could be utilised by many different types of organisations including:

- Business advice and development organisations
- Advice agencies such as Citizens Advice Bureau
- Council services including Adult Social Care, Children and Young Peoples Services, Democratic Services, Housing and Inclusion, Public Health
- Community arts and cultural organisations
- Community associations
- Community learning providers
- Community health providers
- Community development organisations
- Pre-school settings, schools, colleges and universities
- Tenants and residents associations

- Community and voluntary sector organisations across the range of communities of interest

Below is a summary of Libraries' current partnership working:

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
LIBRARY SERVICES:	
SELMS: Consortium of 11 library authorities in the region. Largest library consortium in Europe.	Consortium developing, implementing, managing and monitoring new Library Management System, delivering savings and providing greater access to library stock for all library members
East Sussex and West Sussex Library Services	County wide coordination and development of libraries programme for World War One centenary programmes
Universal Information Offer	Working with library authorities across the country to develop online information resources
CHILDREN AND YOUNG PEOPLE'S SERVICES:	
Children's Services BHCC	Joint Children's Centre and Library in Portslade Surestart funding of Bookstart and Baby Boogie
Local Schools	Class visits by schools to libraries Visits by Libraries Children's specialist to schools to encourage reading and library use
Automatic Library Project	Project to get every school child automatically enrolled in the library
Pupil Premium and Intervention Service	Excluded pupils tutoring in a number of libraries
Patcham School, Paul Hamlyn Foundation	Delivery of Speak Out communication skills project
Play Service	Joint provision of summer programme in the Parks
Play Groups and other early	Libraries supply books and other resources to these settings and offer music and rhyme time

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
years settings	sessions
Early Childhood Project	Range of activities delivered in libraries
Little Green Pig	Writing workshops for children and young people aged 7 to 18
Science Festival	Activities for children and young people
The Poetry Archive	Delivery of the National Poetry by Heart poetry recital competition for young people
Adventure Poetry	BITE poetry Slam for young people
Planet Whale	WhaleFest 2012
Youth Employment Service	Delivering sessions for local youth in Woodingdean Library
READING AND WRITING:	
The Reading Agency	Delivery of the Universal Reading Offer- working with UK publishers to get authors on board Delivery of Reading Well Books on Prescription and Mood-boosting Book projects and the Summer Reading Challenge
Range of publishers	World Book Day World Book Night High profile author talks National Poetry Day Manga comic workshops
Same Sky	City Reads events for families 2013
New Writing South	Providing creative writing groups and courses, as well as live literature events. Writers Industry Days
ARTS AND CULTURE:	
Photoworks, South East Dance, New Writing South	Developing a cross-arts bid for Grants for the Arts funding
Hijack, Basement Arts and	Interactive Map of Wishes project for children

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
the SICK festival	aged 3-11 across five libraries
Jubilee Square Arts Consortium	Varied arts and children's events on the Jubilee Square
Brighton & Hove Youth Collective and Youth Arts Team	B.fest 2014-launch of Brighton Youth Arts Festival May 2014 Jubilee Library
Artwork	Management of delivery and distribution of the Arts Award in Library Settings funded programme for the South East region
South East Dance	The Big Dance – site specific dance piece in Jubilee Library
Cultural Olympiad South East	Launch of Olympics Summer Reading Challenge
Brighton Photo Biennial	Tales of the City project 2012 Development of programme for 2014 and delivery of Arts Award to young people
Hangleton and Knoll Project	Creative Consultation around Arts activities in libraries with Young Women's Group
Other services within Assistant Chief Executive's Directorate	Museums and Arts – collaboration over cultural activities e.g. White Night, festival events, etc Tourism – Jubilee is one of the Tourist Information Points
DIGITAL INCLUSION:	
Digital Inclusion	Libraries are leading on the development and implementation of digital inclusion activity in the council and supporting the coordination of city wide activity
Tinder Foundation	Libraries are UK Online Centres, providing access to online learning
MACS	One to one financial advice sessions at Hove and Jubilee Libraries
'Help 4 Digital'	Consortium between public libraries, CAB and Tinder Foundation nationally to develop Assisted Digital services in preparation for

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
	government procurement
SOCIAL / COMMUNITY SERVICES:	
Housing	Delivering housing and other council information from Moulsecoomb Library following closure of the local Housing Office
Adult Social Care	Supported the 'Get Involved' consultation Trained Home Delivery Volunteers to take consultation to their clients. Working with sheltered housing manager to promote the use of libraries by residents.
Orbit Housing	One to one benefits advice sessions at Jubilee Library
Grace Eyre	Regular booking of Hangleton training room for adults with learning disabilities
Papermates	Regular booking at Whitehawk Library for Work & Skills plan project for people with learning disabilities
Alzheimers Society	Regular dementia carers support training sessions at Hove Library (CRISP courses) Training for library staff to be Dementia Friends
Out and About and Call Ahead projects led by The Fed	Projects to combat social isolation, to make libraries more accessible and encourage people to get involved in community activities, eg Libraries own Read Aloud groups (for visually impaired people), and to take another person who may not be able to get there unaided.
Age Friendly City bid and Ageing Better bid, led by Age UK	Libraries have supported and contribute to these bids and expect to take an active part if/when they are successful.
Age UK	The Home Delivery Service supported Age UK to consult clients aged 80+ on the NHS's Wellbeing Survey
Carer's Centre	Hosting coffee mornings in libraries for carers
The Fed – delivering City	Libraries are a partner in delivering information

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
Wide Coordination	about adult social care services and activities
Coldean Community Organisations	Working with range of groups including Coldean Residents Association and Trust for Developing Communities develop services to families and young people – in particular provide young people with their own positive spaces with good IT facilities. Also supports delivery of the Neighbourhood Action Plan, and developed libraries community engagement model. Recognised as an example of good practice in I&DeA Case Study 'mainstreaming empowerment across Brighton & Hove.
Other local community associations, e.g. Trust for Developing Communities, U3A	Range of adult learning courses delivered in libraries including basic IT skills, community groups fund raising and local history
St Luke's Church, Queen's Park	A community collection is based in the church to provide a taster to promote libraries to the local community
HEALTH:	
The Wellbeing Service, Mind, local GPs and Health professionals	Books On Prescription initiative – delivering self-help books prescribed by GPs to help patients with mild to moderate mental health problems
Public Health	Part funded the Beat the January Blues campaign to promote mood-boosting books and the Five Ways to Wellbeing
Macmillan Cancer	Libraries are making information available to raise awareness of the new cancer centre, which opens in 2015
Widening Participation Project – Tinder and NHS	Project to support people getting health information and services online
Woodingdean Medical Centre	Working with GPs and other health partners on health promotion resources and activities
LEARNING:	
Brighton and Hove Learning	Member of the Learning Partnership Adult

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
Partnership	Learning Group
Community Learning Providers including e.g. City College Brighton and Hove, Friends Centre, Varndean, Workers Educational Association (WEA)	Low cost facilities are available to community learning providers at a number of libraries offering a range of courses including Basic Skills, EFL, ESOL and ICT skills. Jubilee Library provides a showcase for adult learning providers during Adult Learners' Week
Community Learning Team	Visiting adult learning groups to promote library services and join new members as progression from their learning activity
Trust for Developing Communities and CUPP	Research project based at New Larchwood into the learning needs of older people
Universities of Brighton and Sussex	Cross promotion of book related activities Grants for the Arts Libraries Fund bid Learning experiment at Jubilee Library Sustainable Cities Days
Inspire South East Libraries	The Inspire Project (www.inspire2.org.uk and www.findit.org.uk) brings public and university libraries together to improve access to information and learning materials.
NEW LIBRARY DEVELOPMENTS:	
Children and Young Peoples Services, Housing	Development of Whitehawk Community Hub and Library opened in 2011
Private Sector Developers – Mill Group (Jubilee Library PFI) Semperian (Patcham Library PFI)	Libraries have successfully been involved in two PFI projects. One to build the new Jubilee Library and the other to build Patcham library. Partners have previously supported a Young Writers Conference, encouraging creative writing by teenagers in three local secondary schools.
Hanover Housing	Built new Coldean Library opened in June 2008, with extra care flats as extension to New Larchwood project.
Medcentres, Woodingdean Medical Centre	Provision of new Woodingdean Library and Medical Centre and Sensory gardens

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
	development
Portslade Aldridge Community Academy(PACA)	Development of new joint use Academy and Mile Oak Public Library
EQUALITIES:	
'Share the Vision'- improving access to libraries for visually impaired people	National initiative to promote of library services for visually impaired people
Writing our Legacy and Arts Council England	Latin Voices Live events programme 2013 Black History Month 2013 events programme 2013
LGBT Worker's Forum, Brighton Trans Alliance and Brighton Trans*formed	LGBT History Month events programme 2014
Pink Fringe, Big Lottery Fund	Speaking Volumes living book project working with people living with HIV
Pride, East Sussex Libraries, Arts Council England	Established first ever Literature Tent at Pride 2013-to be a regular feature each year at Pride
Rise	Rise Living Library survivors projects

9. Research and Consultation

9.1 Preparation for the new Libraries Plan has included a review of the results of recent research and consultation in Libraries Services. Regular and detailed research and consultation has been carried out in a range of ways including:

- Surveys in all libraries
 - Library users – Adults (16 years and over)
 - Library computer users – Adults (16 years and over)
 - Library users – Children (under 16 years)
 - Library computer users – Children (under 16 years)
- Library user research using systems thinking method
- Focus group research with some targeted groups
- Feedback from events and activities
- Community profiles giving detailed demographic information
- Libraries profiles and performance information (latest year)
- Customer comments and complaints (reviewed quarterly)

Key findings from recent surveys are below:

9.2 Library User's Survey – Adults 16 years and over (2013-14)

Positives

- 90% said the library is easy to get to
- 85% rate the library service as good or very good
- 82% rated staff as very helpful with a further 11% rating them quite helpful
- 53% of community library users used visit once a week or once a fortnight
- Only 10% did not find the information they were looking for
- 78% rated the self-service system at Jubilee as very good/good
- 90% rated the library as a safe place to visit
- The proportion of library use by Asian & Asian British, Black & Black British, and mixed ethnic origin (16%) is substantially higher than the city average population (9.4%) for these groups
- Browsing, reading, borrowing, returning, renewing books was the most popular use followed by using a computer or looking for information
- The information sought was very diverse, with the most popular specific information sought was to support study (32%), health information (27%) and information about the City Council (24%)
- Users of Jubilee and Hove Libraries found the library most helpful for study followed by leisure but this was reversed at community libraries
- There is a growth in people seeking Council related information particularly in the community libraries where it is 38% of users

Areas for Improvement

- The satisfaction rate of 85% is down from 89% the previous year
- 7% rated staff as not helpful at all with a figure of 10% at Hove

- 93% say stock is important but it only gets a 72% good/very good approval rate
- Satisfaction with the choice of audio-books is low at 35% though only 52% think the choice is important
- Satisfaction with the choice of music CDs is 33% and DVDs 43%
- With 24% at Jubilee and 20% at Hove likely to study at the library, only 71% rate seating areas as good/very good and only 57% for study space
- At Jubilee 83% rate study space as important but only 55% said it was very good/good
- There were comments from Jubilee and Hove about the buildings being too noisy to concentrate

9.3 Library Computer User's Survey – Adults 16 years and over (2013-14)

Positives

- 80% said staff are very/quite helpful when asked
- 60% said they used the library computer facilities regularly (every day, once a week or once a fortnight)
- Of those seeking information the highest proportion (43%) were seeking information on jobs/careers
- The percentage of library computer users aged 16-24 and over 75 is higher than the city average population in these age ranges (12% of users are over 75)
- The proportion of library computer use by Asian & Asian British, Black & Black British, and mixed ethnic origin (23%) is substantially higher than the city average population for these groups (9.4%)
- There has been a reduction in negative comments from the previous year

Areas for Improvement

- Only 60% rate the library ICT service as excellent or good
- Booking request satisfaction is only 42% at Jubilee rising to 72% at community libraries
- Only 54% thought software adequate for needs
- Most negative comments were about speed and reliability of PCs
- 63% wanted to increase drop-in PC from 15 to 30 mins with further 19% saying maybe

9.4 Library User's Survey – Children under 16 years (2013-14)

Positives

- 90% were satisfied by the choice of children's books
- 85% think the library a friendly place with 97% at community libraries
- 82% think the library a safe place to go
- 77% said libraries were bright and cheerful inside and were a place they wanted to come to
- Children said that the library has helped them to read better (60%), learn and find out things (49%) and do better at school (41%)

Areas for Improvement

- 11% described their visit as bad with 15% at Jubilee
- 21% said libraries were not open when they wanted to use them
- Comments focused on resources – they want more, new and better everything

9.5 Library Computer User's Survey – Children under 16 years (2013-14)

Positives

- 60% said they used the library computer facilities regularly (every day, once a week or once a fortnight)
- 83% use library ICT facilities but already have internet at home
- 80% can use a library computer when they want to (always/sometimes)
- Of those asking for help, 85% found staff very/quite helpful
- Computer gaming (46%) is the most popular use but next is homework (39%), but there is a lot of other diverse use as well
- Use by girls (52%) is significantly higher than boys (35%) (13% preferred not to say if they were a girl or boy)

Areas for Improvement

- 20% can rarely use a library computer when they want to
- 63% said library computer facilities were good/very good

9.6 Results of Library Plan 2014-15 Consultation

Total number of responses: 165

Number of comments made: 948

(Where respondents covered different aspects in their comments, each comment was counted individually)

What do you value most about your library service?

Respondents listed many things that they valued about libraries, reflecting the wide variety of benefits that public libraries deliver to people in the city. 366 comments were made. The top five things most mentioned by respondents were:

- Access to good books and other stock such as music, DVDs, and other reading materials like newspapers (22%)
- The library as a local community hub or resource (13%)
- Inclusive and accessible – for everyone (11%)
- Free (7%)
- Children's services and child-friendly environment (7%)

How far do you agree with the aims of the Libraries Plan?

Libraries Plan Aim	Definitely or tend to agree	Definitely or tend to disagree
--------------------	-----------------------------	--------------------------------

To develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city.	75%	12%
To expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity and enabling people to achieve many different things through their local library.	72%	13%
To support health and well-being, reaching out to those who are housebound or who are carers; developing libraries' services for vulnerable people, including those with disabilities and older people.	83%	9%
To improve digital inclusion, supporting people using the Internet, particularly those lacking confidence and skills, and delivering assisted digital services to help people access services (particularly government services) online.	85%	9%
To deliver the four Public Library Universal Offers around reading, information, health and digital services.	82%	6%
To develop the role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work, and continue to support adults and children to improve their literacy levels as a vital life skill.	91%	9%
To improve customer satisfaction through improving library stock and information services, making best use of new technologies and digital resources.	91%	7%
To modernise and deliver value for money through updating library technology, reviewing and improving the use of resources, and streamlining processes, to ensure that library users receive a high quality service that meets their needs.	80%	11%

There was majority support for the Libraries Plan overall, with 78% of respondents saying they tend to or definitely agree with the plan (9% of respondents said they

tend to or definitely disagree). There were no areas of activity that did not get strong support (over 70%) from the respondents.

The strongest support was for the encouragement of reading, and supporting adults and children to improve their literacy levels. Improving customer satisfaction through improving stock, information and digital services also received strong support.

What do we do well?

There were many different and varied things that respondents listed. There were 259 different comments made. The top five things mentioned were:

- IT facilities, systems and resources (16%)
- Quality and helpfulness of staff (12%)
- The place of libraries in the community and the 'offer' locally (9%)
- Jubilee Library (8%)
- Quality, range and availability of stock (8%)

What needs to change?

There were 186 comments made. The areas for change varied and were sometimes contradictory (e.g. increase genres / get rid of genres). The top five things that respondents thought needs to change were:

- Improve stock (quality, range, number, display, arrangement) 17%
- Improve IT (more, faster, more up to date, innovative, wifi, digital resources) 15%
- Improved opening hours 13%
- Increased places to stuffy or to sit 6%
- Improve staff (friendlier, better trained, qualified, more) 5%

Who else should libraries be working with?

There were less responses for this question and the suggestions that were made were wide ranging from 'nobody' to 'everybody'. There were two or three general areas which appeared the most in the responses:

- Community and voluntary sector organisations and community groups, and minority groups were in 26% of responses
- Schools, special schools and nurseries were in 18% of responses
 - Universities also appeared in 4%
- After this, 11% of respondents suggested health care providers
- Other regularly appearing suggestions were adult social care; employment and careers services and the business community.

A new subject that has appeared this time in the consultation responses is the need for Libraries to change and respond to the financial challenges that are facing local services. Comments related to this included 'bring in more income'; 'face financial reality'; 'use volunteers' 'take donations' and other suggestions wanted to see more use of libraries by other council services and organisations.

Feedback from people with learning disabilities

Specific feedback was received from people with learning disabilities, through a focus group organised by Speak Out. They recommended that:

- Explain what role the modern library plays in society with accessible easy read information
- What can the library offer people with learning disabilities?
- Can the library reach out to those who might not have the chance to access it?
- Help people to understand that a library is not just for those who can read.

Changes have been made to the Libraries Plan following the consultation. Four new actions have been added:

- Develop specific services for BME young people in collaboration with BMECP and their youth group
- Promote what libraries can do to support people with learning disabilities in line with the recommendations received from Speak Out in the consultation process
- Revise and re-launch a Reading Strategy for the city in collaboration with Children's Services – to improve reading and literacy for children and adults across the city
- As part of the VFM4 Modernisation programme for cultural services, develop options for the future of library services in the context of continuing budget challenges for the council

10. Equalities Impact Assessment

A full Equalities Impact assessment has been carried out in accordance with our Public Sector Equality Duty. A summary is below:

Name of EIA:	Libraries Plan 2014-15
Lead Team:	Libraries and Information Services, Assistant Chief Executive's Directorate
Summary of EIA:	A large part of Libraries' work is focused on tackling inequality and promoting social cohesion. The Libraries Plan outlines the targeting of services to children and young people, older people, vulnerable and disabled people, and specific community groups such as BME and LGBT
Summary of relevant data: what information informed the EIA?	Libraries are used well by those who are identified as having 'protected characteristics'. Feedback shows the high level of positive impact by Libraries on the lives of people in the city, in particular on vulnerable people and targeted groups.
Summary of consultation: who was consulted and how?	Regular and detailed research and consultation has been carried out in a range of ways including: surveys in all libraries; library user research using systems thinking method; focus group research with some targeted groups; feedback from events and activities; community profiles giving detailed demographic information; libraries profiles and performance information; customer comments and complaints. Specific consultation on the Plan took place in the Summer, 2014. The results of the consultation can be seen in section 9.6 of the Plan, and changes were made to the Plan as a result.
Assessment of impact and key follow-up actions:	Libraries have a programme of services and activities to actively promote equality of opportunity and promote social cohesion. There is potential for other service providers to work with Libraries to make a greater and positive impact on people's lives, and opportunity for Libraries to help deliver other services priorities and objectives. Library Service is actively seek out partnership with other service providers to make the most of this opportunity and best use of limited resources.
For further information on the EIA contact:	Sally McMahon, Head of Libraries and Information Services

Brighton & Hove Libraries
Jubilee Library
Jubilee Street
Brighton BN1 1GE

Tel: 01273 290800
www.citylibraries.info

Brighton & Hove Library Service

Your libraries



Support and facilities
for organisations,
community groups
and businesses

September 2014

5232 Brighton & Hove City Council Communications Team


Brighton & Hove
City Council

Introduction

Brighton & Hove City Council’s **14 Libraries** offer a wide range of easily available services and partnership opportunities in your communities.



We want to extend our support for local people by working with other organisations, community groups and businesses to deliver services in the heart of local communities.

Libraries are free to join, visit and spend time in.

You can meet people, read, get information, advice and referral, borrow stock, use the computers, and enjoy a wide range of activities and events.

Libraries provide information for living, recreation, culture, learning, development, entertainment, empowerment, free thinking and fun.

And all at no cost or low cost.

Trusted, local, open, free, safe and neutral, with an established citywide infrastructure, libraries are uniquely placed to work with you to achieve wider outcomes:

- Working in partnership to maximise resources and develop mutually beneficial services
- Supporting independence and reducing social isolation
- Facilitating user involvement
- Co-ordinating, disseminating and promoting city wide information

In this booklet we tell you about:

- our wide range of universal services
- our city wide information role
- how we can work with you and support your group
- our library buildings
- our charges

Contents

Your Library

Information and advice

Supporting your group

Case Studies

- Summer Reading Challenge - Young Volunteers Project
- Home Delivery Service

Your Libraries

Hiring Rooms

- Charges • Premises Hire Costs

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- 3 Hove
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- 9 Portslade
- 10 Rottingdean
- 11 Saltdean
- 12 Westdene
- 13 Whitehawk
- 14 Woodingdean





Your Library Service

Did you know that?

- You can borrow up to 40 items at one time

- Libraries are free and easy to join at any age

- If you can't find what you want, we will try and get it for you
- We lend books in standard and large print and 'e-books' for free

- We lend CDs, DVDs and Talking Books at low cost (concessions and exemptions available)

- We provide newspapers and magazines to read in the library

- You can use the computers for free (accessibility software and hardware available)

- We help you find the information you need

- We can support you to use government and council services

- We run study support sessions for primary and secondary aged children

- We provide regular activities and events for people of all ages – check your local library for details

- We provide internet help sessions, such as Silver Surfers and Council Connect

- We offer a range of community based learning courses

- We support health with easily accessible information, leaflets, books and online resources

- We provide 'Books on Prescription' – a national scheme providing self-help resources endorsed by professional health bodies

- We have an Equal Access service that delivers collections to residential homes

- We gift Bookstart packs as part of the national scheme that supports reading from an early age



For more information contact your local library, phone **01273 290800** or visit **www.citylibraries.info**

Information and advice

Libraries can help you find information and advice through our own large and diverse collection of books, leaflets, electronic and online sources.

As part of a city-wide network we can refer you to the right agencies for further specialist advice and support.

This is underpinned by the national Public Library Information and Digital Universal Offers whose key aims include:

- Combating digital exclusion and enabling access to digital resources for all
- Helping people access information and services online in life-critical areas such as job seeking; health; personal financial information, benefits and citizens rights.



Library Services are delivered by committed and skilled staff and supported by volunteers who provide additional help for instance through Council Connect internet help sessions. Libraries also work in partnership with organisations who deliver advice sessions such as Age UK, Youth Employability Service, Progress Programme (family employment coaching project City College) and MACS (Money Advice and Community Support).



Our information services are promoted and disseminated through established local and national networks encompassing a range of council, national and voluntary sector partners.



Case Study

Home Delivery Service (HDS)

The developing Home Delivery Library Service is available to people of all ages who may be housebound, have limited mobility, health issues or caring commitments. Delivered by library staff and a growing band of dedicated volunteers the Home Delivery Service takes the library to people in their own homes who might otherwise be isolated and unable to get their library service.

For information about receiving the Home Delivery Service phone 01273 294599 or contact any Brighton & Hove Library.

"At 83 years of age I woke up to the realisation that I could no longer borrow books from the public library. This was a shocking revelation because it was the deprivation of something I had become dependent upon ever since I was old enough to join the library. I felt quite bereft as a result. And then — the happy surprise! and much more than that: I should be able to request books and have them delivered to me at home AND this would happen in the person of one of the kindest, most capable people I have ever met. After several months, I still have to pinch myself to make sure I'm not dreaming. Annie and the service she delivers have transformed my life."

JA
Home Delivery Service client

"I've found being housebound means life gets very small. What you do always relates to health and daily living. The libraries housebound services are re-animating my life. I'm at the beginning of the process of getting better and the service seems to be developing into an important part of this. I find myself, book supported on knee, examining previous loves of my life that I'd thought I'd lost. It's exciting to find these past influences come back again. The delivery of books is letting me explore such influences. I'm doing all sorts of things now and this may help change the course of my life for the better."

JU
Home Delivery Service client

"I wanted to thank you for the opportunity to help provide this worthwhile service. It has proved to be a delight to be able to share stories and time with my allocated clients and when I see one of my ladies waiting at the window for me I know they appreciate it too!"

JS Home Delivery Service volunteer

Supporting your group

We offer many ways to support your group:

- Display space for publicising your events and activities in all libraries
- Use of library spaces for your activities, meetings, advice sessions and consultation
- Use of library spaces to showcase work through exhibitions, film screenings and performance pieces
- Use of the library for your group outside of library opening hours which increases the flexibility and potential use of space



We offer a wide range of activities for adults including:

- Reading groups/writing groups to develop reading for pleasure and confidence
- Quality cultural activities with authors, illustrators and other artists to expand experience of the world
- Talks to entertain and inform
- Craft activities to encourage creativity and fun
- Local history to involve and develop a sense of community
- Reminiscence for intergenerational understanding
- Computer help sessions to make the internet available to everyone
- Advice and information sessions to support every day living

Case Study

Summer Reading Challenge Young Volunteers Project 2014

This year's Summer Reading Challenge has been supported by an incredibly successful young volunteers project. This is the annual free national library programme that celebrates reading for pleasure by encouraging children to keep up their reading skills and confidence during the summer holidays.

The year's Mythical Maze theme gave a range of rewards and incentives, including posters and scratch and sniff stickers and a certificate and gold medal when six books had been read.

85 young people came forward and volunteered to help deliver the Summer Reading Challenge and range of associated activities across all Brighton & Hove Libraries with library staff and a range of community partners.

"Hi, my name is Maisie and I'm part of the library's team of young volunteers. This summer, over 50 young people aged 13-19 have signed up to help younger children get reading. We have the opportunity to get involved in a variety of different ways.

"Our main role is to staff the Summer Reading Challenge desk. We sign people up for the challenge, explain what it's about, give prizes out to those who have completed each stage, and offer activities such as colouring-in and the Mythical Hunt (if you want to know what that's about, get down to Jubilee now!).

"We also get to plan and run events based on the SRC theme – Mythical Maze. This is a lot of fun, although the risk assessment wasn't the most exciting thing in the world."


"Another part of our volunteering is that we can contribute to the library blog and social media pages, which I am doing now.

"I think the best part has been awarding the certificates to people who have completed the challenge. It brings a crazy sense of pride, like we achieved something when they did. What comes pretty close is almost completing the ball-bearing maze that gets awarded to SRC participants after they have read four books; it is frustratingly difficult! Who knows, I might even complete the maze by the time the challenge is over."

Maisie, Young Volunteer, Jubilee Library - Library Blog



We offer a wide range of activities for children, young people and families including:

- 
- Music and rhyme sessions for pre-school children and their parents or carers to promote child development and social interaction
 - Events aimed at families to support shared learning experiences and using the library together
 - Class visits and study support to offer help with school work in a safe and supportive environment
- The Summer Reading Challenge which celebrates reading for pleasure with incentives encouraging children to keep up their reading skills and confidence during the holidays
 - Opportunities to actively participate in the service, such as young people's volunteering opportunities offering the potential to link to Arts Award accreditation.

**We can work together to
maximise resources and
achieve wider outcomes by:**

- Extending the range and location of activities
- Creating additional groups in response to demand such as more reading, writing or 'read aloud' groups, extra targeted computer help sessions or courses, and youth participation
- Developing or facilitating new activities such as reminiscence groups, intergenerational initiatives.

So let us know what ideas you have, how we can work together more and what you would like to do.



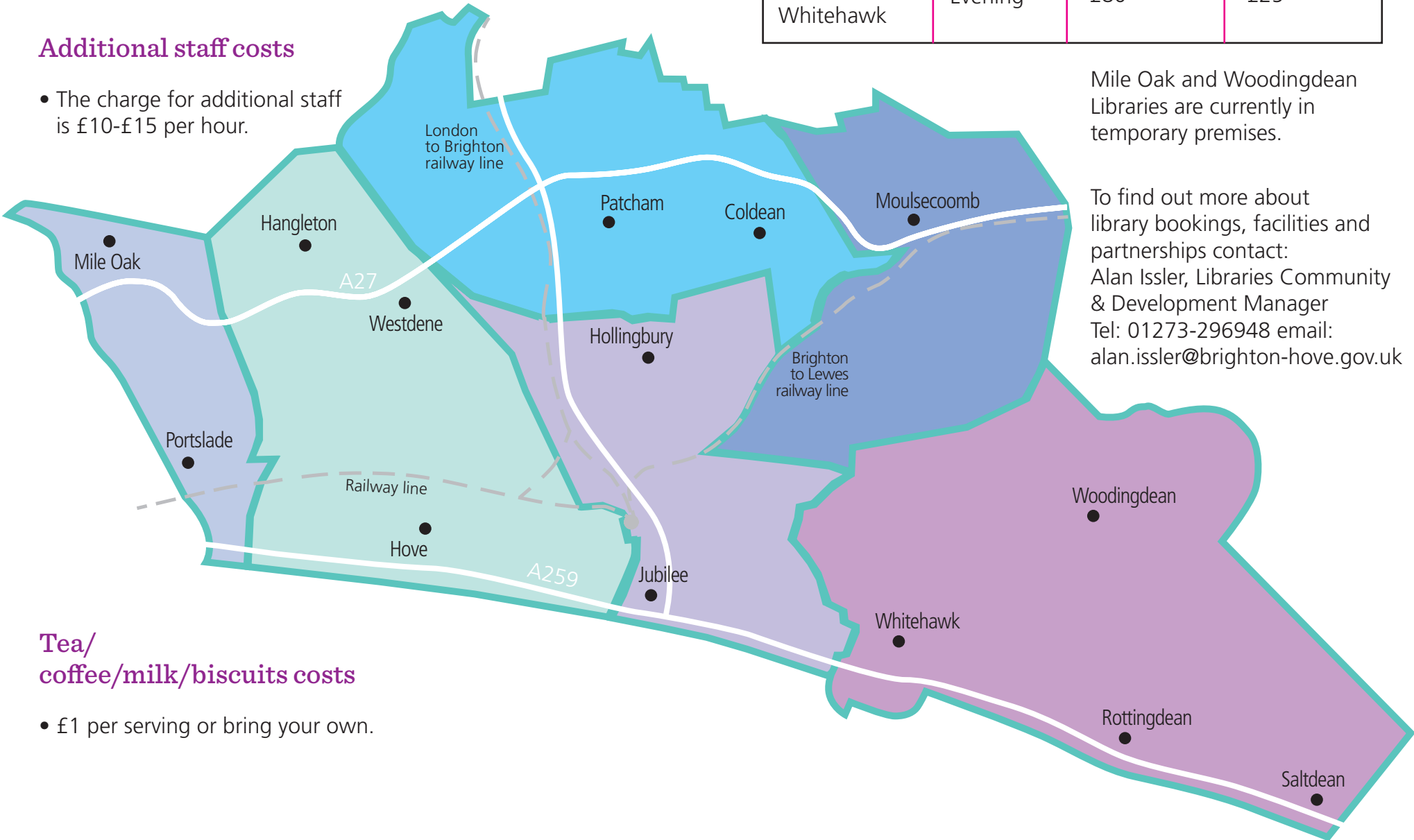
Charges

Service costs

- There are no charges for many of our services
- Where additional costs are incurred such as needing additional staff to set up and run an activity or give access to a library on a closed day, or premises hire, we will only pass on the additional cost to us
- In many circumstances groups using libraries could be self sufficient or supported by existing library staff and volunteers
- Premises hire – community partners are charged the community rate. Discounts may be available for block bookings.

Additional staff costs

- The charge for additional staff is £10-£15 per hour.



Tea/ coffee/milk/biscuits costs

- £1 per serving or bring your own.

Premises hire costs

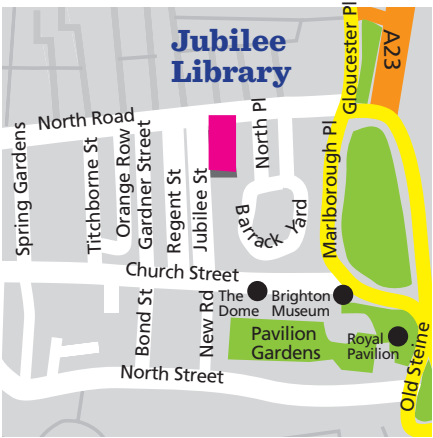
Libraries Room/Premises Hire Charges
(not including Jubilee Library – see separate leaflet).

Libraries	Session	Commercial rate	Community rate
Hollingbury, Moulsecoomb, Portslade, Rottingdean, Saltdean, Westdene	Morning	£60	£25
	Afternoon	£60	£25
	Evening	£60	£25
Coldean, Hangleton, Hove, Patcham, Whitehawk	Morning	£80	£25
	Afternoon	£80	£25
	Evening	£80	£25

Mile Oak and Woodingdean Libraries are currently in temporary premises.

To find out more about library bookings, facilities and partnerships contact:
Alan Issler, Libraries Community & Development Manager
Tel: 01273-296948 email: alan.issler@brighton-hove.gov.uk

Jubilee Library



Jubilee Street
BN1 1GE

Tel: 01273 290800

Opening Hours

Monday	10am-7pm
Tuesday	10am-7pm
Wednesday	10am-5pm
Thursday	10am-7pm
Friday	10am-5pm
Saturday	10am-5pm
Sunday	11am-5pm

How to get there

Buses: 1, 1A, 5, 5A, 5B, 24, 26, 49, 56

Parking:

- City centre car parks close by
- Accessible parking bays located on Jubilee Street

Cycle Racks:

On street cycle rails in Jubilee Street and by Prince Regent

Accessibility

Self-service lift to all 3 floors

Induction loop system at staff desks in all library departments

Accessible software on two designated PCs with height-adjustable desks in IT suite, and one on ground floor

Entrance:

- Accessible Automatic doors

Toilets: 4 accessible toilets on ground floor

2 accessible toilets on upper floor

Accessible toilet on mezzanine

Ladies/Gents toilets also available on ground and upper floors



Total public space: 2900 sq metres

Facilities

Public Spaces:

Ground Floor:

- Café near main window:
- Soft seating area with low tables

Main Hall: 770 sq metres

- 5 x round study tables with seating for 4 at each table
- Further soft seating and low tables throughout area
- 4 x self-service kiosks
- 1 x 15-minute drop-in pc
- 2 x change machines
- Self-service photocopier*

Young Person's Area: 120 sq metres

- 4 PCs on benching
- Study tables with seating for up to 10 (various arrangements)
- 1 x round study table with seating for 4
- 1 x 4-seater sofa
- 2 x soft seating cubes
- Wii unit with seating area

Film Area: 110 sq metres

- Plasma screen with control cabinet
- 2 x wooden designer benches

Children's Area: 310 sq metres

- 4 PCs on benching
- 2 x self-service kiosks
- Self-service photocopier*
- Printer*
- 10 x 2-seater sofas plus one chair
- soft seating bench unit for 6
- 2 x round study tables with seating for 4 at each table
- Soft seating units around pillars and throughout area
- Throw rugs for floor seating area
- Sink unit with cupboards behind sliding partition

Free
wi-fi



Upper Floor:

IT suite: 151 sq metres

- 30 PCs, plus 4 x 15-minute drop-in PCs
- 1 x round study table with seating for 2

Main Hall: 700 sq metres

- Self-service colour photocopier*
- Self-service B&W photocopier*
- 2 x change machines
- 3 rectangular study tables with seating for 2 at each table
- Soft seating for 4 plus low table
- 2 x study tables with seating for 10 at each table
- 1 x magnifying reader machine
- 2 PCs

Study Area: 270 sq metres

- 4 x study table areas with total seating for 24
- 24 public lockers (£1 refundable)

Tony Miller Rare Books Reading Room: 70 sq metres

- 4 PCs
- Study table with seating for 12

*(pay per copy)

Note: During exam periods there are further study spaces available throughout the ground floor and upper floor

Facilities

Rooms for Hire:

Mezzanine:

Conference Room 1: 60 sq metres

- Various layouts available (eg. theatre-style, boardroom)

Capacity - 30 people

Conference Room 2: 70 sq metres

- Various layouts available (eg. theatre-style, boardroom)
- PC and plasma screen

Capacity - 40

Conference Hall (CR1+CR2):

133 sq metres

- Various layouts available (eg. theatre-style, boardroom)

- PA system

Capacity - 80

Upper Floor:

Learning Centre: 60 sq metres

- Various layouts available (eg. theatre-style, boardroom)

Capacity - 30

- Toilet Facilities: 3 toilets designated for conference users

Other Equipment:

- Flip chart and stand
- Projector plus screen
- DVD player

Other:

Exhibition Spaces:

- Main Window on ground floor
- Foyer near entrance area

Other library spaces:

by consultation with appropriate library staff

Extras

- Projector plus screen
- Flip chart and stand
- DVD player

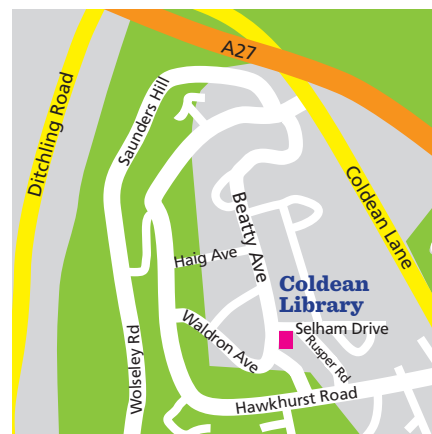


For full details of room bookings and any other charges:

Please contact Conference Team on **01273 292872** or refer to separate leaflet.

Email: jubileelibrary.conferencebookings@brighton-hove.gov.uk

Coldean Library



Library Court

24 Beatty Avenue, BN1 9EW

Tel: 01273 296902

Opening Hours

Monday
9am-1pm; 2pm-5pm
Thursday
9am-1pm; 2pm-7pm
Saturday
10am-1pm

How to get there

Buses: 24, 26

Parking:

- Free on-street parking
- Cycle Racks are available



Total public space:

127 sq metres

Accessibility

Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: Accessible toilet with baby changing facilities

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 30
- Soft seating area with 5 x seats and 2 x low tables

Children's area:

- Can accommodate groups of 30-50
- Study area of table and 5 x chairs
- Soft seating bench

IT:

- 5 adult PCs • 5 children's PCs
- Printer (pay per copy)

Free
wi-fi

Extras

- Small 1to1 meeting room: 5.5 square metres
- 2 x soft seats and low table
- Flip chart and stand
- Refreshment facilities by prior arrangement. Water boiler, sink unit, mugs

Community Room: 52 sq metres

- Seating for 30-40 (theatre-style)
- 12 PCs in flip-down desks plus one teaching/demonstration PC connected to wall mounted plasma screen
- 3 boardroom-style tables plus 20 chairs

Hove Library



182-186 Church Road
BN3 2EG

Tel: 01273 290700

Opening Hours

Monday 1.30pm - 5.30pm
Tuesday 9.30am - 7.30pm
Wednesday 9.30am - 5.30pm
Thursday 9.30am - 5.30pm
Friday 9.30am - 5.30pm
Saturday 9.30am - 5.00pm

How to get there

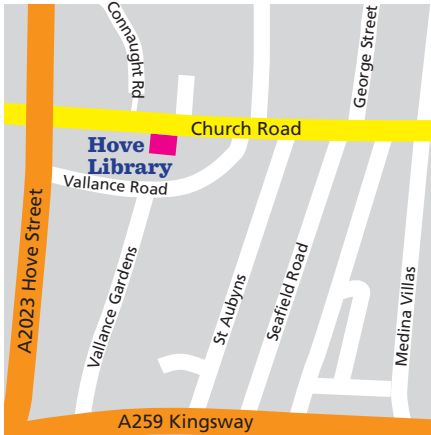
Buses: 1, 1A, 6, 49

Parking:

- On-street pay & display parking
- Norton Road NCP car park near Hove Town Hall

Cycle Racks:

On street cycle rails



Accessibility

Self-service lift between ground and upper floor
Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: One accessible toilet with baby changing facilities
One further unisex toilet, not accessible



Total public space: 619 sq metres

Facilities

Public Spaces:

- Soft seating throughout all areas in library

Ground floor:

- Can hold groups up to 30
- 2 x study tables with seating for four on each table
- 2 x 15-minute drop-in PCs
- Printer for public use

Upper floor:

- 1 x 15-minute drop-in PC
- 1 x photocopier for public use (self-service)

Children's area:

- Can hold groups up to 35-40
- 1 x study table with seating for 4
- 2 PCs

Young People's area:

- Can hold groups up to 8-10

Community Rooms:

Mezzanine:

IT suite: 8 PCs

Upper floor:

Wolseley Room: 49 sq metres

- Study area with 7 x tables to seat up to 20

Meeting Room: 29 sq metres

- Study area with 6 x tables to seat up to 10

Small meeting room

in basement: 13 sq metres

- 4 x soft chairs and low table

Refreshment facilities by prior arrangement



Extras

- Flip chart and stand
- Display boards

Hangleton Library



Accessibility

Lift to community room – key access (from staff)
Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: Accessible toilet with baby changing facilities

Extras

- Flip chart and stand

West Way

BN3 8LD

Tel: 01273 296904

Opening Hours

Tuesday 9.30am - 5.30pm*
Wednesday 2pm - 5.30pm
Thursday 9.30am - 7pm*
Friday 2pm - 5.30pm
Sat 9.30am - 4pm*
*Closed 1-2pm on these days

How to get there

Buses: 5, 5B, 16, 55

Parking:

- Free on street parking (2 spaces directly in front of library limited to 1 hour, other parking unlimited)

Cycle Racks are not available

Total public space:

306 sq metres

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 40
- Soft seating area of 2 x sofas and low table
- 2 x study tables and chairs for up to 8

Children's area:

- Soft seating
- 2 study tables and 8 chairs

IT:

- 4 adult PCs • 2 children's PCs
- Printer (pay per copy)

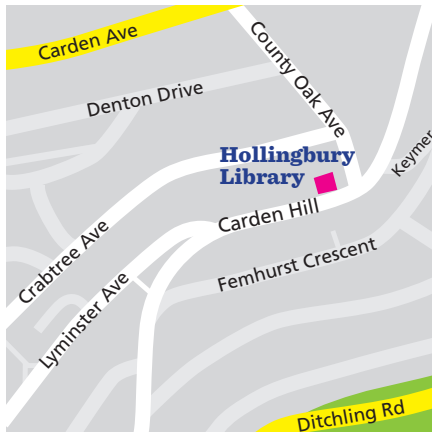
Community Room: 37 sq metres

- Boardroom-style meeting space with seating for up to 16

Refreshment facilities by prior arrangement
• Urn and mugs

Free
wi- fi

Hollingbury Library



Carden Hill

BN1 8DA

Tel: 01273 296908

Opening Hours

Monday 10am-1pm; 2pm-5pm
Thursday 10am-1pm; 2pm-7pm
Saturday 10am-1pm ; 2pm-4pm

How to get there

Buses: 46, 26, 5B

Parking:

- Small car park with space for 4-5 cars
 - Free parking on the street
- Cycle Racks are not available

Total public space:

96 sq metres



Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: Accessible toilet

Facilities

Public Spaces:

Adult area:

- 3 x soft seating spaces throughout library
- 1 x round study table to seat up to 4, plus small table for single use

IT:

- 3 adult PCs • 2 children's PCs
- Printer (pay per copy)

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Community Room:

Basement office space:

- 30 sq metres
- 3 x staff workstations
- Meeting tables with seating up to 8-10



Mile Oak Library

located in
PACA (Portslade Aldridge
Community Academy)

Library is
situated to the
left of the PACA
main entrance
reception desk



Accessibility

Induction loop system at
staff desk
Accessible software on
designated PC with
height-adjustable desk

Entrance:

- Accessible via ramp
access and steps
- Automatic doors

Toilets: 1 Accessible toilet
with baby changing unit

PACA

Chalky Road, BN41 2WS

Tel: 01273 296916

Opening Hours

- | | |
|-----------|----------------|
| Monday | 2pm-5pm |
| Tuesday | 2pm-5pm |
| Wednesday | 2pm-5pm |
| Thursday | 2pm-7pm |
| Friday | 2pm-5pm |
| Saturday | 9.30am-12.30pm |

How to get there

Buses: 1, 1A

Parking:

- On-road parking, plus limited
spaces in car parks close by
- Accessible bays next to ramp
access at main entrance

Cycle Racks: No

Total public space:

258.5 sq metres (including area
for academy stock)

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 20
- 3 x tub chairs and low table
- Further sofa-style soft seating area
- 2 x study tables to seat up to 4

Children's area:

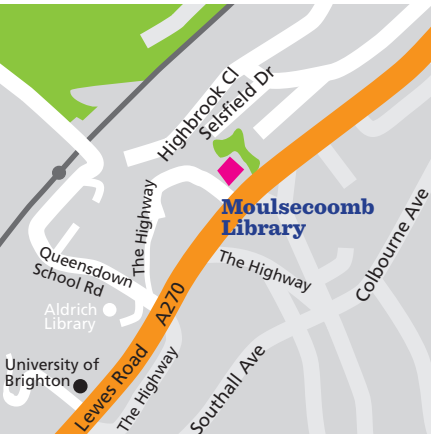
- Can accommodate up to 15 people
- Sofa-style soft seating area

IT:

- 7 adult PCs and one public access
catalogue • 1 children's PCs
- Printer (pay per copy)

Community Room: None

Moulsecoomb Library



The Highway

BN2 4PA

Tel: 01273 296910

Opening Hours

- | | |
|----------|-------------------|
| Tuesday | 10am-1pm; 2pm-7pm |
| Thursday | 2pm-6pm |
| Friday | 10am-1pm; 2pm-5pm |
| Saturday | 10am-1pm; 2pm-4pm |

How to get there

Buses: 24, 25, 29, 48, 49, 78

Parking:

- Small car park at front
of library – shared with
community building

Cycle Racks: There are railings
suitable for securing bicycles

Total public space:

187 sq metres

Accessibility

Induction loop system at
staff desk
Accessible software on
designated PC with
height-adjustable desk

Entrance:

- Accessible via ramp access
and steps
- Automatic doors

Toilets: Accessible toilet off
children's area

Extras

- Flip chart
and stand
- Refreshment
facilities by prior
arrangement

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 25
- Soft seating area with 1 x chair,
1 x sofa and low table
- 1 x study table to seat up to 4

Children's area:

- Can accommodate groups of 30
- 1 x study table to seat up to 8

IT:

- 8 adult PCs • 4 children's PCs
- Printer (pay per copy)

Community Room: None

Free
wi- fi



Patcham Library

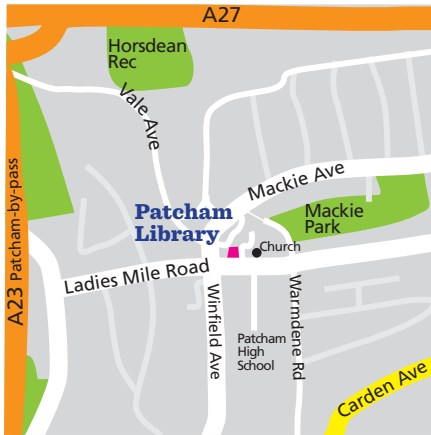


Ladies Mile Road
BN1 8TA

Tel: 01273 296912

Opening Hours

Tuesday
9am-1pm; 2pm-7pm
Friday
9am-1pm; 2pm-5pm
Saturday
10am-1pm; 2pm-4pm



How to get there

Buses: 5, 5A
Parking:
• Car park with limited spaces
• Free on street parking (some spaces may be time-limited)
Cycle Racks are not available

Total public space:
283 sq metres

Accessibility

Lift to community room – key access (from staff)
Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: Accessible toilet with baby changing facilities in corridor
One unisex toilet in corridor, not accessible
2 x children's toilets off children's area

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Facilities

Public Spaces:

Adult area:
• Can hold groups up to 30
• 1 study table with seating for 10
• Soft seating area with 4 x chairs and low table
• 1 x low table and sofa for young people

Children's area:

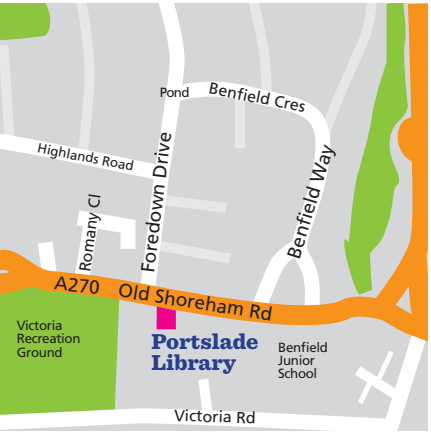
• Can accommodate groups of 50
• Soft seating throughout area
• 2 round study tables, seat 4 on each
IT: • 5 adult PCs • 4 children's PCs

Community Room:

26 sq metres
IT suite:
• 11 PCs • Printer (pay per copy)

Portslade Library

(and South Portslade Children's Centre)



223 Old Shoreham Road
BN41 1XR

Tel: 01273 296914

Opening Hours

Monday 9.30am-1pm
Tuesday 9.30am-1pm; 2-5.30pm
Wednesday 9.30am-1pm; 2-7pm
Friday 9.30am-1pm
Saturday 9.30am-1pm; 2-4pm

How to get there

Buses: 2, 2A, 2B, 6, 46, 59, 66
Parking:
• Small car park with 5 bays plus one accessible bay
Cycle Racks: Available

Total public space:
290 sq metres



Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible entrance at rear of building
- Front entrance leads into lobby with steps down into library

Toilets: Accessible toilet with baby changing facilities

Facilities

Public Spaces:

Adult area:
• Can hold groups up to 30
• Soft seating area with 4 x seats and low table
• Other seating throughout library
• 2 x study tables with seating up to 18

Children's area:

• Soft seating
IT:
• 3 adult PCs • 3 children's PCs
• Printer (pay per copy)

Community Room:

None

Free
wi- fi

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

To enquire about booking the Children's Centre room for meetings/activities phone 01273 296985.

Rottingdean Library

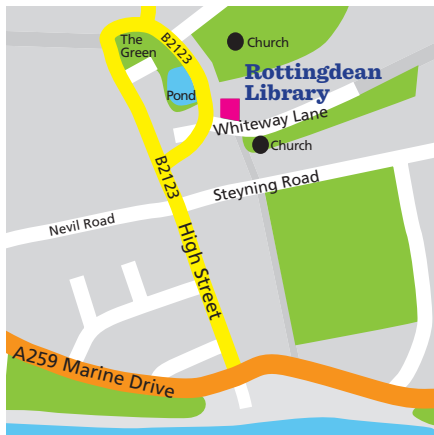


The Grange
BN2 7HA

Tel: 01273 296918

Opening Hours

Monday:
10am-1pm; 2pm-5pm
Thursday:
10am-1pm; 2pm-7pm
Saturday:
10am-1pm; 2pm-4pm



How to get there

Buses:
2, 2A, 12, 12A, 27, 14C
Parking:
• On-street parking on residential streets close by
• 3 spaces of accessible parking on Whiteway Lane
Cycle Racks are not available

Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible entrance from Whiteway Lane
- Steps at main entrance

Toilets: No public toilet facilities available



Total public space: 167 sq metres

Facilities

Public Spaces:

- Adult and Children's area:
- Can hold groups up to 50 Limited soft seating
 - 2 x study tables with seating for 4 on each

IT: 1 children's PC • Printer (pay per copy)

Community Room:

- IT room: 18 sq metres
- 3 adult PCs
 - 1 x study table and chairs can be used for meetings for groups up to 12

Free
wi- fi

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Saltdean Library

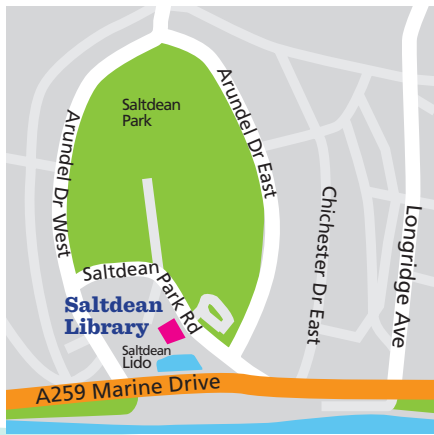


Saltdean Lido
BN2 8SP

Tel: 01273 296920

Opening Hours

Tuesday:
10am-1pm; 2pm-7pm
Friday:
10am-1pm; 2pm-5pm
Saturday:
10am-1pm; 2pm-4pm



How to get there

Buses:
12, 12A, 14, 14B, 14C, 27, 27A
Parking:
• Free car parks in close vicinity to front and rear of library
Cycle Racks are not available, but there is a railing outside

Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible entrance

Toilets: No accessible toilet
4 public toilets available on 1st floor – not library space (no lift)

Total public space: 150 sq metres

Facilities

Public Spaces:

- Adult and Children's area:
- Can hold groups up to 40
 - Soft seating area for 4 and table

IT: 3 adult PCs, 2 children's PCs • Printer (pay per copy)

Community Room:

- Small meeting room off corridor to left of main entrance: 8.5sq metres
- Can hold groups up to 4-6
- Refreshment facilities – by prior arrangement

Free
wi- fi

Extras

- 2 large tables and seating for up to 20 available on request for use in main library
- Flip chart and stand

Westdene Library



Bankside
BN1 5GN

Tel: 01273 296922

Opening Hours

Tuesday
10am-1pm; 2pm-7pm
Friday
10am-1pm; 2pm-5pm
Saturday
10am-1pm; 2pm-4pm



How to get there

Buses: 5, 5A,
27 (plus 5-10 minute walk)
Parking:
• Free on street parking
(very congested residential
area during school drop-off/
pick-up times)
Cycle Racks are not available

Total public space:
125 sq metres

Accessibility

Induction loop system at
staff desk
Accessible software on
designated PC with
height-adjustable desk
Entrance:
• Accessible
Toilets: No public toilet



Facilities

Public Spaces:

Adult area:
• Soft soft seating for up to 6 (2 x
sofas)
Children's area:
• 1 x sofa and low table
• 1 x study table for up to 8
IT: • 4 adult PCs • 1 children's PCs
• Printer (pay per copy)

Community Room: None

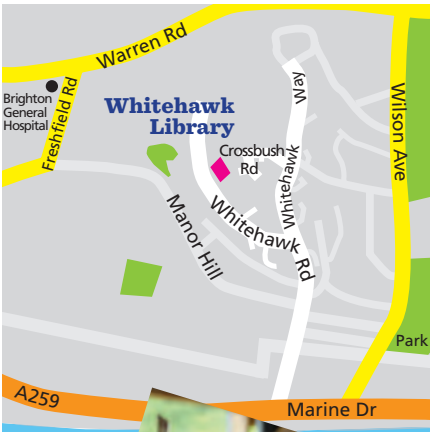
Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Free
wi-fi

Whitehawk Library

(at Whitehawk Community Hub and Library building)



179A Whitehawk Road
BN2 5FL

Tel: 01273 296924

Opening Hours

Tuesday 9am-1pm; 2-6pm
Thursday 9am-1pm; 2-6pm
Friday 9am-1pm; 2-5pm
Saturday 9.30am-1pm; 2-4pm

How to get there

Buses: 1, 1A, 21
Parking:
• On-street parking
• Large car park (shared with
Whitehawk School)
• Second car park with
accessible parking spaces
located adjacent to library
(accessed via Crossbush Road)
Cycle Racks are not available

Total public space:
428 sq metres

Accessibility

Induction loop system at staff desk
Accessible software on
designated PC with
height-adjustable desk
Entrance:
• Accessible entrance via
accessible parking area
• Steps up to main entrance
via main car park
Toilets: Accessible toilet with
baby changing facilities
One other toilet (not accessible)



Facilities

Public Spaces:

Adult/Children's area:
• Soft seating and low tables
throughout library for up to 18
• Study tables and chairs to seat up
to 16. Modular table system to
allow various arrangements
IT: • 8 adult PCs • 3 children's PCs
• Printer (pay per copy)

Community Rooms:

IT suite: 30 sq metres
• 9 PCs
• Printer (pay per copy)
• Projector, Screen
Large meeting room: 35 sq metres
• Boardroom-style table for up to 14
1 to 1 meeting room: 12 sq metres
• 4 x chairs and 2 x tables

Free
wi-fi

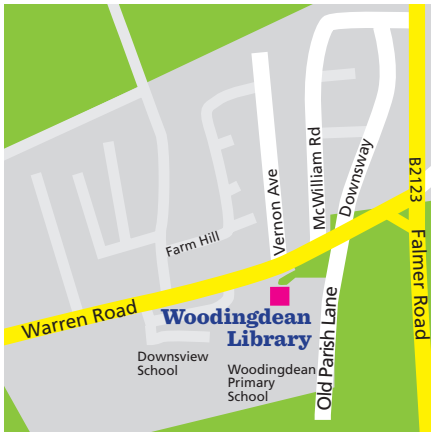
Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement, Urn, mugs

Café open
Monday-Friday

Woodingdean Library

(Co-located with Woodingdean Medical Centre)



Warren Road
BN2 6BA
Tel: 01273 296928

Opening Hours
Monday
9am-1pm; 2pm-5pm
Thursday
9am-1pm; 2pm-7pm
Saturday
10am-1pm; 2pm-4pm

How to get there
Buses: 2, 2A, 22
Parking:
• Limited spaces in car park
• Accessible bays available
Cycle Racks: No

Total public space:
169.5 sq. metres

Facilities

Public Spaces:

Free
wi- fi

- Adult area:
- Can hold groups up to 40
 - 3 x tub chairs plus low table
 - 2 x wing chairs plus side table
 - 1 x study table to seat up to 6
- Young People’s area:
- Can accommodate groups of 8
 - Sofa • 2 PCs
- Children’s area:
- Can accommodate groups of 15
 - Sofa for 2 people
- IT:
- 8 adult PCs • 4 children’s PCs
 - Printer (pay per copy)

Community Rooms:

- IT suite (bookable space): 27.9 sq. metres
- 11 PCs • Printer • Digital screen
 - 3 x foldaway meeting tables to accommodate up to 12 people
- Small meeting room (bookable space): 11.2 sq metres
- 1 PC • 1 meeting table for max. 4 people • Induction loop



Accessibility

- Induction loop system at staff desk
- Accessible software on designated PC with height-adjustable desk
- Entrance:**
- Accessible access
 - Automatic doors

Toilets:
1 accessible public toilet with baby changing unit

Subject:	Sports Facilities Leisure Card Update		
Date of Meeting:	18 September 2014		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Ian Shurrock Toby Kingsbury	Tel: 29-2084 29-2701
	Email:	ian.shurrock@brighton-hove.go.uk Toby.kingsbury@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report provides an update on the council's Leisure Card scheme since it was introduced in April 2013. It reports on take-up of the scheme and provides an assessment of its impact upon the levels of physical activity by Leisure Card holders.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the positive benefits following the successful introduction of the citywide Leisure Card in April 2013.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 A new Leisure Card scheme was introduced across six council sports facilities in April 2013. These facilities are operated on behalf of the council by Freedom Leisure as part of the Sports Facilities Contract.
- 3.2 The Leisure Card scheme is based upon the principle of providing a discounted price to those less likely to be able to afford to pay standard prices. It is therefore designed to increase participation in sport and physical activity by traditionally low user groups for whom price is a particular barrier to taking part. This creates more opportunities for residents on low income to access sports facilities, thereby leading to a reduction in health inequalities.
- 3.3 The Leisure Card scheme is also designed to bring a clear and consistent approach to concessionary pricing. It is means-tested to ensure that it provides a fair and transparent system which gives discounts to those residents who are most in need.

How the Scheme works

- 3.4 The Leisure Card can be applied for, free of charge, by any residents in receipt of the following benefits:

- Jobseekers Allowance (Income Based)
- Employment & Support Allowance (Income Based)
- Pension Credit (Guaranteed Credit)
- Income Support
- Disability Living Allowance
- Attendance Allowance
- Child Tax Credit

Leisure Card holders are then entitled to a discount of 40% off the following activities at the six facilities:

- Swimming
- Fitness Suite
- Fitness Membership
- Squash
- Badminton
- Tennis
- Table-tennis

3.5 The scheme is administered by Freedom Leisure on behalf of the council.

Marketing of scheme

3.6 The Leisure Card has been marketed extensively by displaying posters and leaflets throughout the six sports facilities as well as through Freedom Leisure's and the council's website and social media channels. By working with colleagues in Revenues and Benefits, a number of priority sites were identified for displaying information including the Housing Offices, Job Centre Plus and other advice agencies likely to be visited by residents in receipt of benefits. Posters and leaflets were sent to GP surgeries and the scheme has been promoted at a series of high profile events including Peoples Day and TakePart and publicised through Public Health initiatives such as the exercise referral scheme, Food Partnership and Health Trainers. Specific target groups have also been provided with information including the Federation of Disabled People and the BME Sports Working Group. Active for Life, LATs

Measuring success

3.7 There are currently 1284 registered Leisure Card holders enjoying discounted access to council sports facilities. This is more than double the original target of 500 in the first year. There have been a total of 34,397 visits since the card was introduced in April 2013. Details of which centres have been visited and the activities undertaken are shown in Table 1 below.

Table 1 – Leisure Card visits

	Swimming	Fitness Suite	Exercise Classes	Badminton	Total
King Alfred Leisure Centre	5339	5620	1241	48	12248
Prince Regent Swimming Complex	5863	2735	842	-	9440
Withdean Sports Complex	-	2877	2126	-	5003
Moulsecoomb Leisure Centre	-	4747	2637	96	7480
Stanley Deason Leisure Centre	-	212	6	8	226
Total	11202	16191	6852	152	34397

3.8 The table above shows that use of the fitness suites and swimming have been the most popular activities amongst Leisure Card holders. It also shows a good geographical spread of usage at different facilities across the city.

3.9 The data also shows a good mix of qualifying benefits which is demonstrated by the table below.

Table 2 – Leisure Card holders

Qualifying benefit	Number of Leisure Card holders
Jobseekers Allowance	366
Employment Support Allowance	210
Pension Credit	43
Income Support	116
Disability Living Allowance	189
Attendance Allowance	172
Child Tax Credit	156
Universal Credit	6

- 3.10 In June/July 2014, the council undertook a survey of Leisure Card holders to help measure the success of the scheme and to see whether it had positively impacted upon their ability to access the facilities.
- 3.11 A total of 90 responses were provided via a combination of online and paper copy surveys issued through the facilities. The key results of the survey are provided below.
- 34% of respondents had not previously used the council's sports facilities before joining the Leisure Card scheme. This equates to 436 new users.
 - 91% of respondents are now visiting council sports facilities at least once a week. Before the introduction of the Leisure Card scheme, the number of respondents visiting at least once a week was 37%. (See Table 2 below.)
 - Swimming and use of the Fitness Suites are the most popular activities amongst Leisure Card holders.

Table 3 – Frequency of visits

Frequency of visits	Before Leisure Card	Since Leisure Card	+ / - %
Daily	8%	16%	+8%
1-3 times per week	17%	56%	+39%
Weekly	12.5%	19%	+6.5%
Fortnightly	4.5%	2%	-2.5%
Monthly	19%	4.5%	-14.5%
Annually	4.5%	2%	-2.5%
Never	34%	0%	-34%

- 3.12 The Leisure Card scheme will continue to be marketed in partnership with Freedom Leisure and colleagues in Public Health to ensure it provides maximum opportunity for residents on low income to access sports facilities and be physically active.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 None required.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Consultation has been undertaken with Leisure Card holders to help measure the success of the scheme. Freedom Leisure was consulted prior to the scheme's introduction to ensure it was able to administer it effectively. Colleagues in Revenues and Benefits were consulted on the qualifying criteria to ensure the scheme targeted those in most need and they have also assisted with the promotion of the Leisure Card.

6. CONCLUSION

- 6.1 The results of the survey clearly demonstrate that the Leisure Card scheme has helped to provide better opportunities for residents on low income to access council sports facilities.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising out of this report.

Finance Officer Consulted: Michael Bentley

Date: 21/8/2014

Legal Implications:

- 7.2 There are no legal implications arising out of this report. The current Sports Facilities Contract with Freedom Leisure places an obligation on the company to work with the Council to implement and administer the Leisure Card Scheme, and this is being effectively administered in accordance with the contract, as set out in the report.

Lawyer Consulted: Jo Wylly

Date: 27/8/2014

Equalities Implications:

- 7.3 The introduction of the Leisure Card has had a positive impact upon equalities by providing increased opportunities for residents on low income to access sports facilities.
- 7.4 The continued promotion of the Leisure Card scheme is a key action in the Sports Facilities' Equalities Impact Assessment.

SUPPORTING DOCUMENTATION

Appendices:

N/A

Documents in Members' Rooms

None

Background Documents

None

Subject: Update On Apprenticeships
Date of Meeting: 18 September 2014
Report of: Executive Director Environment, Development and Housing
Contact Officer: Name: Cheryl Finella Tel: 291095
E-mail: Cheryl.Finella@brighton-hove.gov.uk;
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report provides an overview of progress made in creating apprenticeships for young people in the council and supporting the take-up of apprenticeships amongst businesses in the city.

2. RECOMMENDATIONS:

- 2.1 That the Committee note the progress made in creating apprenticeships in the council and supporting the take-up of apprenticeships amongst businesses in the city.

3. BACKGROUND INFORMATION

Apprenticeship Statistics

- 3.1 The latest available in year estimate for apprenticeship starts in the current academic year in Brighton & Hove (August 2013 to April 2014) totals 980. This equates to 0.7% of the 143,600 economically active residents aged 16-64 in the city. Of the economically active residents, 7,300 are aged 16-19 years, 15,800 aged 20-24 years and 120,500 aged 25-64 years. There were 1,700 apprenticeship starts in the full academic year 2012/13. It is difficult to draw year-on-year comparisons until full year data is available for 2013/14.
- 3.2 Comparative data for benchmarking purposes for Portsmouth and Reading has been provided. The comparators were selected on the basis that they are recognised by the Department for Education as among our statistical neighbours.
- 3.3 In Brighton & Hove, Portsmouth and Reading the take-up rate has increased substantially since 2005/06, as shown in Table 1.

Table 1: Apprenticeship Programme Starts by Local Authority (2005/06 to 2013/14 in-year estimates)

Year	Brighton & Hove	Portsmouth	Reading
2005/06	650	480	400
2006/07	590	600	390
2007/08	740	580	540
2008/09	800	660	570
2009/10	830	680	690
2010/11	1,500	1,390	1,330
2011/12	1,720	2,110	1,350
2012/13	1,700	1,970	1,320
Number of economically active residents (2013)	143,600	113,300	87,200

Source: Skills Funding Agency/National Apprenticeship Service & Annual Population Survey

- 3.4 Provisional data for 2013/14 for Brighton & Hove indicates that the majority of apprentices are at the intermediate level (660), followed by advanced (310) and only 10 higher apprentices. The largest cohort of apprentices are aged 19 to 24 years (420), with a fairly even split between the older (290 aged 25+) and younger age groups (270 aged under 19 years). The three most popular subject areas are 'Business, Administration and Law', 'Health, Public Services and Care' and 'Retail and Commercial Enterprise'.
- 3.5 The National Apprenticeship Service advise that there is not a specific framework that details how to set-up as being self-employed. However, there are frameworks which include business management units and innovation.

Brighton & Hove City Council Apprenticeship Group (Internal Group)

- 3.6 In November 2013 a Council Apprenticeship Group was established by the Economic Development team at Brighton & Hove City Council to oversee apprenticeship activities across the council. There is a lot of activity across the council to support young people in particular into education, employment or training. The purpose of the group is to foster joint working and collaboration across the council among those staff involved with apprenticeship activities and avoid any potential duplication of effort.
- 3.7 Chaired by the Economic Development Officer (Skills & Employment), the group meets regularly to oversee the apprenticeship activities within the council. Its members consist of internal staff from across the council involved with delivering activities for apprenticeships, e.g.

Welfare Reform, Human Resources, Education & Inclusion, Young People's Services, etc.

- 3.8 Since its inception meeting in November 2013 there have been three further meetings of the group. The group has been briefed by the Skills Funding Agency/National Apprenticeship Service about the changes to the future of apprenticeships and the implications for training providers and employers in the city. Looking ahead over the next 12 months, the group will seek to identify apprenticeship projects for European funding.

Brighton & Hove Apprenticeship Group (External Group)

- 3.9 The Brighton & Hove Apprenticeship Group (BHAG) is charged under the City of Brighton & Hove's 'City Employment and Skills Plan' to devise a strategy to deliver more apprenticeships in the city for the local workforce. The group was formed in April 2011 and regularly brings together key stakeholders in the city involved with apprenticeships including Department for Work and Pensions (DWP), Sussex Council of Training Providers (SCTP), City College, Brighton & Hove City Council, Skills Funding Agency/National Apprenticeship Service etc.
- 3.10 The Brighton and Hove Apprenticeship Group is empowered to provide support, input, partnership working and direction to the parties and agencies in the City involved in the delivery and promotion of the apprenticeship programme. The forum is tasked to ensure fair and impartial representation from all interested and participating agencies involved in the delivery of the apprenticeship programme.
- 3.11 The aim of the group is to ensure that a broad and inclusive offer of apprenticeship opportunities exists with employers and agencies to include all participating partners and stakeholders. The purpose of the group is to:
- Liaise with the Brighton & Hove Council Apprenticeship Group and support delivery of the strategic objectives specifically in relation to apprenticeships;
 - Engage with employers to increase the awareness of apprenticeships and increase apprenticeship starts in Brighton and Hove in the interests of the whole group and citywide learners;
 - Work with a range of providers and professional bodies to ensure a diverse apprenticeship offer across the City and increase the awareness of sector specific frameworks in areas of identified growth;
 - Work with Brighton & Hove City Council to ensure procurement opportunities are used to maximise the growth of apprenticeships;
 - To support the increase of the Apprenticeship Ambassadors programme;
 - To set up and provide training and networking opportunities for Apprenticeship Ambassadors;

- Apprenticeship providers should work in liaison with the Sussex Council of Training Providers; and
- Engage with learners in schools and colleges, young people who are NEET, and their parents / carers, to provide effective IAG to increase the awareness of apprenticeships and increase apprenticeship starts in Brighton and Hove.

3.12 The BHAG's recent achievements include helping support the successful Brighton Your Futures 2014 event with shared funding from the National Apprenticeship Service, Brighton & Hove City Council, Youth Employability Service and the private sector. The Apprenticeship Ambassador scheme at the council and school briefing events received funding from the National Apprenticeship Service.

4. ACTIVITY TO SUPPORT APPRENTICESHIPS BY THE COUNCIL

Apprenticeship Programme

- 4.1 The Apprenticeship Programme commenced in November 2012 at Brighton & Hove City Council. There are currently 44 apprentices in place at the council with a further 16 opportunities agreed by their directorates in progress.
- 4.2 The council has successfully worked in partnership with JobCentre Plus and the Support Through Care Team in supporting young people into work placements and apprenticeships. Presentations have been undertaken to engage young unemployed people in the apprenticeship opportunities through the council's programme. The National Apprenticeship Service continues to be a partner in sourcing training providers for the council's apprenticeships.
- 4.3 The Work Placement is undertaken prior to starting an apprenticeship to enable candidates to gain an understanding of the work environment within the local authority and an opportunity for the council to assess the candidate's suitability for progression to an apprenticeship. The placement is completely voluntary and are between 2-8 weeks, the length is determined by the manager together with the individual and Jobcentre Plus, taking into account individual circumstances. The council does not pay a wage to the work placement participant but they will continue to receive their benefits (and JCP will cover any travel and childcare costs if necessary).
- 4.4 The council has submitted another successful bid to JCP which will continue the partnership till March 2015, to help support disadvantaged individuals by providing work placements, with the aim of helping them secure employment.
- 4.5 The project continues to focus on young people disadvantaged in training and job opportunities as well as individuals affected by the benefit changes. The council will continue to work with NAS, Training

Providers and internal council services including Looked After Children, Youth Offending Service, Youth Employability Service and Benefit Teams.

- 4.6 Pre-notification to JCP and the council's partners of work placement, traineeships and apprenticeship opportunities has enabled the teams to identify individuals in receipt of benefits to apply and successfully take up these opportunities in advance of advertising on www.BrightonandHoveJobs.com and the NAS website.
- 4.7 The coordinator provides a one point of contact for sourcing information, advice and support for managers whilst they have responsibility for a programme participant. Working with HR staff and operational managers the coordinator identifies suitable placements and funding for apprenticeships continuing to embed apprenticeships into its staffing establishment and supporting council wide objectives of tackling inequality and increasing opportunity.
- 4.8 Engagement sessions at the 'Loft' (JCP) for customers will continue. These have provided young people with a better understanding of opportunities available to ensure they make an informed career choice. The sessions also provide a vital point of access for help with application form filling with JCP Apprenticeship Employability Advisors. This has particularly benefitted nine young people who have been unemployed for more than six months moving from unemployment and receiving benefits to work placements then an apprenticeship within the council.
- 4.9 In June the council were announced as the 2014 winners of City College Brighton & Hove's Outstanding Employer Contribution Award in recognition of the council's support for apprenticeships with the College.

Apprenticeship Ambassadors

- 4.10 The council has appointed seven Apprenticeship Ambassadors as part of its commitment to apprenticeships in the city. The ambassadors are apprentices at Brighton & Hove City Council and were brought together by the Education and Inclusion Department within Children's Services in partnership with Human Resources.
- 4.11 The ambassadors work in a variety of departments including Schools, Human Resources, Procurement, Culture, Media Relations and Adult Social Care. Their apprenticeships range from Level 2 to a Level 5 higher qualification.
- 4.12 The aim is to help raise awareness and value of apprenticeships in the world of work to young people and parents/carers across the city. From September 2014, the new formed ambassadors will be targeting schools and colleges in Brighton & Hove, holding workshops, open

discussions, setting up video links and talking about their own experiences to encourage the idea of applying for an apprenticeship.

Apprenticeship Events

- 4.13 The Brighton Your Futures 2014 jobs and opportunities fair took place on the 3rd April 2014 at the Brighton Dome and offered training, skills and employment opportunities and also career advice and guidance to young people in Brighton & Hove.
- 4.14 The Steering Group comprised Brighton & Hove City Council, City College, Affinity Sutton, National Apprenticeship Service, DWP, BrightonandHoveJobs.com and 3D Change.
- 4.15 The target market was 16 to 25 year olds but it was open to people of all ages. The fair gave young people looking for work the opportunity to meet employers offering job and training opportunities.
- 4.16 Employers and training providers exhibiting at the event offered action to work opportunities e.g. work experience, apprenticeships or jobs.
- 4.17 The event received positive feedback from the attendees, exhibitors and partners with over 500 young people registered and attended the event, with 70 exhibitors and around 2,000 opportunities on offer.
- 4.18 The council has hosted three Apprenticeship Matching Events in the last 6 months to which representatives from the business community, training providers and young people looking for apprenticeship opportunities were invited. These events are intended to increase the number of 16-18 year olds participating in Apprenticeships.
- 4.19 To date there have been nine Apprenticeship and one Traineeship start in the 16-18 year old age range as a result of these matching events.

Brighton & Hove Local Employment Scheme (BHLES)

- 4.20 The Brighton & Hove Local Employment Scheme (BHLES) focuses on the construction industry and brings together employers and local people looking for work either directly from the BHLES registration database or indirectly via local recruitment agencies, which can be the method of choice for recruitment for some contractors. The relationship built with local agencies has also created opportunities for employment due to the workforce demands created from increased activity in the construction industry in general. BHLES delivers a free job matching service to developers and their sub-contractors on major projects who have committed to providing employment and training opportunities to local residents.
- 4.21 Developers are now required (for developments in excess of 10 units) to complete employment and training agreements as part of planning

approval obligations. Opportunities for work experience, jobs and learning opportunities such as apprenticeships are negotiated throughout the life of the projects and promoted to local people registered on the scheme database and / or through Brighton & Hove City Council's internal teams such as YES (Youth Employability Service), Support Through Care Team, responding to the Corporate Parenting Pledge. Opportunities are also promoted through the Welfare to Work programme providers, DWP or City College, where there is high demand for work experience for its students. Developers are targeted to provide a minimum of 20% of employment opportunities to local people, i.e. residing in the BN1/2/3/and BN41 postcodes.

- 4.22 BHLES works closely with the Construction Industry Training Board (CITB). By working together through joint discussions with developers, it provides the opportunity to share information on Shared Apprenticeship initiatives and offers advice and guidance to contractors on training-related grants that are available to sub-contractor SMEs, with the aim of helping the workforce to progress within the industry and creating job opportunities for those wishing to start employment in construction at entry level.
- 4.23 The Mears Group were awarded the Repairs and Maintenance contract for social housing in 2010 and committed to providing 200 apprentices for local people during the life of the 10 year contract. The BHLES Co-ordinator monitors the performance of the apprenticeship programme, liaising regularly with City College, where most of the formal training has been delivered.
- 4.24 Since the outset of the contract there have been 69 apprenticeships created to date with 11 new apprentices recruited from an event in early June, giving a total of 80, meeting target expectations. On this evidence, the programme is on track to deliver the remaining 120 by the end of the 10 year contract. The apprenticeships are predominantly trades however a number of customer service / business administration apprenticeships have also been provided to enhance the skills of existing staff as well as new trainees.
- 4.25 Through the work of the BHLES Co-ordinator in collaboration with Procurement, Architecture & Design and Estates Regeneration teams there is now a requirement through construction-related ITTs and in contract awards, for employment and training. The company awarded the Strategic Construction Partnership for the next four years will have to provide apprenticeships, with numbers relating to the value of the development in line with national industry guidance.
- 4.26 In recognition of the evidenced commitment to workforce skills development to date, Brighton & Hove City Council has recently been awarded Skills Academy Status by the CITB which will enable BHLES to have access to local CITB support and representation. This will be of huge benefit when working on employment and training strategies

for major projects such as the 3Ts and Brighton Marina (both 10 year projects), also Circus Street and Preston Barracks developments.

- 4.27 BHLES has successfully negotiated 15 apprenticeships since its formal launch in late 2010, with the majority being offered in the last 2 years as activity increased. Over the last 12 months BHLES has negotiated 10 apprenticeship opportunities on sites and assisted CITB Shared Apprenticeship Scheme (TrAC–Training and Apprenticeships in Construction) in matching two young people for opportunities in carpentry and property maintenance with local SME companies.
- 4.28 With 19 new opportunities already committed over the next two years through three projects with site or phase starts imminent, a City Regeneration house-building programme rolling out and major long-term projects such as 3Ts, Brighton Marina and Circus Street, there should be a significant increase in apprenticeship opportunities.
- 4.29 BHLES has also recently gained the commitment from two major contractors working on high value refurbishments, to ensure their sub-contractors provide apprenticeships and work experience.
- 4.30 BHLES has recently been collaborating with a new training initiative called Building Heroes which is offering fully-funded, 5 week training courses at Level 1 in key property maintenance trades. The first course will run from the end of September and has been promoted through our internal and external network. BHLES will be involved in the information day to be held on the 8th September. Participants completing the course will have the opportunity to be employed through the organisation's construction arm with apprenticeships available in their chosen area of interest.

Youth Employability Service (YES)

- 4.31 The Youth Employability Service offer one-to-one support to young people not in education, employment or training. Transition support is also offered to Year 11 leavers during the summer who are identified by the school/academy as at risk of NEET or whose preferred next step is work-based learning and who have not been made an offer.
- 4.32 The role of the YES advisor is to actively support young people in decision-making about future choices and supporting them in to a range of employment, training, education and personal development opportunities – including apprenticeships.
- 4.33 The number of NEETs (16-18 years) is falling in Brighton & Hove however there are still around 450 (6.4%, June 2014) young people who are not in employment, education or training (compared with 527 (7.4%) in August 2013). 57 NEETs started an apprenticeship during the period August 2013 to July 2014. Brighton & Hove City Council is responsible for NEETs aged 16-18 (or up to 24 for those with special

education needs). Jobcentre Plus is responsible for NEETs aged 19-24 years.

- 4.34 YES use of social media e.g. Facebook and Twitter, has proved invaluable in reaching young people and promoting apprenticeships via online links. YES produce the monthly 'Opportunities for You Bulletin' which includes a dedicated page promoting apprenticeships. YES also distributes a fortnightly Youth Bulletin which includes the latest apprenticeships figures from NAS (National Apprenticeship Service) to over 500 youth professionals.
- 4.35 YES has a lead advisor who works closely with post-16 providers to produce a monthly update detailing current information on pre-apprenticeships and traineeships opportunities in the city.
- 4.36 YES advisors have staffed and avidly promoted and supported the apprenticeship matching events held in the city. This involved co-ordinating the online registration process and supporting young people to attend.
- 4.37 From April 2013 to April 2014 YES employed an apprentice, this role was part funded by NAS and had a specific remit to raise the profile of apprenticeships across the city. The work undertaken by the YES apprentice included an online apprenticeship blog, newsletter and visiting schools, 6th forms and Jobcentre Plus to champion apprenticeship opportunities.
- 4.38 The CCIS (Client Caseload Information System) Aspire, has the facility to match young people to current opportunities. YES will look at developing this further over the next 12 months for apprenticeship opportunities in the city.

Support Through Care Team

- 4.39 The Support Through Care Team's aim is to ensure young care leavers in the city receive support and guidance to engage them in either education, employment or training. Support includes help to complete application forms, interview tips and help with travel costs and clothing so they are ready for their job interviews.
- 4.40 In the past 12 months the team has helped eight care leavers secure a work placement leading on to an apprenticeship within the council. The placements were in areas such as the Finance Department, Youth Advocacy Project, Partnership & External Relations Team, a Maintenance Operative and the Horticulture Team. There are currently around 260 care leavers aged 16-21 years being supported by the council.

- 4.41 The team seeks to identify opportunities for care leavers for work placement and apprenticeships in the council and also works closely with Jobcentre Plus.

5. ACTIVITY TO SUPPORT APPRENTICESHIPS BY EXTERNAL PARTNERS

City College Brighton & Hove

Apprenticeship Programme

- 5.1 Over the last 12 months City College has started approximately 90 16-18 starts and approximately 175 19 Plus starts. The College prides itself on high success rates and aims for a minimum of an 80% completion rate in each skills area.
- 5.2 The College offers Level 2, Level 3, Level 4 and Level 5 Apprenticeships. The level the apprentice works towards is dependent on the job role of the individual rather than academic ability.
- 5.3 In the last 12 months they have started apprentices in the following subject areas: Accounting (L2, L3 and L4), Business Administration (L2 and L3), Carpentry (L2 and L3), Child Care (L2 and L3), Customer Service (L2 and L3), Digital Media (L3), Electro-technical Installation (L2 and L3), Hairdressing (L2 and L3), Health & Social Care (L2, L3 and L4), Hospitality (L2 and L3), IT (L2 and L3), Maintenance Operations (L2 and L3), Painting and Decorating (L2 and L3), Supporting Teaching & Learning (L2 and L3) and Motor Vehicles (L2 and L3).
- 5.4 City College has seen an increased demand in IT Professional Competence from employers across the city in the last 12 months, hence will concentrate on growing this area even further to meet the demand of the city's employers. There is also still high demand from the construction sector and very high levels of interest from potential candidates when Apprenticeship positions in this sector are advertised.

Apprenticeship Training Agency (ATA)

- 5.5 City Apprenticeships' new Apprenticeship Training Agency (ATA), launched in 2012, provides easy and cost-effective solutions for companies that are not in a position to take on a full-time apprentice. City Apprenticeships will offer apprenticeships in a part time capacity as well as the standard full time option. This increases the opportunities for employers to create apprenticeship positions in their work place.
- 5.6 The last 12 months has seen an increase in apprentices being signed up as ATA apprentices. There have been mostly internal Business Administration posts and external Maintenance posts.

- 5.7 To date four Business Administration ATA Apprentices have completed their apprenticeship programme, of which two have gone into full time employment.
- 5.8 To date externally one Maintenance ATA Apprentice has started their second year, one Business Administration ATA Apprentice started last month and two Painting & Decorating ATA Apprentices started in the last few weeks.
- 5.9 The college is keen to grow the ATA Model and the sales team is raising awareness with existing and new apprentice employers. City College believe the ATA Model will be very attractive for SMEs when the new trailblazing apprenticeship model is introduced.

City Skills & Jobs Shop

- 5.10 Established in March 2012, the City Skills & Jobs Shop is a Brighton and Hove partnership that provides training and employment information to individuals and business. It is situated on Queen's Road, Brighton and funded by the ERDF Interreg 2-Seas GAPS project. The Public Service Board has provided a financial contribution for the City Skills & Jobs Shop.
- 5.11 City Skills and Jobs has continued to grow its service over the past 12 months, resulting in an increase in candidate awareness. Shop footfall and the general number of customers entering the shop have risen when compared to the number of customers visiting the shop at the same time in the previous year. The highest weekly total of customers reached over a week was 127 and in August 2013 had 60 customers in one day.
- 5.12 Apprenticeships have a strong presence in the Skills Shop. The college's apprenticeships service is promoted to all customers that visit the shop, ensuring that if they do not require or are not suitable for their Apprenticeship service, they sell the other services that are on offer locally. These services are not only from City College Brighton but by external organisations and recruitment agencies e.g. National Careers Service.
- 5.13 Over the next 12 months City College plans to grow the apprenticeship brand with candidates and employers. They plan to promote the shop by liaising with an increased number of schools, charities and community organisations. This in turn will create more opportunities for candidates to apply for and help more candidates reach their goals.

BrightonandHoveJobs.com

- 5.14 BEACH (Brighton Employability Advice and Careers Hut) is an employability website within the BrightonandHoveJobs.com Jobs Board website and is targeted at young people who are looking for

employment, voluntary work, apprenticeships etc. BEACH was developed between the council, BrightonandHoveJobs.com, secondary schools and local employers. It is designed for young people by young people and won a prestigious Eurocities award in the category 'smart jobs'.

- 5.15 BrightonandHoveJobs.com is the main web based route for apprentice recruitment within Brighton & Hove and the platform provides a comprehensive list of local vacancies as well as advice for employers and job seekers. It also helps facilitate joint working between private, public sector and third sector employers, JobCentre Plus / DWP, the National Apprenticeship Service (NAS), training agencies, colleges and other learning institutions and candidates. A Memorandum of Understanding between BrightonandHoveJobs.com and the council was formed in 2014 which sets-out the purpose, objectives and responsibility of the parties involved.

City Employment & Skills Steering Group (CESSG)

- 5.16 The group consists of strategic partners in the city that have the authority and means to influence achieving the agreed priorities in the City Employment & Skills Plan 2011-2014 (CESP). It oversees the work in the CESP and helps to ensure that the action plan is being delivered. It does not have a separate budget but instead works collaboratively to foster joint planning and where appropriate shared delivery of services. The CESSG partnership over the last 2-3 years has delivered many schemes which support the 'Invest in Young People' initiative as a consequence of their collaboration.
- 5.17 Members of the CESSG include representatives from the private, public and third sectors and include representatives from organisations such as Coast to Capital Local Enterprise Partnership, DWP, BrightonandHoveJobs.com, Brighton & Hove Chamber of Commerce, Community Works, City College Brighton & Hove and Brighton & Hove City Council etc. Brighton & Hove City Council, Economic Development Team, is secretariat.

6. CONCLUSION

- 6.1 This paper provides an overview of apprenticeship activity within the council and key partners in the city. This is in the context of provision of apprenticeships as it currently stands. However the Government is introducing a new approach to apprenticeship provision and the new system will start within the next 12 months. New funding arrangements and the role of providers and business in the delivery of apprenticeships will change.
- 6.2 The work outlined in this paper will be reflected in the creation of the new City Employment & Skills Plan (CESP), which will address the challenges regarding the take-up of apprenticeships.

- 6.3 Brighton & Hove City Council, in discussion with the National Apprenticeship Service (NAS) through the Council Apprenticeship Group, will aim to ensure that apprentices and businesses are supported in the transition to the new apprenticeship system.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no financial implications arising from the recommendation in this report.

Finance Officer Consulted: Jeff Coates

Date: 19/08/2014

Legal Implications:

- 7.2 There are no adverse legal implications arising from this report.

Lawyer Consulted: Bob Bruce

Date: 19.08.14

Equalities Implications:

- 7.3 The council's Apprenticeship Programme works to support unemployed residents into work and provides contributions to equality by ensuring people are supported into sustainable jobs.

Sustainability Implications:

- 7.4 The creation of apprenticeship opportunities and encouraging businesses in the city to employ apprentices will contribute towards the council's aspiration for growing a sustainable economy.

Crime & Disorder Implications:

- 7.5 Improving the employment prospects of the city's residents may contribute to reducing crime and anti-social behaviour.

Risk and Opportunity Management Implications:

- 7.6 If the activities to facilitate the creation and take-up of apprenticeships are not undertaken, there is a risk that apprenticeship numbers in the city will fall and this will impact negatively on the employment rate resulting in increased levels of benefit dependency.

Corporate / Citywide Implications:

- 7.7 The work described here accords with the corporate priority "We will lead by example by continuing the council's own commitment to apprenticeships". It is expected that the work undertaken to support apprenticeships will have a positive impact on young people and the wider economic prosperity of the city.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms:

None

Background Documents:

None

Subject:	Coast to Capital Growth Deal - implications for Greater Brighton		
Date of Meeting:	18 September 2014		
Report of:	Executive Director, Environment, Development & Housing		
Contact Officer:	Name:	Nick Hibberd	Tel: 29-3756
	Email:	nick.hibberd@brighton-hove.gov.uk	
LA(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The report updates the Economic Development & Culture Committee on the outcome of the Coast to Capital Local Enterprise Partnership (LEP) Growth Deal which was announced on 7th July and sets out the projects that fall within the Greater Brighton City Region which are funded by the Local Growth Fund (LGF).
- 1.2 The LEP's Growth Deal announcement marks the culmination of the first phase of the Greater Brighton initiative which focused upon the Greater Brighton City Deal bid and supporting the LEP with the development of their strategic economic plan and growth deal bid. This has seen a total of £83.4m funding allocated to the city region. This includes:
- £31.4m funding allocated to Greater Brighton through the City Deal process
 - £52.4m funding allocated through the first round of the Coast to Capital Growth Deal process

2. RECOMMENDATIONS:

- 2.1 That the Committee note the success in securing Local Growth Funding for projects that fall within the Greater Brighton city region

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Coast to Capital LEP submitted their Strategic Economic Plan and Local Growth Funding bid in March 2014. The Strategic Economic Plan sets out an ambitious proposal for a £3.3bn, six year programme with a £559m bid for Local Growth Funding resulting in 60,000 jobs, 26,000 homes and 975,000 sqm for employment space.
- 3.2 The Coast to Capital Growth Deal was announced on 7th July and sets out the first year of projects from the Coast to Capital Strategic Economic Plan which are

to be funded by the Local Growth Fund (LGF). For the whole of the Coast to Capital region, the headlines are:

1. The Local Transport funding already announced last year of £24.2m
2. Local Growth Funding of £38.0m in 15/16, £202.4m overall.
3. £450,000 for a business Growth Hub.
4. Provisional allocation to transport projects starting in 2016/17 and beyond of £16m.

Greater Brighton Projects funded by the Local Growth Fund

3.3 The Greater Brighton City Region has secured £52.4m of Local Growth Fund funding for projects that fall within the City Region.

3.4 Greater Brighton has received a significant allocation of Growth Deal funding. The figures outlined below are funding for all years (not just 15/16).

	15/16	Total All Years
	LGF	LGF
Newhaven flood defences – linked to City Deal	£700,000	£1,500,000
Shoreham Harbour Flood Defences – linked to City Deal	£2,000,000	£9,500,000
Advanced Engineering Centre - UoB and Ricardo	£4,500,000	£7,000,000
Preston Barracks Central Research Lab - City Deal Growth Centre	£1,000,000	£7,700,000
Brighton Circus Street	£1,500,000	£2,700,000

Local Transport Body	15/16	Total All Years
	LGF	LGF
Valley Gardens Phases 1 & 2 (LTB)	£ 4,000,000	£ 8,000,000

Provisional Allocation to transport projects starting in 16/17 or later	15/16	Total All Years
	LGF	LGF
Newhaven Port Access Road	0	£10,000,000
Brighton Valley Gardens Phase 3	0	£6,000,000

3.5 All areas of the Greater Brighton city region could also potentially benefit from the following funding packages that have been agreed to support the whole Coast to Capital LEP area:

- Sustainable transport package (£32.7m)
- Business Finance package (£9.5m)
- Transport resilience package (£30.9m)

The LEP have also been given approval for up to £88m Public Works Loan Board (PWLB) facilities which can be accessed by local authorities for prudential borrowing at an advantageous rate.

- 3.6 The Growth Deal document also sets out initial responses to Coast to Capital's requests for local freedoms and flexibilities. Discussions about an Enterprise Zone at Newhaven are ongoing.

Implementing the funded projects

- 3.7 The Coast to Capital Growth Deal sets out only the start of the six year programme agreed in the LEP's Strategic Economic Plan. The LEP are in the process of developing an overall implementation plan.
- 3.8 West Sussex County Council will act as the overall accountable body for the Local Growth Fund. The overall annual Local Growth Fund allocation will be paid from the Government to the Accountable Body at the start of each year. The respective responsibilities and obligations of Coast to Capital LEP and the Accountable body will be set out in a Service Level Agreement.
- 3.9 To govern the delivery of funded projects and the delegation of responsibility for their successful and complete delivery, the LEP envisage that they will develop and agree with key partners a Schedule of Delegated Authority which will set out how each block of LGF funding or individual projects will be managed. This will include delegation of accountability from the LEP Board for full delivery of both the funding allocated and the outputs. The scope of the delegation will vary - it will be a mixed regime and the LEP will adopt what works best in each circumstance:
- Responsibility for delivery of the funded transport projects as an overall programme will be delegated to the Local Transport Body. The Coast to Capital Board will set out the scope of the delegation for the funding and the eligible projects/packages on an annual basis. Practical day-to-day management of delivery of individual projects will be managed by the county/unitary local authorities in their Highways Authority role.
 - Some individual projects might be delegated to named delivery organisations.
 - Blocks of funding and projects might be delegated to the Greater Brighton Economic Board who might be accountable to the LEP Board for delivery of a number of projects in their area. Alternatively, the Greater Brighton Economic Board could seek strategic overview and ask for individual projects to be commissioned or procured more directly by the lead authority for the project.
- 3.10 Every funded project has still to go through a further business case process. For the transport projects it is the Assurance Framework that the LEP has agreed with the Department for Transport. The LEP are currently developing a process and template for the non-transport projects, appropriate to the size of the funding.
- 3.11 The monitoring and reporting requirements for projects that fall with the Greater Brighton city region will be passed on down the chain of delegated authority to the Greater Brighton Economic Board as the LEP itself will only have the resources to monitor and report at the highest level. There will be three main outputs - leverage, homes and jobs.

- 3.12 Coast to Capital is in the category of LEPs which have freedom to flexibly deliver their SEP programme within the funding allocation from Government. This means that they can vary the projects they fund, but only after seeking agreement in advance from Government who are likely to require good reason, and business cases for the alternatives.

Developing the pipeline projects through the Greater Brighton Investment Programme

- 3.13 The negotiation of both the Coast to Capital Growth Deal and Greater Brighton City Deal has demonstrated the importance of developing strong pipeline of projects with robust and well developed business cases. Generally business cases which are well developed and projects which are further advanced have attracted funding.
- 3.14 The Coast to Capital LEP will engage in yearly negotiations with Government for the remaining years of the Growth Deal programme. This presents a significant opportunity to secure further funding for projects that fall within the Greater Brighton city region. This process is likely to commence immediately - during Summer 2014.
- 3.15 To succeed in the next round Greater Brighton partners will need to have strong, well advanced business cases and that are towards being "shovel ready". The competitive environment between LEPs will also ratchet up.
- 3.16 The Greater Brighton Officer Board will co-ordinate the development of business cases for the pipeline of projects that fall within the Greater Brighton city region, as part of the Greater Brighton Investment Programme.

Finding other delivery routes

- 3.17 There is no revenue funding as such included in the Growth Deal, the exception being the Growth Hub. This impacts in particular on our ability to deliver the LEPs aims for skills, business sectors and innovation. Further, some projects which Greater Brighton might have given high priority, have not been selected by Government. For these projects we may need to work with the LEP to seek alternative means to fund and deliver them. Possible alternative sources of funding include:
- The Public Works Loan Board (PWLB) lending facility of £88m which the LEP have been allocated. This can be accessed by local authorities.
 - EU Structural & Investment Funds (EUSIF) funding - this is likely to be the best source of funding for skills and sector activity. However, the LEP are currently unsure of the degree to which they will have good control of how EUSIF funding is procured and commissioned.
 - Other forms of EU funding - this may be suitable for innovation and research activity
 - New instruments such as Local Asset Backed Vehicles and Social Impact Bonds.

6. CONCLUSION

- 6.1 The Growth Deal allocation represents a significant success in terms of the projects that fall within the Greater Brighton city region receiving Local Growth Fund funding. There is an opportunity for Greater Brighton to secure further funding for the future years of the programme.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The Coast to Capital Local Enterprise Partnership (LEP) Growth Deal has identified a total of £83.4m to the city region with £31.4m identified through the City Deal and £52.4m through the first round of the Coast to Capital growth Deal.

There will be a requirement for the Greater Brighton Officer Programme Board to develop final business cases for projects that fall within the city region which are anticipated to commence from April 2015. Match funding may be required to deliver individual projects and funding routes have been detailed in paragraph 3.22 above. The use of Public Works Loan Board funding, of which up to £88m facility has been agreed across the region, will incur financing costs and these costs will need to be factored into the business cases for each project. Resources to support the delivery of the business cases are yet to be finalised and options to support this will be explored.

The final delivery arrangements for the delegation of funding will be agreed by the Coast to Capital LEP Board in September 2014 and reported to the Greater Brighton Economic Board in October 2014.

Finance Officer Consulted: Rob Allen, Principal Accountant, BHCC
Date: 17/07/14

Legal Implications:

- 7.2 Legal documentation will need to be agreed between the parties to capture the roles of the Accountable Body (WSCC), the LEP and the end recipients of the funding.

Lawyer Consulted: Bob Bruce, Deputy Head of Law BHCC *Date: 17/07/14*

Equalities Implications:

- 7.3 No equalities implications have been identified at this stage of the process. As the business cases for individual projects are developed, lead partners will be asked to develop an Equality Impact Assessment on their project.

Sustainability Implications:

- 7.4.1 The Coast to Capital Growth Deal includes a 31.7m funding package for sustainable transport projects.

Any Other Significant Implications:

7.1 None

SUPPORTING DOCUMENTATION

Background Documents

1. Coast to Capital Strategic Economic Plan
2. Greater Brighton Economic Board Investment Programme Brief

Subject:	Greater Brighton City Deal: The Brighton Digital Exchange, New England House		
Date of Meeting:	18 September 2014		
Report of:	Executive Director Environment, Development & Housing		
Contact Officer:	Name:	Alan Buck	Tel: 293020
	Email:	alan.buck@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report outlines the progress that has been made in developing the business case for the Brighton Digital Exchange, which will be located in New England House and will be funded via the Super Connected Cities Programme as part of the Greater Brighton City Deal. It seeks consent to divert existing Supper Connected Cities Programme (SCCP) funding to deliver the project, both via a grant programme to private sector partners and through the upgrading of existing wiring in New England House.

2. RECOMMENDATIONS:

- 2.1 That members note the progress that has been made in developing the business case for the Brighton Digital Exchange that forms part of the economic growth initiatives agreed through the Greater Brighton City Deal.
- 2.2 That members agree to release £620,000 of funding from the Super Connected Cities Programme to deliver the Brighton Digital Exchange.
- 2.3 Grant delegated authority to the Executive Director Finance and Resources and Executive Director of Environment, Development and Housing to procure and award a contract undertaking the wiring of New England House with the remainder of the funding to facilitate the Brighton Digital Exchange.

3. CONTEXT/ BACKGROUND INFORMATION

Background

- 3.1 The Brighton Digital Exchange (BDX) will deliver ultrafast cost effective broadband connectivity to local businesses in the creative and digital sector. It will stimulate the creative, digital and IT (CDIT) sector in Brighton, support

innovation and the development of new products and services, which in turn will have an impact upon the wider business community,

- 3.2 The Brighton Digital Exchange in the negotiation of the Greater Brighton City Deal as an ask of government that we be allowed to divert unallocated funding from the Super Connected Cities Programme to establish a digital exchange as part of the development of New England House as a flagship growth centre for creative and digital businesses. Since the signing of the City Deal in March 2014 officers have been working with Wired Sussex on developing the Brighton Digital Exchange concept to ensure it is deliverable and financially sustainable.
- 3.3 A detailed business case has been prepared that demonstrates the financial objectives of the Digital Exchange. These are i) to create a sustainable digital exchange and ii) to develop and grow the digital exchange. The business plan shows the Digital Exchange would be financially sustainable once it is fully operational. Public funding is required to cover the initial construction costs of the host room and associated capital equipment plus a shared contribution toward operating costs to reach full sustainable operation. Sufficient contributions will be collected within the lifetime of the assets to invest in the replacement of the Core Facility and also to support new and expanded shared facilities.

What is a Digital Exchange?

- 3.4 The digital exchange will help Creative Digital and IT businesses that engage with it to address three gaps in the market for digital infrastructure in Brighton:
- A neutral location, not owned by any one carrier or service provider, where digital businesses can terminate connectivity and locate servers and switching equipment;
 - A cost-effective way to join the London Internet Exchange (LINX) Internet traffic peering network; and
 - An opportunity to create products that offer businesses affordable connectivity with service levels exceeding low cost broadband.
- 3.5 A digital exchange combines three elements: it is a 'meet-me' point where digital traffic is exchanged between networks and servers - one step down from an Internet exchange; it is linked to office space for CDIT businesses that use the servers and connectivity to provide digital services; and it is run collaboratively by the businesses that use it.
- 3.6 The core physical facility of the Brighton Digital Exchange will be the 'Host Room.' Located in New England House, this will be a neutral space with racks for servers and switching equipment and facilities for carriers and service providers to terminate connections. It will include the requisite levels of resilience such as fire suppression and an uninterruptable power supply.
- 3.7 In addition to this host room, the BDX would benefit from new cabling to provide connections from all the business units in New England House back to the host room. It will also use a high speed dedicated connection to the London Internet Exchange, but this will be delivered commercially and not by public funds.

What Will The Brighton Digital Exchange Deliver?

- 3.8 The Brighton Digital Exchange aims to transform the way that Creative Digital Businesses in New England House across the creative digital cluster work with and use technology. Through a high capacity connection to the LINX¹ Internet peering point in London, the digital exchange will establish local hosting capacity to support Internet Service Providers and other value-added service providers. It will enable smaller business focused Internet Service Providers to extend the range of service they can offer in the city such as fast business-class internet access.
- 3.9 A thriving and successful digital exchange in Brighton will be used by participating suppliers to provide new and competitively-priced digital services to end user businesses in New England House and elsewhere. The exchange will mean users can enjoy affordable, ultrafast, business-class Internet connectivity. But it will also provide a platform for local businesses to play a role in creating the new applications and services that will stimulate demand for that connectivity.

How Will the Brighton Digital Exchange be Delivered?

- 3.10 It is proposed that the Brighton Digital Exchange be delivered by using government Super Connected Cities Programme funding, allocated to Brighton & Hove by the Department for Culture Media and Sport. Our successful bid in 2012 attracted over £3.2m of potential investment in the city's digital infrastructure.
- 3.11 The Brighton Digital Exchange is a private sector led project. Since the holding of an information day in June, seven prospective founder members of the Brighton Digital Exchange have signed a Memorandum of Understanding. Those founder members are now in a position to lead on elements of the project design and implementation. In many cases this involves Wired Sussex acting as an agent for the collection of founder members. The city council will retain a role offering project assurance and acting as the grant funding body. The £540,000 funding will be split across those members to deliver the digital exchange. A draft grant agreement has been prepared by the council's solicitors.
- 3.12 The remainder of the funding will be spent on wiring up New England House so each unit has access to the Brighton Digital Exchange. It is proposed that this is procured by the city council, using government funding from the Superconnected Cities Programme.
- 3.13 A space has been identified in New England House that the Brighton Digital Exchange can occupy. At present the space is under-used and in poor condition. The proposal is that the space is let to the Brighton Digital Exchange on a peppercorn rent until the digital exchange generates enough income to pay a standard rent for space in New England House. However, that unit is not generating a rent at present, and the space is in poor condition. It is usual that any new tenants in the building who do works to upgrade their unit (as would have been done here) gets a rental holiday to the value of that work. The business case is confident that the digital exchange will quickly become commercially viable, and so it is not considered that there will be a significant loss of rental income, and in addition the existence of the digital exchange will make New

¹ The London Internet Exchange is one of the three largest Internet exchanges in the world.

England House as whole more desirable and lettable once it is refurbished and extended under the wider City Deal proposals.

Risks

- 3.14 With all publically funded projects that appear to offer new digital infrastructure a key risk is the perception of state aid. The city council has obtained independent state aid advice from specialist solicitors and are happy with the state aid position. This advice makes the case that each individual grant to a founder member is *de minimis* – i.e. too small for state aid to be a problem. The advice also states that it is the connection service providers (i.e. those to whom the *de minimis* grants are actually given), rather than an entity set up by the Council, who should commission, install and operate the digital exchange jointly. It should be left up to them to decide how to achieve this (whether by setting up a limited company, unincorporated association or otherwise). However, the draft grant agreement provides protections to ensure the money is spent on delivering and maintaining the digital exchange. The present approach to the project reflects this.
- 3.15 The other key risk is timescale. The Super Connected Cities Programme funding must be spent by March 2015. This does offer a tight window of opportunity for the businesses that are setting up the BDX to deliver it, but many of the businesses are experienced in the delivery and operation of data centre type facilities and have the expertise to deliver it.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 A do nothing option would result in losing the opportunity to create an innovative driver for growth in city region's digital and creative sectors. The funding that is being allocated is not core city council funding and would have to be returned to government if unspent by March 2015
- 4.2 In developing the business case for the Brighton Digital Exchange a number of options have been tested about how best to deliver and operate the facility. Careful consideration of and response to commercial, value for money and state aid issues have resulted in the final business case for the facility.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Brighton Digital Exchange will only impact on those who wish to become members or end users of it. As such the engagement has primarily been market engagement. There has been considerable engagement with local and national suppliers to gauge interest, culminating in a Market Information Day held in June which resulted in a number of founder member companies emerging.

6. CONCLUSION

- 6.1 For the reasons outlined above, it is considered that the Brighton Digital Exchange offers a strong opportunity for growth in the digital and creative sectors in the Greater Brighton City Region. It would facilitate better connectivity with the key digital markets in London, allowing better access to customers and partners for businesses based in Brighton & Hove.

- 6.2 The proposal would not involve expenditure of city council funding, and would be the kind innovative and commercially sustainable project that the Super Connected Cities Programme is meant to deliver.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 A total of £3.236m has been bid to the Department of Culture, Media & Sport in relation to the Super Connected Cities Programme. This includes a sum of up to £0.7m in relation to the Brighton Digital Exchange with £0.080m to implement the fibre connectivity to New England House and £0.620m to deliver the Brighton Digital Exchange. Of the £0.620m a sum of £0.540m is designated for a grant scheme to private sector businesses as detailed in paragraph 3.10. A draft grant agreement has been prepared by the council's solicitor for the founder members which will protect the council's financial interest.
- 7.2 A budget of £0.686m has already been included within the council's Capital Investment Programme as reported to Policy & Resources Committee on 12 June 2014. A variation to the budget will be reported to Policy & Resources Committee within the TBM5 report on 16 October 2014 for a revised budget of £0.700 following the results of the BDX business case, subject to approval at this Committee.
- 7.3 The business plan for the BDX demonstrates a sustainable digital exchange. The grant funding will be used for construction of the Host Room and associated capital equipment and also provide a contribution towards shared operation costs until a period of sustainable operation is reached. It is expected that sufficient contributions will be collected within the lifetime of the assets (10 years or more) to invest in the replacement of the Core Facility and also to support new and expanded shared facilities to serve new participating suppliers.

Finance Officer Consulted: Rob Allen

Date: 27/08/14

Legal Implications:

- 7.4 The switching of the DCMS funding to this project will be authorised by variations to the original grant agreement. The Council can use its economic development powers to complete the development of the BDX as set out in the report. State Aid issues in relation to the DCMS grant funding arrangements have, as indicated in paragraph 3.2 been the subject of external legal advice, and are not of concern. The proposed arrangement for leasing the refurbished units in New England House raises additional State Aid issues, and we cannot completely rule out the possibility that the arrangement would amount to State Aid. However, it is arguable that this falls under the Block Exemption for economic regeneration, and given that the sums involved are small, the risk appears to be low.

Lawyer Consulted: Jill Whittaker

Date: 20/08/14

Equalities Implications:

- 7.5 No EIA has been carried out as yet. This is a private sector led project which the city council is facilitating through a grant scheme rather than a city council led project.

Sustainability Implications:

- 7.6 The BDX will deliver improved digital connectivity – in particular to the London Internet Exchange and its members. This reduces the need for businesses to concentrate in London and so reduces the requirement for travel.

Any Other Significant Implications:

- 7.7 The most significant implications are beneficial ones for the city region's digital economy, as outlined in the body of the report.

SUPPORTING DOCUMENTATION

Appendices:

None.

Documents in Members' Rooms

None.

Background Documents

1. The Greater Brighton City Deal.

MAJOR PROJECTS & REGENERATION TEAM PROJECT UPDATE September 2014



CITY REGENERATION UNIT

Team Objectives:

The Major Projects & Regeneration Team manages, together with public and private sector partners, the implementation of key regeneration and infrastructure projects that support the city's economic growth and contribute to the transformation of the city for all, including the development of key employment sites. Successful delivery of these major projects provides new business space and employment opportunities, new homes, and community and leisure facilities. Development can also act as a regenerative catalyst encouraging further investment in the city.

Each of our projects contributes towards a vision of shaping the city by developing and sustaining the economy, preserving and promoting our heritage, growing our cultural offer and improving the quality of life for our residents, visitors and businesses. All projects consider the importance of good urban design and public realm, and also ensure that new development has the minimum possible environmental impact. Generally the projects do not receive direct capital investment from the city council and are dependent upon development partners providing external investment.

The Team:

Richard Davies	x6825
Mark Jago	x1106
Katharine Pearce	x2553
Max Woodford	x3451

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
Black Rock Vacant seafront site adjacent to Brighton Marina. Temporary use opened to the public on 8 April 2013.	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Katharine Pearce (Long term proposals) Toni Manuel/ Ian Shurrock (Sand Sculptures)	On 12 July 2012 Policy & Resources Committee agreed with the recommendation of the Black Rock Project Board to end the legal agreement with the previous developer of the Black Rock Site, Brighton International Arena Ltd who had been unable to secure finance for their project. A Cross Party Project Board will have a role in shaping a new project and evaluating proposals longer term.	The Black Rock site offers significant potential for creating jobs, providing new leisure facilities and contributing to the future vitality and sustainability of the seafront. It also offers great potential for contributing to the longer term sustainability of the Marina and drawing visitors along the seafront. Constraints/opportunities of the site include: <ul style="list-style-type: none"> - The need to establish appropriate transport links, as part of a wider seafront strategy, sufficient to support new development - The need to ensure access is protected and if possible enhanced for the Marina – particularly for pedestrians and cyclists - The opportunity to create a new destination and to regenerate this important section of seafront. 	Project Board set up to review temporary uses: April 2012 and a successful report taken to EDCC in October 2012. A new Project Board has now been reconvened to explore long term redevelopment options available to the city council and will be reviewing these along with the opportunities to make linkages with the other sites in the city to deliver the city's longer term strategic objectives.
Brighton Centre Options under discussion: A newly built Conference and Exhibition Centre to form part of an extended Churchill Square retail/leisure development	<i>Directors:</i> Geoff Raw <i>Project Mgr:</i> Katharine Pearce	A mixed-use development with capacity to utilise land holdings from Standard Life Investments [SLI] (owners of Churchill Square Shopping Centre) to create over 1,000 jobs in the City has been the subject of ongoing dialogue for a number of years. Pre-recession, extensive feasibility in terms of specification, design, financial viability and cost of a	Mixed-use development: £350–400m Lifetime Value: £3.5 billion. Total Net Additional Jobs: 1,462* *estimate for concept scheme agreed in 2008. In addition: significant amenity and environmental improvements to the Seafront, West Street and Russell Road/Cannon Place.	Feasibility discussions are ongoing with Standard Life but no formal project timetable has yet been agreed for taking this forward.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>Or</p> <p>A limited refurbishment of the present building.</p>		<p>new Conference facility were undertaken. Since 2008 an ongoing funding gap has prevented the project progressing but recent discussion with SLI has shown their willingness to explore options for resolving the funding gap and working with the Council to provide a new centre and also deliver extended facilities at Churchill Square.</p> <p>In recent months, improvement works to the existing Brighton Centre have assisted in maintaining and improving the diary.</p>	<p>The Impacts and Outputs of a full refurbishment option versus a New Build option will be reported to Committee once the current feasibility work, costings and wider impacts have been assessed and worked through to conclusion. Of paramount importance is achieving a sustainable financial solution for one of the two main options.</p>	
<p>Circus Street</p> <p>The proposal for the site, dubbed 'Grow Brighton' is to build a high-quality sustainable mixed-use development providing a new university library and teaching space for the University of Brighton; employment space, including managed workspace for the creative industries; residential units, student accommodation, ancillary retail and a community and professional dance space run by South East Dance.</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Max Woodford</p>	<p>Cathedral have formed a joint venture with McLaren Property to deliver the site. Cathedral have also recently been bought by Development Securities. This should bring good financial backing, while at the same time Development Securities have stated that the Cathedral team and brand will remain together.</p> <p>The planning application for the £100m regeneration proposal was submitted in October 2013. Good progress has been made, but some minor design changes are expected to maximise daylight and sunlight for nearby residents.</p> <p>Cathedral and McLaren Property have opened a temporary cultural and</p>	<p>This scheme will deliver the following uses:</p> <ul style="list-style-type: none"> • New Library and teaching space for the University of Brighton and Student Accommodation (486 beds) as part of an improved educational quarter • Dance Studio and Creative Space for the city • Office space, focused on addressing existing market failure for creative and digital sector • Ancillary retail, cafés and workshops to animate the public spaces • Residential: 142 units <p>The headline economic benefits include 169 FTE (full-time equivalent) construction jobs and 262 FTE jobs</p>	<ul style="list-style-type: none"> • December 2012: Started detailed design. • June 2013: P&R Committee gave landowner consent for RIBA Stage D scheme. • October 2013: Planning application submitted. • September 2014: Planning decision expected. • Spring 2015: Start on site.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		community use in the building, and have appointed a site manager to run the space. They have sponsored William Forsythe's Brighton Festival installation 'Nowhere and Everywhere at the Same Time, no.2'	<p>generated by the completed development, and an economic impact in the city economy of £103.8m over ten years.</p> <p>The qualitative benefits include the fact that student housing will relieve pressure on the private rented sector; there will be more, affordable homes; the dance studio provides a focus for dance in the city; it will further integrate the university into the heart of the city bringing enterprise to creativity. There are also physical and townscape improvements linked to the public event square and permeability of the site, replacing the existing derelict market building.</p> <p>The inclusion of the creative space and dance studio within the scheme will contribute to its long-term success in terms of the vibrancy of the area. It will diversify the usage of the site in terms of the range of users and the timings of usage. This will help stop the site becoming an island site and connect it to the other cultural facilities in the city, close to the cultural quarter.</p>	

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
i360 A West Pier Trust project in partnership with the Council and Brighton i360 to build a 175m observation tower providing 360 degree views for 25 miles. Restaurant, retail and exhibition space will also be included and the existing West Pier Toll Booths (removed from site) will be re-instated. A wider landscaping scheme and work to the eastern and western seafront arches (started in November 2012) will also form part of the final wider regeneration scheme.	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Katharine Pearce	<p>A start on site was achieved for the project in June and an official launch undertaken jointly with the opening of the new western arches, opened by the Mayor, on 29th July. The final completion of the i360 project will be in June 2016 and will conclude the regeneration of this important part of the seafront.</p> <p>The benefits created by the project were presented to Cabinet and later to Policy & Resources Committee on 06 March 2014 and agreement was reached that, in conjunction with the Business Case, a compelling argument could be made for the council to act, on commercial terms, as senior lender for the project.</p> <p>The council therefore worked with the various partners, including the Coast to Capital LEP (Local Enterprise Partnership), to achieve Financial Close which was achieved in June 2014.</p>	<p>100,000 additional visitors to the City and 600-800,000 visitors a year to the attraction providing regeneration for the wider seafront and areas of Preston Street and Regency Square.</p> <p>Section 106 funding of £77k pre-opening and 1% of ticket revenue to be provided in perpetuity to the Council for environmental and other improvements and community benefits.</p> <p>154-169 operational and construction jobs and an estimated 444 jobs overall.</p> <p>Annual additional spend of between £13.09 to £25.4m.</p> <p>An increase of between 2%-3.2% in tourism earnings overall for the City.</p> <p>27,000-49,000 estimated new overnight visitors creating a minimum of 49 FTE jobs.</p> <p>2/3 professional placements each year linked to a management training programme.</p> <p>Management trainees and managers will undertake training linked to achieving NVQ qualifications.</p>	<p>Start on site: June 2014</p> <p>Bid by West Pier Trust: September 2014, to the Heritage Lottery Fund to re-instate original West Pier Kiosk on landscaping to the east of the i360 site.</p> <p>Completion: June 2016.</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
			Landscaping and Environmental improvements to east and west including rebuilding of original Toll Booths as new ticket kiosks as part of i360 project.	
King Alfred To secure the long-term replacement of the outdated sports facilities currently on offer at the King Alfred Leisure Centre. This to include consideration of options for the wider regeneration of the King Alfred site.	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Mark Jago	<p>The current King Alfred project was established in late 2012, with a new cross-party Project Board set up to lead the process of considering options for the future of the King Alfred Leisure Centre. In the early part of 2013, the Project Board prepared the specification for the new sports centre, together with the type of enabling development needed to support it. This was formally agreed by the council's Policy & Resources Committee in July 2013.</p> <p>In November 2013, the council held a 'Developers' Day' event aimed at early engagement with developers. The event, which was attended by 65 individuals representing some 40 organisations as part of 29 teams, proved very successful and allowed the council to outline the proposed procurement route and timetable.</p> <p>In April 2014 the council issued its brief for specialist consultant support to assist the council with the procurement exercise, including</p>	Provision of modern fit for purpose sports facilities in the west of the city, and redevelopment of this strategically significant site to enhance the seafront and surrounding area. The enabling development will include a significant number of new homes.	<ul style="list-style-type: none"> • Deloitte Real Estate (Consultants) appointed – May 2014 • Deloitte's complete preparatory work to inform procurement process – September 2014 • Project Board considers findings and approves next steps – 11 September 2014 • Market the site and commence procurement process – end of Summer 2014.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		preparation of the tender documents and analysis of developer submissions during the 'Competitive Dialogue' process. Deloitte Real Estate, a highly experienced firm in this sector, were appointed at the end of May. Since their appointment the Deloitte's team has worked with the council to refine and strengthen earlier work with a view to providing the greatest possible clarity on the development requirements; something that was a very clear message from the successful 'Developers' Day' event, feedback from which is helping inform how we move forward. Deloitte's initial phase of work is to be completed by September, with the findings to be reported to the Project Board on 11 September. The outcome of this work will provide a firm basis on which to embark upon the tendering process during the following months.		
New England House The proposal is to establish a future vision for New England House as a large scale, high profile and visible managed business centre focused on the Creative industries and Digital businesses. The early	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Max Woodford	The growth hub at New England House forms a key part of the City Deal with the government. Feasibility options and a business case have been explored as part of that work. Government have pledged £4.9m towards the project through the City Deal. The next step is to consider	The project will explore options to reconfigure and extend New England House at an estimated cost of £24.53m, with joint venture approach between the City Council and a private sector partner. The expansion of the building would involve increasing the net lettable floor space by 7,089 sq.m to 18,459 sq.m.	An updated business case has been issued to DCLG with a view to accessing the City Deal funding at the earliest opportunity to help unlock the proposal. A future report will go to Policy & Resources Committee once we know what the

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
proposal is for the city council to seek development partners with whom to develop a clear partnership vision, viable business case and funding package for the development of New England House as a digital media hub.		<p>procurement options for taking the project forwards with partners. We are also engaging with tenants already in the building and want to build on early engagement with them.</p> <p>Work has been done to refresh and update previous survey work to get a better understanding of the condition of the building and the potential costs involved in renewal. This information will help to inform subsequent stages. Initial high level feasibility work has also been undertaken by Property & Design to inform the city council's ask around New England House in the City Deal.</p> <p>The RECREATE project, which includes a 3,500sq.ft refit of space at New England House to transform it into a creative hub 'Fusebox.' This space is managed by Wired Sussex.</p> <p>The Brighton Digital Exchange is outlined in more detail elsewhere on this agenda.</p>		government's preferred option is for procuring the private sector partner and accessing the funding.
Open Market To redevelop the Open Market to create an exciting mixed-use development combining a new modern market offering a diverse	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Richard Davies	<ul style="list-style-type: none"> • P&R approval in April 2006 to support the Open Market Traders Association (OMTA) to prepare a redevelopment proposal. • December 2008 Cabinet granted landowner consent for the outline proposal submitted by OMTA and 	<ul style="list-style-type: none"> • New covered market with 45 permanent market stalls surrounding a central market square for temporary stalls, visiting markets and a variety of activities • CIC to operate the market for local benefit 	<ul style="list-style-type: none"> • Monitor redevelopment to achieve project aims and a successful outcome. • Continue council support for management and administration of CIC. • Conditions Precedent for

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>retail offer and promoting fresh, healthy food and local producers with affordable housing, arts based workshops and a venue for street art and entertainment.</p> <p>The new market will be operated on a not for profit basis for the benefit of the community and contribute to the wider regeneration of the London Road area.</p>		<p>development partner Hyde Housing Association along with the draft Heads of Terms and agreed to establish a 'not for profit' Community Interest Company (CIC) to raise loan finance and take on ownership and management of the new market.</p> <ul style="list-style-type: none"> • Landowner consent under delegated authority approved for RIBA Stage D scheme in February 2010, prior to Hyde submitting a planning application. • Planning permission granted March 2011. • Brighton Open Market CIC formed with members being the council, OMTA, Hyde Housing and Ethical Property Company. • March 2011, Development Agreement completed and entered into by the council, Hyde Housing and Open Market CIC. • Triodos Bank and CIC entered into Facility Agreement in January 2013 for conditional £1m mortgage to fund CIC's contribution towards the construction costs of the new market. • Proposed public WC's now to be additional market stall unit with public access to market toilets provided. 	<ul style="list-style-type: none"> • 12 A1/B1 workshops • 87 affordable housing units • £12.5m external capital investment in local infrastructure. • Approximately 80 FTE construction jobs. • 120 jobs in the new market, workshops and CIC. • New opportunities for small business start-ups. • Venue to promote produce and local producers. • Code level 4 for disabled residential units (8 out of a total of 87 units) • Very good thermal performance of building fabric. • Photovoltaics, green roofs and green walls included in scheme • Works started on site in October 2011. • Temporary market operational from 9 January 2012. • Temporary market moved to phase 2 new stalls 29 October 2012. 	<p>mortgage agreement between CIC and Triodos Bank satisfied and draw down of mortgage completed in June 2014.</p> <ul style="list-style-type: none"> • CIC has appointed Ethical Property Company as managing agents for the new market • 87 affordable housing units completed and fully occupied June 2014. • 12 workshops completed and leased by Hyde to Ethical Property Company, June 2014 • New market completed and Hyde hand over to the CIC June 2014. • New market officially opened on 19 July 2014.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
Permanent Traveller Site Project undertaken to manage site selection, delivery of consents and build out of a new permanent traveller site providing 12 permanent pitches for traveller families with local links.	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Max Woodford	<p>Research has established that the city has a need to find space for up to 16 permanent traveller pitches to meet the accommodation needs of traveller families who have well established local links. A permanent site will offer those travellers resident in the area greater stability, as well as freeing up space at the transit site.</p> <p>It is proposed that the new site will be built wholly using grant funding administered by the Homes and Communities Agency (HCA). Whilst it will meet the specific housing needs of a certain group, in all other respects, the proposed permanent traveller site is no different than other forms of affordable housing. Residents will have to pay rent and council tax for their pitch, as well as cover their own utility bills.</p> <p>Following an exhaustive site selection process, Horsdean was selected as the preferred location. A planning application was submitted in September 2013. The SDNPA Planning Committee met in Feb 2014 and agreed to grant consent. The Secretary of State then spent a period of time considering whether to call the application in, but in late June confirmed that it would not be called in.</p>	<p>Provision of 12 new permanent pitches providing homes for families.</p> <p>Freeing up of transit provision in the city and so reducing unauthorised encampments.</p> <p>Visual screening to reduce the impact of the existing transit site on the National Park.</p>	<p>September 2013 – Planning application submitted</p> <p>Feb 2013: SDNPA Planning Committee met and agreed they were minded to grant planning consent.</p> <p>June 2014: The Sec of State agreed to the issuing of the planning consent.</p> <p>Start on site is expected in March 2015.</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		The current work is around complying with planning conditions and undertaking the detailed design.		
<p>Preston Barracks</p> <p>Redevelopment of the council owned 2.2 hectare brownfield site and adjacent University land to create a mixed-use development that will act as a regenerative catalyst for this part of the city.</p> <p>The sites, on the main Lewes Road, are an 'urban gateway' to the city from the 'Academic Corridor' (close to Brighton and Sussex Universities) and are therefore of strategic importance to Brighton & Hove.</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Mark Jago</p>	<p>The council's partnership with the University of Brighton was formed in 2009, following which the partners agreed a shared vision for the comprehensive redevelopment of the former barracks site and adjacent university land spanning the Lewes Road; effectively doubling the development area.</p> <p>During the past 12 months, the council has worked with the University of Brighton and Cathedral Group Ltd, the University's preferred partner for the project, to unlock the redevelopment of the council-owned Preston Barracks site. Progress updates were reported to the Policy & Resources Committee in July and December 2013.</p> <p>Negotiations were concluded in June 2014, and following the Project Board's endorsement on 9 June the partners exchanged contracts on 15 July 2014. This was a significant milestone that enables the partners to take the project forward to the more detailed scheme development and delivery stages.</p>	<p>High quality, sustainable, employment-led, mixed-use development that will act as a regenerative catalyst for this part of the city. The planned scheme will, across the Preston Barracks site and University land, deliver 55,000 sq ft of new employment space in the form of the 'Central Research Laboratory', a business incubation centre that will support new hi-tech and design-led manufacturing start-up companies and entrepreneurs.</p> <p>350 new homes, new University of Brighton academic buildings, student accommodation with 1,300 bedrooms, a health centre and a modest amount of retail space.</p> <p>The scheme will greatly improve the built environment in this part of the city, a key approach to the city centre, and will better integrate with neighbouring residential and business land.</p>	<ul style="list-style-type: none"> • Detailed negotiations with University of Brighton and Cathedral Group concluded - June 2014. • Outcome of negotiations reported to Project Board for endorsement prior to completion – 9 June 2014 • Exchange of Contracts – 15 July 2014. • Detailed design process commences – end 2014. • Planning application anticipated in late 2015 with a view to development commencing 2016.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		Exchange of Contracts came shortly after the Government's announcement on 7 July that it intends injecting £7.7m (towards the Central Research Laboratory, a Cathedral concept) into the Barracks development as part of a £17.4m investment in University of Brighton research and buildings.		
Falmer Released Land Redevelopment of the former Falmer School land that was not required for the Brighton Aldridge Community Academy (BACA).	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Richard Davies	<ul style="list-style-type: none"> • Falmer High School land surplus to BACA requirements is available for alternative uses. • Cabinet February 2012 gave delegated authority to proceed with a licence for The Community Stadium Ltd (TCSL) to use the site for temporary stadium parking and provide a temporary home for the Bridge Community Education Centre (The Bridge), subject to a viable business case and the granting of planning permission. • An urgency decision was taken in accordance with the scheme of delegation to grant a licence to TCSL to commence works not requiring planning permission, effective 6/03/12. Reported to Cabinet on 15 March 2012. • Planning permission granted April 2012 for the works. 	<ul style="list-style-type: none"> • Brownfield land brought back into efficient use. • Short-term support of TCSL to provide temporary stadium parking and temporary accommodation for The Bridge. • Continue support for TCSL to provide match day and event parking with potential capital receipt or revenue stream in the long term. • Potential for new student accommodation and educational facilities combined with stadium parking. • Potential to provide new permanent home for The Bridge. 	<ul style="list-style-type: none"> • Council and TCSL to complete licence for temporary use of the site for stadium parking and accommodation for the Bridge. • The council and TCSL to agree Heads of Terms for the proposed hotel next to the Community Stadium and redevelopment of FRL, and to be brought back to P&R before proceeding. • Continue officer support for The Bridge to seek a permanent home on or off site and as part of any redevelopment proposal.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		<ul style="list-style-type: none"> • The Bridge moved into its new temporary home in May 2012. • October 2013 P&R Committee authorised the Executive Director Environment Development & Housing, Executive Director Finance & Resources and Head of Legal Services to enter into negotiations with TCSL regarding the proposed hotel next to the Community Stadium, redevelopment of the Falmer Released Land and agreed that draft Heads of Terms be brought back to P&R for final approval. 		
Amex Community Stadium The construction of a 22,500 capacity stadium for Brighton & Hove Albion Football Club together with supporting infrastructure, 2000m2 of education accommodation and facilities for conferences, meetings and events. The stadium is built on land which is mostly owned by the city council, the remainder being owned by the University of Brighton. TCSL have also submitted a proposal for a 4-star 150 bedroom hotel on the land adjacent to the community	<i>Director:</i> Geoff Raw	The main stadium contract completed on 31 May 2011. The first game was played at the new stadium on Sat 16 July 2011. Temporary planning permission granted 22 June 2011 by Lewes DC for parking on adjacent land, part of which is owned by the Council, for 3 years. Terms agreed for parking at Park Wall Farm. Planning permission granted on 25 April 2012 for an additional 8,250 seats.	The new stadium is having a significant impact on the city. It is a landmark building at a key entrance point to the city and provides not only a high quality sporting venue but also a range of facilities for conferences, events etc and supports a programme of educational and community provision through Albion in the Community and other education providers. In its hiring policies for operation of the stadium both the Club and their contractors have actively sought local employees. Around 90% of those hired have been from BN postcodes.	An application for 8,250 additional seats at the stadium was considered at the Planning Committee on 25 April 2012. The Committee was minded to grant planning permission subject to completion of the s106 Planning Obligation and deeds of variation and the conditions and informatives as set out in the report. Various documents completed and Planning Permission granted 10.04.13.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
stadium which was reported at 17 October P&R Committee Meeting.				
Ultrafast Broadband The city council has submitted a bid to DCMS under the second phase of the Super-Connected Cities Programme to improve digital connectivity in the city.	<i>Director:</i> Geoff Raw <i>Project Mgr:</i> Max Woodford	<p>'Second tier' cities were invited to bid following a process of lobbying by the city's MPs and Members. There is a £50m pot to be bid for by 27 cities.</p> <p>The voucher connection scheme opened in February 2014 and has started issuing vouchers to businesses.</p> <p>We are also planning to use funding to install wireless hotspots in public buildings and reception areas to facilitate public access to our digital services. This element of the project has now passed the government's B1 Assurance checkpoint, meaning we are ready to procure.</p>	Funding will deliver an estimated 1,000 connection vouchers for SMEs to achieve a step change in connection speeds and wireless hotspots in public buildings.	Application Submitted: 17 th September 2012. Voucher Connection Scheme opened Feb 2014 Date for spending of grant: By April 2015.

