





**Brighton & Hove  
City Council**

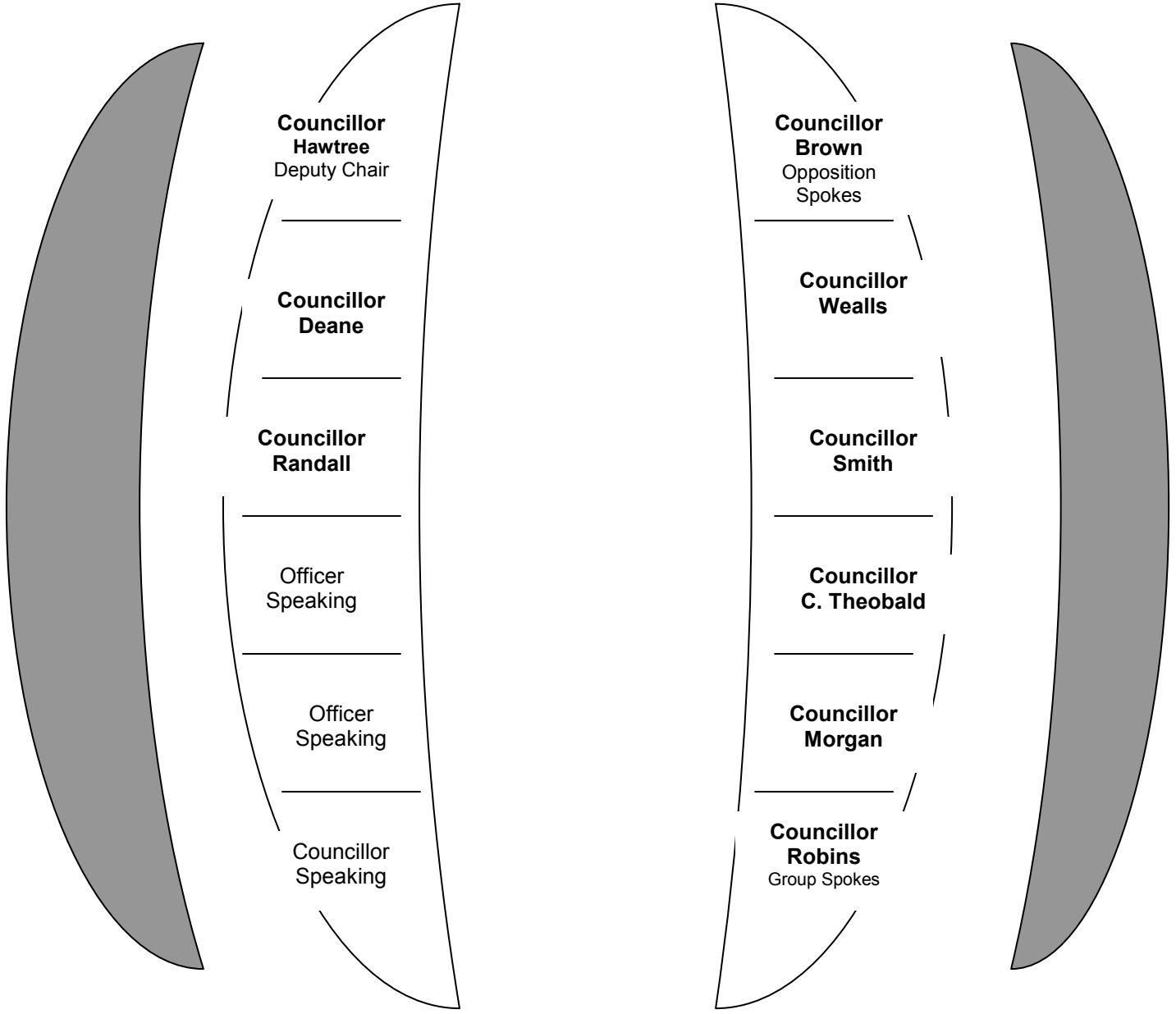
# Economic Development & Culture Committee

Title:	<b>Economic Development &amp; Culture Committee</b>
Date:	<b>12 March 2015</b>
Time:	<b>4.00pm</b>
Venue	<b>Conference Room 1, Jubilee Library Please note location of venue</b>
Members:	<b>Councillors:</b> Bowden (Chair), Hawtree (Deputy Chair), Brown (Opposition Spokesperson), Deane, Morgan, Randall, Robins, Smith, C Theobald and Wealls
Contact:	<b>Penny Jennings</b> Democratic Services Officer 29-1065 penny.jennings@brighton-hove.gov.uk

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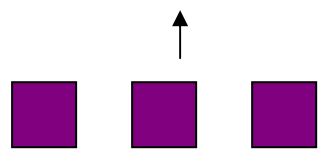
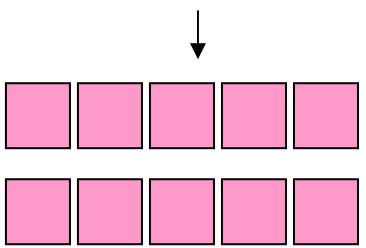
# Democratic Services: Economic Development & Culture Committee

Executive Director/ Assistant Chief Executive	<b>Councillor Bowden</b> Chair	Legal Officer	Democratic Services Officer
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Public Speaker	Public Speaker
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Public Seating



Press

## AGENDA

### PART ONE

Page

#### 63 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.*

#### 64 MINUTES

1 - 18

To consider the minutes of the meeting held on 15 January 2015 (copy attached).

#### 65 CHAIR'S COMMUNICATIONS

## ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

### 66 CALL OVER

- (a) Items 67 – 72) 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.

### 67 PUBLIC INVOLVEMENT

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;
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 5 March 2015;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 5 March 2015.

### 68 MEMBER INVOLVEMENT

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;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

### 69 STATEMENT OF COMMUNITY INVOLVEMENT 2015

19 - 74

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

Contact Officer: Carly Dockerill Tel: 29-2382  
Ward Affected: All Wards

### 70 UNIVERSITY OF SUSSEX - LISTED BUILDING HERITAGE PARTNERSHIP AGREEMENT

75 - 80

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

Contact Officer: Tim Jefferies Tel: 29-3152  
Ward Affected: Hollingdean & Stanmer

## ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

### 71 PETER PAN LEISURE SITE, MADEIRA DRIVE - DEVELOPMENT PROPOSAL 81 - 90

Report of the Assistant Chief Executive (copy attached)

Contact Officer: Ian Shurrock Tel: 29-2084

Ward Affected: East Brighton

### 72 MAJOR PROJECTS UPDATE 91 - 106

This standing item will provide an opportunity for relevant issues to be updated on (copy of schedule attached)

### 73 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 26 March 2015 Council meeting for information.

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

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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](http://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](mailto:penny.jennings@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

Date of Publication - Wednesday, 4 March 2015



**BRIGHTON & HOVE CITY COUNCIL**

**ECONOMIC DEVELOPMENT & CULTURE COMMITTEE**

**4.00pm 15 JANUARY 2015**

**COUNCIL CHAMBER, HOVE TOWN HALL**

**MINUTES**

**Present:** Councillors Bowden (Chair)Hawtree (Deputy Chair), Brown (Opposition Spokesperson), Deane, Mears, Morgan, Randall, Robins, Simson and Wealls

**PART ONE**

**46 PROCEDURAL BUSINESS**

**46a Declaration of Substitutes**

46.2 Councillor Mears was in attendance in substitution for Councillor Smith. Councillor Simson was in attendance in substitution for Councillor C Theobald.

**46b Declarations of Interest**

46.2 There were none.

**46c Exclusion of the Press and Public**

46.3 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.

46.4 **RESOLVED** – That the press and public not be excluded from the meeting during consideration of any item on the agenda.

**47 MINUTES**

- 47.1 **RESOLVED** – That the Chair be authorised to sign the minutes of the meeting held on 13 November 2014 as a correct record.

#### **48 CHAIR'S COMMUNICATIONS**

- 48.1 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.

##### **Heritage Lottery Fund Announcement**

- 48.2 Brighton & Hove City Council and the Brighton Dome & Brighton Festival Trust were delighted to announce that their joint vision to revitalise the Royal Pavilion Estate had recently received a significant funding boost from the Heritage Lottery Fund.
- 48.3 The Heritage Lottery Fund had earmarked £5m to the project subject to the plans being successfully developed to the next stage and for which they had provided development funding of £176,500 upfront. This funding had been secured in addition to the recent award of £5.8m received from Arts Council England to assist these two organisations progress the first phase of a long term ambition to reconnect the historic buildings and landscape of the Estate and to create a centre for heritage, culture and the performing arts which would reflect the unique spirit of Brighton.

##### **Royal Pavilion and Preston Manor**

- 48.4 1, 550 children visited Father Christmas at the Royal Pavilion and Preston Manor when he had dropped in during the Christmas activities at these buildings.

##### **Dance Active 2014**

- 48.5 The annual community dance showcase had taken place at Hove Town Hall on 7 December 2014, this had provided the opportunity for 250 dancers of all abilities and ages to perform. The event had been organised by the council's Sports Development Team through the Active for Life project a community-based initiative working across Brighton and Hove to support people of all ages to be *more active more often*. Dance was hugely popular and the "Active for Life" dance programme allowed young people and adults alike to enjoy the benefits of dancing. Dance Active 2014 had been a great success giving as it did an amazing opportunity for groups to showcase their work and to learn about other dance opportunities that existed in the City.

##### **Schools Games Mark Celebration Event**

- 48.6 This event hosted by the Mayor had taken place at Brighton Town Hall on 10 December. A total of 29 schools achieved the Sainsbury's Schools Games Mark this year, 40 per cent of all schools in the city. The scheme acknowledged schools sporting excellence and enthusiasm and in order to gain the School Games Mark, schools needed to demonstrate they offered pupils a range of sporting opportunities including competitions, an annual school sports day and encouraging sports leadership among young people.



Carden Primary and Middle Street Primary schools had both achieved the Gold Games mark, a fantastic achievement.

### **Withdean Sports Complex**

- 48.7 The Chair stated that he wished to highlight that a year on from completing a £2.7M project to improve its facilities, visits to the Withdean Sports Complex had increased by 66% from 198,500 in 2013 to 330,000 in 2014. The number of members had also grown by 93%, from 1600 to 3100. All these extra visits and members had been able to be accommodated due to the improved facilities and a more comprehensive ult timetable.

### **Creative Industries**

- 48.8 Statistics released by the Department of Culture, Media and Sport earlier that month, had shown creative industries nationally to be in a healthy state of growth. The Chair stated that in the light of this and in view of the success of the creative industry sector in the city, the imminent publication of the Fuse Project's report (scheduled to take place on 22 January), was welcome.
- 49.9 The Chair stated that the city's creative industries sector was growing faster than average and had added nearly 1,700 jobs to the economy between 2010 and 2013 (56.5% growth over the three years). Creative employment represented a growing share of the local labour market in Brighton & Hove. Compared to London, Brighton had a higher proportion of performing arts and a lower proportion of 'advertising and marketing' employment.

### **Brighton Centre**

- 48.10 In the past three months bookings for a number of events in the medium/longer term had been confirmed for the Brighton Centre:

National Union of Teachers multi-year deal:

29 March - 03 April 2018 – 800 delegates

09 - 14 April 2020 – 800 delegates

Bringing an estimated total of £3m of economic benefit to the City

World Irish Dance Association multi-year deal:

30 Mar – 3 Apr 2016 – 2500 competitors

19 Apr – 23 Apr 2017 – 2500 competitors

Bringing an estimated total of £4m of economic benefit to the City

British Association of Psychopharmacology

17 - 20 July 2016 – 500 delegates

Bringing an estimated £0.7m of economic benefit to the City

British Orthodontic Society

22 - 25 Sept 2016 – 600 delegates

Bringing an estimated £0.8m of economic benefit to the City

Total economic benefit of events confirmed in the past 3 months would equate to £8.5m. Holiday On Ice would be returning for a short run after a 2 year break, this event sold in excess of 18,000 tickets..

### **National Libraries Day**

- 48.11 National Libraries Day on Saturday 7 February would be celebrated in Jubilee Library with a second showcase event for the Evolving in Conversation project. There would be an interactive day of talks and activities for every age group including a performance and conversation with John Agard and workshops led by South East Dance and featuring an exhibition of final writing work by participants' from Portslade and Whitehawk, alongside commissioned pieces from John Agard and four emerging artists. To watch the short film of the first showcase day visit <http://vimeo.com/bhlibraries> or <http://www.mixcloud.com/BHLibraries> to listen to the three talks in more detail.

### **Dressed for Success 2014**

- 48.12 Funding from the council had enabled 29 independent shops receive one-to-one tuition from a visual merchandising specialist during the Autumn of 2013, aimed at helping them attract more customers and boost sales in the run up to Christmas. Following the training sessions, the council took photographs of the shop windows and launched a public trail and competition which saw over 2,000 votes cast in December. Winners in seven categories were to be announced at a special awards event on 20 January. Retailers from Portslade to Kemp Town had participated in the scheme, and it was hoped that they could reapply their skills to create fantastic and inviting windows time and time again.

### **Blockbuilders Event**

- 48.13 Resurgence of the London Road was continuing, thanks to a number of regeneration projects and partnerships in which the council was heavily involved. One project, run by a local company called "Blockbuilders", had encouraged local children to re-imagine London Road. The children's designs for London Road had been printed in 3D and had been unveiled at an exhibition at the Alcampo Lounge on 11 January, where attendees had also been able to 'walk through' the street using virtual reality headsets. The project had been funded through a £1,000 arts grant from the London Road Portas Pilot.

### **Donna Close**

- 48.14 The Chair referred to the fact that, Donna Close who had worked for the authority for many years and had had a leading role in developing arts and culture in the city had left the council just before Christmas. He wanted to take the opportunity to place on formal record the Committees' thanks to Donna for her work in Brighton and Hove. Donna had played a key role in many innovative developments over her time at Brighton and Hove, the White Night projects and Brighton and Hove Film City to name just two of them.

48.15 **RESOLVED** – That the contents of the Chair’s Communications be noted and received.

**49 CALL OVER**

49.1 All items on the agenda were reserved for discussion.

**50 PUBLIC INVOLVEMENT**

**50a Petitions**

50.1 There were none.

**50b Written Questions**

50.2 There were none.

**50c Deputations**

50.3 There were none.

**51 MEMBER INVOLVEMENT**

**51a Petitions**

51.1 There were none.

**51b Written Questions**

51.2 There were none.

**51c Letters**

51.3 There were none.

**51d Notices of Motion**

51.4 There were none.

**52 FEES & CHARGES 2015/16 - ASSISTANT CHIEF EXECUTIVE DIRECTORATE**

52.1 The Committee considered a report of the Assistant Chief Executive representing and seeking approval to the review of fees and charges across six service areas: Libraries, Royal Pavilion and Museums, Seafront, Sports Facilities, Venues and Outdoor Events. The changes would be implemented from April 2015 unless otherwise stated.

52.2 The Assistant Chief Executive explained that Fees and charges for services were reviewed annually in line with the Corporate Fees & Charges Policy. As a minimum, all fees and charges were increased by the corporate rate of inflation which had been set at

2.0%. This was the same percentage by which income budgets would be increased. For the Sports Facilities Contract there was a formula to calculate the inflationary price increase linked to the All Items Retail Prices Index Excluding Mortgage Interest Payments (RPIX). The increase calculated for 2015/16 was 2.63%.

- 52.3 The council's Financial Regulations required that any proposed increases in fees and charges over and above inflation were agreed by the council. They also stated that it is good practice to report on fees and charges that are rising by inflation only.
- 52.4 It was stressed that the proposals also needed to be viewed in the context of the very challenging financial position facing the council, with an estimated £102m savings requirement by 2019/20. A range of the proposals in the report to increase fees and charges above the inflation rate sought to increase income and achieve budget savings with increased income targets.
- 52.5 The Chair, Councillor Bowden explained that discussions in relation to the report recommendations which had taken place with the opposition spokespersons had indicated that they considered it appropriate for discussion and approval of recommendations 1, 3, 4, 5 and 6 to be reserved for the meeting of Full Council on 26 February 2015-at which the Budget for 2016/17 would be agreed. If the Committee agreed to this, it would be necessary however, for the proposed fees and charges for the Royal Pavilion and Preston Manor for 2016/17 to be agreed at that meeting. This was necessary in order that that this information could be provided for trade/tourism and other relevant publications which were prepared a year in advance.
- 52.6 Having agreed to this approach Members had the opportunity to ask questions and Councillor Mears requested supporting information in respect of the proposed arrangements and charges for Saltdean Library. It was agreed that the Head of the Library and Information Service would provide this information to the Committee independently of the meeting.
- 52.7 **RESOLVED** – (1) That the committee approves the fees and charges for the Royal Pavilion and Preston Manor for 2016/17 set out in Appendix 2 to the report with consideration and decision in respect of all other fees and charges to be reserved for discussion at Budget Council on 26 February 2015.

**Note:** The committee agreed that with the exception of the proposed fees and charges for the Royal Pavilion for 2016/217 as set out in Appendix 2 to the report, consideration of all other fees and charges be deferred for discussion at Budget Council.

### **53 REVIEW OF PARKING STANDARDS FOR NEW DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

- 53.1 The Committee considered a report of the Executive Director of Environment, Development and Housing seeking approval to undertake formal public consultation on the draft Parking Standards Supplementary Planning Document (SPD).
- 53.2 It was explained that it was intended that formal consultation would be undertaken for a six week period and would seek the views of stakeholders, developers, Councillors and residents. The report also sought committee support to undertake preparation of a best

practice guidance note on parking design and layout which could take the form of a Planning Advice Note (PAN) and could be produced at a later date.

- 53.3 When considering new development proposals as part of the planning application process, the city council as both Planning and Highway Authority considered the transport provision and implications of the proposal and this would include the amount and standard of parking provision for vehicles and bicycles. An initial and consistent assessment was made by comparing the proposals with existing policies including the council's current Supplementary Parking Guidance Note 4, SPG4 on parking standards for new development. The current document had been approved/adopted in 2000. The current standards in SPG4 needed to be updated, especially in the context of the current Government's National Planning Policy Framework (NPPF) which indicated that local authorities were responsible for setting local parking standards and outlined matters that should be taken into account when doing so.
- 53.4 Councillor Brown stated that although she agreed that zoning was appropriate her group's preference was that the figures given should set a "minimum" rather than a "maximum". Councillor Brown stated that she could not support the concept of a maximum figure being applied. She also considered that there was a lack of clarity in relation to outlying areas of the city which were not well served by public transport and where individuals and families were more reliant on the ability to use their own transport, she feared that as framed parking could overspill from areas which were zoned into those where it was not, thus creating greater pressures on the available spaces in neighbouring areas. Councillor Brown stated that whilst understanding that the standards could operate differently in different areas, she was disappointed that examples of how the formula had been/would be applied had not been provided, as this would have been of assistance to the Committee.
- 53.5 The Principal Transport Planning Officer explained that a flexible approach would be adopted and used on a case by case basis. It was also anticipated that some amendments would be made as a result of the consultation process.
- 53.6 Councillor Wealls stated that although he understood the rationale in broad terms he considered that the models and terminology were very complex, some of the uses appeared to be very fluid and he was in agreement that this could be very confusing, particularly in relation to areas away from the city centre and the manner in which different use classes could be more or less restrictive. In answer to questions it was explained that officers had also looked at the bench marks which were by other local authorities.
- 53.7 Councillors Mears and Simson concurred and Councillor Mears stated that she hoped that it would be possible to simplify/ explain some of the more technical language used or to provide a summary as part of the consultation process. If it was difficult to understand that could result in a low response rate.
- 53.8 Councillor Bowden, the Chair, stated that the points made had been noted and would be taken on board in so far as it was practicable to do so.

- 53.9 Councillors Deane and Randall welcomed the recognition that had been given to the role that car clubs could play and awaited the results of the consultation process with interest.
- 53.10 In answer to questions by Councillor Morgan, it was confirmed that the results of the consultation process would be reported back to the Committee in due course.
- 53.11 **RESOLVED** – (1) That the committee notes the outcome of the issues and options consultation undertaken prior to the development of new parking standards for new development;
- (2) That the committee authorises the Executive Director Environment, Development & Housing to undertake formal public consultation on the draft Parking Standards SPD, attached at Appendix 1, and request that a report on the results is brought to a future meeting of this committee; and
- (3) That the committee requests that the Executive Director Environment, Development & Housing prepares a best practice guidance document which shall include parking design and layout and that a draft document is brought to a future meeting of this committee.

#### **54 REVIEW OF SECTION 106 DEVELOPER CONTRIBUTIONS TEMPORARY RECESSION MEASURES**

- 54.1 The Committee considered a report of the Executive Director of Environment, Development and Housing seeking approval not to renew the Section 106 Developer Contributions Temporary Recession Measures and that they would no longer apply with effect from 31 January 2015.
- 54.2 It was noted that it was proposed that Paragraph 3.7 the report be amended and that after the last sentence the following wording be added:
- For clarification the seeking of financial contributions under SPDs 08, Sustainable Building Design and SPD 11–Nature Conservation and Design will remain suspended until the adoption of the City Plan.
- 54.3 The rationale for the proposed amendment was that under recession matters no financial contributions were to be sought under SPDs 8 and 11 until the City Plan had been adopted. As the Committee was being asked not to renew the recession measures, unless amended as suggested, full implementation of the measures in SPD 8 and SPD 11 would be required even though the City Plan had yet to be adopted. The proposed amendment sought to clarify this point.
- 54.4 Councillor Mears supported the report recommendations and requested further information regarding the number of planning permissions granted during any given year. The Head of Planning and Development agreed to provide this information to Councillor Mears following the meeting and the Chair, Councillor Bowden agreed that it would be appropriate for this information to be circulated to all Members of the Committee.

- 54.5 In answer to questions, the Head of Planning and Development explained that the proposals would pave the way towards charging developers for pre-application advice, although it was intended that this would continue to be provided to householders free of charge. This would be taken forward as part of the budget process at the appropriate time.
- 54.6 Councillor Deane welcomed the proposals, as Developers could make significant sums from major projects in the city. Councillor Deane considered it was appropriate that they would ultimately be commensurate with the high standard of professional officer advice available to them. It was also important that Section 106 contributions were sought when this was appropriate. Councillors Hawtree and Randall concurred in that view.
- 54.7 **RESOLVED** – (1) That the Committee agrees not to renew the Section 106 Developer Contributions Temporary Recession Measures and that they no longer apply after 31 January 2015; and
- (2) The Committee is asked to note that the seeking of financial contributions under SP08 - Sustainable Building Design and SPD 11 – Nature Conservation and Design will remain suspended until the adoption of the City Plan.

## **55 LOCAL AGGREGATE ASSESSMENT FOR EAST SUSSEX AND BRIGHTON & HOVE**

- 55.1 The Committee considered a report of the Executive Director of Environment, Development and Housing setting out the outcome of the joint Local Aggregate Assessment 2013/14 for the Mineral Planning Authorities (MPAs) of Brighton & Hove City Council and the South Downs National Park Authority.
- 55.2 It was noted that the National Planning Policy Framework required MPAs to produce an annual Local Aggregate Assessment (LAA) to assess the demand for and supply of aggregates in their area. The LAA was based on the Plan Area for the East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan which had been adopted in February 2013. The Plan Area covered the administrative areas of East Sussex and Brighton & Hove including those parts which lie within the South Downs National Park.
- 55.3 Councillor Hawtree welcomed the report which he considered was important as it highlighted the importance of the marine element and the level of dependence on marine landings and dredging.
- 55.4 Councillor Mears stated that she had also read the report with interest, considering that this would form a crucial part of ensuring that there was the ability to support major developments which came on stream across the city.
- 55.5 Councillor Bowden, the Chair concurred with points which had been made and the Head of City Planning and Development stated that officers of the constituent authorities recognised the importance of the marine environment and were seeking to ensure that there was a coherent and balanced approach. In answer to questions he explained that as the facility at Newhaven was designated for household waste rather than for construction/commercial, different processes applied.

55.6 **RESOLVED** – That the Local Aggregate Assessment 2013/14 for East Sussex and Brighton & Hove be approved and published.

**56 UNIVERSITY OF SUSSEX - LISTED BUILDING HERITAGE PARTNERSHIP AGREEMENT**

- 56.1 The Committee considered a report of the Executive Director of Environment, Development and Housing seeking approval for statutory consultation on a draft Listed Building Heritage Partnership for eight grade I and grade II\* listed buildings at the University of Sussex campus.
- 56.2 It was explained that new legislation had come into force in April 2014, under the Enterprise and Regulatory Reform Act 2013 (the ERR Act), which had introduced new optional powers for listed building control. These included the power to make Listed Building Heritage Partnership Agreements to manage alterations to major listed buildings or groups of listed buildings in the same ownership. It was noted that if agreed this would be one the very first such agreements to be made nationally under the new powers.
- 56.3 Listed Building Heritage Partnership Agreements could be entered into between local planning authorities and owners of large scale listed buildings or major groups of similar listed buildings, setting out works for which listed building consent is granted (excluding demolition). The Council considered that it would be appropriate to enter into such an agreement with the University of Sussex, together with English Heritage, in respect of the several high-grade listed buildings on the campus (designed by Sir Basil Spence in the 1960s). Such an agreement would replace and review the current non-statutory Listed Building Guidelines that had been in place since 1997 and which had last been reviewed in 2002. The proposed Agreement had been very much welcomed by the University.
- 56.4 The Policy and Projects Manager explained that in the absence of an LBHPA, the University would need to make several applications for each building to address issues as they arose. This would avoid the need for the University to make repeated applications for minor works and would allow the University to plan strategically to carry out works for which consent had been given. This would save time and resources for the University, the Council and English Heritage. Consented Works would be subject to particular conditions (referred to in Section 3 of the report) and als clarified the position with regard to other types of work.
- 56.5 Councillor Brown welcomed the report and the strategy set out within it which in her view represented a win – for both the University and the Council. Councillor Brown concurred that it was appropriate for the Agreement to be subject to review.
- 56.6 Councillor Deane enquired regarding the level of protection afforded to the listed buildings on site and it was explained that no major works were anticipated in the vicinity of the listed buildings at the present time.



- 56.7 Councillor Robins referred to the use of buff mortar as referred to in the report and it was explained that when works were undertaken materials were used to mirror the existing as far as it was practicable to do so.
- 56.8 **RESOLVED** – That the Committee approve the draft Listed Building Heritage Partnership Agreement (LBHPA) for land at the University of Sussex, for the purposes of public consultation.

## **57 DESIGNATION OF NEIGHBOURHOOD/BUSINESS AREA AND NEIGHBOURHOOD FORUM - BRIGHTON MARINA**

- 57.1 The Committee considered a report of the Executive Director of Environment, Development and Housing requesting determination of two neighbourhood planning applications. One related to the designation of Brighton Marina as a Business Neighbourhood Area. The other application, linked to the area application, related to the designation of the neighbourhood forum for Brighton Marina. These designations were part of the neighbourhood planning provisions introduced by the Localism Act 2011. Once designated they would enable the forum to prepare a neighbourhood development plan for the area.
- 57.2 It was explained that the Brighton Marina Neighbourhood Area and Forum applications had been submitted in September 2014. The geographical area proposed was the same as that defined in the Brighton Marina Act and was bounded by the cliffs to the north and the harbour arms to the south, east and west where it is also bounded by the access road. Appendix 1 to the report showed the extent of the area delineated. The applicant had indicated that they considered the neighbourhood area should be designated a business area.
- 57.3 Councillor Mears stated that she had grave concerns regarding the surprising and unexpected level of responses to the consultation. She understood that in addition to the fact that some properties located at the Marina were short term/company lets, there were terms in some leases which could preclude residents from responding. Given the important role that any neighbourhood area had in forming and taking forward development policy she considered that this needed to be addressed before the application could be progressed. Councillor Mears stated that she supported the principal of a neighbourhood area but not as currently framed as it could result in the owners of the site, the Brunswick Group, having significant input regarding its future from which the leaseholders themselves might be excluded. It could place too much power into the hands of the developers.
- 57.4 Councillor Hawtree alluded to the fact that there had been differences of opinion between different local interest groups when the recent Hove Station Neighbourhood Area application had been considered. It was important to ensure that the public engagement process was inclusive.
- 57.5 Councillor Mears stated that she was in agreement that it was important for Members to feel assured that an appropriate level of public consultation had taken place, and in respect of the Forum's Membership. Councillor Mears was at pains to point out that her concerns were in no way intended as a criticism of the hard work which had been

undertaken by officers; she was strongly of the view however that these issues must be addressed before the Committee could determine this issue.

- 57.6 Councillor Mears added that in addition to the other points she had raised, she considered that a larger area should be designated than that currently proposed. For example, the Regency Terraces and other developments/properties located above the Marina could be impacted significantly by development there and there was therefore a case for their inclusion in any neighbourhood area. Councillors Morgan and Simson concurred in that view. Councillor Morgan stated it might also be appropriate for the Gas Works site to be included and he was in agreement that the area to be included should be re-visited.
- 57.7 Councillor Robins sought clarification of the powers that the Forum would have once set up and concluded that it was not appropriate for a decision to be taken as matters stood.
- 57.8 The Chair, Councillor Bowden, stated that he was of the view that the points made by Councillor Mears were valid and that it would be entirely appropriate for consideration of this matter to be deferred in order to address the concerns which had been raised. The Chair was in agreement that he would have expected a high response rate to the consultation that had taken place. Councillor Randall concurred in that view and having put the matter to the Committee, Councillor Bowden stated that it was clear that cross-party Members were of the view that they had concerns which needed to be addressed and that further dialogue needed to take place between officers in the relevant groups in order for a decision to be made.
- 57.9 Members were in agreement with the Chair that the following key issues needed to be addressed:
- Level of consultee responses
  - Public engagement
  - Extent of the area
  - Membership of the Forum
- 57.10 The Deputy Head of Law stated that whilst membership of the Forum and the extent of the area it should cover were separate issues, they were however clearly linked. He added that the committee could only consider the specific proposals put before it and given the issues raised it might be considered appropriate to defer the decision and have a further report tabled as soon as possible.
- 57.11 **RESOLVED** - That consideration of the designation of a Brighton Marina Business Neighbourhood Area as a business area neighbourhood area and the designation of the Brighton Marina Neighbourhood Forum (within the meaning of the Town and Country Planning Act 1990) be deferred in order for further dialogue to take place with the relevant and interested parties to resolve issues with participation and representation within and outside the proposed area, before these applications form the subject of a further report for consideration by the committee in due course.

## 58 CONSERVATION STRATEGY REVIEW

- 58.1 The Committee considered a report of the Executive Director of Environment, Development and Housing seeking approval of the revised Conservation Strategy.
- 58.2 It was explained that the current Conservation Strategy had been adopted in 2003 in order to clarify the council's responsibilities and to reaffirm its commitment toward the conservation of Brighton and Hove's historic built environment. It included a programme of action for the management of the city's heritage assets. Generally, the strategy had been successful. It was however now due for review. The report detailed the review of the current strategy which had been undertaken including the response to the consultation and sought approval for the adoption of a revised Conservation Strategy for the city for the next ten years.
- 58.3 The Head of City Planning and Development explained that this represented a significant piece of work which would be used to guide this area of work in the medium/longer term.
- 58.4 Councillor Morgan referred to the Brighton Hippodrome site enquiring whether the strategy would impact on any potential future use. The Head of City Planning and Development explained that any scheme put forward would be considered on its merits and put forward for consideration. Officers would continue to work with any potential developers to seek to secure protection, restoration and suitable viable uses for of the building, This was challenging as the buildings previous use as a Bingo Hall had ceased some years previously and since that time the fabric of the building had deteriorated significantly.
- 58.5 Councillor Morgan also referred to the apparent disparity between the number of conservation areas in Brighton and those in Hove. The Policy and Projects Manager explained that revisions would occur over time, Currently however, it was considered to focus limited available resources on existing conservation areas.
- 58.6 In commending the report, Councillor Randall referred to the importance of St Nicholas Church and its surrounding historic churchyard. He considered that the approach proposed represented a positive way forward.
- 58.7 Councillor Robins welcomed the level of detail set out in the report stated that he hoped that Easthill Park could be considered for inclusion at a future date.
- 58.8 Councillor Hawtree stated that he was disappointed that it was not proposed to extend any of the existing areas at the present time as there several areas within his ward which he considered were worthy of inclusion. He was pleased to note that it was anticipated that areas would change over time.
- 58.9 Councillor Brown was also disappointed that no areas were being extended at the present time, recognising however that the seafront area was protected, especially given that a number of important buildings there were in private ownership. It was important to concentrate scarce resources in the most effective and focused way.
- 58.10 **RESOLVED** – That the Committee approve the revised Conservation Strategy set out in Appendix 1 to the report.

**59 ST AUBYNS PLANNING BRIEF**

- 59.1 The Committee considered a report of the Executive Director of Environment, Development and Housing seeking formal approval for a planning brief that had been prepared for the former St Aubyns School, Rottingdean and which had been subject to a public consultation exercise which had informed the final brief. The former school site and boundary included all land which fell within the curtilage of the Grade II listed school building situated within Rottingdean Conservation Area with its ancillary playing field to the east.
- 59.2 It was noted that the planning brief sought a high quality sustainable redevelopment in the heart of Rottingdean Village which respected the character of the existing heritage assets and the public recreation opportunities arising from the existing open space. The St Aubyns Planning Brief was attached as Appendix 2 to the report. A copy of the Consultation report was attached as Appendix 3.
- 59.3 The Head of City Planning and Development referred to correspondence which had been forwarded to Members of the Committee, explaining that there was no potential conflict, no one had been precluded from the consultation exercise and it remained for any developer to bring forward a viable scheme. It was as a recreational facility but increased public use would be encouraged.
- 59.4 The Chair welcomed the Chair of Rottingdean Parish Council, Cllr Bob Webzell, and Parish Cllr Sue John who were present representing the St Aubyns Project Group of Rottingdean Parish Council. The request for a brief to be produced for this site had come from the Parish Council as a result of concerns expressed by local people about the future of the site, following the closure of the school in 2013. The Parish Council were currently undertaking preparation of their Neighbourhood Plan and were keen to see a planning brief introduced to guide the future development of this strategically important site. The Chair, stated that he wished to extend his thanks to Rottingdean Parish Council who were part funding the production of the brief, for their positive contribution to the process.
- 59.5 Both parish councillors stated they welcomed the opportunity to attend the meeting and commended the joint working which had taken place in respect of the consultation process and drawing up the brief which addressed the needs and wishes of the residents and the site's owners. There were concerns that potential developers could come forward with a scheme which was out of keeping with the site and role of the brief in providing a rubric for future development was seen as integral in providing it with a measure of protection.
- 59.6 Councillor Mears stated that officers had worked tirelessly to bring this document forward, the site was a sensitive one on which appropriate development could be beneficial and the importance of maintaining the existing "green lung" could not be over-estimated. This was an important document because it provided clear guidelines for future development.

- 59.7 Councillor Hawtree supported the brief stating that he wanted, however, to sound a note of caution in that there was no absolute protection of the existing playing field, although it had been protected as far as it was practicable to do so.
- 59.8 Councillor Morgan stated that the significance of the open air swimming pool at the site had been referred to and he enquired whether it was intended that this would be retained for public use. The Head of City Planning and Development confirmed that any scheme brought forward would be considered in terms of its viability. The Principal Planning Officer confirmed that the swimming pool was within that area identified as suitable for development.
- 59.9 **RESOLVED** – That the Economic Development & Culture Committee approves the St Aubyns Planning Brief as a material planning consideration in the assessment of development proposals and planning applications relating to the site.

## **60 DCLG CONSULTATION: PROPOSED CHANGES TO PLANNING POLICY STATEMENT FOR TRAVELLER SITES**

- 60.1 The Committee considered a report of the Executive Director of Environment, Development and Housing seeking confirmation of the council's response to the Government's consultation on proposed policy changes to the Planning Policy Statement for Traveller Sites.
- 60.2 It was noted that the Planning Policy Statement for Traveller Sites (PPTS) had first been published in March 2012 alongside the National Planning Policy Framework (NPPF), It set out national planning policy for traveller sites and as such needed to be taken into account in the preparation of development plans and in the determination of planning applications.
- 60.3 The Head of City Planning and Development confirmed that although it had not been possible to bring details of the officer response to the Committee at an earlier time there was an opportunity to discuss it and confirmation of the response was sought.
- 60.4 Councillor Brown stated that she was disappointed at the lack of consultation which had taken place with members, considering that the Chair, Deputy Chair and both opposition spokespersons should have been consulted prior to the response being sent. Whilst supporting the majority of the proposals she did not agree with the response to question 1A, as the Committee were being asked to agree the response in its entirety, she would abstain from voting because she unable to do so. Councillors Mears, Simson and Wealls concurred in that view.
- 60.5 Councillor Mears stated that people were either "travelling" or they were not. If individuals had ceased travelling, then their designation was different. Also, there are different categories of traveller, there are those who are van dwellers and there are those who are from a gypsy background.
- 60.6 Councillor Robins stated that he came from a gypsy background, those who had ceased to travel still recognised their heritage and in his view it was very important that the community was properly consulted in respect of any proposals/provision. He sought confirmation that arrangements were in place to ensure that this community was

properly consulted. The Head of City Planning and Development confirmed the consultation arrangements which were in place.

- 60.7 The Chair, Councillor Bowden noted the points made by Councillor Brown in relation to the consultation process, explaining that he was aware that the time frame for response had been very tight.
- 60.8 Councillors Deane and Randall concurred with the proposed response.
- 60.9 In answer to questions, the Legal Adviser to the Committee explained that it was not possible to amend the terminology set out in the DCLG document as this could not be done in isolation from other legislation which used the same terminology. The Executive Director of Environment, Development and Housing stated that the terminology used referred to the ethnicity of this group, whether they travelled or not, did not change their perceived ethnicity.
- 60.10 **RESOLVED** - That the officer responses set out in Appendix 1 to the report be confirmed as the Council's response to the consultation exercise and that Department for Communities and Local Government (DCLG) are notified to that effect.

**Note:** Councillors Brown, Mears, Simson and Wealls abstained from voting in respect of the above recommendations.

## 61 HOUSING STANDARDS REVIEW CONSULTATION 2014

- 61.1 The Committee considered a report of the Executive Director, Environment, Development and Housing seeking approval and endorsement of the officer response sent on behalf of the council in response to the recent government consultation on the Housing Standards Review.
- 61.2 It was explained that the response had been submitted to the Department of Communities and Local Government (DCLG) in order to meet the consultation deadline of 7 November 2014. The council's response as noted as being subject to the approval and endorsement of the committee.
- 61.3 The Government proposals sought to revise guidance, requirements and standards set out in the Building Regulations, and to introduce a nationally recognised space standard. As part of the proposals the Government intended to wind down the Code for Sustainable Homes which contained requirements, applied through planning policy, relating to water use, waste storage, energy use, materials, pollution and ecology.
- 61.4 Councillor Randall stated that whilst he was able to support the proposed response, he had grave reservations in relation to the manner in which these standards would operate in practice. This had been discussed at Housing Committee at some length and would be raised through the appropriate channels. Councillor Mears stated that she was in agreement with a number of the concerns expressed by Councillor Randall but was also in agreement that the response was appropriate whilst concurring that a number of issues arising needed to be highlighted as part of robust and continuing dialogue.

61.5 The Executive Director of Environment, Development and Housing stated that he was aware of the concerns raised by Councillors Randall and Mears and , they would be conveyed back to the appropriate cross party working group in the first instance.

61.6 **RESOLVED** - That the Committee approves and endorses the officer response to the Government's Housing Standards Review Consultation 2014 set out in Appendix 1 to the report.

## **62 MAJOR PROJECTS UPDATE**

62.1 The Committee considered the circulated schedule which provided an update on the current progress of major projects across the city.

62.2 Councillor Mears referred to the Black Rock scheme stating that it was disappointing that Ward Councillors had not been consulted formally. Councillor Hawtree enquired regarding potential schemes in the vicinity of Hove Station. It was confirmed that the Neighbourhood Forum had now been set up in accordance with the Committees' recent decision and would be taking on an active role.

62.3 The Chair, Councillor Bowden stated that he was pleased to note the progress which had been made in respect of both the King Alfred and the Heads of Terms in relation to the Waterfront.

62.4 **RESOLVED** – That the contents of the schedule be noted and received.

## **63 ITEMS REFERRED FOR COUNCIL**

63.1 Item 52:-Fees and Charges 2015/16 – Assistant Chief Executive Directorate.

The Committee agreed that with the exception of the proposed fees and charges for the Royal Pavilion for 2016/217 as set out in Appendix 2 to the report, consideration of all other fees and charges be deferred for discussion at Budget Council.

The meeting concluded at 6.55pm

Signed

Chair

Dated this

day of





<b>Subject:</b>	<b>Statement of Community Involvement</b>		
<b>Date of Meeting:</b>	<b>12 March 2015</b>		
<b>Report of:</b>	<b>Executive Director Environment, Development &amp; Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Carly Dockerill</b>	<b>Tel: 29-2382</b>
	<b>Email:</b>	<b>Carly.Dockerill@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

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

- 1.1 The purpose of this report is to seek adoption of the new Statement of Community Involvement (SCI) to replace the currently adopted 2006 version. The SCI sets out the procedures and processes for consultation and engagement in the planning process.
- 1.2 The draft SCI was previously agreed for consultation at committee on 13<sup>th</sup> November 2014. The draft SCI was subject to a period of eight weeks public consultation 20<sup>th</sup> November 2014 to 16<sup>th</sup> January 2015.

**2. RECOMMENDATION:**

- 2.1 That the Committee adopts the Statement of Community Involvement 2015 subject to minor editorial or grammatical changes to be agreed with the Director of Environment, Development and Housing.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Statement of Community Involvement sets out the consultation and engagement that will be used in preparing planning policy documents, supplementary/supporting documents and in determining planning applications. It explains the statutory requirements that the Council must meet at each stage and the additional consultation that will be undertaken in addition to these minimum requirements. The purpose of the document is to ensure that residents and stakeholders have increased certainty over the type of engagement they can expect within the planning process and the ways that they can get involved.
- 3.2 A draft SCI was published for public consultation for an eight-week period ending on 16 January 2015. During the consultation, responses were received from eight respondents. The detailed representations are set out in Appendix A to this report which also includes officer responses and the amendments that have been made to the SCI to address the consultation feedback.
- 3.3 The final version of the SCI, incorporating any changes as a result of the consultation, is appended at Appendix B to this report. The key changes to the document compared to the consultation draft version are highlighted for clarity.

These include:

- Updating the SCI to reflect amendments issued 9 February 2015 by the government to speed up the neighbourhood planning process.
- Listing of Arun District Council and the South Downs National Park Authority as 'Duty to Co-operate consultees
- Updating of the SCI in line with the emerging 'Brighton & Hove City Council Corporate Plan 2015-2019

3.4 Once adopted by the members, the SCI will replace the 2006 SCI and will be used as the framework for future consultation and engagement across the planning service.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 The preferred option and the recommendation of this report is to adopt the SCI 2015, to replace the SCI adopted in 2006.

4.2 The alternative option is to continue to use the SCI 2006. This is not recommended as the SCI 2006 is now out-of-date due to changes in the planning process and regulations. It is also an opportunity to introduce new methods of consultation due to the availability of new types of media. The document has been amended to be more concise and accessible. The new SCI, that is the subject of this report, addresses these issues and has now been through a formal public consultation period.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

5.1 There is no longer a statutory requirement to consult on the SCI; however, it was considered good practice to do so. Following approval to consult by committee on 13<sup>th</sup> November 2014 consultation took place between 20<sup>th</sup> November 2014 and 16<sup>th</sup> January 2015. This was for eight weeks instead of the usual six weeks to take account of the Christmas holidays.

5.2 In terms of the consultation, over one thousand planning policy database contacts were either emailed or written to inviting comments on the Draft Revised SCI. Contacts ranged from statutory and general consultees including those stakeholders who have previously engaged in planning policy preparation or have requested to be notified of further planning policy publications.

5.3 The SCI was made available on the dedicated Planning Policy pages of the council website; the council's consultation portal and made available for inspection at the city deposit points (customer services centres and libraries).

5.4 Eight representations were received during this time period of which three stated that they had no specific comments to make. Five representations were therefore considered in finalising the SCI for adoption.

#### **6. CONCLUSION**

- 6.1 The SCI is a legally required document which sets out how a local planning authority proposes to engage with stakeholders and residents in the development plan-making process and planning application process.
- 6.2 An up to date revised SCI provides clarity on how engagement will be undertaken with partners, communities and individuals and that minimum requirements are met.

**7. FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications:

- 7.1 The costs of updating the Statement of Community Involvement have been funded from existing resources within the Planning Policy revenue budget. It is anticipated that there will not be any additional costs to the council arising from the adoption of the revised Statement.

*Finance Officer Consulted: Steven Bedford*

*Date: 04/02/15*

Legal Implications:

- 7.2 The requirement for a local planning authority to adopt a statement of community involvement (“SCI”) was introduced by section 18 of the Planning and Compulsory Purchase Act 2004. That section provides that a SCI is a statement of the authority's policy as to the involvement, in the exercise of the authority's planning policy and development control functions, “of persons who appear to the authority to have an interest in matters relating to development in their area”. As stated in the report there is no statutory requirement to consult on a draft SCI but it is considered good practice to do so.

- 7.3 It is not considered that any adverse human rights implications arise from the report.

*Lawyer Consulted: Hilary Woodward*

*Date: 06/02/15*

Equalities Implications:

- 7.4 The Council has already adopted a Statement of Community Involvement 2006, which encourages effective social inclusion for all groups to influence the policy-making agenda. DPDs are subject to an Equality Impact Assessment (EQIA). It is intended that the revised SCI will help to the planning service to engage effectively with different sectors of the community including those hard to reach groups.

Sustainability Implications:

- 7.5 Sustainability considerations are central to the new planning system. Each local development document requires an integrated sustainability appraisal.

Any Other Significant Implications:

7.6 The SCI will help to deliver the priorities of the Corporate Plan 2015-2019 citywide.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

1. SCI Consultation Statement
2. Final Draft Statement of Community Involvement 2015

#### **Documents in Members' Rooms**

*None*

#### **Background Documents**

*None*

## **Draft Revised Statement of Community Involvement 2015 Statement of Consultation**

### **1. Consultation**

1.1 The draft SCI was subject to a period of eight weeks public consultation 20th November 2014 to 16<sup>th</sup> January 2015.

1.2 A specific page was created on the Council website (<http://www.brighton-hove.gov.uk/content/planning/local-development-framework/statement-community-involvement> ) which provided a link to the Draft Revised SCI and Comments Form and Consultation Portal.

1.3 The Council's planning consultation database includes all the relevant statutory consultees and other non-statutory consultees. Non-statutory consultees include key stakeholders across the Council and key external partners. These organisations or individuals were sent an email notifying them of the SCI consultation and invited them to make comments. This email provided a link to the Council's SCI webpage. A letter was sent to all those consultees who did not have an email address. A copy of the letter and email can be viewed in Appendix A.

1.4 The SCI and Comments Form were also made available at the Council's Customer Service Centres and all libraries across the City.

1.5 A Press Release was issue by the council on its website advertising the consultation period.

### **2. Consultation Responses**

2.1 Eight representations were received during this time period of which three stated that they had no specific comments to make. Five representations were therefore considered in finalising the SCI for adoption. The representations can be viewed at Appendix B. A summary of representations and an officer response can be seen in Appendix C.

# Appendix A - Consultation Material

## i) Comments Form



**Consultation Form**  
**Draft Revised Statement of Community Involvement (SCI)**  
**20<sup>th</sup> November 2014 until 16 January 2015**

1. Name
2. Organisation Name (if applicable)
3. Email Address
4. Postal Address

5. Please provide comments on the Revised Draft Statement of Community Involvement 2014 below and indicate the page number and section you are referring to. Please keep your comments concise.

--



All representations must be received at the email or postal address given on this form by midnight on Tuesday 16<sup>th</sup> January 2015.

Completed forms should be sent to:

Email: [ldf@brighton-hove.gov.uk](mailto:ldf@brighton-hove.gov.uk)

Post: LDF Team, Brighton & Hove City Council, Room 201, Kings House, Grand Avenue, Hove, BN3 2LS

If you have any further queries please contact us on 01273 292505 or via email [ldf@brighton-hove.gov.uk](mailto:ldf@brighton-hove.gov.uk)

Thank you for taking the time to complete your comments.

## ii) Press Release

The screenshot shows a web browser displaying a press release from Brighton & Hove City Council. The page title is "Have your say on how the council consults on planning". The release date is Friday, 21 November 2014. The text of the release discusses the council's process for planning consultations, including a draft 'Statement of Community Involvement' (SCI) and a revised SCI. It mentions that comments are invited on the draft SCI and that the revised SCI updates the one adopted in 2006. A quote from Councillor Phélim Mac Cafferty, chair of the city's planning committee, is included. The closing date for comments is 16 January 2015. The page also lists contact information for submitting comments, including an email address and a postal address.

www.brighton-hove.gov.uk/content/press-release/have-your-say-how-council-consults-planning-0

Home » Council and democracy » News » Search news

### Have your say on how the council consults on planning

Release date: Friday, 21 November 2014

Brighton & Hove City Council is keen to hear the views of people across the city on the process it follows for planning consultations.

Comments are invited on the draft 'Statement of Community Involvement.' Take part online at [www.brighton-hove.gov.uk/sci](http://www.brighton-hove.gov.uk/sci) or see printed copies at the council's customer service centres and libraries.

The draft Revised Statement of Community Involvement (SCI) sets out how the council will seek public views on the preparation of local plans (such as the City Plan) and planning policy documents. It also looks at the process for making sure residents have their say on individual planning applications. The revised document updates the SCI adopted in 2006.

Councillor Phélim Mac Cafferty, chair of the city's planning committee, said:

"Planning affects all communities in the city, whether they are involved in submitting planning applications or being invited to give views on new schemes. Planning can also be emotive so it is only right that we are asking you how we involve you more in the planning process.


"It is so important that we make sure people have opportunities to have their say, so they can shape the future development of our city. It is equally important that the council plays its part and listens to our communities and properly considers their views."

Closing date for comments is 16 January 2015.

Comments can submitted by

- email to: [ldf@brighton-hove.gov.uk](mailto:ldf@brighton-hove.gov.uk),
- through the [council online consultation portal](#)
- in writing to: SCI Consultation, Local Development Team, Room 201, Kings House, Grand Avenue, Hove, BN3 2LS

### iii) Consultation Letter



**Brighton & Hove City Council**

**Have your say on how we consult you**

The Council has updated its adopted Statement of Community Involvement (SCI). This sets out how we consult you on our development plans and planning applications.

We would welcome your views on the revised draft SCI between 20 November 2014 and 16 January 2015.

A copy of the Draft Revised SCI can be found online at [www.brighton-hove.gov.uk/sci](http://www.brighton-hove.gov.uk/sci) and a hardcopy is in Hove and Brighton Customer Service Centres as well as all local libraries.

Comments can be made online: via the Council Consultation Portal: <http://consult.brighton-hove.gov.uk/portal> or by using the Consultation Form on the council's website: [www.brighton-hove.gov.uk/sci](http://www.brighton-hove.gov.uk/sci)

Please send this back to us via:

- Email: [ldf@brighton-hove.gov.uk](mailto:ldf@brighton-hove.gov.uk)
- Post:  
Local Development Team,  
Brighton & Hove City Council,  
Room 201 Kings House,  
Grand Avenue, Hove, BN3 2LS



## iv) Consultation Email

Subject: Have your say on how we consult you...

Dear Consultee,

**Re: Have your say on how we consult you...**

The Council has updated its adopted Statement of Community Involvement (SCI). This sets out how we consult you on our development plans and planning applications.

We would welcome your views on the revised draft SCI from **20 November 2014** ending on midnight **16 January 2015**.

A copy of the Draft Revised SCI can be found online at [www.brighton-hove.gov.uk/sci](http://www.brighton-hove.gov.uk/sci) and a hardcopy is in [Hove](#) and [Brighton](#) Customer Service Centres as well as [all local libraries](#).

Comments can be made online: via the Council Consultation Portal: <http://consult.brighton-hove.gov.uk/portal>

Or by using the Consultation Form on the council's website: [www.brighton-hove.gov.uk/sci](http://www.brighton-hove.gov.uk/sci)

Forms can be sent back to us via:

- Email: [ldf@brighton-hove.gov.uk](mailto:ldf@brighton-hove.gov.uk)
- Post: Local Development Team, Room 201 Kings House, Grand Avenue, Hove, BN3 2LS

Kind Regards

Local Development Team  
Planning & Building Control



## **Appendix B) - Copies of Representations Received**

## Comment

<b>Event Name</b>	Draft Revised Statement of Community Involvement
<b>Comment ID</b>	2
<b>Response Date</b>	21/11/14 10:57
<b>Status</b>	Submitted
<b>Submission Type</b>	Web
<b>Version</b>	0.1

**1. Name** Gill Wales

**3. Email Address**

**4. Address**

**5. Please provide comments on the Revised Draft Statement of Community Involvement 2014 below and indicate the page number and section you are referring to. Please keep your comments concise. Thank you**

It's great that there is a community involvement plan, and it's a well written document, but it feels as though you are really only aiming to engage with people who already make the effort to engage - those who have joined organisations or who take the trouble to check and navigate your website or visit your offices - presumably on the offchance that there might be something important they need to know about. My feeling, as an ordinary Brightonian, is that not enough is done to tell the wider audience of residents about what is planned even within their own neighbourhoods. It's made worse by the lack of an effective local press. I would like to see more effort made to take information to people rather than expect people to look for information. For example, posters (not just typed planning notices) in commonly visited locations within communities (shops, doctors surgeries, post offices - not just lamp posts outside the affected site) to at least tell people that there is a planning application or a proposed scheme and that more information is available. It then needs to be easier to find information on your website. It is frustratingly difficult to find information about specific schemes, because documentation is stored by planning application number. When you eventually find what you're looking for, you are presented with a mass of documents to work through. Navigation needs to be quicker and more direct, leading people to an overview of the proposal that allows people to decide whether they need to know more. I understand the difficulties involved in making these issues accessible to lay people and I applaud the efforts you've made so far, but making information available does not, in itself, make people better informed.

## Comment

<b>Event Name</b>	Draft Revised Statement of Community Involvement
<b>Comment ID</b>	3
<b>Response Date</b>	23/11/14 14:43
<b>Status</b>	Submitted
<b>Submission Type</b>	Web
<b>Version</b>	0.1
<b>1. Name</b>	R.Shepherd
<b>2. Organisation Name (if applicable)</b>	Roedean Residents Association
<b>3. Email Address</b>	
<b>4. Address</b>	

**5. Please provide comments on the Revised Draft Statement of Community Involvement 2014 below and indicate the page number and section you are referring to. Please keep your comments concise. Thank you**

The present system does not work. Only 70 responses to the first City Plan Part 1. How many residents know about the latest amendment presently out for consultation ? The Argus is read by so few now it would be a waste of money. to advertise there and the ads. were so small and difficult to find. More local notices would help. More timely notice eg. I received information on the Brighton Marina Neighbourhood Forum application 6 days for expiry fo the consultation. Much more involvement with residents associations would help but I do not see them on the list. Does the council hold a list of residents associations throughout the city ? Incidentally the Click on a Survey help button took me to a completely different survey hence you have no references to pages.

---

**From:** Steve Ankers [steve.ankers@southdownssociety.org.uk]  
**Sent:** 24 November 2014 14:50  
**To:** LDF  
**Subject:** Statement of Community Involvement

I write on behalf of the South Downs Society, the national park society of the South Downs National Park.

Under "Strategic planning: duty to co-operate" we would expect to see specific reference to the statutory duty under section 62 of the Environment Act 1995 to have regard to the designation of the national park. Although the city council is no longer the LPA for that part of the city within the park, it is under this statutory duty to consider in its policy making any potential impact on the national park, both within and outside the city boundary. We note that the SDNPA is later listed as a consultee but the duty goes further. It would be helpful to see clear recognition of this substantial change since the previous SCI.

As a "Voluntary body, some or all of whose activities benefit any part of the local planning authority's area", this Society wishes to be consulted on any forward planning or development management issues with potential impact on the national park.

I would be grateful if you could acknowledge safe arrival of these comments Thanks.

--

Steve Ankers  
Policy Officer  
South Downs Society

South Downs Society Registered office: 2 Swan Court, Station Road, Pulborough, RH20 1RL. The Society is a company limited by guarantee, registered no 319437 and is a registered charity no 230329. [www.southdownssociety.org.uk](http://www.southdownssociety.org.uk)

The South Downs Society is an independent charity which relies on member subscriptions and gifts in wills

---

**From:** Jacobs, Keith [Keith.Jacobs@highways.gsi.gov.uk]

**Sent:** 27 November 2014 15:45

**To:** LDF

**Subject:** Consultation - Statement of Community Involvement (SCI ) - updated

Thank you for consulting the Highways Agency on your updated draft SCI and can advise you that we do not have any comment to make regarding the your proposals for consultation on your development plans and planning applications.

We shall be pleased to assist in your planning proposals in the future. For your information the Highways Agency's contacts have changed recently so for your area they are now :-

John Henderson – Asset Manager for E. Sussex  
Keith Jacobs - Assistant Asset Manager for Sussex

**Keith Jacobs, Asset Manager**

Highways Agency | Federated House | London Road | Dorking | RH4 1SZ

Web: <http://www.highways.gov.uk>

GTN: 3904 8219

Safe roads, reliable journeys, informed travellers  
Highways Agency, an executive agency of the Department for Transport.

The original of this email was scanned for viruses by the Government Secure Intranet virus scanning service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) This email has been certified virus free.

Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

## Comment

<b>Event Name</b>	Draft Revised Statement of Community Involvement
<b>Comment ID</b>	4
<b>Response Date</b>	28/11/14 11:47
<b>Status</b>	Submitted
<b>Submission Type</b>	Web
<b>Version</b>	0.1
<b>1. Name</b>	sclay
<b>2. Organisation Name (if applicable)</b>	TAP
<b>3. Email Address</b>	

**5. Please provide comments on the Revised Draft Statement of Community Involvement 2014 below and indicate the page number and section you are referring to. Please keep your comments concise. Thank you**

There is nothing to say what a consultation with the community should be. I think its important to have a balanced view and where there is a public event there should be opportunities for the disadvantages and problems of the proposals to be put forward as well as the advantages set out by council officers. If this is not done people lose faith in the process and see it as box ticking by the council. The consultation for the redevelopment of the Level was very well done with households getting details of the scheme and a form to fill in on their views. It was clear where they could have influence and where not. People are pleased with the outcome. The consultation for the Better Bus Scheme in Edward St was not well done with residents having only a sketchy idea of what would happen and many now being furious at the months of disruption and noise for no apparent benefit. There needs to be a standard and it should not be down to individual council officers to decide how to consult. There are consultations with groups which the council thinks represent the community but do not. The Tarner Area Partnership frequently meet with no residents present and few people in the neighbourhood are aware that it exists. Nonetheless the council thinks it has consulted with the community if it brings proposals to meetings.

Date: 01 December 2014  
Our ref: 138235  
Your ref: Statement of Community Involvement (SCI)

Respondent 6



Brighton & Hove City Council  
Local Development Team  
Room 201 Kings House  
Grand Avenue  
Hove  
BN3 2LS

Sustainable Development  
Hornbeam House  
Crewe Business Park  
Electra Way  
Crewe  
Cheshire  
CW1 6GJ

**BY EMAIL ONLY**

Dear Sir/Madam

**Consultation on Statement of Community Involvement for Brighton & Hove City Council**

Thank you for your consultation on the above dated 20 November 2014 which was received by Natural England on 20 November 2014.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

We are supportive of the principle of meaningful and early engagement of the general community-by the public, community and other organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.

We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: <http://www.naturalengland.org.uk/ourwork/planningdevelopment/default.aspx>.

We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: [consultations@naturalengland.org.uk](mailto:consultations@naturalengland.org.uk). This system enables us to deliver the most efficient and effective service to our customers.

We really value your feedback to help us improve the service we offer. We have attached a feedback form to this letter and welcome any comments you might have about our service.

Yours faithfully

Miss Carla Jackson  
Sustainable Development Consultation Team





By email: [ldf@brighton-hove.gov.uk](mailto:ldf@brighton-hove.gov.uk)

Our reference: 859

10 December 2014

Dear Sir/Madam,

**Re: Brighton and Hove Statement of Community Involvement**

Thank you for inviting the Marine Management Organisation (MMO) to comment on the above consultation. I can confirm that the MMO has no comments to submit in relation to this consultation.

If you have any questions or need any further information please just let me know. More information on the role of the MMO can be found on our website [www.gov.uk/mmo](http://www.gov.uk/mmo)

Yours sincerely

Angela Gemmill  
Relationship Manager

E [stakeholder@marinemanagement.org.uk](mailto:stakeholder@marinemanagement.org.uk)

## Comment

<b>Event Name</b>	Draft Revised Statement of Community Involvement
<b>Comment ID</b>	5
<b>Response Date</b>	14/01/15 10:57
<b>Status</b>	Submitted
<b>Submission Type</b>	Web
<b>Version</b>	0.1
<b>1. Name</b>	Kathryn Banks
<b>2. Organisation Name (if applicable)</b>	Arun District Council
<b>3. Email Address</b>	ldf@arun.gov.uk

#### 4. Address

Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

#### 5. Please provide comments on the Revised Draft Statement of Community Involvement 2014 below and indicate the page number and section you are referring to. Please keep your comments concise. Thank you

Many thanks for consulting Arun District Council on the Brighton and Hove Draft Revised Statement of Community Involvement. Please find below officers' comments in response to the Brighton and Hove Draft Revised Statement of Community Involvement. Please note, these comments are officer comments only and have not been agreed through Full Council. Arun District Council welcomes references to the Duty to Cooperate in paragraphs 1.5, 1.21-1.25 and 2.16. It does, however, ask the Council to consider whether Arun District Council should be specifically listed under 2.16 i) Duty to Cooperate, in light of the reference in paragraph 1.24 to the Coastal West Sussex partnership and also as both Councils have joint evidence base studies e.g. the Housing Duty to Cooperate Study and the Assessment of Housing Development Needs Study: Sussex Coast HMA. If you would like to discuss the comments made above, please do feel free to contact me or a member of the Planning Policy and Conservation Team to discuss.

Respondent Number	Date Received	Method Received	Respondent Name	Summary of Comments Received	Officer Comment
1	21/11/2014	Consultation Portal	Gill Wales	<ul style="list-style-type: none"> <li>• Feel you are really only aiming to engage with people who already make the effort to engage e.g. those in organisations or those who check website</li> <li>• Not enough done to tell residents about proposals in neighbourhoods.</li> <li>• Made worse by the lack of an effective local press.</li> <li>• More effort should be made to take information to people rather than expect people to look for information e.g. posters in commonly visited locations within communities (shops, doctors surgeries, post offices)</li> <li>• Website needs to be more accessible as difficult to find information about specific schemes, because documentation is stored by planning application number. Navigation needs to be quicker and more direct, leading people to an overview of the proposal that allows people to decide whether they need to know more.</li> <li>• Understand difficulties involved in making these issues accessible to lay people and I applaud the efforts you've made so far, but making information available does not, in itself, make people better informed.</li> </ul>	<ul style="list-style-type: none"> <li>• The council makes an effort to engage as widely as possible with organisations and residents</li> <li>• The council seeks to ensure that a variety of consultation methods are used to engage with residents such as workshops, exhibitions and focus groups etc We always seek to engage with community groups, LATS, neighbourhood newspapers etc Consultation documentation is distributed to local libraries and customer service centres and placed electronically on our website. We email consultees that we hold details for on our database or write to them</li> <li>• Comments on the website are noted. The planning department are seeking to improve the website's accessibility and have recently undertaken a customer survey which has highlighted areas of improvement which are currently being acted upon.</li> <li>• Comments noted</li> </ul>
2	23/11/2014	Consultation Portal	Rosemary Shepherd Roedean Residents	<ul style="list-style-type: none"> <li>• The present system does not work.</li> <li>• Only 70 responses to the first City Plan Part 1. How many residents know about the latest amendment presently out for</li> </ul>	<ul style="list-style-type: none"> <li>• Comments noted</li> <li>• The submission city plan was one of several stages of consultation on the city plan.</li> </ul>

Respondent Number	Date Received	Method Received	Respondent Name	Summary of Comments Received	Officer Comment
			Association	<p>consultation? The Argus is read by so few now it would be a waste of money to advertise there and the ads were so small and difficult to find.</p> <ul style="list-style-type: none"> <li>• More local notices would help.</li> <li>• More timely notice e.g. I received information on the Brighton Marina Neighbourhood Forum application 6 days for expiry of the consultation.</li> <li>• Much more involvement with residents associations would help but I do not see them on the list. Does the council hold a list of residents associations throughout the city ?</li> </ul>	<p>Informal Issues and Options stages aim to reach more people in the community as the first stage of consultation when there is a greater chance to influence the shape of strategies and policies.</p> <ul style="list-style-type: none"> <li>• Statutory requirements for consultation on Neighbourhood Forum's were followed. Site notices (non statutory) were in place at the beginning of the 6 week period of consultation and information was made available on our website.</li> <li>• Reference to the Argus newspaper is noted however it should be recognised that this is not the only form of press in the city and we use the local radio stations and other newspapers as well as our own press releases to publicise information.</li> <li>• We recognise the difficulties in reaching everyone in the city but we always try variety of methods particularly at the issues and option stage to engage all groups including those that are harder to reach. People are less likely to engage with us at the more formal stages of preparation of plans due to government</li> </ul>

Respondent Number	Date Received	Method Received	Respondent Name	Summary of Comments Received	Officer Comment
3	24/11/2014	Email	South Downs Society	<ul style="list-style-type: none"> <li>Under "Strategic planning: duty to co-operate" we would expect to see specific reference to the statutory duty under section 62 of the Environment Act 1995 to have regard to the designation of the national park.</li> <li>Although the city council is no longer the LPA for that part of the city within the park, it is under this statutory duty to consider in its policy making any potential impact on the national park, both within and outside the city boundary. We note that the SDNPA is later listed as a consultee but the duty goes further. It would be helpful to see clear recognition of this substantial change since the previous SCI. As a "Voluntary body, some or all of whose activities benefit any part of the local planning authority's area", this Society wishes to be consulted on any forward planning or development</li> </ul>	<p>requirements of consultation.</p> <ul style="list-style-type: none"> <li>Over one thousand contacts were contacted at the proposed modifications stage of the city plan and this did include residents associations across the city. Civic and amenity groups listed under general consultees includes residents groups</li> <li>The city council always monitor and evaluate the level of response rates after each period of consultation</li> <li>The SDNP Authority is a statutory consultee and therefore it is already set out in the SCI that the council has a statutory duty to consult with them.</li> </ul>

Respondent Number	Date Received	Method Received	Respondent Name	Summary of Comments Received	Officer Comment
4	27/11/2014	Email	Highways Agency	management issues with potential impact on the national park. No comment	Noted
5	28/11/2014	Consultation Portal	S Clay TAP	<ul style="list-style-type: none"> <li>There is nothing to say what a consultation with the community should be.</li> <li>Important to have a balanced view and where there is a public event there should be opportunities for the disadvantages and problems of the proposals to be put forward as well as the advantages set out by council officers. If this is not done people lose faith in the process and see it as box ticking by the council.</li> <li>Respondent points out recent consultation events for The Level and Better Bus Schemes to illustrate their view of effective and ineffective consultation.</li> <li>There needs to be a standard and it should not be down to individual council officers to decide how to consult.</li> <li>There are consultations with groups which the council thinks represent the community but do not. E.g. The Tarnier Area Partnership. The council thinks it has consulted with the community if it brings proposals to meetings.</li> </ul>	<ul style="list-style-type: none"> <li>It would be difficult to say exactly what a consultation with the community should be as this would depend on the type and stage of document being consulted upon. It is hoped that the SCI sets out the principles for consultation and that this follows the principles set out in the Council's Community Engagement Framework.</li> <li>The Informal Issues and Options Stage offers the opportunities for informal discussion of advantages and disadvantages of different options in plan making. Para 2.20 of the SCI sets out that we will make significant effort to engage people at the early stages of preparing local plan documents, when there is greatest opportunity to influence the shape of strategies and policies.</li> <li>Comments noted. These consultations were undertaken by other section of the council and not Planning.</li> <li>The Community Engagement</li> </ul>

Respondent Number	Date Received	Method Received	Respondent Name	Summary of Comments Received	Officer Comment
					<p>Framework sets the standard for consultation for the wider city council.</p> <ul style="list-style-type: none"> <li>The council may choose to visit certain meetings of groups and partnerships as part of consultation.</li> </ul>
6	01/12/2014	Email	Natural England	No comment	Noted
7	10/12/2014	Email	Marine Management Organisation (MMO)	No comment	Noted
8	14/01/2015	Consultation Portal	Arun District Council	<ul style="list-style-type: none"> <li>Arun District Council welcomes references to the Duty to Cooperate in paragraphs 1.5, 1.21-1.25 and 2.16.</li> <li>It does, however, ask the Council to consider whether Arun District Council should be specifically listed under 2.16 i) Duty to Cooperate, in light of the reference in paragraph 1.24 to the Coastal West Sussex partnership and also as both Councils have joint evidence base studies e.g. the Housing Duty to Cooperate Study and the Assessment of Housing Development Needs Study: Sussex Coast HMA.</li> </ul>	<ul style="list-style-type: none"> <li>Agree Arun District Council have been added as a consultation body for Duty to Cooperate</li> </ul>





# Brighton & Hove Revised Statement of Community Involvement

Brighton & Hove City Council

Planning

**March 2015**



Brighton & Hove  
City Council

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**Please note:**

The approach set out in this document will be subject to change as and when the legal requirements change.

## 1. Introduction

- 1.1 This document is the Statement of Community Involvement (SCI) for Brighton & Hove City Council. The SCI is a statutory document that formally sets out the policy and standards for engaging residents, local groups, stakeholders and statutory consultees in preparing development plans and how the council will consult on planning applications. The SCI therefore sets the framework for planning-related consultations which will ensure there is genuine involvement in plan-making and shaping of plans. It will also enable the Council to demonstrate how it has met the requirements of the planning regulations.
- 1.2 The document is divided into four main parts. The first is a brief introduction to the SCI and its relationship to other council strategies and describes the council's approach to consultation. The second section describes the processes by which the Council prepares planning policy documents for the local area. The third section focuses on neighbourhood planning and the fourth section focuses on planning applications and how the council will engage local communities and other interested persons in determining planning applications.

### **a) Updating the SCI**

- 1.3 The existing SCI was adopted by the city council in September 2006. Since then there have been a number of changes to the planning system along with the council's own policies on consultation. As such, it is necessary to update the SCI – and in doing so reiterate and update the council's commitment to engaging the community in the planning process.

### **b) Relevant Legislation and the National Planning Policy Framework**

- 1.4 The SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). There is no stipulated method for producing an SCI, however it has been prepared consistent with the Town and Country Planning (Local Planning) (England) Regulations 2012 and best practice guidance on plan-making. The Local Planning Authority must meet the minimum requirements (set out in the regulations) however the commitments in the SCI can go beyond those requirements.
- 1.5 The updated SCI also addresses a number of changes to the planning system, including the Duty to Cooperate with neighbouring authorities when preparing plans and Neighbourhood Planning, introduced by the Localism Act 2011. The SCI follows national planning policy guidance on plan making and deciding planning applications.
- 1.6 The legal requirement for consultation on planning documents is set out in government regulations<sup>1</sup>. These regulations require the council to:
- Place all documents on its website ([www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)) together with supporting information needed to enable people to

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012

- understand what they are being asked to comment upon and specify
- where and when the documents can be inspected;
- Make all relevant material available for people to look at the council offices during normal working hours and other suitable places for the period of consultation;
- Send copies of consultation documents to the statutory consultees (see paragraph 1.41); and
- Keep the consultation open for a minimum of six weeks for policy documents and a minimum of four weeks for Supplementary Planning Documents.

*i) National Planning Policy Framework*

1.7 The National Planning Policy Framework sets out guidance for local planning authorities both in drawing up plans and making decisions about planning applications. Paragraph 17 of the National Planning Policy Framework (NPPF) set out 12 core planning principles. One of the key principles states that planning should 'be genuinely plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area.'

**c) SCI links to other council strategies**

*i) Sustainable Community Strategy*

1.8 The Sustainable Community Strategy (SCS) is the overarching strategy for the City. It draws together plans, strategies and priorities from the council, public sector, business, voluntary sector and community. It establishes a shared vision for the city and a set of principles and priorities to guide action. The guiding principles include improving engagement and a commitment to greater engagement as well as listening harder to the messages offered.

1.9 The SCS and the planning policy documents are very closely linked. The production of the local plan documents build upon the key themes and priorities of the SCS and are a key mechanism for delivering the land use and spatial elements of the strategy.

1.10 The SCS is guided by two key principles, to increase our equality and to improve our engagement. Using the key principles as a guide, the SCS sets out five overarching priorities that will be worked towards collectively; Economy, Children and Young People, Health and Well-being, Community Safety and Resilience and Environmental Sustainability.

1.11 The Local Development Team will continue to consult with the various partnerships that make up Brighton & Hove Connected in the preparation of local plan documents including the City Sustainability, Economic and Strategic Housing Partnerships and where appropriate the City Engagement Partnership which has been established to lead, develop and support active community engagement in city-wide strategic planning and decision-making processes.

**ii) Corporate Plan 2015-2019**

1.12 The council's Corporate Plan 2015-2019 sets out the council's purpose, ambition, values and priorities which are shared with Brighton & Hove Connected (the city's public, community and private sector partnership), describing how the council will work to meet them. It describes the council's intentions and actions in response to the changing demand for services, the need to manage the council's budget even more closely and changes in national legislation and guidance.

1.13 This SCI reflects the Corporate Plan priority to engage people who live and work in the city and to develop a shared understanding of what is important to citizens and actively encouraging people to get involved and to tackle inequality.

**iii) The Sustainability Action Plan 'One Planet Living'**

1.14 Brighton & Hove is the world's first designated One Planet City. On 18 April 2013, the city's Sustainability Action Plan received accreditation from sustainable development charity BioRegional for its plans to enable residents to live well within a fairer share of the earth's resources.

1.15 The One Planet approach is a framework that helps address all major aspects of environmental, social and economic sustainability and is based on ten principles or areas of focus developed by sustainable development charity BioRegional with World Wildlife Fund to help people and organisations live and work within a fair share of the planet's resources.

1.16 Local Plan documents will support the delivery of the Sustainability Action Plan<sup>2</sup> which has been prepared to deliver the One Planet City approach and reduce the city's ecological footprint. Active engagement and involvement will be key to delivering the Sustainability Action Plan.

**ii) The Community Engagement Framework (CEF)**

1.17 Brighton & Hove Connected (Brighton & Hove's Local Strategic Partnership) has developed a Community Engagement Framework (CEF) for the city as both a policy document and a practical resource. As a policy document it sets out the Brighton & Hove Connected's commitment to and understanding of community engagement in Brighton & Hove. As a practical resource it provides a clear definition of community engagement and importantly sets specific standards for community engagement to which all Partners must adhere.

1.18 The community engagement standards set out within the Community Engagement Framework (CEF)<sup>3</sup> addresses three aims:

1. To improve engagement activity that enhances the lives of people and their communities
2. To improve engagement activity that ensures opportunity for all
3. To improve engagement activities that drive up the quality of services and

<sup>2</sup> <http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/PandR%20version%20OPL%20SAP%283%29%20with%20Forewords.pdf>

<sup>3</sup> [http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/BH\\_CEF\\_Community\\_Engagement\\_Framework.pdf](http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/BH_CEF_Community_Engagement_Framework.pdf)

makes better use of resources.

1.19 Our approach to community engagement in planning will apply the key principles of the Community Engagement Framework and we will ensure that specific standards for engagement are followed whilst continuing to operate under current planning legislation. The standards are listed in Appendix 1.

*iii) Equality and Inclusion Policy*

1.20 The council's Equality and Inclusion Policy 2012-2015 describes the vision, objectives, key actions and measures to promote, facilitate and deliver equality in the council and the rest of the city. The council will make every endeavour to meet the requirements of The Equality Act 2010 and Human Rights Act 1998. In accordance with the council's Equality and Inclusion Policy when we engage with communities on planning matters we will identify which groups should be involved, consider how best to reach and engage with them and use a range of approaches and activities to ensure that engagement is accessible and appropriate for the diverse communities that make up the city.

1.21 A Health Equalities Impact Assessment is undertaken and published as part of the local plan preparation process to ensure that potential health and equalities outcomes of policies and proposals are appraised.

**d) Strategic Planning – The Duty to Cooperate**

1.22 Local Planning Authorities have a duty to work collaboratively with neighbouring authorities on strategic, cross boundary issues. The Duty to Cooperate is a requirement of the Localism Act 2011 and the National Planning Policy Framework. It requires Local Planning Authorities and other prescribed bodies (set out in paragraph 1.42) to engage on the preparation of development plan documents and other activities relating to the sustainable development and use of land, in particular in connection with strategic matters, defined as matters affecting more than one planning area.

1.23 The City Council has been actively involved in a number of cross boundary bodies and partnerships with adjoining authorities who have worked together on development plan documents such as the City Plan, the Waste and Minerals Local Plan and the Shoreham Joint Area Action Plan. In addition to these established partnerships, extensive cooperation has occurred with other planning authorities and prescribed bodies throughout the preparation of the City Plan and the Waste and Minerals Local Plan.

1.24 The key cross-boundary planning issues that need to be addressed through the Duty to Cooperate have been identified as:

- Meeting unmet housing needs;
- Employment land and economic growth;
- Shoreham Harbour Regeneration;
- Gypsy and Travellers Sites
- Student Housing Needs
- Waste and Minerals

1.25 Brighton & Hove takes part in regular discussions and consults with the following cross boundary partnerships;

- Community Infrastructure Levy (CIL) Liaison Group
- Coastal West Sussex
- Greater Brighton Economic Board
- Planning Liaison Group
- East Sussex Chief Executives Group
- East Sussex Housing Officers Group
- East Sussex LDF Group
- Local Enterprise Partnerships
- South East Seven
- Shoreham Harbour Group

1.26 The city council will continue to work closely with its partners to deliver planning and fulfill requirements under the Duty to Cooperate.

## **2. Community Involvement in Planning Policy**

2.1 Brighton & Hove City Council has a duty to put in place a framework of planning policies (known as the Local Plan or Development Plan) which will be used to guide development proposals and to help determine planning applications. As part of the preparation of these planning policies and supporting documents there are statutory stages of consultation that must be undertaken to allow the public and stakeholders to have their say on what is being proposed.

2.2 This section outlines the type of local plan documents that Brighton & Hove City Council prepares and the regulations that guide the preparation process of these documents. Within those regulations are statutory requirements for consultation and this section sets out how they will be met in Brighton & Hove, and indicates the methods of consultation and engagement that may be used in addition to ensure that everyone has the opportunity to be fully engaged in the process.

### **a) What types of plans will we consult on?**

#### *i) Local Plans or Development Plan Documents (DPDs)*

2.3 These are plans which set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy and community facilities and infrastructure as well as a basis for safeguarding the environment, adapting to climate change and securing good design. They are also critical tool in guiding decisions about individual development proposals. The plans generally look forward 15-20 years. In Brighton & Hove we are working on the City Plan. We also work jointly with East Sussex County Council on the Waste and Minerals Local Plan and with West Sussex and Adur and Worthing on the Shoreham Harbour Joint Area Action Plan.



The statutory stages in the preparation of these documents is set out in the Town and Country Plan (Local Planning) (England) Regulations 2012<sup>4</sup>.

*ii) Supplementary Planning Documents (SPDs)*

2.4 These documents add further detail to the policies established in the Local Plan /DPDs. They can be used to provide further guidance for development but cannot be used to set out new policy. As with Local Plans/DPDs the statutory requirements for preparing SPDs are set out in the Town and County Planning (local Planning) (England) Regulations 2012.

*iii) Neighbourhood Plans and Development Orders*

2.5 The Neighbourhood Planning (General) Regulations 2012<sup>5</sup> set out the statutory requirements for the preparation of Neighbourhood Plans and Development Orders.

2.6 Neighbourhood planning is a way for local groups to take a lead on planning the future of their area. Neighbourhood planning can be led by a Parish Council or by a Neighbourhood Forum, which are specially set up for neighbourhood planning. Neighbourhood Forums need to be open to anyone who lives or works in the area they cover. Consultation during the preparation stage of these plans is undertaken by the Town or Parish Council and does not therefore need to meet the requirements of this SCI but it would be a useful starting point to help guide consultations.

2.7 Neighbourhood Forums can choose to prepare neighbourhood development orders or a Neighbourhood Development Plan. Local Communities can grant planning permission through Neighbourhood Development Orders and Community Right to Build Orders for specific development and set out planning policies in Neighbourhood plans to guide the future development of an area, including identifying sites for new housing or safeguarding parks and playing fields.

2.8 Once a Neighbourhood Plan or Order is approved it will be used to guide development and to help decide the outcome of planning applications in the area. The Neighbourhood Plan or Order sits alongside other planning policy and needs to generally conform to local and national planning policy.

2.9 More detail on Neighbourhood Planning is set out separately under Section 3 of this SCI.

*iv) Sustainability Appraisal (SA) and Strategic Environmental Assessment*

2.10 The Sustainability Appraisal is an integral part of the plan preparation process and is, required for each local plan document and for some SPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and that the plan takes the most appropriate approach given reasonable alternatives. At each stage of the local

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<sup>4</sup> <http://www.legislation.gov.uk/ukxi/2012/767/made>

<sup>5</sup> <http://www.legislation.gov.uk/ukxi/2012/637/contents/made>

plan preparation there is a corresponding stage of the sustainability appraisal and the SA documents are made available for comment during public consultation. The Sustainability Appraisal, where appropriate will incorporate the Strategic Environmental Assessment (SEA), in accordance with European Directive EC/2001/42. The process is laid out in government guidance.

2.11 Recent judgments indicate that Neighbourhood Plans are subject to the requirements of the SEA Directive and would therefore always require a screening opinion.

*v) Community Infrastructure Levy (CIL)*

2.12 CIL is a charge that is levied on new development floorspace which is intended to contribute towards the provision of infrastructure to support growth. The statutory process for preparing a CIL Charging Schedule is set out in the Community Infrastructure Regulations 2010 (as amended)<sup>6</sup> and this is set out in Figure 3 including the requirements for public consultation.

2.13 At the time of writing the City Council is currently assessing the potential for introducing a CIL.

**b) Other Documents**

*vi) Development / Planning Briefs*

2.14 These are informal plan documents and include site specific planning briefs or master plans prepared by (or for) the Council. The purpose of these documents is to provide clarity for potential developers and set key planning parameters that development proposals for a specific site should address. There is no statutory process for preparing these documents but the SCI sets out the framework for engagement that is integral to the preparation process.

*vi) Strategic Planning*

2.15 The NPPF<sup>7</sup> states that 'local planning authorities will be expected to demonstrate evidence of having effectively cooperated to plan for issues with cross-boundary impacts when their Local Plans are submitted for examination'. The council will therefore work with neighbouring authorities as part of a joint committee, on a memorandum of understanding or a jointly prepared strategy, presented as evidence of an agreed position. Cooperation will aim to be a continuous process of engagement from initial thinking through to implementation.

**c) Who will we engage?**

2.16 Anyone who may have a role or interest in shaping the planning of Brighton & Hove including local people, local businesses and partnerships, local community groups, landowners, developers, public sector organisations national organisations and agencies should have the opportunity to engage

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<sup>6</sup> <http://www.legislation.gov.uk/uksi/2010/948/contents/made>

<sup>7</sup> Para 188

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

actively in the preparation of local plan documents. Government regulations<sup>8</sup> identify specific organisations ('Specific Consultation Bodies') and general types of organisations ('General Consultation Bodies') that we have to consult with on certain planning documents at certain stages of their preparation. These bodies are set out below. There is also an expectation that we will also consult with residents and local businesses as appropriate to the type of document and stage of preparation.

### *i) Consultation Bodies*

#### Specific Consultation Bodies

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- Adjoining Local Planning Authorities (including Parish Council's and the South Downs National Park Authority)
- Relevant Telecommunications Companies
- The Primary Care Trust / Clinical Commissioning Groups
- Relevant utility companies
- The Homes and Communities Agency

#### General Consultation Bodies

- Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- Bodies which represent the interests of different religious groups in the local planning authority's area
- Bodies which represent the interests of disabled persons in the local planning authority's area
- Bodies which represent the interests of persons carrying on business in the local planning authority's area.

#### Duty to Cooperate

- Adur & Worthing District Council
- Horsham District Council
- Mid Sussex District Council
- Lewes District Council
- Crawley Borough Council
- Wealden District Council
- Eastbourne District Council
- Arun District Council
- South Downs National Park Authority

<sup>8</sup> <http://www.legislation.gov.uk/ukxi/2012/767/regulation/18/made>

- West Sussex County Council
- East Sussex County Council

Other Prescribed bodies for Duty to Cooperate

- Environment Agency
- Historic Buildings & Monuments Commission for England
- Natural England
- Civil Aviation Authority
- Homes & Communities Agency
- each clinical commissioning group established under section 14D of the National Health Service Act 2006
- the National Health Service Commissioning Board
- Office of Rail Regulation
- Integrated Transport Authorities
- Highways authorities
- Marine Management Organisations

*ii) Brighton & Hove's Consultee Database*

2.17 The council will ensure that both specific and general consultee bodies are contacted regarding the preparation of planning policy through the use of its consultee database.

2.18 The database is regularly updated after consultations have taken place to ensure that new consultees are added and the existing contact details are current. Any individual or groups can register themselves on the database by contacting the Local Development Team. Currently the database contains over one thousand contacts from the following categories:

- Black and Minority Ethnic Groups (BME)
- Business Groups
- Community & Voluntary Sector Groups (C&VS)
- Civic & Amenity Groups
- Community Newspapers
- Consultants
- Environmental, Transport & Wildlife Groups
- Government Agencies
- Individuals
- Landowners, Developers & Agents
- Local Enterprise Partnership Members
- Local Authority/Public Bodies
- Parish Councils
- Local Strategic Partnership Members
- Local Members of Parliament
- Local Councillors
- Utilities Companies
- Religious Groups
- Emergency Services
- Disability Groups
- Residents and Tenants Groups



#### **d) When will we engage?**

2.19 The plan making regulations set out the stages in the preparation process for each type of planning document when we must formally publish the documents for comment and for how long. The stages are set out in Figures 1-3. These requirements will always be met. In addition we will make a commitment to undertake additional engagement at appropriate stages through the process.

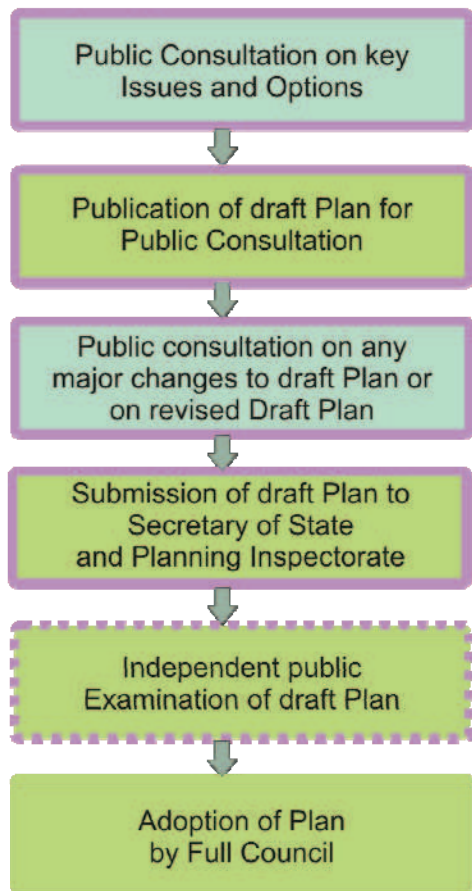
2.20 In particular we consider that there should be significant effort to engage people at the early stages of preparing our local plan documents, at the point in the process when there is the greatest opportunity to influence the shape of strategies and policies.

2.21 Consultations that fall over a holiday period would normally be longer (for example extended from six to eight weeks) in duration to ensure everyone has the opportunity to become involved including those who may be away at these times.

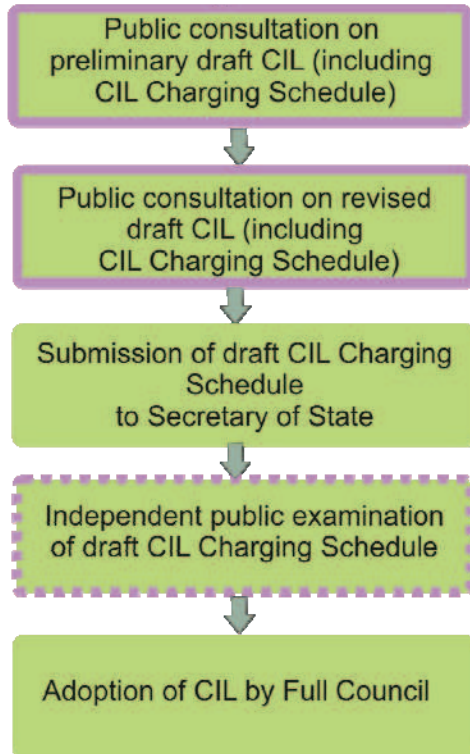
2.22 A three year rolling work programme of plan preparation is set out in the Local Development Scheme. It provides the starting point for members of the public and stakeholders to find out about which documents are being produced and the key stages of consultation. The council's website will be regularly updated with current consultation information and copies of documents. This will ensure that the exact dates of consultation are published in good time.

2.23 Figures 1-3 set out the key stages in policy document preparation.

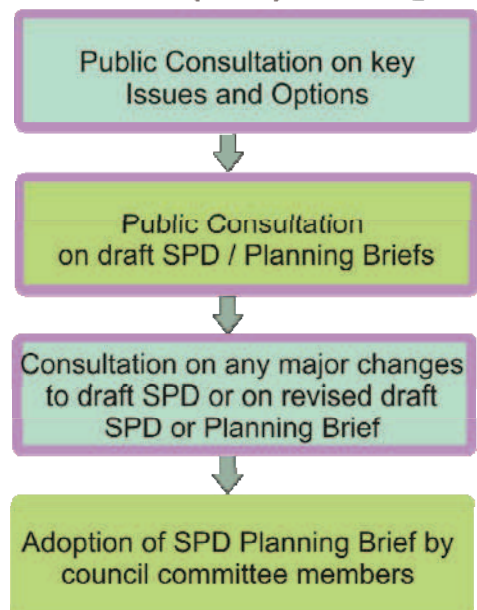
**Figure 1: Key stages in preparing DPDs**



**Figure 3: Key stages in preparing our Community Infrastructure Levy (CIL)**



**Figure 2: Key stages in preparing Supplementary Planning Documents (SPDs) / Planning Briefs**



- Required stage
- Stage at which public can participate
- Optional Stage
- Inspector to invite participants

## **e) How will we engage?**

### *i) Publicity and Availability of Documents*

2.24 We will always make our consultation documents available online via our website. Documents will also be made available in both Customer Service Centres in Bartholomew House Brighton and Hove Town Hall Hove. Documents will also be made available in our main city libraries, Jubilee Library, Hove Library and Portslade Library. Sometimes it may also be appropriate to include smaller city libraries depending on the consultation being undertaken. Smaller libraries will generally be used for policy documents that are of city wide importance such as a DPD, or SPD. Smaller libraries may also be used in area specific consultation for documents such as development briefs. Opening days and hours of the Customer Service Centres and libraries will be made available to consultees at the start of consultation. Local media will receive press releases at key consultation stages.

### *ii) Notification*

2.25 As a minimum we will consult the bodies and individuals identified as Statutory and General Consultee bodies on planning documents at the relevant statutory consultation stage and anyone else who has been asked to be notified of consultation events. Where we have an email address for a consultee we will send the relevant information electronically, to make efficient use of time and resources. When this is not possible we will send a letter by post.

### *iii) Seeking Formal Comments*

2.26 In all cases we encourage consultees to make comments electronically. Our preference is for consultees to respond online through our council consultation portal<sup>9</sup> which is usually used to host council consultations. Responses sent by email are also encouraged. Responses sent by post are also acceptable. We only require one copy of your response. Consultation responses will be acknowledged within ten working days of being received.

### *iv) Engagement*

2.27 As well as meeting statutory consultation requirements, where appropriate the council will also undertake additional consultation and engagement at various stages of the document preparation process. A broader range of methods, including pro-active engagement, will be used earlier on in the preparation of documents when there is more scope for influencing and shaping the document. The method of engagement chosen will be tailored to the specific document and stage of its preparation as well as who is being targeted. Table 2 provides a summary of engagement methods we may use.

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<sup>9</sup> <http://consult.brighton-hove.gov.uk/portal>

Table 1: Possible Methods to Inform/Publicise

<b>Possible Method - Inform</b>	<b>Considerations</b>	<b>What we will do</b>	<b>Examples of types of document</b>
Email	Significant growth in the use of email for consultation. Most individuals and organisations have access to email and this is a quick method of communicating with large numbers of people.	Email alert to consultees on our database regarding consultation on a particular document. Sometimes this will be tailored according to the document/interests unless stipulated by planning regulations.	All documents
Website	The website is a key method for communication and information and the main source for all documentation that we publish.	All consultation will be placed on our website along with supporting documentation.	All documents
Press releases	Prepare press releases for local newspapers and radio stations or working with newspapers to prepare articles or advertisements to provide detail and raise awareness and interest.	Publish a press release where required or considered appropriate.	Particularly for Development Plan Documents (DPDs) Certain Supplementary Planning Documents (SPDs) Neighbourhood Planning
Statutory notices	At times it will be appropriate to use statutory notices in the local press which set out consultation matters. This is however an expensive method as the cost of statutory newspaper notices is high and may not be considered to provide value for money on every occasion.	There is no longer a requirement to publish a formal public notice of a forthcoming development plan consultation in the press.  This is however still a requirement for the CIL draft	Community Infrastructure Levy (CIL) Some other DPDs and documents where it may be considered necessary



Possible Method - Inform	Considerations	What we will do	Examples of types of document
		charging schedule <sup>10</sup> .	
Consultation Documents made available for inspection at Customer Service Centres and main libraries and some smaller libraries (where appropriate)	This method is best for providing information to people who do not have internet access or limited internet access and who would like to view paper copies of the document.	We will provide details of the locations where these documents are held along with their opening times during the consultation period and provide details in any correspondence that we send out. All libraries in Brighton & Hove are wheelchair accessible and offer a 'Call ahead' service where individuals can check whether their requirements can be met at particular libraries. 01273 296937 or at <a href="mailto:hove.library@brighton-hove.gov.uk">hove.library@brighton-hove.gov.uk</a>	Development Plan Documents (DPDs) Supplementary Planning Documents (SPDs) Community Infrastructure Levy (CIL) Neighbourhood Planning Certain planning briefs if considered necessary and relevant to areas.
Internal inter-departmental communication	We will aim to share information regarding consultations across internal departments via our team Internal Officer Advisory Group.	Set up regular meetings regarding the progress of planning documents with other council departments as and when appropriate.	All particularly DPDs
Social networking	Use of social networking sites and media	We may use this as part of a press	DPD's SPD's

<sup>10</sup> <http://www.legislation.gov.uk/ukdsi/2010/9780111492390/regulation/16>

Possible Method - Inform	Considerations	What we will do	Examples of types of document
	techniques (for example Facebook or Twitter) to raise awareness of consultations. This method is particularly useful in targeting younger people and local interest groups.	release.  Will consider when appropriate to use.	CIL  Neighbourhood Planning
Site Notices	Display site notices where a planning policy document might have consequences for a specific site or area (e.g. site allocation) so that residents can be made aware of proposals that could affect their area.	Consider displaying site notices for specific site briefs, site specific spds, and potential allocations in order to try and reach as many people as possible in the area.	Development Plan Documents (DPDs)  Supplementary Planning Documents (SPDs)  Neighbourhood Planning (as and when appropriate)
Presentations and Q&A Sessions	A way of showcasing a document and raising awareness	Presentations and Question and Answer sessions at meetings of existing groups and/or at council offices where appropriate	DPDs  Also certain and SPDs
Leaflets /Posters	Information displayed in different public and community buildings may engage local people who may not have otherwise been aware of the document consultation.	Where appropriate prepare and make available leaflets which summarise the key issues being addressed by the document where appropriate and possibly display posters in local areas such as libraries and community centres.	DPDs SPDs

Table 2: Possible Methods to Consult/Engage

Possible Method - Engage	Considerations	What we will do	Examples of types of Document
Online Response Form	Brighton & Hove Consultation Portal is a central point for all council consultations to be found. Cost efficient.	For use with all consultations. Hard copy versions can be provided for those who would prefer to answer via email or post and copies provided at council Customer Service Centres and Libraries on request.	Development Plan Documents (DPDs)  Supplementary Planning Documents (SPDs)  Briefs Neighbourhood Planning
Questionnaires and surveys	Questionnaires or surveys to gather views via the council's Consultation Portal and hardcopy	Consider use of these where appropriate	DPDs SPDs Briefs Neighbourhood Planning
Focus Groups, Workshops, one to one meetings	Particularly with statutory consultees or specialist/ residents groups/ partnerships likely to be affected by changes in the local area or particular topic.	Offer focus groups and workshops where appropriate to engage, particularly at the early stages of policy preparation	DPDs Certain SPDs Briefs CIL
Exhibitions, road shows, displays and drop in sessions	Allows people to drop in and ask questions in an informal setting.	Exhibitions with unstaffed displays or staffed drop in sessions also at weekends where appropriate.	DPDs SPDs Briefs Neighbourhood Planning
Planning Aid	Using Planning Aid facilitators to encourage discussion of specific plans or topics or investigating alternative options. Can offer support for local communities particularly in respect to progressing Neighbourhood Plans	Consider use of this technique where complex area based issues particularly with Neighbourhood Plans	DPDs SPDs Briefs Neighbourhood Planning
Planning for Real	Commissioning of	Consider use of	DPDs

Possible Method - Engage	Considerations	What we will do	Examples of types of Document
®	Planning for Real ® to offer a range of techniques all of which are visual, tactile, participatory and community-led.	this technique where complex area based issues	SPDs Briefs Neighbourhood Planning



2.28 We recognise that there can be barriers to effective public participation and we will work hard to address and overcome these where possible. The main issues to address are:

- Effective use of Resources – ensure an identified budget is set aside for consultation appropriate to the complexity of the subject matter of the consultation document and the extent of the area covered by the proposals.
- Communication – ensure that plain English is used wherever possible and non technical summaries and glossaries of technical jargon are produced where appropriate.
- Managing expectations – ensure that there is plenty of time and notice about opportunities to get involved, be clear what views are being asked/ scope for comments and ensure in programming consultation exercises that the local community does not become overloaded with consultation exercises;
- Appropriate Use of Technology – The council recognises that whilst the use of technology makes communication with communities easier not all of the community has access to computers, the internet or email. Therefore traditional methods of consultation will continue to be used such as letters.
- Accessibility – The council is committed to developing and maintaining high standards of consultation and to help overcome barriers that some individuals and communities may face to engagement, particularly vulnerable and seldom heard groups in order that they are represented in all community engagement activity and not just single issue activity. Guidance from the council teams and established groups and representatives will be incorporated to ensure that the most effective way to consult is chosen.



**f) What happens to the comments received?**

2.29 All comments received as part of a planning policy consultation will be collated, analysed and taken into account in decisions made by and on behalf of the council.

2.30 We may occasionally contact the person or organisation who made the comments in order to discuss their views and suggestions.

2.31 Comments will be reviewed and considered by officers and where appropriate, changes to the document proposed.

2.32 There will be circumstances where the council considers that it is not appropriate to alter the plan to accommodate the views of a respondent such as when the proposed changes would be considered to be contrary to national planning policy. Where this is the case, and where the plan is a Development Plan Document, the respondent will have the opportunity to put their views to the independent planning inspector appointed by the government to hold the Examination into the soundness of the Plan either in writing or through appearing at the hearing.

2.33 Where workshops focus or discussion groups are held a written record of the discussions will be taken and made available and published through the Consultation Statement. Results of questionnaires/ surveys undertaken as part of consultation exercises will also be published on the council's website.

2.34 A Consultation Statement will be produced at key consultation stages for development plan documents. The Statement sets out the comments received (either individually or in summarised form, dependent on the volume and complexity), the Council's response to those comments and details of how the outcome of the consultation has been reflected in the next stage of the document preparation process.

2.35 All written comments on plans received within the consultation period will be:

- Recorded and their receipt acknowledged within 10 working days; or one month for complex issues (to be acknowledged within 10 working days)
- Collated and made available for others to see through the preparation of the Consultation Statement which is a public document. Representations cannot be treated in confidence, however personal information will not be made publicly available in order to comply with the Data Protection Act.
- The council will notify anyone who has responded to a consultation when we move to the next stage of the process and when the Consultation Statement is made available so that they can see how their comments may have informed the process.
- At the submission stage the council will contact those people who have requested to be notified of submission, by email or letter.
- Sent to the Planning Inspector for consideration at the Examination (for those comments received at the draft plan stage for Development Plan Documents only).
- At the Examination stage the Plan and the comments received are examined by the Planning Inspector. Anyone who made a representation and indicated that they wish to attend the Examination in public and speak at the public hearings will be informed of the date, time, venue and format of the hearings so the public can voice their concerns to the Planning Inspector. Alternatively concerns can also be made via written representations to the Inspector.
- At the Adoption stage the council will inform consultees who previously made representations about the availability of Inspector's Report.

#### **g) Feedback on Outcomes of Consultation**

2.36 The council recognises the importance of providing feedback to those who have contributed to consultation on planning documents.

2.37 In the preparation of local plan documents, CIL, and SPD's, the government planning regulations require the council to set out in a consultation a statement of who was invited to make comments, and how they were invited to make representations. The Statement of Consultation provides a summary of the main issues raised by the representations, and sets out how representations made have been taken into account. Copies of any representations made are also provided and submitted to the Planning Inspector where documents are submitted for examination.

2.38 Monitoring and review of completed consultation exercises will be undertaken to ensure that lessons are learnt from and to improve consultation for the future.

### 3. Neighbourhood Planning - Publicity and Consultation

- 3.1 The Neighbourhood Planning (General) Regulations 2012 (as amended)<sup>11</sup> set out the requirements for publicity and consultation in relation to the initial establishment of neighbourhood areas and neighbourhood forums, as well as in relation to the subsequent production of neighbourhood plans and neighbourhood development orders.
- 3.2 Table 2 below sets out the key stage of preparing Neighbourhood Plans and Forums and clarifies the responsibilities of the both the Neighbourhood Forum and the Council in publicity and consultation.

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<sup>11</sup> [http://www.legislation.gov.uk/uksi/2015/20/pdfs/uksi\\_20150020\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/20/pdfs/uksi_20150020_en.pdf)

Table 3

Stage	Neighbourhood Forums will	The council will
<b>Establishing Neighbourhood Areas</b>	Apply for the designation of the neighbourhood area and engage with everybody in this area	Publicise the neighbourhood area application for at least 6 weeks <ul style="list-style-type: none"> <li>• via the council website,</li> <li>• writing by email or letter to appropriate stakeholders in and adjacent to the area</li> <li>• By site notices in local area</li> </ul>
		<ul style="list-style-type: none"> <li>• Assess comments received</li> </ul>
		<ul style="list-style-type: none"> <li>• Make an assessment of the appropriateness of the proposed Area</li> </ul>
		<ul style="list-style-type: none"> <li>• Endeavour to determine the application within 13 weeks of the first day of publicising the application ( 8 weeks where body is Parish council, 20 weeks if area straddles boundary with another LPA)</li> </ul>
		<ul style="list-style-type: none"> <li>• Publicise the decision on the council website and send copies to applicant and other stakeholders <ul style="list-style-type: none"> <li>- If approved produce a Designation Notice</li> <li>- If refused the council will seek to designate the neighbourhood area with appropriate amendments which they are not required to consult upon.</li> <li>- If refused the council will produce a decision notice.</li> </ul> </li> </ul>
<b>Establishing Neighbourhood Forum</b>	<ul style="list-style-type: none"> <li>• Have membership of at least 21 people</li> <li>• Have a written constitution</li> <li>• Engage with everybody in the area before submitting the application – evidence should be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Publicise the forum for at least 6 weeks</li> <li>• Make designation known via formal decision notice on website and sent to interested parties in area</li> <li>• Publish name of forum a copy of constitution and contact details of at least one member of the forum.</li> </ul>
<b>Preparing Neighbourhood Plans</b>	<p>Arrange community consultation events to</p> <ul style="list-style-type: none"> <li>• Scope key issues in area</li> <li>• Gather evidence to support plan</li> <li>• Identify options for policies</li> <li>• Decide on content of neighbourhood plan</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Neighbourhood Forum of possible appropriate stakeholders in area</li> </ul>



Stage	Neighbourhood Forums will	The council will
<b>Pre-submission consultation and publicity of Neighbourhood Plan</b>	<ul style="list-style-type: none"> <li>• Undertake the first formal stage of consultation</li> <li>• Publicise plan for at least 6 weeks</li> <li>• Set out how representations can be made</li> <li>• Consult those bodies who may be affected by proposals</li> <li>• Send a copy of the neighbourhood plan to the council</li> <li>• Assess comments received and where relevant make changes to the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Advise on appropriate consultation</li> </ul>
<b>Submission of Neighbourhood Plan to council</b>	<ul style="list-style-type: none"> <li>• Submit neighbourhood plan to council</li> <li>• Submit accompanying documents e.g. Consultation Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Publicise Neighbourhood Plan for at least 6 weeks on website</li> <li>• Email / letter to appropriate stakeholders in and adjacent to area</li> <li>• Notify all bodies referred to in submitted consultation statement</li> </ul>
<b>Examination of Neighbourhood Plan</b>		<ul style="list-style-type: none"> <li>• Appoint independent examiner</li> <li>• Submission of neighbourhood Plan and all other relevant documents to the examiner</li> </ul>
<b>Publication of Examiner's Report</b>		<ul style="list-style-type: none"> <li>• Be advised by the examiner whether...                             <ul style="list-style-type: none"> <li>- the plan can proceed to referendum stage without any changes</li> <li>- Further modifications required to make plan sound before referendum</li> <li>- Plan does not meet basic conditions and should not proceed to referendum</li> </ul> </li> <li>• Council is required to consider the recommendations made by examiner and decide what changes should be made.</li> <li>• Council to issue a decision statement</li> </ul>
<b>Neighbourhood Plan Referendum</b>		<ul style="list-style-type: none"> <li>• Organise and fund the referendum</li> <li>• Publish decision to make or not make the neighbourhood plan on website</li> <li>• Write to appropriate stakeholders</li> </ul>

Stage	Neighbourhood Forums will	The council will
		within and adjacent to area to inform them of decision. <ul style="list-style-type: none"> <li>• Produce a decision statement and send a copy of this to the neighbourhood forum and to any person who have asked to be notified of the decision.</li> </ul>
<b>Publicising a Neighbourhood Development Plan</b>		<ul style="list-style-type: none"> <li>• Formally publish the neighbourhood plan on the website</li> <li>• Write to appropriate stakeholders within and adjacent to neighbourhood area</li> <li>• Notify any person who has asked to be notified of the making of the neighbourhood plan.</li> </ul>

3.3 Once in place, the neighbourhood plan will be used by the Council to determine planning applications received within the relevant neighbourhood area. More information regarding Neighbourhood Planning is available on the council's website<sup>12</sup>.

#### 4. Community Involvement in Planning Applications

4.1 Brighton & Hove City Council receives over 3,500 applications each year. Making details of these applications available to the public and carrying out consultation is an important part of the process.

4.2 Application types the Council receives for formal determination include applications for planning permission, listed building consent, prior approvals and notifications, telecommunications developments and lawful development certificates.

4.3 The government sets out minimum standards for public consultation in relation to the various application types the Council receives.

4.4 All applications are available to view on a register of applications on the Council's website including the documents submitted with the application (except where the documents are of a sensitive nature). A weekly list of applications<sup>13</sup> which have been registered is published by the Council and is available to view on the Council website<sup>14</sup>.

4.5 The council may also carry out consultation by other methods which may include:

- Placing a site notice as near as possible to the application site;

<sup>12</sup> <http://www.brighton-hove.gov.uk/content/planning/neighbourhood-planning>

<sup>13</sup> <http://www.brighton-hove.gov.uk/content/planning/planning-applications/weekly-list-planning-applications-2014>

<sup>14</sup> <http://ww3.brighton-hove.gov.uk/index.cfm?request=c1199915&node=20476>

- Advising in writing occupiers of properties which share a boundary with the application site;
- Advertising applications in local newspapers / publications.

4.6 Where required, the Council consults statutory consultees outside of the council such as the Environment Agency and English Heritage. Within the Council internal departments are consulted where appropriate.

#### **a) Consultation period**

4.7 The Council's letters/notifications/advertisements set out the deadline by which comments should be submitted, which is typically 21 days but may in some cases be 14. Consultees can only be certain that their views will be taken into account if they meet the response deadline. However, in practice, further time may be available before the decision is made. If a consultee is having difficulty meeting the deadline, they should contact the planning case officer to see whether a late comment will be acceptable. Statutory consultees may be allowed a longer period of time to comment on applications where this is prescribed by legislation. Customer Service Centre – facilities for looking at planning applications, printing etc

#### **b) The Appeal Stage**

4.8 When we are notified of an appeal by the Planning Inspectorate, we notify interested parties of the appeal and provide a copy of comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process. If an appeal is to be considered at an informal hearing or public inquiry, we also notify interested parties of the venue and time of the hearing in line with the Planning Inspectorate's requirements.

#### **c) Applications Called in by the Secretary of State**

4.9 Where applications are called in by the Secretary of State the Council will usually continue to be responsible for consultation and providing the responses to those taking the decisions.

#### **d) Pre-application consultations**

4.10 Developers of larger sites at this stage will be expected to engage with local communities - residents' and community associations and relevant interest groups and statutory consultees or service providers.

4.11 It is important too that the public are kept informed of how their views have helped make a difference to an evolving proposal. Such an approach would be sought in applications that would be of city-wide, regional, national or even international importance - this could include significant residential development, tall buildings, large leisure, entertainment or retail facilities, and major infrastructure projects.

4.12 In these types of schemes, the Council will expect developers, as part of their application to detail the pre-application consultation they have undertaken (in a statement of consultation) and how comments have been addressed in progressing a proposal - which could take the form of a 'statement of community involvement'. This will ensure that the standard requirements for involving the local and/or wider

community are met.

- 4.13 The 'significance' of a development proposal will determine the likely minimum level of wider community involvement. It is expected that the applicant will be able to identify potentially controversial applications at the initial stage and ward councillors should be consulted at the earliest opportunity.
- 4.14 Suggested methods of community involvement for developers dealing with the three major types of applications are outlined below. The council cannot prescribe that developers use all these methods or refuse to validate an application if certain methods of consultation are not used. However a lack of engagement with the local community could lead to objections being made which could be material to the determination of an application.

Table 4

<b>Approach</b>	<b>Controversial or large-scale applications or those which are contrary to policy</b>	<b>Application broadly in accordance with policy but which raise controversial issues or details, e.g. those that require a Transport Assessment or Environmental Impact Assessment</b>	<b>Applications requiring wider community involvement as a result of their scale or siting in sensitive areas, (such as on open spaces)</b>
Public meetings	✓	✓	✓
Public exhibition	✓	✓	
Surgeries	✓	✓	
Development briefs	✓		
Workshops	✓		
'Enquiry by design' and/or 'Planning for real'	✓	✓	
Citizen panels	✓	✓	✓
Consultation panel	✓		
Parish councils	✓	✓	✓
Resident/interest/ community groups	✓	✓	✓
Media	✓		✓
Website	✓	✓	✓
Local architectural or design panel	✓	✓	✓
Planning Aid	✓	✓	

## Appendix 1

The Community Engagement Framework sets out clear Community Engagement Standards which we will seek to follow as closely as possible within the requirements of planning legislation.

The council's adopted Community Engagement Standards can be summarised as follows:

We will be clear about

- why engagement is happening;
- what we want to achieve;
- which engagement activity we will use;
- who we are seeking to engage with;
- what can and cannot be influenced;
- how we will use the information gathered through the engagement activity;
- what the benefit of being involved will be.

Evidence Base

- We will use all available research, knowledge and community intelligence to help us plan engagement activities.
- We will not carry out engagement activities if the information we need is already available.

Timing

- (Within the remit of planning legislation) we will allow sufficient time to design and carry out engagement activities that are inclusive and encourage participation from all affected communities.
- Within the remit of planning legislation we will also allow sufficient time to ensure that the results of engagement activities can shape our policies, plans and services and that we can 'test back' with communities what they have told us.
- When timing for activity is set for us by another, for example, national government, we will clearly communicate this to participants.

Resources

- We will plan engagement activity carefully in accordance with what the activity seeks to achieve and in the context of available resources will communicate any constraints clearly.
- We will recognise the need to resource practical support that helps people to be involved.

Communication

- We will always be open, honest, and accountable when sharing information and responding to contributions from all participants.
- Where possible all communication will be jargon free (or if this is not possible within the remit of planning legislation we will ensure that full glossaries / explanations of terminology are included) and relevant to the intended audience.
- We will seek to use a wide range of methods to maximise the opportunity for communication between communities and partners.

- We will clearly communicate how participants can seek redress if they are unsatisfied with the process.
- We will also communicate between partners to create joined-up engagement activities and avoid duplication of effort.

#### Partnership

- We will work in partnership with other organisations when and where they have additional or greater expertise, knowledge or experience about engaging with specific communities, with particular recognition of the knowledge and expertise of the voluntary and community sector.
- The independence of the voluntary and community sector will be respected and recognised in all partnership working.

#### Quality

- We will work to ensure that staff responsible for engagement have the skills and capacity to achieve high quality engagement.
- Equally, we will work to ensure that communities have the opportunity to develop their skills and capacity to engage if they wish.

#### Accessibility

- We will support a variety of engagement activities to reflect the diversity of the communities in Brighton and Hove.
- We will be flexible and responsive to the ways that the community wants to engage with us.
- We will recognise the need to make engagement both formal and informal at different times and for different people and purposes.
- We will provide practical support to help overcome barriers that some individuals and communities may face to engagement, particularly vulnerable and seldom heard groups in order that they are represented in all community engagement activity and not just single issue activity.

#### Feedback

- We will provide feedback to the community about the engagement activities we carry out and will explain how the community's input contributed to the decision-making process.
- We will explain how and when we will provide feedback to the community at the same time as we carry out the community engagement exercise.
- We will also make the feedback as widely available as possible.

#### Monitoring & Review

- In partnership with stakeholders, we will monitor and review the engagement activities we carry out to ensure that all sections of the community have the opportunity to engage should they choose to, particularly those whose voices are often not heard, and change our practices accordingly. We will learn from our own practice.



Brighton & Hove  
City Council



<b>Subject:</b>	<b>University of Sussex – Listed Building Heritage Partnership Agreement</b>		
<b>Date of Meeting:</b>	<b>12 March 2015</b>		
<b>Report of:</b>	<b>Executive Director Environment Development and Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Tim Jefferies</b>	<b>Tel: 29-3152</b>
	<b>Email:</b>	<b>tim.jefferies@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>Hollingdean and Stanmer</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 New legislation came into force in April 2014, under the Enterprise and Regulatory Reform Act 2013 (the ERR Act), which introduced new optional powers for listed building control. These include the power to make Listed Building Heritage Partnership Agreements to manage alterations to major listed buildings or groups of listed buildings in the same ownership.
- 1.2 At this committee's meeting of 15 January 2015 a draft Listed Building Heritage Partnership Agreement (LBHPA) was approved for the eight grade I and grade II\* listed buildings at the University of Sussex campus, for the purposes of publicity and consultation.
- 1.2 This report seeks approval for the final LBHPA following that consultation.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee enters into a Listed Building Heritage Partnership Agreement with English Heritage and the University of Sussex for land at the University of Sussex under The Planning (Listed Buildings and Conservation Areas) (Heritage Partnership Agreements) (England) Regulations 2014.
- 2.2 That authority to sign the Listed Building Heritage Partnership Agreement be delegated to the Chief Executive and the Head of City Planning and Development.

**3. CONTEXT / BACKGROUND INFORMATION**

- 3.1 Listed Building Heritage Partnership Agreements may be entered into between local planning authorities and owners of large scale listed buildings or major groups of similar listed buildings, setting out works for which listed building consent is granted (excluding demolition). The Council considers it appropriate to enter into an agreement with the University of Sussex, together with English Heritage, in respect of the eight high-grade listed buildings on the campus. Such an agreement would replace and review the current non-statutory Listed Building

Guidelines, which have been in place since 1997 and were last reviewed in 2002. The proposed Agreement has been very much welcomed by the University.

- 3.2 The listed buildings at the University of Sussex designed by Sir Basil Spence in the early 1960s have many design features in common and it is considered important that these features should be safeguarded as a major contributor to the significance of the buildings, including their group value. These common features include the use of flat roofs; the use of a good quality red brick set in a slightly cementitious mortar of a yellowy buff colour; the use of board-marked concrete; segmental arches, particularly in concrete, both externally and internally; the use of exposed brickwork internally; and purpose-designed internal fixtures and fittings, such as found in laboratories in science buildings, in lecture theatres and in the library.
- 3.3 The main function of the LBHPA is that it would grant Listed Building Consent for certain types of work. These Consented Works (the type 2A works) are set out in Part 7 and Annex E of the Agreement and are generic and repetitive works that apply similarly to a number of the listed buildings at the University. They are works for which Listed Building Consents have previously been granted by the Council and satisfactorily implemented for specific listed buildings. They include works to repair or replace external historic fabric; works to original internal fixtures and finishes to enable the University to meet modern teaching expectations; and works deemed to be required for safety and/or accessibility reasons. They are works that would affect the special architectural or historic interest of the buildings and which could potentially cause harm to the special interest of the buildings, including the loss of important features, if not so managed.
- 3.4 In the absence of an LBHPA the University would need to apply for Listed Building Consent for each building and may need to make several applications for each building, to address issues as and when they arise in each case. This LBHPA enables the University to plan strategically for the carrying out of the Consented Works, thus avoiding the need for repeated applications of an individually minor nature, thereby saving time and resources for the University, the Council and English Heritage.
- 3.5 The LBHPA would further ensure that the Consented Works are carried out in an appropriate manner or design and/or using appropriate details and materials so that the special interest of the buildings is conserved. They would ensure that such works are carried out in a consistent manner across all of the listed buildings referred to for each of the Consented Works, thereby conserving the group value of the buildings. In order to meet the objectives outlined above, each of the Consented Works would be subject to particular conditions; these are set out in Part 7 of the Agreement.
- 3.5 In addition the LBHPA clarifies, for the benefit of all three partners, the position with regard to other types of work as follows:
  - Type 1 works, are works which can be categorised as 'de minimis'.

- Type 2B works are those for which it has been agreed that the University may apply in each case for a Certificate of Lawful Proposed Works (CLPW). Such certificates were also introduced by the ERR Act 2013, to provide greater certainty over works that are judged to not require Consent provided they are carried out in a certain way. The University has long been carrying out best practice for such works. Details of these works are included at Annex F of the LBHPA for information until such a time as the University is able to submit applications for CLPWs to the Council.
- Type 3 works are those kinds of works which will always need Listed Building Consent and do not currently fall within this LBHPA. These will require rigorous scrutiny and the usual consents.

3.6 It is proposed that the LBHPA would run for a period of ten years, with a review period at year five and year nine. All Consented Works would have to be completed by the end of year nine. In addition to the review meeting at the mid-point of the term of the LBHPA, the Council would co-ordinate regular (bi-annual) meetings with the all partners, as an informal opportunity to review the running of the LBHPA and address any issues arising.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 The only alternative option would be to continue with the current arrangement whereby a non-statutory set of guidelines is in place and the University would have to continue to apply for individual Listed Building Consent to address issues as and when they arise in each case. The University currently makes several such application annually (for which no fee is payable to the Council) and the LBHPA would therefore be a more cost effective solution for both the Council and the University (and for English Heritage as a statutory consultee).

#### **5. CONSULTATION**

5.1 The Regulations that accompany the legislation require that the Council must publicise the LBHPA on its website for a minimum of 28 days and such publicity was carried out on the draft document, including the necessary statutory notices on site. Local amenity societies were notified of the draft via the Conservation Advisory Group and invited to comment. The 20<sup>th</sup> Century Society was consulted as the national society with a specific interest in buildings of this period.

5.2 The Regulations also require that English Heritage had to be consulted on the draft Agreement, though in this case they are one of the partners to it and have been greatly involved in its drafting.

5.3 Representations were received from English Heritage and the 20<sup>th</sup> Century Society. English Heritage has endorsed the Agreement as an exemplar. In response to the one minor issue raised by the 20<sup>th</sup> Century Society a little more detail has been provided on the concrete repair specification at paragraph E1.3. In addition the LBHPA has been revised from the draft version to include additional exemplar drawings and details in respect of the Consented Works. The document has also been re-ordered for clarity and a contents page introduced.

## 6. CONCLUSION

- 6.1 The LBHPA would provide for a consistent, carefully controlled and cost effective means of managing future changes to the listed buildings at the University of Sussex. The University very much welcomes the Agreement.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 The cost of officer time associated to producing the Listed Building Heritage Partnership Agreement (LBHPA) has been met from existing Planning & Building Control revenue budget. Any further costs to the council associated to producing the final agreement and compliance with the agreement will be met from existing revenue resources.

*Finance Officer Consulted: Steven Bedford Date: 23/02/15*

### Legal Implications:

- 7.2 The Planning (Listed Buildings and Conservation Areas) (Heritage Partnership Agreements) Regulations 2014 require that where a local planning authority proposes to make a listed building heritage partnership agreement it must consult the Commission and make the agreement available for public inspection for a period of not less than 28 days.

*Lawyer Consulted: Alison Gatherer Date: 18/02/15*

### Equalities Implications:

- 7.3 An Equalities Impact Assessment (EQIA) of the Conservation service in Planning was undertaken in 2010.

### Sustainability Implications:

- 7.4 The proposals in this report have no substantial impact upon the four priorities of the UK's Sustainable Development Strategy.

### Any Other Significant Implications:

- 7.5 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

1. Listed Building Heritage Partnership Agreement relating to land at the University of Sussex

### **Background Documents**

Representations received from English Heritage and the 20<sup>th</sup> Century Society.



<b>Subject:</b>	<b>Peter Pan Leisure Site, Madeira Drive - Development Proposal</b>		
<b>Date of Meeting:</b>	<b>12<sup>th</sup> March 2015</b>		
<b>Report of:</b>	<b>Assistant Chief Executive Interim Executive Director for Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Ian Shurrock</b>	<b>29-2084</b>	
	<b>Name: Toni Manuel</b>	<b>Tel: 29-0394</b>	
	<b>Jane Pinnock</b>	<b>29-0568</b>	
	<b>Email:</b>	<a href="mailto:ian.shurrock@brighton-hove.gov.uk">ian.shurrock@brighton-hove.gov.uk</a>	
		<a href="mailto:toni.manuel@brighton-hove.gov.uk">toni.manuel@brighton-hove.gov.uk</a>	
		<a href="mailto:jane.pinnock@brighton-hove.gov.uk">jane.pinnock@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>East Brighton</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To seek approval to grant Landlord's consent, subject to final determination of Heads of Terms by Policy & Resources Committee, for the Sky Wide Open development on the former Peter Pan site on Madeira Drive. "Sky Wide Open" is a working title and will be subject to change.
- 1.2 This report details the process that officers have undertaken to market this site for redevelopment and the selection process which has resulted in the preferred developer being chosen.
- 1.3 The marketing of the site has taken place at the same time as the Seafront Infrastructure Scrutiny Panel. The panel highlighted the importance of seeking investment into the seafront. This development (which is being paid for by external funding with no council funding) is improving an area that has been neglected for several years.

**2. RECOMMENDATIONS:**

- 2.1 That the Economic Development & Culture Committee agree to grant Landlord's consent for the Sky Wide Open development on the former Peter Pan site on Madeira Drive.
- 2.2 That the committee agrees for officers to negotiate Heads of Terms for the required Agreement to Lease and Lease, which would then be considered by the Policy & Resources Committee for approval.

### **3. RELEVANT BACKGROUND INFORMATION:**

- 3.1 The former Peter Pan amusement site is located on Madeira Drive just to the west of the Yellowwave beach volleyball venue and opposite Concorde II music venue (see appendix 1). The site is 0.24 hectares with a 116m frontage and is currently flat derelict land. The site has had a variety of temporary uses and was marketed for a permanent leisure development in late 2012.
- 3.2 The letting particulars identified the site as a potential opportunity for leisure based development, children and family themed leisure attractions and wet and dry sports attractions. This letting process resulted in a preferred developer Karma Resorts being chosen to operate a spa, beach club and restaurant. However, after protracted negotiations Karma altered their offer and finally withdrew after the council's insistence that their proposal to construct a stand-alone restaurant was not acceptable, as the primary use required was for a leisure facility.
- 3.3 The site was remarketed in summer 2014. An updated site brochure was produced and the brief was for a leisure development opportunity for which 8 applications were received.
- 3.4 The applications were assessed using a scoring matrix to determine the strongest proposals. The 5 top scoring proposals were selected for interview by a panel consisting of council officers and the letting agents. The proposal called Sky Wide Open presented by a consortium of local leisure operators and property developer was chosen by the panel as the preferred development.
- 3.5 The scheme will be promoted as a national centre for open water swimming with community access and an all year-round leisure destination (see appendix 2). Proposed facilities include:
- 50m 8 lane outdoor heated sea water training pool, changing/shower facilities,
  - indoor endless/ training pools,
  - sauna, studios for training, exercise and yoga, therapy rooms,
  - café/restaurant,
  - leisure-centric shops, offices, function room,
  - bike lock-up/hire, watersports hire,
  - water safety and awareness courses with a lifeguard training academy.

The proposal would provide a centre of excellence as well as community accessible water based activities, offering a wide range of leisure facilities which would complement existing uses of the seafront location. We are not aware of a 50m sea water pool currently existing in this country and this would be a new innovation, with technical challenges that the developers are confident they can meet.

- 3.6 The granting of Landlord's consent will enable the preferred developer to advance the proposal further into a scheme for which the Heads of Terms for the required Agreement to Lease and Lease can be negotiated. This would include agreement on the potential phasing of the scheme to ensure that the provision of leisure facilities is prioritised. The indicative proposal for the phasing is shown in appendix 2.



- 3.7 Due to the city's location as the nearest part of the coast suitable for sea swimming and easy access for a wide catchment of people, Brighton & Hove is popular for open water swimming. However, most swimmers have nowhere to change, leave their belongings or shower afterwards.
- 3.8 The preferred developer believe the city is ideal for open water swimmers to use as a base, to become a centre of excellence for this fast-growing sport and to make the activity more accessible for all thus encouraging increased participation. Due to the mix of activities on offer the centre will not only attract open water swimmers but will appeal to pool fitness swimmers, triathletes, fitness enthusiasts and beach visitors. The city has a shortage of pool facilities and the 50m pool would therefore be seen as complementary, rather than in competition with other pool provision.
- 3.9 Residents and visitors can make use of the pool and changing facilities either through a membership scheme or on a pay as you go basis. The café/restaurant, shops, therapy rooms and Watersports hire will have open access to the public.
- 3.10 The objective behind Sky Wide Open is to rekindle the cultural, historical and social land-sea associations that the city has and builds upon the traditions of the city from 250 years ago and the practices of the celebrated Dr Richard Russell.
- 3.11 The developers all own local businesses and have a passion for open water swimming. These comprise:
- Copsemill Properties: a Brighton based property development company with a commercial and residential portfolio;
- SwimTrek: the world's biggest open water swimming operator, coordinating holidays, events, races and coaching clinics in Brighton, nationally and overseas;
- Swimmergy,:an open water swimming coaching business, providing pool, sea and dry land courses for people of all ages and abilities;
- 3.12 The Sky Wide Open proposal is an exciting and unique development opportunity which will provide water based leisure attraction for the seafront. The draft Seafront Strategy identified Madeira Drive as a key area of the seafront in need of regeneration. Building on the success of the Seafront Development Initiative between the two piers, there is potential to establish Madeira Drive as an all year round leisure destination for residents and visitors alike.
- 3.13 Existing businesses on Madeira Drive already present an assortment of leisure opportunities for a variety of different user groups. Examples include Yellowwave Beach Sports Facility; Peter Pans playground providing free family play facilities and Concorde II live music venue providing nighttime entertainment. The addition of the Sky Wide Open facility to the seafront portfolio will not only provide a new public attraction and directly enhance the site, but it will complement the existing uses adding to the overall offer on Madeira Drive.

- 3.14 The development site is currently an enclosed hardstanding which is located to the north of the Volks Railway line and has remained vacant for many years. The proposal seeks to use the whole of the existing site with the pool to be built on the beach. A crossing point over the railway line will connect the pool to Madeira Drive. Therefore, there will be changes to public beach access as a result of the development, as happened with the Yellowwave Beach Sports Centre.
- 3.15 The project will be funded through private investment and bank finance with no council funding. The level of investment from the developer will be approximately £3.2 million. The development of this vacant site will create both direct and indirect employment opportunities.
- 3.16 Officers will negotiate the terms for a lease to provide a rental income acknowledging the major investment in the site proposed by the developer. It is envisaged that an Agreement for Lease will detail the full extent of the works to be carried out by the developer. Officers will seek to finalise Heads of Terms as quickly as possible and seek approval thereto by Policy & Resources Committee.
- 3.17 Planning permission will be sought by the developer following Landlord's consent and public consultation. It is envisaged that subject to all permissions being granted the developer could commence building in 2016.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 The developer intends to undertake a public consultation exercise utilising the site for marketing and promotional activities.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 5.1 The financial implications will be determined by the negotiations on the Heads of Terms which will need to be based on a sound business case and ensure that best consideration is met.

*Finance Officer Consulted: Michael Bentley*

*Date: 6/02/2015*

##### Legal Implications:

- 5.2 When the proposed Heads of Terms have been agreed they will be considered for approval by Policy & Resources Committee.

*Lawyer Consulted: Bob Bruce*

*Date: 06/02/2015*

Equalities Implications:

- 5.3 Sky Wide Open intends to make disabled access a fundamental part of its proposal. The design includes plans for a boardwalk to allow wheelchair users improved access to the beach and sea.

Sustainability Implications:

- 5.4 Sustainability requirements will be incorporated into the design of the development.

Crime & Disorder Implications:

- 5.5 The facility will be open all year therefore providing additional controlled activity and security in a currently underutilised area of the seafront.

Risk and Opportunity Management Implications:

- 5.6 The financial risk in relation to the development will rest with the developer. Existing businesses within Madeira Drive will benefit from the new investment and increased footfall.

Public Health Implications:

- 5.7 This proposal will provide a facility where local residents can undertake exercise and promote wellbeing in a high quality, relaxing environment.

Corporate / Citywide Implications:

- 5.8 This proposal will provide employment and training opportunities for local residents and will act as a catalyst for the regeneration of Madeira Drive.

**SUPPORTING DOCUMENTATION**

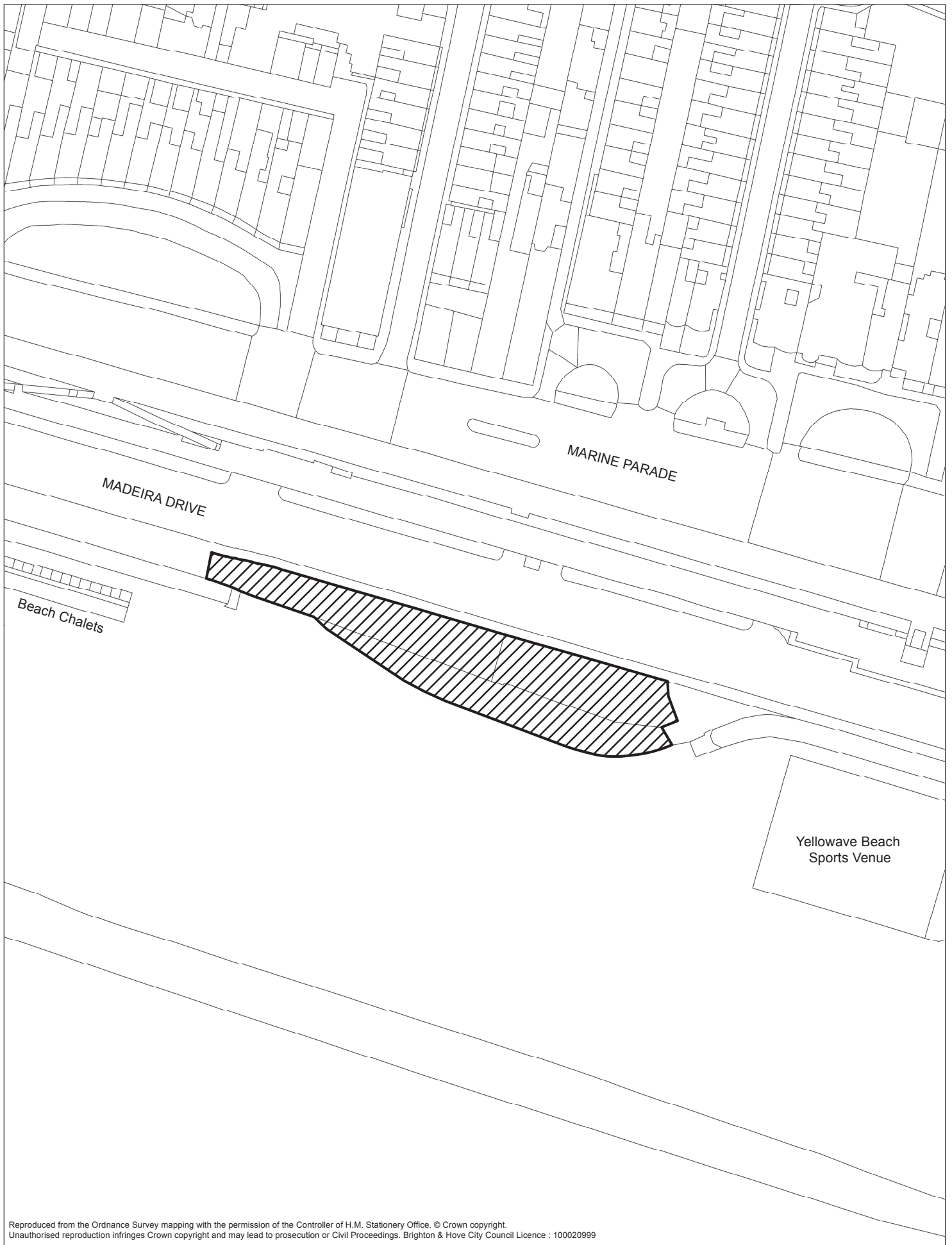
**Appendices:**

1. Location Plan of Peter Pan Site
2. Site Plan of Proposal

**Background Documents**

1. Peter Pan Site Brochure





**Peter Pan Site**

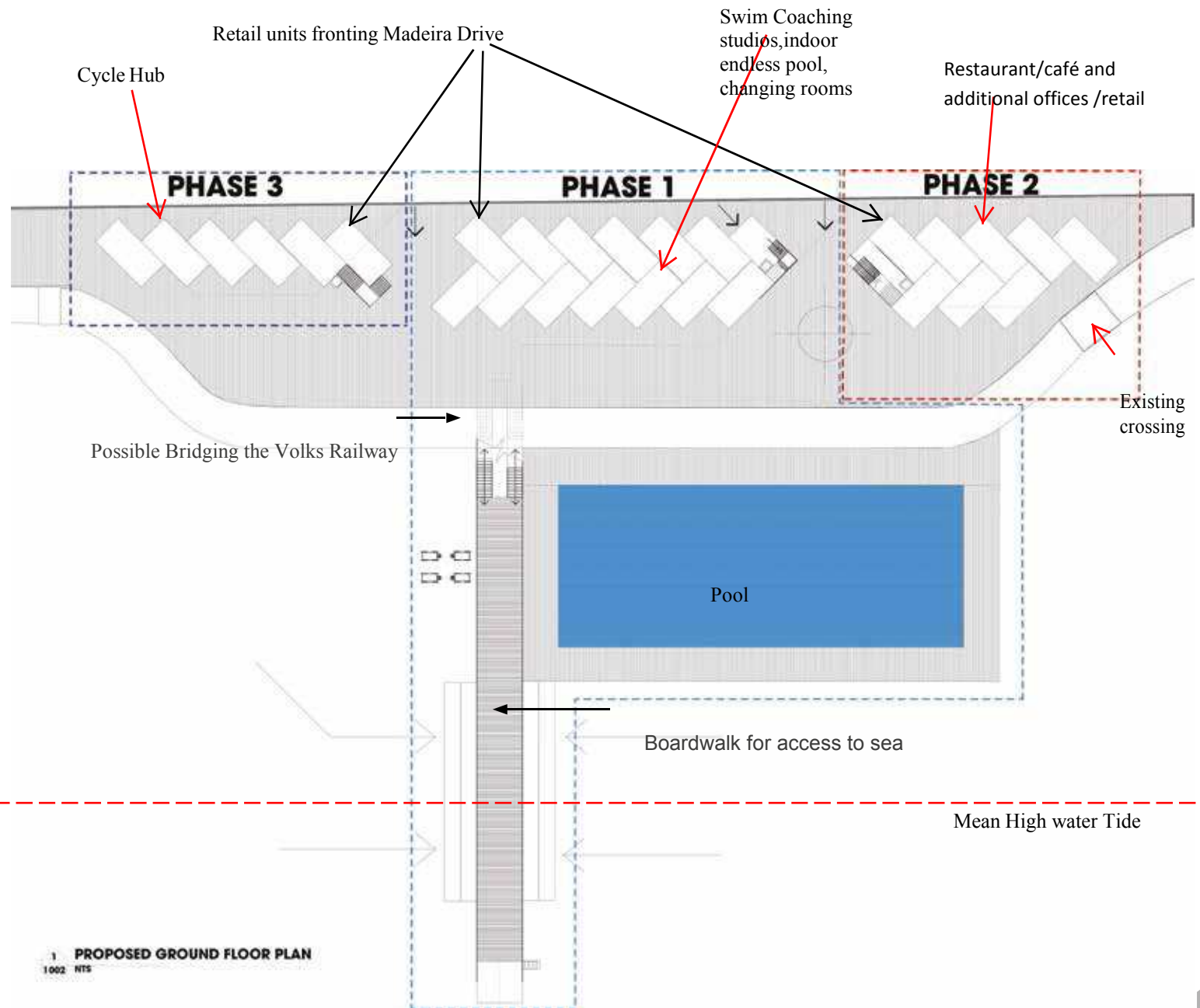
 Site Area

Scale 1:1,250





# Proposed Site Plan



Phase 1.  
The main core swimming centre with changing rooms, studios and therapy rooms, some retail units and some of the office accommodation, possible cafe and bike facilities. Pool proposed as last part of phase 1

Phase 2.  
This will comprise further retail space and offices for leisure use. Conference rooms will be added

Phase 3.  
Further Retail and office units







# MAJOR PROJECTS & REGENERATION TEAM PROJECT UPDATE

March 2015



AmexCommunityStadium  
i360  
MajorProjects  
CircusStreet  
KingAlfred  
PermanentTravelersSite  
PublicRealm  
NewEnglandHouse  
NewBusinessSpace  
Regeneration  
OpenMarket  
PalmerReleasedLand  
PrestonBarracks  
UltrafastBroadband  
BlackRock  
BrightonCentre  
PromotingHeritage



Photo Credit: Open Market-Lucy Wil



# 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
Alan Buck	x3451
Mark Ireland	x2705

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p><b>Black Rock</b></p> <p>Vacant seafront site adjacent to Brighton Marina.</p> <p>A temporary Sand Sculpture exhibition opened to the public on 8 April 2013 and has a temporary lease to remain until Summer 2015. This timescale may be extended but no decisions on this have yet been made.</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Katharine Pearce (Long term proposals)</p> <p>Toni Manuel/ Ian Shurrock (Sand Sculptures/ Temporary uses)</p>	<p>On December 16<sup>th</sup> 2014 Policy and Resources Committee agreed to a series of recommendations which will allow council officers to continue negotiation with Standard Life Investments, with the aim of progressing plans to deliver a new multi-use 10,000 seat venue on the Black Rock site, which will unlock the opportunity for an extension to Churchill Square Shopping Centre ( a long term aspiration within the City Plan to establish the City as a regional shopping destination) and improve the public realm for this important area.</p>	<p>The Black Rock site and the proposal under discussion 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.</p> <p>Constraints/opportunities include:</p> <ul style="list-style-type: none"> <li>- The need to establish appropriate transport links, as part of a wider seafront strategy, sufficient to support new development</li> <li>- The need to ensure access is protected and if possible enhanced for the Marina – particularly for pedestrians and cyclists.</li> <li>- The opportunity to create a new destination and to regenerate this important section of seafront.</li> </ul>	<p>A new Project Board reconvened in June 2014 to explore long term redevelopment options available to the city council and the first steps towards longer term redevelopment were taken at Policy and Resources on 16<sup>th</sup> December 2014 with the recommendation to continue negotiations with Standard Life Investments and Venue Ventures to deliver a new multi-use venue and enabling housing on the site.</p> <p>The next step will be a further report to Policy and Resources Committee once Heads of Terms and a draft Development Agreement have been agreed between all the various parties. All will be subject to further discussions with the cross party Project Board which will continue to meet during this process.</p>
<p><b>Brighton Centre</b></p> <p>Options under discussion:</p> <p>A newly built Conference, Entertainment and</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project</i></p>	<p>A mixed-use development with capacity to utilise land holdings from Standard Life Investments [SLI] (owners of Churchill Square Shopping Centre) to create 2,000 jobs in the City has now been confirmed by a Policy</p>	<p>Mixed-use development: £540m estimated. Total Net Additional Jobs: 2,000 (estimated)</p> <p>In addition: significant amenity and environmental improvements to the</p>	<p>See above. Feasibility discussions are continuing over the next few months with Standard Life Investments in relation to longer-term redevelopment</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
Exhibition Centre to replace the current Brighton Centre at Black Rock, with an extension to Churchill Square shopping centre to form a new regional shopping destination and improved seafront offer.	<i>Mgr:</i> Katharine Pearce	and Resources Committee (16/12/14) as the potential way forward. Officers will be developing the proposals for a new Conferencing and Entertainment Venue at Black Rock and an extension to Churchill Square and will continue reporting to the cross party Project Board, coming back to Policy and Resources on progress in due course.	Seafront, West Street and Russell Road/Cannon Place.	options for a multi-use venue at Black Rock (to replace the Brighton Centre) and an extension to the existing Churchill Square shopping Centre.
<p><b>Circus Street</b></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> Alan Buck</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 accepted by planning committee on 17 September 2014. The former municipal fruit and veg market would become a mixed-use scheme and 'innovation quarter' which is expected to create 400 jobs and inject £200m into the city's economy over the next 10 years.</p> <p>Cathedral and McLaren Property have opened a temporary cultural and community use in the building, and have appointed a site manager to run the space.</p>	<p>This scheme will deliver the following uses:</p> <ul style="list-style-type: none"> <li>• New Library and teaching space for the University of Brighton and Student Accommodation (486 beds) as part of an improved educational quarter</li> <li>• Dance Studio and Creative Space for the city</li> <li>• Office space, focused on addressing existing market failure for creative and digital sector</li> <li>• Ancillary retail, cafés and workshops to animate the public spaces</li> <li>• Residential: 142 units</li> </ul> <p>The headline economic benefits include 169 FTE (full-time equivalent) construction jobs and 262 FTE jobs 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</p>	<ul style="list-style-type: none"> <li>• December 2012: Started detailed design.</li> <li>• June 2013: P&amp;R Committee gave landowner consent for RIBA Stage D scheme.</li> <li>• October 2013: Planning application submitted.</li> <li>• September 2014: Planning permission received (minded to grant subject to S106).</li> <li>• November 2015: Start on site.</li> </ul>

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			<p>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>	
<p><b>i360</b></p> <p>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</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Katharine Pearce</p>	<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 29<sup>th</sup> July 2014. 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</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</p>	<p>Start on site: June 2014</p> <p>Jan 2015: i360 recruit Business Development Director to lead on sponsorship opportunities.</p> <p>Victorian Sewer diversion works under base have now been successfully completed. Brighton i360 information channel webpage up and</p>

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<p>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.</p>		<p>to Policy &amp; Resources Committee on 6 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>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>Landscaping and Environmental improvements to east and west including rebuilding of original Toll Booths as new ticket kiosks as part of i360 project.</p>	<p>running at: <a href="http://www.brightoni360.com">www.brightoni360.com</a></p> <p>Regular newsletter with updates available at the same site: <a href="http://www.brightoni360.co.uk/mailling-list.html">http://www.brightoni360.co.uk/mailling-list.html</a></p> <p>Completion due: June 2016.</p>

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<p><b>King Alfred</b></p> <p>Redevelopment of the King Alfred Leisure Centre site to secure the long-term replacement of the outdated sports and leisure facilities, along with a major residential led enabling development.</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Mark Jago</p>	<p>The current King Alfred project was established in late 2012. It is overseen by a cross-party Project Board that prepared the outline 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 &amp; Resources Committee in July 2013.</p> <p>In November 2013, the council held a successful 'Developers' Day' event to help inform the planned procurement process.</p> <p>At its meeting in September 2014 the Project Board agreed to the commencement of the procurement process and the council advertised the development opportunity on 10 October 2014; the first stage of which required submission of 'Pre-Qualification Questionnaires' (PQQs).</p> <p>Submitted PQQs were assessed by the Evaluation Team in November and two bidders were shortlisted to progress to the next stage of the process. They are Bouygues Development and Crest Nicholson Regeneration in partnership with local charity, the Starr Trust. The decision was ratified by the Project Board at its meeting on 12 December 2014.</p>	<p>Provision of modern, high quality, public sports and leisure 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.</p>	<ul style="list-style-type: none"> <li>• Development opportunity marketed and Pre-Qualification Questionnaire (PQQ) issued – 10 October 2014.</li> <li>• PQQ submission deadline – 10 November 2014</li> <li>• PQQs evaluated by Officer Evaluation Panel – November 2014</li> <li>• Shortlist of bidders agreed by Project Board – 12 December 2014</li> <li>• Shortlisted bidders invited to 'Outline Solutions stage' – w/c 12 December 2014. <u>Indicative timetable</u> for future stages:</li> <li>• Outline Solutions Dialogue – January 2015 to February 2015</li> <li>• Outline Solutions submitted – 27 February 2015</li> <li>• Final Tenders return deadline – May 2015</li> <li>• Preferred Partner agreed – Summer 2015</li> </ul>



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		<p>Initial briefing sessions with the Bidders were held in early January 2015, and the formal 'dialogue process' is now well underway. The shortlisted bidders are currently developing their 'Outline Solutions', which are due for submission at the end of February 2015, and this will be followed by a period of evaluation that will help inform the subsequent stages of the 'Competitive Dialogue' process.</p>		
<p><b>New England House</b></p> <p>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 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>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Alan Buck</p>	<p>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.</p> <p>The next step is to consider 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</p>	<p>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.</p>	<p>An updated business case was issued to DCLG with a view to accessing the City Deal funding at the earliest opportunity to help unlock the proposal. This was scrutinised and approved by DCLG on 5 November 2014.</p> <p>Options are now being actively explored for procuring a private sector partner and a report on the recommended way forward will be presented to a future Policy &amp; Resources Committee in early 2015.</p>

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		<p>also been undertaken by Property &amp; 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>		
<p><b>Open Market</b></p> <p>To redevelop the Open Market to create an exciting mixed-use development combining a new modern market offering a diverse 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><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Richard Davies</p>	<ul style="list-style-type: none"> <li>• P&amp;R approval in April 2006 to support the Open Market Traders Association (OMTA) to prepare a redevelopment proposal.</li> <li>• Landowner consent under delegated authority approved for RIBA Stage D scheme in February 2010.</li> <li>• Hyde submits planning application, permission granted March 2011.</li> <li>• Brighton Open Market CIC formed with members being the council, OMTA, Hyde Housing and Ethical Property Company to take ownership of the new market.</li> <li>• Temporary market operational from 9 January 2012.</li> <li>• New market officially opened on 19 July 2014.</li> <li>• CIC drew down mortgage from Triodos Bank and took long leasehold of market from Hyde in</li> </ul>	<ul style="list-style-type: none"> <li>• New covered market with 45 permanent market stalls surrounding a central market square for temporary stalls, visiting markets and a variety of activities.</li> <li>• CIC to operate the market for local benefit</li> <li>• 12 A1/B1 workshops</li> <li>• 87 affordable housing units</li> <li>• £12.5m external capital investment in local infrastructure.</li> <li>• Approximately 80 FTE construction jobs.</li> <li>• 120 jobs in the new market, workshops and CIC.</li> <li>• New opportunities for small business start-ups.</li> <li>• Venue to promote local produce and local producers.</li> <li>• Code level 4 for disabled residential</li> </ul>	<ul style="list-style-type: none"> <li>• Continue council officer support for management and administration of CIC and running of the new market while the market strengthens viability and resilience.</li> </ul>

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		<p>June 2014.</p> <ul style="list-style-type: none"> <li>• 87 affordable housing units completed by Hyde and fully occupied June 2014.</li> <li>• 12 workshops completed and leased by Hyde to Ethical Property Company, June 2014</li> <li>• CIC appointed Ethical Property Company as managing agents for the new market.</li> </ul>	<p>units (8 out of a total of 87 units)</p> <ul style="list-style-type: none"> <li>• Very good thermal performance of building fabric.</li> <li>• Photovoltaics, green roofs and green walls included in scheme.</li> <li>• Works started on site in October 2011 and completed June 2014.</li> </ul>	
<p><b>Permanent Traveller Site</b></p> <p>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.</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Alan Buck</p>	<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</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 Secretary of State agreed to the issuing of the planning consent.</p> <p>Ongoing project work to comply with planning conditions and undertake detailed design.</p> <p>Start on site is expected in April 2015.</p>

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		<p>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>The current work is around complying with planning conditions and undertaking the detailed design.</p>		
<p><b>Preston Barracks</b></p> <p>Redevelopment of the council owned 2.2 hectare brownfield site and adjacent University land spanning the Lewes Road, 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 &amp;</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Mark Jago</p>	<p>Since early 2013, the council has worked in partnership with the University of Brighton and Cathedral Group Ltd (the University's preferred development partner) to unlock the redevelopment of the council-owned Preston Barracks site. Progress was reported to the Policy &amp; Resources Committee in July and December 2013.</p> <p>The partners exchanged contracts on 15 July 2014, and have since that time been undertaking preparatory work necessary to satisfy a number of 'Preliminary Conditions'. Good progress has been made and it is anticipated that initial conditions will be satisfied early in 2015, following which the design development</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>	<ul style="list-style-type: none"> <li>• Exchange of Contracts – 15 July 2014.</li> <li>• Partners work to satisfy 'Preliminary Conditions' – July 2014 to April 2015</li> <li>• "Meanwhile uses" begin on site – early 2015</li> <li>• Detailed design process commences – early 2015.</li> <li>• Planning application anticipated in late 2015 with a view to development commencing end 2016.</li> </ul>

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Hove.		process will commence in earnest. Cathedral and the University have also been assembling their full professional team in readiness. In addition to which, Cathedral is developing plans for a range of “meanwhile uses” for the Preston Barracks site; plans that will directly link to the future redevelopment and help promote the longer-term vision.	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.	
<b>Falmer Released Land</b>  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"> <li>• Falmer High School land surplus to BACA requirements is available for alternative uses.</li> <li>• 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.</li> <li>• 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.</li> <li>• Reported to Cabinet on 15 March 2012.</li> <li>• Planning permission granted April 2012 for the works.</li> </ul>	<ul style="list-style-type: none"> <li>• Brownfield land brought back into efficient use.</li> <li>• Short-term support of TCSL to provide temporary stadium parking and temporary accommodation for The Bridge.</li> <li>• Continue support for TCSL to provide match day and event parking with potential capital receipt or revenue stream in the long term.</li> <li>• Potential for new student accommodation and educational facilities combined with stadium parking.</li> <li>• Potential to provide new permanent home for The Bridge.</li> </ul>	<ul style="list-style-type: none"> <li>• Council and TCSL to complete licence for temporary use of the site for stadium parking and accommodation for the Bridge.</li> <li>• The council and TCSL to agree Heads of Terms for the proposed hotel next to the Community Stadium and redevelopment of Falmer Released Land, and to be brought back to P&amp;R Committee before proceeding.</li> <li>• Policy &amp; Resources Committee on 16 December 2014 agreed hotel Heads of Terms. Lease now to be completed.</li> <li>• Council awaiting development proposal from TCSL for Falmer Released Land that is required before agreeing draft Heads</li> </ul>

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		<ul style="list-style-type: none"> <li>• The Bridge moved into its new temporary home in May 2012.</li> <li>• October 2013 P&amp;R Committee authorised the Executive Director Environment Development &amp; Housing, Executive Director Finance &amp; 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&amp;R for final approval.</li> </ul>		<p>of Terms to be reported to Policy &amp; Resources Committee.</p> <ul style="list-style-type: none"> <li>• Continue officer support for The Bridge to seek a permanent home on or off site and as part of any redevelopment proposal.</li> </ul>
<p><b>Ultrafast Broadband</b> The city council submitted a bid to DCMS under the second phase of the Super-Connected Cities Programme to improve digital connectivity in the city. The bid was successful.</p>	<p><i>Director:</i> Geoff Raw</p> <p><i>Project Mgr:</i> Alan Buck</p>	<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 been issuing vouchers to businesses since then. It is currently being geographically extended to the Greater Brighton Area. The government are extending the scheme into 2015-16.</p> <p>We are also using SCCP funding to install wireless hotspots in public buildings and reception areas to facilitate public access to our digital services. A list of council buildings has been drawn up and prioritised.</p>	<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.</p>	<p>Application Submitted: 17<sup>th</sup> September 2012.</p> <p>Voucher Connection Scheme opened Feb 2014.</p> <p>Work on surveying buildings and installing public Wi-Fi expected commenced in Jan 2015 and will be completed by the end of March.</p> <p>Date for spending of grant: By April 2015.</p> <p>The BDX should be complete in the Spring of 2015.</p>

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		<p>SCCP funding is also being used to deliver a digital exchange in New England House – the Brighton Digital Exchange (BDX). This also involves providing fibre cabling to all units in the building. Any interested business in the building and the city centre has the potential to benefit from connecting to the digital exchange, which allows for advanced and rapid forms of file sharing and storage.</p>		

