





Brighton & Hove
City Council

Economic Development & Culture Committee

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| Title: | Economic Development & Culture Committee |
| Date: | 10 March 2016 |
| Time: | 4.00pm |
| Venue | Conference Room 2, Jubilee Library, Jubilee Street, Brighton |
| Members: | Councillors: Morgan (Chair), Robins (Deputy Chair), Peltzer Dunn (Opposition Spokesperson), Druitt (Group Spokesperson), Greenbaum, Morris, Nemeth, O'Quinn, C Theobald and Yates |
| Contact: | Ross Keatley Democratic Services Manager 01273 29-1064 ross.keatley@brighton-hove.gov.uk |

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Democratic Services: Economic Development & Culture Committee

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|-----------------------------|---------------------------|-----------------------------------|--------------------|---------------|
| Democratic Services Manager | Assistant Chief Executive | Councillor Morgan Chair | Executive Director | Legal Officer |
|-----------------------------|---------------------------|-----------------------------------|--------------------|---------------|

Councillor Robins
Deputy Chair

Councillor Morris

Councillor O'Quinn

Councillor Yates

Officer Speaking

Councillor Nemeth

Councillor Peltzer Dunn
Opposition Spokes

Councillor C. Theobald

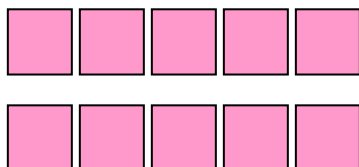
Councillor Drutt
Group Spokesperson

Councillor Greenbaum

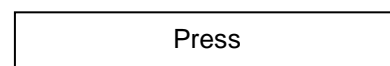
Public Speaker

Public Speaker

Public Seating



Press



AGENDA

PART ONE

Page

40 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
- (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.

41 MINUTES

1 - 12

To consider the minutes of the meeting held on 12 November 2015 (copy attached).

Contact Officer: Ross Keatley

Tel: 29-1064

42 CHAIR'S COMMUNICATIONS

43 CALL OVER

- (a) Items (46 – 52) 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.

44 PUBLIC INVOLVEMENT

13 - 14

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;
 - i) **Planning Brief – Hove Seafront**
Petition from Save Hove (Valerie Paynter) referred from the Council meeting held on the 17 December 2015 (123 signatures).
 - ii) **No Shakedown in Stanmer**
Lead petitioner – Stanmer Preservation Society
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 3 March 2016;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 3 March 2016.

45 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.

46 LIBRARY PLAN

15 - 72

Report of the Assistant Chief Executive (copy attached).

Contact Officer: Sally McMahon Tel: 01273 296963
Ward Affected: All Wards

47 DALTON'S BASTION SITE, MADEIRA DRIVE – LEISURE ATTRACTION PROPOSAL

73 - 94

Joint report of the Assistant Chief Executive and the Acting Executive Director for Environment, Development & Housing (copy attached).

Contact Officer: Toni Manuel Tel: 01273 290394
Ward Affected: Queen's Park

48 CITY EMPLOYMENT AND SKILLS PLAN 2016-2020, PROGRESS REPORT 95 - 158

Joint report of the Executive Director of Children's Services and the Acting Executive Director for Environment, Development & Housing (copy attached) together with an extract from the proceedings of the Children, Young People & Skills Committee meeting held on 7 March 2016 (to follow).

Contact Officer: Cheryl Finella Tel: 01273 291095
Ward Affected: All Wards

49 TOADS HOLE VALLEY SUPPLEMENTARY PLANNING DOCUMENT - ISSUES AND OPTIONS CONSULTATION 159 - 180

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

Contact Officer: Paula Goncalves Tel: 01273 292352
Ward Affected: Hangleton & Knoll; Hove Park; Withdean

50 PLANNING ADVICE NOTES ON ENERGY EFFICIENCY 181 - 232

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

Contact Officer: Francesca Iliffe Tel: 01273 290486
Ward Affected: All Wards

51 COASTAL WEST SUSSEX AND GREATER BRIGHTON UPDATED LOCAL STRATEGIC STATEMENT - DELIVERING SUSTAINABLE GROWTH 2015-31 233 - 306

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

Contact Officer: Liz Hobden Tel: 01273 292504
Ward Affected: All Wards

52 LOCAL AGGREGATE ASSESSMENT FOR EAST SUSSEX AND BRIGHTON & HOVE 307 - 312

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

Contact Officer: Steve Tremlett Tel: 01273 292108
Ward Affected: All Wards

53 MAJOR PROJECTS UPDATE

54 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 24 March 2016 Council meeting for information.

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

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

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

Electronic agendas can also be accessed through our meetings app available through www.moderngov.co.uk

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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 Ross Keatley, (01273 29-1064, email ross.keatley@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Wednesday, 2 March 2016

BRIGHTON & HOVE CITY COUNCIL

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

4.00pm 12 NOVEMBER 2015

CONFERENCE ROOM 2, JUBILEE LIBRARY, JUBILEE STREET, BRIGHTON

MINUTES

Present: Councillor Morgan (Chair), Robins (Deputy Chair), Peltzer Dunn (Opposition Spokesperson), Druitt (Group Spokesperson), Greenbaum, Morris, Nemeth, O'Quinn, C Theobald and Yates

PART ONE

26 PROCEDURAL BUSINESS

(a) Declarations of Substitutes

26.1 There were no substitutions present.

(b) Declarations of Interest

26.2 There were no declarations of interests in matters listed on the agenda.

(c) Exclusion of Press and Public

26.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any of the items listed on the agenda.

26.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the items contained in part two of the agenda.

27 MINUTES

27.1 **RESOLVED –** That the Chair be authorised to sign the minutes of the meeting held on 17 September 2015 as a correct record.

28 CHAIR'S COMMUNICATIONS

28.1 The Chair gave the following communications:

“Sport & Leisure

Rugby World Cup 2015: Host City

The city hosted a very successful weekend of matches at the Community Stadium, the Fanzone on the beach and a range of sporting and cultural activities as part of one of the World's largest sporting events.

The relaxed friendly atmosphere in the city was a reflection of the enjoyable experience created by thousands of residents and visitors alike, who were also providing a welcome boost to the city's economy and lots of international media coverage.

Volks

Brighton & Hove City Council has won a successful bid from the Heritage Lottery Fund for £1.65m. The money will be used to restore the historic Volk's Railway as well as providing new and upgraded facilities and activities.

Works to build the new facilities are planned to start in September 2016 at the end of the railway's operating season and are expected to be finished in Spring 2017.

Royal Pavilion & Museum

The family friendly 'Exotic Creatures' exhibition opens in the Royal Pavilion's Prince Regent Gallery on 14 November, exploring animals in royal collections, menageries and early zoos between 1750 and 1850 (the exhibition runs until 28 February 2016).

The Royal Pavilion's Music Room will be transformed into a 'Love Picture Palace' from 26-29 November, showing a series of film screenings as part of a collaboration with the British Film Institute and Cinecity Film Festival (as featured in The Guardian's "Top 10 best things to do this week").

Tourism & Venues

Brighton Centre - Super September 2015

- 4 Nights – Michael McIntyre
- 6 Days Rehearsals – Dave Gilmour
- 1 Performance – Dave Gilmour
- TUC Congress - Delegates: 3,000+, Economic impact: £6.8m
- 1 Performance – Crosby, Stills & Nash
- Labour Party Conference - Delegates: 11,000+ Economic impact: £15.2m

In the last three months the bureau has confirmed:

- TUC Annual Congress – 2016 & 2017 – 3500 delegates
- British Association for Counselling and Psychotherapy Annual Conference – May 2016 – 250 delegates

- Universities Safety and Health Association Fire Seminar – June 2016 – 100 delegates
- 6 x AMEX Supplier Showcases – throughout 2016 – 300 delegates at each Showcase

Visit Brighton Marketing

- VisitBrighton has continued to host UK and overseas media in the city which has generated positive worldwide coverage for Brighton & Hove. Highlights include six page features in 'OutThere' magazine, 'Schwullissimo' (German publication), Coast magazine, Event magazine (business publication), Ride magazine (Cycling publication) and a host of national UK press.
- As a result of our on-going collaborations with Visit Britain, Brighton & Hove has been selected as one of twelve lead destinations in Visit Britain's worldwide "GREAT" campaign activity.
- Brighton & Hove has recently been voted as the 'Best Beach Holiday' destination in the GoBritain Awards (run by National Express and voted for by public) and
- The city was runner-up (to London) in the 'Best UK Destination' category in the Group Leisure Awards (voted for by group organisers).

Economic Development

Small Business Saturday in Brighton & Hove

This year Small Business Saturday will take place on the 5th of December, and Brighton & Hove City Council will be supporting our impressive range of independent businesses that are such a vital part of our economy.

We have also been chosen as one of 27 locations for the Small Business Saturday Bus Tour. The bus will be parked on Ship Street from 10am to 2pm on Monday 23 November and will offer a raft of information aimed at helping local business people boost trade."

29 CALL OVER

29.1 The following items were reserved for discussion:

- | | |
|---------|---|
| Item 32 | Library Service Review and Needs Analysis |
| Item 33 | Royal Pavilion & Museums |
| Item 34 | Royal Pavilion: Fees & Charges |
| Item 35 | Outdoor Events – Madeira Drive Road Closures 2016 |
| Item 36 | Outdoor Events in Parks and Open Spaces 2016 |

29.2 The Democratic Services Manager confirmed that the items listed above had been reserved for discussion, and that the following reports of the agenda, with the recommendations therein, had been approved and adopted.

- | | |
|---------|---|
| Item 37 | Withdrawal of Out of Date Planning Guidance |
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30 PUBLIC INVOLVEMENT

- 30.1 The Chair noted that there were two petitions referred from Council on 22 October 2015; the first related to a Permanent Archaeological & History Display in Brighton Museum. The Chair read the following response to the petition:

“I would like to thank Brighton & Hove Archaeology Society for the petition which they presented to Full Council on Thursday 22 October, and again acknowledge their active support of and interest in the archaeology of our city, and Sussex, since 1906. At Council, Cllr Alan Robins noted the long-held links between Brighton Museum & Art Gallery and the Society, and referred to current collaborative projects such as the Whitehawk Community Archaeology project (which I understand is being considered for an award by the Council for British Archaeology).

Moving forward, it is imperative that the Council continues to work with partners to enable the widest possible use and enjoyment of the important collections held by Royal Pavilion & Museums. I welcome this petition as the start of a new conversation that seeks to build a sense of shared ownership and a commitment to working together. Janita Bagshawe (Head of Royal Pavilion & Museums) and David Rudling (the Society's President and Chairman) are planning to meet this month, so I recommend that this Committee directs Janita Bagshawe, as the relevant Officer, to develop this conversation on its behalf.”

- 30.2 **RESOLVED** – That the Committee note the petition.

- 30.3 The Chair stated that the second petition related to Build our City an Ice Rink; the Chair read the following response:

“There are not any current proposals for a permanent ice rink in the city. Unfortunately, ice rinks are expensive not only to build but also to operate and the council does not have the finances available for such a facility.

At a recent meeting with Sport England the provision of ice rinks was discussed and it was confirmed that a financially viable ice rink is very hard to achieve. If a commercial developer and operator wished to consider an ice rink as part of a wider development scheme in the city, then the council would be willing to consider any such proposals.

Currently, the highest priority for the council to improve sports facilities in the city is the replacement of the King Alfred Leisure Centre. Such a facility would provide a wide range of opportunities in a number of sports.

In recent years a huge amount of effort went into a project to try and provide a permanent ice rink on the Black Rock site. Sadly, the developer that was funding the project was not able to make the scheme financially viable. Despite the obvious benefits of such a facility, the previous Black Rock project shows just how difficult it is to provide an ice rink.

The priority for the city at the Black Rock site is now a new entertainment and conferencing venue. The city needs such a new facility to ensure that the economic benefits provided by events and conferences continue to be achieved, as they are so

important to local businesses. In addition, it is anticipated that such a development would generate sufficient funding to pay for the venue to be built.

While this facility would not be able to provide a specially designed ice rink, it is envisaged that it will be possible for some ice events to take place similar to other areas across the city.

I am sorry that I cannot give a more positive answer, but I hope that you are able to enjoy the temporary ice rink provision which will again be available soon at the Royal Pavilion that has been so successful in recent years.”

30.4 **RESOLVED** – That the Committee note the petition.

30.5 The Chair noted there was one deputation in relation in Item 32 on the agenda and agreed to take this together with that item.

31 MEMBER INVOLVEMENT

31.1 The Notice of Motion as listed in the addendum was proposed by Councillor Morgan, the Chair, on behalf of the Labour & Co-operative Group and seconded by Councillor Peltzer Dunn on behalf of the Conservative Group.

31.2 The Chair then put the following motion to the vote:

“The Economic Development & Culture committee notes the Government is currently reviewing the potential expansion of Gatwick and Heathrow Airports. In this regard it recognises that there are associated economic and regeneration benefits that the City and Greater Brighton Region would enjoy should Gatwick be chosen.

This committee therefore requests the Chief Executive to write to the Prime Minister and the Secretary of State for Transport expressing the Council’s support for the expansion of Gatwick Airport.”

31.3 The Chair confirmed that the motion had been **carried** by 8 votes to 2.

32 LIBRARY SERVICE REVIEW AND NEEDS ANALYSIS

32.1 The Chair noted there was a deputation in relation to this item from Christopher Hawtree; he invited Mr Hawtree to come forward and put his deputation to the Committee.

32.2 Mr Hawtree stated that there were many different uses of a library; as well as a source of books libraries were a means of daily discovery. Mr Hawtree asked for caution and that the Council not rush forward with any proposals to close Hove Library, instead improvements to the library in its current form were requested. The proposed consultation would be difficult to undertake as the plans were ‘slim’ and there was not enough information on how the museum would work as a trust. He went on to add that many people enjoyed the library and it should be something for Hove to be proud of. It was also noted that he had recently asked the Chair if he would set up a cross-party panel to look at ways to keep both the library and museum open, but he was yet to receive a response.

- 32.3 **RESOLVED** – That the Committee note the deputation.
- 32.4 The Committee considered a report of the Assistant Chief Executive in relation to Library Service Review and Needs Analysis. The purpose of the report was to present the Committee with the results of the Library Service Review and Needs Assessment, and seek agreement for the process and timetable of public consultation on proposed changes to Library Services. The Committee also received an in-depth presentation on the future of the service from the Head of Library Services. The Chair thanked Officers for all the work that had been undertaken to date, and noted that changes to the service needed to be seen in the context of the financial challenge faced by the authority, other local authorities had closed, outsourced and reduced the hours of operation of services. The aim was to ensure library services remained in house and improvements to services could be achieved whilst making reductions in costs. The Chair highlighted that the future plans proposed moving, not closing, Hove Library.
- 32.5 Councillor Robins thanked Officers for the report and noted the many areas of excellent work that the report highlighted and sought to achieve. He noted that just because Hove Library was purpose built this was not a reason in itself to retain the service from that location; like the Chair he reiterated that the service would be moved, not closed.
- 32.6 In response to queries from Councillor Peltzer Dunn the Head of Library Services explained pre-application advice had been sought and this had enabled the early plans to be shared with the Committee; the ethos of the consultation would be to involve the public to shape the service at Hove Library and ensure the new facility was fit for purpose; the report back to the March meeting of the Committee would have a much clearer idea of what residents wanted from their library service. Councillor Peltzer Dunn stated that he would be unable to support the report until he could be satisfied that residents would get the same level of service at the museum that they had come to expect at the Carnegie building.
- 32.7 Councillor Druitt thanked Officers for the comprehensive report, but queried the approach of looking at budgetary savings and service improvements together; instead believing these matters should be separate. In response to his queries the Head of Library Services explained that the review was about both saving money and improving the library service; the service was required to make savings in line with other services in the Council, and the report sought ways to deliver excellent services within these budget restraints. An Equality Impact Assessment (EIA) has already undertaken in relation to the Libraries Extra pilots and there would be a direct security feed and link to a member of staff in the library using this operational model. It was clarified that the report only sought permission to begin consultation at this stage as a means to explore all options. The Chair also confirmed that pre-consultation had taken place.
- 32.8 Councillor O'Quinn stated that the report evidenced the commitment of the Council to library services, and she felt that the notion of moving Hove library was sensible to make better use of the museum building and help create a community hub.
- 32.9 Councillor Yates noted that it was clear the Carnegie building was much loved and valued by those that used it, but he felt the financial position was very clear and the authority needed to deliver high quality services that were value for money.

- 32.10 In response to questions from Councillor C. Theobald the Head of Library Services explained that the service was in discussions with Children's Services about the potential to move Hollingbury Library, and further work on this would form part of the consultation process. Assurance was given that affected Ward Councillors would be kept informed.
- 33.11 In response to Councillor Greenbaum the Head of Library Services explained that, in relation to the potential trust status of the museum, close work would be undertaken with Museums; a contribution would be made to the running costs, but the service would be seamless.
- 33.12 Councillor Morris noted that it was perfectly normal for any developer to seek pre-application planning advice.
- 33.13 Councillor Nemeth noted his sympathy with many of the points made in the debate; he stated that before he could agree to the service in Hove being moved he would expect to see further information on the proposals for the future use of the Carnegie building; currently he could not support the proposals in the report.
- 33.14 The Chair then put the recommendations to the vote:

33.15 **RESOLVED:**

- 1) That the Committee notes the content of the Library Service Review and Needs Analysis report
- 2) That the Committee agrees the consultation process and timetable for proposed changes to modernise the Libraries Service as set out in section 5 below.

33 ROYAL PAVILION & MUSEUMS

- 33.1 The Committee considered a report of the Assistant Chief Executive in relation to Royal Pavilion & Museums. The purpose of the report was to present the Committee with information, and provide the opportunity to raise questions, around the proposal to move the direct governance of the Royal Pavilion and Museums from the Council to a new cultural charitable entity. The Chair commended the report and highlighted that the Committee were currently only being asked to note the report. The Royal Pavilion was the city's biggest historical asset and the trust was considered a means to secure its future.
- 33.2 Councillor Peltzer Dunn noted his support for the proposals and the benefits that could be achieved by setting up a trust; he also commended the proposed timetable to undertake this work.
- 33.3 In response to Councillor Druitt it was explained that consultation would normally take place after the decision to proceed.
- 33.4 In response to Councillor Greenbaum it was clarified that there was an expectation that two elected Members would sit on the trust board, but this level of detail had not yet

been worked through and would be the subject of a full business were this approved. There were many examples of similar work across the country and the finances would be worked up as part of the business case.

- 33.5 In response to Councillor Yates it was clarified that the board of trustees would be able to also comprise of external experts, for example from local businesses.
- 33.6 Councillor Robins noted that he sat on the existing management board; he explained there was already drive and enthusiasm to progress this work.
- 33.7 In response to Councillor Nemeth the current acquisitions process was clarified by Officers.
- 33.8 The Chair noted that there was an amendment from the Green Group which was proposed by Councillor Druitt and seconded by Councillor Greenbaum. The amendment was **carried**.
- 33.9 The Chair then put the amended recommendations to the vote.

33.10 RESOLVED:

- 1) That Members are asked to note that a full business case for the establishment of the Trust is being developed which will set out the context and financial imperative to move the management of the Royal Pavilion and Museums to the Trust for presentation to the Policy & Resources Committee in January 2016.
- 2) That the business case being put forward to the Policy & Resources Committee will include options for requiring the new charitable organisation and trading subsidiary to commit to ethical, environmentally sustainable business practices and fair contractual terms for all staff (new and existing). This will include options such as a commitment to pursuing ethical, environmentally sustainable funding and/or investment opportunities, employer accreditation schemes, living wage schemes and a commitment to recognise trade unions for employees, and any other relevant schemes.

34 ROYAL PAVILION: FEES & CHARGES

- 34.1 The Committee considered a report of the Assistant Chief Executive in relation to Fees and Charges. The purpose of the report was to present the review of fees and charges across the Royal Pavilion and Museums, the proposed fee changes in the report would be implemented from April 2016.
- 34.2 It was confirmed to Councillor Peltzer Dunn that all schools in the city, including academies, would continue to enjoy free admission. It was also clarified that the decline in attendance to the museum was in line with the projection at the time the charge had been introduced; however, it was not possible to assess this in full as the charges had not yet been in place for a full year.

34.3 In response to Councillor C. Theobald it was confirmed that the museums were on track to meet the income target for the current financial year, furthermore the income target on functions would be exceeded.

34.4 The Chair then put the recommendations to the vote.

34.5 RESOLVED:

- 1) That the Committee approve the fees and charges for Admissions for 2016/2017 & 2017/18 in Appendix A.
- 2) That the Committee approve the fees and charges for Room Hire for 2016/17 in Appendix B.
- 3) That the Committee approve the fees and charges for Photography & Reproduction 2016/17 Appendix C.
- 4) That the Committee approve the fees and charges for Schools and Bookings for 2016/17 and 2017/18 in Appendix D.

35 OUTDOOR EVENTS - MADEIRA DRIVE ROAD CLOSURES 2016

35.1 The Committee considered a report of the Assistant Chief Executive in relation to Outdoor Events – Madeira Drive Road Closures 2016. The report sought approval for landlord's consent to the proposed programme of events on Madeira Drive in 2016 and the associated road closures.

35.2 In response to Councillor Greenbaum the Assistant Chief Executive explained that Officers were considering how additional funds towards the repair works to Madeira Terraces could be raised through events; however, bucketing was not generally very lucrative in the city. In respect of levying costs against events it was noted that this was not considered proportionate as any profit from events was often marginal.

35.3 It was confirmed for Councillor Druitt that no application for an event on the Madeira Drive had not been recommended to the Committee.

35.4 It was confirmed for Councillor C. Theobald that it was the intention of the Pride 2016 parade to start from Hove Seafront again.

35.5 In response to Councillor Greenbaum it was confirmed that the Council did not specify what sponsorship of events was acceptable, though organisers would be required to follow national legislation.

35.6 The Chair then put the recommendations to the vote.

35.7 RESOLVED:

- 1) That the committee grants landlord's consent for the 2016 programme of events on Madeira Drive and the associated road closures as listed in Appendix 1.

- 2) That the committee authorises officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate.
- 3) That the committee authorises the Assistant Chief Executive, after consultation with the Chair of the committee, Opposition and Group spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.

36 OUTDOOR EVENTS IN PARKS AND OPEN SPACES 2016

- 36.1 The Committee considered a report of the Assistant Chief Executive in relation to Outdoor Events in Parks and Open Spaces 2016. The report sought approval for landlord's consent for the proposed programme of events in parks and open spaces in 2016.
- 36.2 In response to Councillor Yates it was clarified that the Shakedown Festival at Stanmer Park would be controlled through licensing and as such have to comply with the licensed terminal hours, and the operators would have to look after the site more widely including Colddean and Stanmer Woods. Any complaints and issues would be taken into consideration as part of the approval and organisation of the events in future years.
- 36.3 In response to Councillor Druitt it was confirmed that the Council's policies on animal welfare had not changed in recent years.
- 36.4 The Chair then put the recommendation to the vote.
- 36.5 **RESOLVED:**
- 1) That the committee grants landlord's consent for the events listed in Appendix 1.
 - 2) That the committee authorise officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate.
 - 3) That the committee authorises the Assistant Chief Executive, after consultation with the Chair of the committee, Opposition and Group spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.

37 WITHDRAWAL OF OUT OF DATE PLANNING GUIDANCE

- 37.1 **RESOLVED** - That the Committee agrees the withdrawal of eight out of date planning guidance documents as set out in the report and appendix 1.

38 MAJOR PROJECTS UPDATE

- 38.1 The Committee considered the update from the Acting Executive Director for Environment, Development & Housing in relation to the Major Projects Update.

38.2 In response to Councillor Druitt the Assistant Chief Executive confirmed that there were ongoing discussions with traders affected by the works to the Madeira Terraces and meetings had taken place; work was ongoing to create a short-term plan.

38.3 **RESOLVED** – That the Committee note the update.

39 ITEMS REFERRED FOR COUNCIL

39.1 Item 31 – Member Involvement: Notices of Motion (Expansion of Gatwick Airport) was referred to Council on 17 December 2015 for information.

The meeting concluded at 6.20pm

Signed

Chair

Dated this

day of

Subject: Petitions
Date of Meeting: 9 March 2016
Report of: Head of Law & Monitoring Officer
Contact Officer: Name: Ross Keatley Tel: 29-1064
E-mail: ross.keatley@brighton-hove.gcsx.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive those petitions presented to the Full Council and referred to the committee for consideration.
- 1.2 To receive any petitions to be presented or which have been submitted via the council's website or for which notice has been given directly to Democratic Services.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:
- taking the action requested in the petition
 - considering the petition at a council meeting
 - holding an inquiry into the matter
 - undertaking research into the matter
 - holding a public meeting
 - holding a consultation
 - holding a meeting with petitioners
 - referring the petition for consideration by the council's Overview and Scrutiny Committee
 - calling a referendum

3. PETITIONS

3.1 Referred petitions:

- i) **Planning Brief – Hove Seafront**
Petition from Save Hove (Valerie Paynter) referred from the Council meeting held on the 17 December 2015 (123 signatures).

To receive the following Petition:

We the undersigned request that Brighton & Hove City Council create a specific Planning Brief for the seafront section of Hove from (but not including) King Alfred to Aldrington Basin along the Kingsway to provide clearer guidance for developers wishing to build along there and to protect the interests of residents local to the area along with the integrity and future of Hove itself.

3.2 Petitions for presentation:

ii) **No Shakedown in Stanmer**

Lead petitioner – Stanmer Preservation Society

To receive the following Petition:

We the undersigned petition Brighton & Hove Council to move the Shakedown Festival 2016 from Stanmer Park to a more suitable venue and keep the promise made in 2013 that Shakedown would never come to Stanmer again

Justification:

- damage to park -mud, footpaths, damage to grassland
- severe disturbance to wildlife with continual noise and lights
- noise disturbance to village residents and danger to Stanmer church windows
- loss of green space for peaceful recreation for weeks before and after
- risk of offensive and criminal behaviour
- security difficulties with access problems for residents
- inappropriate language used through loudspeakers
- damage and littering throughout woods and footpaths
- after our 2013 petition BHCC promised not to have Shakedown in Stanmer Park again

| | | | |
|--------------------------|--|---|---------------------|
| Subject: | Libraries Plan 2016 -2020 | | |
| Date of Meeting: | 10 March 2016 – Economic Development & Culture Committee 24 March 2016 – Council | | |
| Report of: | Assistant Chief Executive | | |
| Contact Officer: | Name: | Sally McMahon | Tel: 29-6963 |
| | Email: | sally.mcmahon@brighton-hove.gov.uk | |
| Ward(s) affected: | All | | |

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

- 1.1 The purpose of the report is to present members with the results of the Public Libraries proposals consultation, and the proposed Libraries Plan for 2016-2020. The Libraries Plan is one of the service strategies that will also go to full Council.
- 1.2 The Libraries Plan needs to ensure that there is a comprehensive, efficient, modern and sustainable library service in Brighton & Hove. Sustainability is essential in the context of severe financial pressures on council budgets, and significant changes to the way that local authorities provide local services. It is no longer possible to make further savings without reorganising and redesigning the service.
- 1.3 Libraries are a statutory service, and the council is required to provide a 'comprehensive and efficient' service for all persons in the area who want to make use of it, to promote this service, and to lend books and other written materials free of charge. The clearest guidance to define 'comprehensive and efficient' comes from a 2009 Wirral Inquiry Report by Sue Charteris, which identified the need for a library strategy based on an analysis and assessment of local needs. More recent judicial reviews have also highlighted the need to take particular account of equalities implications of any proposed service changes.
- 1.4 A thorough service review and needs analysis took place in 2015 and was reported to this committee in November 2015. Approval was given to consult the public on the proposed changes to Library Services, and this consultation took place between November 2015 and February 2016.
- 1.5 The new Libraries Plan informed by the public consultation aims to provide the best services possible that meet people's needs and which are deliverable within the available resources. The Libraries budget is facing significant funding reductions over the next four years.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the results of the public consultation as outlined in section 5.5 below.
- 2.2 That the Committee recommends that the Libraries Plan 2016-2020, and the changes to Library Services proposed as part of this Plan, as contained in the appendix to this report, and outlined in brief in section 3 with amendments in section 6 below, are referred to Full Council for adoption

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1. The priorities for Library Service changes were identified as a result of the service review and needs analysis, and in the context of the financial challenges facing Brighton & Hove City Council where significant savings have to be found in all services across the council. These priorities also reflect national debate and developments as outlined in the recent national reviews and reports. Details can be seen in section 4 of the Libraries Plan.
- 3.2. The proposals for changes to Libraries services that went out for public consultation are in 3.3 to 3.6 below. Changes as a result of the consultation process can be found in section 6: Conclusions.
- 3.3. **Phase one: to be implemented July 2016**
 - 3.3.1. Implementing **Libraries Extra** across most community libraries will enable many community libraries to be open seven days a week with a mixture of staffed and unstaffed days each week, vastly increasing the number of hours from 362 to 701 hours per week, at reduced cost. This would address library users' biggest concern and the biggest gap between level of importance to library users and their levels of satisfaction.
 - 3.3.2. Local community organisations and other services will be encouraged to use the libraries for community activity and local service delivery. Volunteers will be encouraged to support other library users to self-serve and to act as helpful friends and neighbours.
 - 3.3.3. With this extended access, it is possible to make better use of council buildings and have greater joint service provision with other council services, so it is proposed that two community libraries will have further changes:
 - 3.3.4. Move **Hollingbury Library** to combine with Hollingbury and Patcham Children's Centre, which is located in Carden Hill School, a few yards from the current library location down County Oak Avenue, in Hollingbury. The new library facility would have a small community library collection focused on the needs of young children and families. The opening hours for this facility have yet to be determined in collaboration with the Children's Centre. It is hoped that the library will be open three days a week, supported by volunteers.

- 3.3.5. The reasons for the proposal are that the current building is in need of significant repairs and it is one of only two stand alone, isolated community library buildings. Many of the current library users are children from the school and their families. 57% of current library users already use another library. Elderly or disabled people who are eligible for Home Delivery Service will be offered this service. Patcham Library is relatively close by in Ladies Mile Road for people seeking a greater range of library books and other resources, and Coldean Library is also reasonably near and accessible by bus from Hollingbury.
- 3.3.6. The existing building could be sold to generate a capital receipt. Any potential disposal of the current library building will be subject to further evaluation and a report seeking Policy & Resources Committee approval.
- 3.3.7. Reduce the size of **Westdene Library** to provide an additional classroom for Westdene Primary School. The remaining smaller library facility will be open seven days a week using Libraries Extra arrangements and volunteers to support public use. The reason for this proposal is that the school are in need of the extra classroom space and Patcham Library is relatively close by in Ladies Mile Road for people seeking a greater range of books and other resources.
- 3.3.8. Expansion of the **Home Delivery Service** and reform of the delivery service to residential homes to make it more effective.
- 3.3.9. Develop the role of libraries as **community hubs** and build more strategic partnerships to deliver the services needed by local communities and also to attract external funding
- 3.3.10. Target Library Services to better meet the needs of identified **equalities groups**, namely carers, people with a disability or long term illness, older people, BME communities, and LGBT people, particularly given the often 'invisible' nature of their use of libraries, as identified in the Service Review and Needs Analysis
- 3.3.11. Develop a **funding strategy** to increase and diversify income
- 3.3.12. Bring **expenditure** on library materials and staffing closer to that of comparator authorities, making better use of these resources and to contribute to reducing costs and improving value for money
- 3.3.13. Review the **Jubilee PFI** (Private Finance Initiative) to identify the potential to reduce costs
- 3.4. **Phase two: to be implemented in 2017-18:**
 - 3.4.1. Through the joining together of Hove Library with Hove Museum & Art Gallery there is an opportunity to create a **Cultural Centre for Hove** and ensure a resilient future for both Hove Library and Museum Services. There is more space and freedom at the Hove Museums site to extend the building to accommodate a shared service provision. It will be a centre rooted in community and will have relevance to a wide range of people from the city and beyond.

- 3.4.2. This is a great opportunity to **work with local people**, in particular local families, children and young people to develop and co-create new combined services to provide opportunities for exploration, learning and enjoyment to nurture well-being and creativity. Together the combined Museum and Library services will ensure a future for Hove's Heritage and provide access to the city's wider collections which will be of relevance to residents and visitors.
- 3.4.3. We see the new facility as an **important local community resource** that will attract more people to visit library and museum services from Hove and beyond.
- 3.4.4. **The publicly accessible space on the ground floor of the building will double** to 520m² with the old extension being replaced by a new purpose-built extension more suited to the delivery of both library and museum services. The current public space on the ground floor is only 252m².
- 3.4.5. The building will become an integrated library/museum facility with the majority of library services on the ground floor. The idea is to blend and merge museum displays and library resources together to provide new and interesting experiences for visitors to the centre.
- 3.4.6. The amount of space for library service delivery will reduce by about 15% (the public space in the Carnegie building is 616m² with awkward spaces that are not easy to use effectively) but the level of service will be good as the spaces will be more manageable. This includes the shared spaces.
- 3.4.7. The full range of Hove Library services will be delivered from this new location, including opportunities for new facilities for the benefit of library users:
- Good reading and study spaces
 - Good selection of fiction and non-fiction books and other resources
 - Good public IT facilities and Wi-Fi
 - New and exciting offer for local children and schools
 - Better storage and research space for the special collections
 - Café facilities
 - A reading/activity garden space
 - Flexible space for temporary exhibitions, events and activities
 - Minimum six day a week opening
- 3.4.8. **Why change?** Hove Public Library is a Grade 2 Listed building and opened as a purpose built library in 1908. Over a hundred years later the building is still loved by residents of Hove, but libraries services and the needs of library users have changed.
- 3.4.9. The internal space of the current library is inflexible and unsuited to delivering a modern library service, making it difficult to provide the wide range of services people now expect from their public library, and is in need of £0.75 million repairs over next 5 years. It is also expensive to run, costing nearly £0.5 million per year to operate.
- 3.4.10. The saving for the council of moving Hove Library to Hove Museum will be an estimated £350,000 per year, plus the on-going maintenance and repairs

needed currently estimated at £750,000. If Hove Library remains in its current location, this saving will need to be found elsewhere within the library service.

- 3.4.11. For comparison purposes, at least seven community libraries would need to close completely to save the same amount of money.
- 3.4.12. Any potential disposal of the current Hove Library building will be subject to further evaluation and a report seeking Policy & Resources Committee approval.

3.5. Phase three: to be implemented 2018-19

- 3.5.1. The first focus for phase three will be on implementing any identified changes to the Jubilee Library PFI contract to deliver further savings and better value for money. The Department of Culture, Media and Sport will provide support in the review of this cultural PFI contract. Previous reviews of other cultural services PFIs have identified the potential for a 2% saving, although those authorities have not chosen to implement all of the recommended changes as it was felt this would reduce the quality of the service to the extent that it would impact on service use.
- 3.5.2. The second focus for phase three will be a review of the impact of the changes made in phases one and two, in order to identify any further changes that need to be made.
- 3.5.3. During this phase, there will be further investigation of the potential for shared services with other library authorities, and further consideration of the option of moving out of direct delivery of the library service by the council to an alternative governance model.

3.6. Phase four: to be implemented 2019-20

- 3.6.1. The focus for phase four will be the implementation of any shared service proposals that have been developed, and/or the implementation of any alternative governance arrangements. The details of phases three and four are not fully developed at this stage as much depends on the success of the first two phased of modernisation changes. A report on the detail of phases three and four will be brought to the relevant committees nearer the time.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1. Option 1: Do Nothing Option: If no changes are made to Library Services then it cannot make the necessary budget reductions which would then need to be met by other services. Doing nothing is not a viable option.
- 4.2. Option 2: Make funding reductions without service transformation: Broadly speaking the library budget is in three parts: £2.6 million on staffing, £2.6 million on the Jubilee PFI contract (offset by £1.5 million government grant), and around £0.5 million on everything else, which is off-set by around £0.5 million in revenue income. The bookfund spending for all public libraries in the city is included in the Jubilee PFI costs. Advice from the Department of Culture Media and Sport is that around 2 - 4% of savings might be found from cultural PFI contracts. This equates to about £50k to £100k for the Jubilee PFI. Without service redesign

and reorganisation, all libraries except Jubilee Library would need to close to deliver the necessary budget reductions. Under these circumstances it would be unlikely that the service would meet the statutory requirements. Delivering savings without service transformation is not a viable option.

- 4.3. Option 3: Modernise the Library Service as described in the Libraries Plan 2016-2020 (recommended): The Libraries Modernisation Programme has been created to ensure a sustainable future for Library Services in Brighton & Hove in the context of severe financial pressures on council budgets. It is no longer possible to make further savings without reorganising and redesigning the service. The programme is the vehicle for delivering the priorities and changes needed as identified in the library service review and needs analysis. The programme currently has four strands:
- 4.4. **(1) Libraries as Community Hubs:** Community hubs are local places at the heart of their communities, offering and hosting a wide range of services, public events and activities, and spaces to meet friends and contribute to community life. They are places where people may spend as much or little time as they like without having to spend any money. Libraries are a resource for local communities, other services and organisations to use, to collaborate in meeting local needs. There will be greater partnership working, and with the potential for libraries being commissioned to deliver other services.
- 4.5. **(2) New Ways of Delivering Library Services:** Libraries Extra is being piloted this year with a view to extending this approach to other community libraries if successful. It is an innovative project that uses technology to enable libraries to be open outside of current opening hours for the public to self-serve without staff present. This will be a great opportunity to increase access and reduce costs through developing a mixture of staffed and unstaffed provision. It will be possible to have most libraries open seven days a week at a reduced cost.
- 4.6. The new ways of delivering library services will include reshaping the network of libraries in the city working more closely with other agencies to make better use of reducing resources to deliver the best service we can. This includes further co-location of libraries with other services to reduce operational costs and increase sustainability; developing different relationships with partners; reducing employee costs; rationalising bookfund spending, and greater use of volunteers.
- 4.7. Essential to the success of Libraries Extra is the encouragement of local community groups, organisations and other services to make best use of the library as a local resource. The presence of trusted members of the community will make the libraries safe creative community spaces.
- 4.8. **(3) Diversification of Funding:** The Library Service already achieves nearly half a million pounds in income each year. But the traditional income from fines, reservation charges and audio-visual hire is reducing year on year, and the new income streams from retail and room hire are working hard to keep pace with this change. Libraries need to further explore opportunities to bring in external income and to diversify income sources. The new model will include increasing commercial income; commissioning of libraries to deliver services; charitable giving – with the possible creation of a development charity; increasing grant

funding for targeted projects. A new funding strategy is being developed to help take this forward.

4.9. **(4) Consideration of Alternative Governance Models.** Instead of remaining a directly delivered service, there are other options such as:

- Shared services – cooperation or joint delivery of services with another library service. This could be the whole of the library service, or parts of the service.
- Libraries delivery managed outside the council- the most likely option being the development of a mutual

4.10. Whatever the model, the Council would still retain the statutory responsibility for the provision of public library services. Consideration of alternative models has been put on hold while other modernisation proposals are taken forward, as for any model, the library service would need to be more cost effective and efficient in delivering its services within the available resources.

4.11. The Modernisation programme will be delivered in phases over four years. The details of the phased proposals are outlined in section 3 above.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1. The Library Services Review and Needs Analysis was based on extensive research, consultation and community engagement in the following ways:

- Interviews with adults in libraries in August 2015 (996 respondents)
- Exit surveys with library users (adults, children and young people) throughout the year for two years 2013-2015 (1,964 respondents aged 16 plus, 2,078 respondents aged 15 and below)
- Lapsed borrower survey (users who have not used the library for over 12 months (301 respondents)
- Qualitative research using focus groups and 'hall tests' with adults in 2015, ensuring inclusion of users and non-users, representation of equalities groups (56 focus group participants, 54 'hall test' participants)
- Qualitative research using focus groups and paired depth interviews with children and young people in 2015, ensuring inclusion of users and non-users and representation of equalities groups (49 focus group participants, 4 paired depth interviews)
- Systems Thinking research involving open conversations 2010 (2,328 participants)
- Review of Equal Access Services involving interview with people in residential homes and sheltered housing
- Feedback from service users such as Home Delivery recipients, participants in activities and events; feedback from project partners

5.2. Staff and unions have been involved in the Libraries Modernisation programme in the following ways:

- Initial briefing sessions to all staff in December 2014 / January 2015
- Regular update newsletters and emails to staff

- Discussions in team meetings
 - Scenario planning workshops with representatives from all staff levels
 - Series of budget planning workshops
 - Nine briefing sessions held by Head of Service with library staff
 - Briefings to union representatives
 - Discussions in library divisional consultative group meetings
 - A Libraries lone working policy has been agreed with unions
 - Three months of informal discussions with staff and managers to discuss the details of the ideas emerging during the service redesign work, including detailed contributions from individual staff and managers. All of which have been carefully considered and many of the ideas raised taken on board.
- 5.3. Formal consultation with staff and unions on a Library Service restructure will take place after budget decisions have been made in February 2016 and final proposals for changes to Library Services are agreed at Committee and Council in March 2016.
- 5.4. **Public and Stakeholder Consultation November 2015 – February 2016**
- 5.4.1. General public and stakeholder consultation:
- The public consultation has been advertised widely through the media and anyone can take part by joining in the online consultation
 - The consultation was also being publicised through social media
 - Very detailed background papers were included as links from the survey so people can see the evidence leading up to the proposals
 - Those unable to use the online survey could complete a hard copy survey in any public library
 - Posters and leaflets advertising the library consultation were sent out to all libraries, schools and community organisations around the city
 - Local schools, community groups, residents associations, councillors and other stakeholders were contacted to ensure they are aware of the proposals and encouraged to send us their views
 - Library staff held face to face contact with groups who meet in a library or those participating in activity in a library
 - Face to face community engagement outreach visits to stakeholder meetings, groups with particular emphasis on children, young people and families
 - Presentations have been made to some partner organisations, e.g. via the Arts Commission
- 5.4.2. Hove Library and Hove Museum proposals:
- In addition to the consultation activity above, there has been additional activity specifically on the proposals for Hove Library and Hove Museum:
- More detailed information was put on display as exhibitions in both Hove Library and Hove Museum buildings, including draft layout plans and illustrations of what a new cultural centre in Hove might be like
 - More details was put on a special Hove Library changes page on the website: www.brighton-hove.gov.uk/hove-library

- Officers have met with ward councillors, and some councillors from the Economic Development and Culture committee to discuss the proposals
- Libraries have emailed or written to all **9,930 current active borrowers using Hove Library** (i.e. everyone who has used their library card in the library in the last year Nov 2014 to October 2015) drawing their attention to the proposals and asking them to let us know what they think
- The proposals were discussed at the Hove Central LAT meeting in November
- There have been two public meetings:
 - Thursday 7 January in Hove Museum 3.30 – 5.00 pm
 - Wednesday 27 January in Hove Library 6.00 – 7.30 pm

5.4.3. Hollingbury Library and Westdene Library proposals:

In addition to the consultation activity above, there has been additional activity specifically on the proposals for Hollingbury and Westdene Libraries

- The Hollingbury proposals were included in the Children's Centre consultation with parents at Carden School in November/December
- Head of Service has met with the Head teachers of Westdene Primary School and Carden Primary School, and with the Principal at Portslade Academy, to get their views
- Head of Service has discussed the proposals with ward councillors
- Libraries have emailed or written to all **current active borrowers using Hollingbury Library (718 adults) and Westdene Library (516 adults)** i.e. everyone who has used their library card in the library in the last year, drawing their attention to the proposals and asking them to let us know what they think
- There have been two public meetings on the Westdene and Hollingbury proposals. The meetings covered the proposals for both libraries to give people two opportunities to find out about and comment on the proposals
 - Tuesday 9 February 6.00 - 7.30pm Hollingbury Library
 - Thursday 4 February 6.00 - 7.30pm Westdene Library

5.5. **Results of the Public Consultation November 2015 – February 2016**

- 5.5.1. The public survey received a good response with 1,124 responses. To give some comparison, the recent Children's Centre consultation received 578 responses and the budget consultation received 450 responses. Taking the responses altogether, these were the headline results:

| Questions | Tend to agree or strongly agree | Neither agree or disagree | Tend to disagree or strongly disagree |
|---|---------------------------------|---------------------------|---------------------------------------|
| 1. Do you agree or disagree with the proposal to increasing opening hours in community libraries so that they are accessible for 7 days a week by using 'Libraries Extra' technology and providing a mixture of both staffed and unstaffed hours? | 62% | 9% | 29% |
| 3. How much do you agree or disagree with the proposal for local organisations and public services to provide activities and services based in local libraries. | 85% | 5% | 9% |

| | | | |
|---|-----|-----|-----|
| 4. Do you agree or disagree with the proposal to combine Hollingbury Library with Hollingbury Children's Centre and increase Patcham Library's opening hours? | 48% | 30% | 22% |
| 5. Do you agree with the proposal to provide additional classroom space for Westdene Junior school and reduce Westdene Library in size, providing unstaffed access via Libraries Extra and an increase Patcham Library's opening hours? | 41% | 28% | 30% |
| 6. Do you agree or disagree with the proposal to combine Hove Library and Hove Museum in a newly extended building to create a new community/cultural centre for Hove? | 57% | 6% | 38% |
| 8. Do you agree or disagree with the proposal to expand the Home Delivery Service and change the way that services are delivered to residential homes and sheltered housing? | 68% | 19% | 13% |
| 9. Do you agree or disagree with the proposal to provide modern IT facilities, fast internet access, more digital resources and support to help people use the equipment and resources? | 76% | 11% | 13% |
| 12. Do you agree or disagree with the proposal to specifically target services for identified groups in the community? | 71% | 17% | 12% |
| 13. Do you agree or disagree with the proposal to increase volunteering opportunities? | 68% | 11% | 22% |

| | | | |
|---|-----|-----------------------------|-----|
| Qu 10. Are you in favour of the following changes to improve Library Services' income? | Yes | Under certain circumstances | No |
| Attracting funding from other services to help deliver their services (e.g. funding from children's service to support activities with children in libraries) | 46% | 40% | 14% |
| Applying for more external grant funding to provide additional activities and events | 77% | 20% | 3% |
| Providing training courses for which there would be a charge | 57% | 35% | 8% |
| More retail outlets in libraries (like the Booklover store in Jubilee) | 47% | 32% | 21% |
| More hiring of library space to other organisations | 51% | 38% | 11% |
| Actively seeking sponsorship from organisations | 54% | 32% | 14% |
| Actively seeking donations from individuals | 51% | 34% | 15% |

| Question | Yes | Don't know/not sure | No |
|---|-----|---------------------|-----|
| 15. Would you be willing to volunteer to help out in your local or other library? | 26% | 34% | 40% |

The percentages are of those who answered the question. All figures rounded to nearest percent.

- 5.5.2. Most of the responses were overwhelmingly positive, with tend to agree or strongly agree achieving the highest percentage response in all of the 9 questions asked in this way. Qu 10 about improving income also saw a majority in favour of supporting the suggested ways to improve library income.
 - 5.5.3. Whilst the majority of respondents did not want to volunteer themselves, a good number (26%, or 292 people) said they would be willing to volunteer or help out in a library.
 - 5.5.4. The views of most respondents who answered the question about **Hove Library** were in agreement with the proposals, with 57% tending to agree or strongly agree.
 - 5.5.5. An analysis of the responses from those who said they were users of **Hove Library** (708 respondents) resulted in a majority of 50% tending to agree or strongly agree with the proposals. (47% tended to disagree or strongly disagree, and 3% neither agreed nor disagreed)
 - 5.5.6. In the analysis of all the responses, the specific question about **Hollingbury Library** resulted in 48% tending to agree or strongly agree and 22% tending to disagree or strongly disagree, with a high percentage (30%) neither agreed nor disagreed.
 - 5.5.7. An analysis of the responses from those who said they were users of **Hollingbury Library** (115 respondents) produced a different response: 38% tended to agree or strongly agree; 49% tended to disagree or strongly disagree; and 13% neither agreeing nor disagreeing.
 - 5.5.8. In the analysis of all the responses, the specific question about **Westdene Library** resulted 41% tending to agree or strongly agree and 30% tended to disagree or strongly disagree, with a high percentage (28%) neither agreeing nor disagreeing.
 - 5.5.9. An analysis of the responses from those who said they were users of **Westdene Library** (86 respondents) produced a different response: 28% tended to agree or strongly agree; 69% tended to disagree or strongly disagree; and only 3% neither agreeing nor disagreeing.
 - 5.5.10. There was a total of 2,022 separate comments made in answer to the four open-ended questions covering the topics of Libraries Extra, Hove proposals, income generation and volunteering. A summary of comments made is included in the Libraries Plan (section 7.4.12-16). A more detailed response to some of the issues raised and questions asked is being prepared to share with the public to help allay some of the concerns expressed.
- 5.6. **Public Meetings Feedback**
- 5.6.1. The proposals were discussed at five public meetings: two were held in February 2016 to discuss the proposals for Hollingbury and Westdene libraries; two were held in January 2016 to discuss the Hove Library proposals, and this was also discussed at the Hove Central LAT meeting in November 2015. In general terms constructive discussion and comment took place, with many

people being able to ask questions and getting clarification on the proposals. Some attendees continued to oppose the proposals, but some left the meetings in favour of the proposals and many understood why they were being made. Details of the meetings can be found in the full report on the consultation results.

5.7. Other Feedback

- 5.7.1. A public online petition was launched in October 2015, a month before the library proposals and consultation was launched, and submitted to Council in December 2015. The petition that is still live has received over 3,800 signatures. The petition stated that: *We the undersigned petition Brighton & Hove Council to We, the undersigned, are concerned to hear that Hove Library is potentially under threat from the cuts in this year's Council budget. We urge the City Council to reject the closure of our much-loved Library.*
- 5.7.2. Many of the comments on the petition site reveal that some of the signers were unaware that the library was proposed to be moved not closed, and that they were against losing services such as Baby Boogie, all of which will continue in the new location.
- 5.7.3. The local MP and ward councillors have been consulting with their constituents and have had a positive response to the proposals.

6. CONCLUSION

- 6.1 The only way that Library Services can continue to deliver statutory services with reduced budgets is to modernise and deliver service in new ways. The Library Service Review and Needs Analysis has identified what people need from the service and the priorities for modernisation. The proposals for change put out for public consultation have received a high level of approval from the public, stakeholders and partner organisations.
- 6.2 Following the results of the consultation process, it is proposed that a number of changes are made to the Libraries Plan proposals. Full details of the new proposals can be found in section 8: Conclusions of the Libraries Plan. The key changes are:
 - 6.2.1 More **effective communication** of the proposals so that the public understand how it will work and have their main concerns addressed.
 - 6.2.2 Clarity about and implementation of the agreed **Volunteers Policy and Lone Working Policy**, to protect staff, volunteers and the public.
 - 6.2.3 As a result of detailed consultation with the Ward Councillors, creation of an additional **Community Library collection in the Old Boat Community Centre** in Hollingbury to meet the library needs of all age groups. This facility will benefit both the library and the community centre users, encouraging people to use both.
 - 6.2.4 Provision of **staffing support to Hollingbury and Westdene libraries** for one day a week each, to carry out some staff duties, to provide support and guidance to volunteers, and to liaise with the staff at the Community Centre, the Children's Centre and Westdene Junior School.

- 6.2.5 A full business case for the **Hove Library proposals** will be completed making the financial details for the relocation and new extension clear. The business plan will be taken to Policy and Resources Committee for approval. The timetable for the completion of the move will be revised to take account of the due processes that need to be followed. Further public engagement will be sought to inform the details of the development, and the planning process will include public consultation. The completion date for the development will be moved back to the first quarter of 2018.
- 6.2.6 Questions raised in regard to **transport to and parking** at the Hove Museum site will be considered as part of the planning process. The evidence from the Review and Needs Analysis shows that the greater concentration of Hove Library borrowers is more towards the west of the current building, making the Hove Museum site more central to those borrowers, and it is also clear that the majority of people walk to the library (61%), rather than driving (14%) or catching a bus (16%).
- 6.2.7 The Hove proposals will include investigating the feasibility of creating an **outdoor space in the garden** for use by library and museum visitors especially children, for library and museum related activities, such as reading and story-telling. Planning advice would be needed on what would be appropriate for the building and local neighbours.
- 6.3 The Carnegie building would need to be sold to fund the new extension at Hove Museum and other related costs to enable the move to the new location a success for both libraries and museums services. The **future use of the Carnegie building** in Hove would be the decision of the new owner, subject to relevant restrictions as a result of the building being grade 2 listed.
- 6.4 The details of phases three and four of the Libraries Plan are not fully developed at this stage as much depends on the success of the first two phases of modernisation changes. A report on the detail of phases three and four will be brought to the relevant committees nearer the time.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The resources allocated by Budget Council to deliver the Libraries Plan are subject to the results of the consultation and any other factors that may emerge before decisions are made. The financial context is the Libraries Service budget 2016/17 and the 4 year service and Financial Plans including potential savings for future years up to and including 2019/20.
- 7.2 The Libraries Modernisation Programme aims to ensure a sustainable future for Library Services in Brighton & Hove whilst delivering anticipated savings of £0.309 million in 2016/17 and further savings of £0.742 million over the period 2017/18 to 2019/20. The net current budget for the Libraries Service in 2015/16 is £5.175m and is expected to reduce by 20% by 2019/20. The Libraries Plan is expected to deliver improved Value for Money whilst maintaining statutory services, increasing opening hours and meeting needs. Paragraph 7.4 below

sets out the responsibilities of Policy and Resources Committee in determining the Libraries Service budget.

Finance Officer Consulted: Name Anne Silley

Date: 29/02/16

Legal Implications:

- 7.3 As noted in the report the provision of libraries is a statutory service. The general duty of library authorities is found in the Public Libraries and Museums Act 1964, section 7(1) of which provides “It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof ...”. The proposals in the Libraries Plan accord with this duty.
- 7.4 If the recommendations in the report are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to Policy & Resources Committee. This is because any alternative proposals will have an impact on the overall budget, which means it needs to be dealt with by the Policy & Resources Committee as per the requirements of the Constitution. This will not prevent the committee from making recommendations to P&R.

As a matter of law, adoption of a Libraries Plan is reserved to Full Council.

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

Lawyer Consulted: Hilary Woodward Date: 4/2/16

Equalities Implications:

- 7.5 **Increasing equality** - A driving force of Libraries Modernisation is increasing equality and creating new opportunities for more people to access the services, information and activities they need in the community. The library acts as a resource for the whole community and a conduit to reach disadvantaged and vulnerable people. Equalities Impact Assessments have been carried out on the phase one and two proposals. These are being updated following the results of the public and stakeholder consultation

Sustainability Implications:

- 7.6 **Environmental sustainability** –The use of libraries as hubs and Libraries Extra makes sense environmentally by better utilisation of accommodation. Availability of ‘local’ libraries reduces the need for car journeys to city centre libraries and across city and increases access to library services to a greater number of people.

Any Other Significant Implications:

- 7.7 See appendix 1

SUPPORTING DOCUMENTATION

Appendices:

1. Other significant implications appendix
2. Libraries Plan 2016-2020

Documents in Members' Rooms

1. Libraries Plan 2016-2020
2. Full report on results of public consultation

Background Documents

1. None

Crime & Disorder Implications:

- 1.1 Enhanced security arrangements have been put in place to support Libraries Extra. This includes live monitoring of increased CCTV within each library, with a direct intercom to the security personnel in the case of emergency. There is direct audio feed from the security monitoring station into each library so immediate announcements can be made by the security staff. Security personnel will open up and close down the buildings each day, including a sweep of the building to ensure all is well. IT systems monitor who is entering and exiting the buildings. All these enhanced arrangements are significantly more than other library authorities who are implementing this sort of access.

Risk and Opportunity Management Implications:

- 1.2 Risks and opportunities of the proposals have been assessed as part of the business case proposals taken to the Corporate Modernisation Programme Board in September. Risk assessments for each project within the Modernisation programme, phases one and two have been carried out and are regularly updated.

Public Health Implications:

- 1.3 **Health and well-being** – Links between reading improving health and wellbeing are being increasingly recognised. There is strong evidence that reading for pleasure can increase empathy, improve relationships with others, reduce the symptoms of depression and the risk of dementia, and improve wellbeing throughout life. Library spaces are already being used to provide adult social care services such as the Dementia Café. Libraries provide opportunities for greater social contact and helps in tackling loneliness. Libraries work in tackling digital exclusion also supports social inclusion and has health benefits.

Corporate / Citywide Implications:

- 1.4 The Libraries Modernisation proposals support the council's priorities and principles in the following ways, (in addition to those comments in the public health and equalities sections above):

Corporate Principles

Public accountability – Changes are being informed by needs assessment and public consultation. In surveys, the largest gap (23 percentage points) between what respondents said was important and what is rated very good or good was library opening times especially for the community libraries. The second highest reason given by lapsed users for not using libraries was that they were not open when they needed them.

Citizen focus – Libraries as community hubs are completely citizen focussed, and the introduction of Libraries Extra will utilise self-service to increase the times

that services can be accessed. Recent qualitative research revealed that people want libraries to be developed as community centres and to become more of a community resource.

Active citizenship – Citizens will be engaged with developing and promoting library services through opportunities such as volunteering and fundraising. Local groups will drive the development of community hubs, as they will be encouraged to use the library during Libraries Extra days e.g. local schools bringing class visits, local carers groups holding mutual support sessions, etc.

Corporate Priorities:

Economy, jobs and homes - Community hubs and diversifying income will increase opportunities for education and employment activities for adults and children. Facilities are available for those who are digitally excluded. Library services can be used to support improving literacy.

Children and Young People – Increased opening hours will support more visits by schools who can carry out group visits during school hours. Increasing fund raising and grants will maximise the use of the library for all added value activities and projects which will include those aimed at children and young people such as study support.

Community safety and resilience – Libraries provide culture and leisure activities in the City that can promote community cohesion. Shared buildings can be used to foster positive relationships between public services and different communities.

Brighton & Hove City Council

Libraries Plan 2016-2020

Sally McMahon
February 2016

Libraries Plan 2016 -2020

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1. Introduction

1.1. Context

- 1.1.1. The Libraries Plan must ensure that there is a comprehensive, efficient, modern and sustainable library service in Brighton & Hove. Sustainability is essential in the context of severe financial pressures on council budgets, and significant changes to the way that local authorities provide local services. It is no longer possible to make further savings without reorganising and redesigning the service.
- 1.1.2. The Plan is based on a thorough review and needs analysis to provide insight into and evidence of the need for library services in the city. The needs analysis includes qualitative as well as quantitative research to help identify local people's views of libraries and how they should develop.
- 1.1.3. The development of the Libraries Plan is central to the Libraries Modernisation Programme, which is part of the Cultural Services Modernisation Programme set up in October 2014 to drive forward the modernisation of cultural services including Libraries.
- 1.1.4. The four year Integrated Service and Financial Planning model indicates that Library services will receive in the region of £1.34 million less from the Local Authority. In addition, an annual government grant of £1.5 million will stop in 2029, which will create a further funding gap of an estimated £0.75 million.

1.2. Statutory Duty

- 1.2.1. The Public Libraries and Museums Act 1964¹ requires Local Authorities to deliver a public library service. The main obligation is to provide a 'comprehensive and efficient' service for all persons in the area who want to make use of it, to promote this service, and to lend books and other written materials free of charge.
- 1.2.2. The clearest guidance to define 'comprehensive and efficient' comes from a 2009 Wirral Inquiry Report² by Sue Charteris, which identified the need for a library strategy based on an analysis and assessment of local needs. More recent judicial reviews have also highlighted the need to take particular account of equalities implications of any proposed service changes. The requirement to demonstrate Best Value and adhere to procurement rules have also appeared in some judicial reviews.
- 1.2.3. The lessons learnt from the Charteris report and the subsequent judicial reviews into other library authorities' proposals for change have been taken into account during the review. The needs analysis has been very thorough and extensive, taking particular account of equalities related information. The proposals for change have

¹ <http://www.legislation.gov.uk/ukpga/1964/75>

² http://webarchive.nationalarchives.gov.uk/20100407120701/http://www.culture.gov.uk/reference_library/publications/6485.aspx

had full Equalities Impact Assessments and have been subject to extensive public consultation.

1.3. Seighart Review: The Independent Library Report for England

- 1.3.1. The Independent Library Report for England³, commissioned by the Department of Culture, Media and Sport, led by William Sieghart, and published in December 2014 is the latest and most relevant of government reports on Public Libraries.
- 1.3.2. The Seighart report found that ‘not enough decision makers at national or local level appear sufficiently aware of the remarkable and vital value that a good library service can offer modern communities of every size and character’. It identified libraries as a ‘golden thread throughout our lives’, and found that: ‘Despite the growth in digital technologies, there is still a clear need and demand within communities for modern, safe, non-judgemental, flexible spaces, where citizens of all ages can mine the knowledge of the world for free, supported by the help and knowledge of the library workforce. This is particularly true for the most vulnerable in society who need support and guidance and to children and young people who benefit from engagement with libraries outside of the formal classroom environment.’⁴
- 1.3.3. The report envisaged re-invigoration of the library network with an increase and improvement in digital technology in a comfortable retail-standard environment. Such services would make vibrant and attractive community hubs, which would support individuals and communities to become more enterprising, more literate, and in consequence, more prosperous.
- 1.3.4. Libraries major role in rectifying literacy standards was recognised, working in partnership with schools and colleges. Support for digital literacy and fluency were also seen as core library roles.
- 1.3.5. Sieghart also identified the opportunity for other government departments to use libraries as a resource to help deliver their services and so deliver better value for money.

1.4. Envisioning the Library of the Future – Arts Council England

- 1.4.1. Arts Council England (ACE) is the development agency for libraries in England and has responsibility for supporting and developing public libraries. In 2012 ACE commissioned research: Envisioning the Library of the Future⁵, which was carried out by IPSOS Mori and Shared Intelligence. The research revealed that:
 - There is a clear, compelling and continuing need for a publicly funded library service.

³ <https://www.gov.uk/government/publications/independent-library-report-for-england>

⁴ https://www.gov.uk/government/publications/independent-library-report-for-england_pg_5

⁵ <http://www.artscouncil.org.uk/what-we-do/supporting-libraries/other-links/library-of-the-future/>

- This was heard this from people at every stage of the research. It didn't matter whether they use libraries or not, people are vocal and passionate about their value.
- Public libraries are trusted spaces, free to enter and open to all. In them people can explore and share reading, information, knowledge and culture.

1.4.2. The research identified three essential ingredients that define the public library:

- a safe, creative community space that is enjoyable and easy to use, in both physical and virtual form
- an excellent range of quality books, digital resources and other content
- well-trained, friendly people to help users to find what they want either independently or with support

1.4.3. ACE's response to the research identified three priorities for a 21st century public library service:

- Place the library as the hub of a community
- Make the most of digital technology and creative media
- Ensure that libraries are resilient and sustainable
- Deliver the right skills for those who work for libraries

2. Libraries Service Review and Needs Analysis – Key Messages from Research with Library Users and Non-Users

2.1. Public Library Needs

- 2.1.1. It is clear that the local research matches the national research into identifying what the public wants from libraries, and the messages were broadly consistent regardless of methodology of research, or whether those consulted were library users or non-users. The underlying motivations for using libraries are wide ranging. Love of reading, a need to study or learn, or support their children learning are important factors. Social contact is also a motivating factor for some as is the desire to spend time alone in a safe environment.
- 2.1.2. Books are still the main single reason why people use libraries and they are seen as the core offer. The library as a community space is also important to some user groups such as older people who may feel isolated, families with young children, students and unemployed people.
- 2.1.3. People are not simply users or non-users, as it is common for people to dip in and out of using libraries throughout their lives. Common trigger points for starting to use libraries (again) include taking up study, entering unemployment, having children, or retiring.
- 2.1.4. The public see the core purpose of libraries as being about reading, learning, and finding information. People value good customer experience, including a good choice of books; friendly knowledgeable staff and a pleasant library environment.
- 2.1.5. Public libraries are widely valued, even by people who don't currently use them. Most people see public libraries as an important community service: The research suggests that public libraries are valued because: they are trusted; they are one of the few public services that people often think of as 'theirs'; they are widely perceived to be important for groups such as children, older people and people on low incomes. Further, libraries are a social leveller, with an ability to bring people together.

2.2. Key Local Messages

- 2.2.1. **High level of satisfaction with libraries overall**, 86% think they are good or very good, and 89% think they are easy or very easy to use. However the scores across key equalities groups are lower. Those thinking libraries are good or very good were:
 - 19% lower for those aged over 75, and 12% lower for those aged 16-19, compared to other all other ages (91%)
 - 14% lower for BME users compared with white UK/British users (93%)
 - 19% lower for LGB users compared with Heterosexual users (93%)

- 13% lower for those with a health problem or disability compared with those without (89%)
- 11% lower for carers than those without carer responsibilities (92%)

2.2.2. Library users are very satisfied with the standard of customer service they receive.

Two thirds had contact with members of staff and 92% said they received fairly or very good service. This varied from library to library with community libraries having the highest level of satisfaction (94%) and Hove Library the lowest (64%) Jubilee achieved 70%. Library staff are seen as integral to the service by over 95% of users and nine out of ten rated staff helpfulness, knowledge and availability as good or very good.

2.2.3. Unsurprisingly books are seen as most important by respondents (97%) with four out of five (80%) rating them good or very good. This is the third highest gap (-17%) between importance and satisfaction levels, indicating room for improvement. The second largest gap between importance and satisfaction ratings was for study space (-18%), and seating provision also seen as important by 92% was rated as good or very good by 75%, a gap of -17%.

2.2.4. The largest gap (-23%) between what respondents said was important and what was rated highly was library opening times. This was important for 96% of respondents, but only rated good or very good by 73%. The gap was even bigger (-40%) for community libraries where the satisfaction rate dropped to 59%. Respondents aged 75 and over and those with carer responsibilities were least likely to say that opening times were good or very good. This view is shared by children and young people where 24% thought the community libraries were not open when they needed them, and this rises to 30% of 14 to 15 year olds.

2.3. Use of Libraries

2.3.1. Proportion of people who visit more than one library is high but varies by age and health. 60% of library users have also visited another library (44% having also visited Jubilee Library). Least likely to visit another library are those over 75 (39% do so), or those aged 18-24 (42% do so). 49% of those with a health problem or disability are likely to visit another library.

2.3.2. This survey data which takes account of all types of library use is backed up by the active borrower data which focuses on just borrowing. More than a half of active borrowers at Hollingbury Library (57%) and Moulsecoomb Library (52%) were also an active borrower at least one other Brighton & Hove library. Even at Mile Oak where the number of multiple library users is lowest, 38% of borrowers have used another library.

2.3.3. The main reason for adults to visit a library is to borrow, reserve, return or renew an item: In all the surveys, a half to two thirds of visitors overall go to borrow, reserve, renew or return a book, but less than half of visitors to Jubilee Library do so,

compared to over half of Hove Library users and more than two thirds of community library users.

- 2.3.4. **Community, Jubilee and Hove Libraries are used differently:** Transactional activity (borrowing etc) is more likely to be related to children in community libraries than in Hove or Jubilee libraries. Hove users are focused on DVDs more than Jubilee or community library users. Jubilee users are more likely to read magazines and newspapers, use the free Wi-Fi or study than users at other libraries.
- 2.3.5. **More people study at Jubilee Library than study at community libraries.** In exit surveys 2013-15, more than twice as many respondents at Jubilee Library said that they had been studying (26 per cent) than did respondents at a community library (13 per cent). Across all libraries, young adult libraries users tend to study or work. Nearly a half of all 16 to 19 year olds (45 per cent) library users study or worked at the library.
- 2.3.6. **Computer and Wi-Fi access is important to library users:** 15% of those surveyed in August 2015 were there to use these services but this rises to 26% amongst those with a long term health problem or disability, and 24% for BME users. For nearly one in ten of all library visitors (9%) and nearly one in four (22%) of those who come to the library to go online, the library is their only access to the internet.
- 2.3.7. **Library users with a limiting long term illness or disability that affects their day to day activity 'a lot' use the library service in very different ways to library users with no limiting long term illness or disability.** According to the 2013-15 exit surveys, they are:
- Less likely to be borrowing, returning or renewing an item (45% compared to 60%) and reading books, newspapers and magazines (15% compared to 28%), and
 - More likely to use the Council Connect service (22% compared to 3%), use a computer/internet (33% compared to 22%) or meet friends or family (20% compared to 8%).
- 2.3.8. **The way library users who have carer responsibilities use the library is different to the way library users with no carer responsibilities.** According to the 2013-15 exit surveys, they are more likely to:
- Use the Council Connect service, 19% compared to 3%
 - Look for information, 33% compared to 21%
 - Study or work, 27% compared to 17%
 - Attend an event, 16% compared to 3%
 - Use a computer/internet, 37% compared to 23%
 - Meet friends or family, 17% compared to 8%
- 2.3.9. **Library users find libraries helpful for a range of work and life events.** A quarter of all respondents in the exit surveys said that the library had helped with study/learning (27%) and health and leisure (24%). More than one in twenty had

also had help with finding employment (7%) and with their current employment (7%). Other areas of beneficial impact were accessing online services (14%) and family/relationships (10%). In the arrivals surveys, more than two thirds of visitors (69%) thought that their visit to the library today would help with theirs or a child's education, learning and enjoyment.

2.4. Views of children and young people

- 2.4.1. Children and young people enjoy their experience of libraries. When asked to describe their visit to the library nearly three quarters (72%) described it as excellent or good. Three quarters (76%) think there is an excellent or good choice of books at the library. More than four out of five children thought that the library was a friendly. Nearly four out of five children think that libraries are bright and cheerful inside and a place they want to come to.
- 2.4.2. The main reason for children and young people to visit a library is to 'borrow things'. More than a half (53%) said they did so to borrow, return or renew an item. Just under a half also read (48%) and looked around (46%). Borrowing things was most popular with the five to nine year olds, and this dropped as they got older, with 14 – 15 year olds more likely to use the computers and to do their homework.

2.5. Qualitative research

- 2.5.1. The focus group work with adults produced some interesting results: Most participants believed that libraries need to change to be more up to date to meet the needs of society. Many non-users and some users were surprised at how much libraries have to offer and all recommended that libraries need to communicate what they do more effectively.
- 2.5.2. The concept of developing the library as a Community Hub is felt to be an appropriate direction for libraries to go, and was suggested spontaneously by participants. The majority of the Carnegie Concepts⁶ (libraries as social hubs, cultural centres, learning hubs and economic enablers) were liked and met with enthusiasm. So much so, non-users felt they would be encouraged to use the library. Participants clearly liked the idea of having somewhere which could not only be a social catalyst, but also a source of advice and information.
- 2.5.3. Respondents felt it important that libraries be clear what services mean and how they will be delivered – they were conscious of not wanting the library to 'waste money'. It was also clear that participants felt that not all services should be free, they were willing to pay a nominal fee for some services, activities or events.
- 2.5.4. The focus group work with children was also useful: It is clear that unless children are engaged with the library at an early age there is the danger of losing them. As children get older they become more autonomous and make their own decisions.

⁶ <http://www.carnegieuktrust.org.uk/changing-minds/knowledge---culture/the-future-of-libraries/speaking-volumes>

They also have other interests which override the need to go to the library. The concept of having other activities which they find attractive would encourage them to attend the library. In addition, the activities suggested would be perceived to be 'cool', and would tap into their interests. There is clearly an appetite for book related activities, whatever form this takes. The younger age group particularly are very keen on competitions, either drawing or writing and this clearly engages them with the library.

2.6. Lapsed users

2.6.1. The most interesting thing identified about lapsed user from the survey was that many of them weren't lapsed users! Lapsed users were identified as those who hadn't used their library card for over one year. There were two key findings from the analysis of the returns:

- More than two third of respondents (70%, 212 people) had used a library in the last 12 months but had no need to use their library card to do so.
- Three quarters of respondents (74%, 224 people) are very like or fairly likely to use a library in the next 12 months with 44% of all respondents very like to do so.

2.6.2. The main alternative uses were looking for information (49%), and reading books, newspapers or magazines (43%). Other popular activities were using the shop, using the café, studying/working, or meeting friends or family.

2.6.3. Among those respondent who did not claim to have used their library card in the last 12 months (205 respondents) the main reasons for not doing so were; use the internet for information (22%) libraries not being open when needed (21%) and moved out the area (15%).

2.6.4. Amongst those who were carers, or had a health problem or a disability, there were consistent differences in how likely they are to use library services when compared to others. For both groups they are more likely to use a wide range of services, which reflects the results from the exit surveys.

2.7. 'Invisible' Users:

2.7.1. For the first time, this review has identified how many library visitors are not borrowing or returning items, or using a public library computer, and also to use the exit survey data to identify what these 'invisible' users are doing. Surprisingly, an average of 56% (rising to 64% in Jubilee Library) are 'invisible' users i.e. not borrowing, returning or using a PC.

2.7.2. Interrogation of the latest exit survey results has provided information on what the 'invisible users' are doing. This includes browsing (37%); reading books, newspapers or magazines (29%); studying or working (24%); looking for information (18%);

attending an activity, event, course or exhibition (11%); or meeting friends or family (11%).

- 2.7.3. Although in the surveys just over half of those asked said they were there to borrow, return, renew or reserve an item, the data from an analysis of the activity over a specific two week period in 2014 shows that the majority of library users (56%) remained 'invisible' – ie not carrying out any kind of transactional activity that involves using their library card, including using a PC.
- 2.7.4. This has even more significant implications for the planning and delivery of library services when also taking into account that carers, and people with a disability or long term health problem, are more likely to use the library for a wider range of things than just borrowing (and so more likely to be amongst the 'invisible') such as reading, browsing, finding information, attending an event or meeting friends and family. Together with BME users, they are more likely to visit the library more frequently than others, and use the library for study or work.
- 2.7.5. Add to this the fact that satisfaction levels with library services are lower amongst these groups than general library users, and that these same groups are more likely to use Council Connect and library IT facilities, and that there is clearly more to be done to direct library services attention to these specific user groups and their needs.

2.8. Services to housebound users and residential homes

- 2.8.1. The recent review has indicated that the use of the Equal Access Delivery Service to residential home is low and relatively expensive. The Home Delivery Service, which aims to provide a more personalised service using volunteers for those unable to travel to a library, could provide a suitable alternative to the current delivery of book boxes, and also has the potential to assist with addressing digital exclusion.
- 2.8.2. The benefits of expanding the Home Delivery Service are not limited to the clients, as this opportunity for volunteers to make a valuable contribution to others in their local communities. Given the low level of provision in comparison with other comparable authorities, this is an area which the library service should expand and develop.

3. Libraries Service Review and Needs Analysis – Key Messages on Performance⁷

3.1. Libraries in Brighton & Hove are popular and well-used:

- 3.1.1. Brighton & Hove residents are more likely than average to use a public library: In the latest City Tracker survey (November 2014), almost half respondents (47%) have used a public library service in the past year. Nationally, 35% report using a public library service in the Taking Part Survey October 2014.
- 3.1.2. Brighton & Hove libraries receive a high number of visits (third highest in group) and Jubilee Library continues to far outstrip other individual libraries, being the second busiest in the country. Visitor numbers are declining nationally (12.4% in last four years) but in this city the decline is slower (11.7% over last four years).
- 3.1.3. Library website visits are also well above the group average (6,322 per 1,000 population, compared to average of 2,287), and there is a good provision of PCs and recorded use of these facilities by the public.

3.2. Libraries in Brighton & Hove are popular and well-used:

- 3.2.1. Brighton & Hove residents are more likely than average to use a public library: In the latest City Tracker survey (November 2014), almost half respondents (47%) have used a public library service in the past year. Nationally, 35% report using a public library service in the Taking Part Survey October 2014.
- 3.2.2. Our revenue income is £1,812 per 1,000 population (third highest in the CIPFA comparator group), but there is room to improve on this by learning from other authorities.

3.3. Brighton & Hove have relatively high levels of expenditure:

- 3.3.1. Within our comparator group, Brighton & Hove are in the top quartile (no 4) for expenditure per 1,000 pop, but alongside other authorities with Private Finance Initiative (PFI) libraries – Bournemouth, Newcastle and North Tyneside, so PFI contract payments that include an element of capital repayment are likely to be distorting the comparison with non PFI libraries.

⁷ Comparative data is from CIPFA data for 2013-14:

<http://www.cipfa.org/services/statistics/comparative-profiles/public-libraries/cipfastats-library-profiles-english-authorities-2014>

- 3.3.2. Brighton & Hove have the highest spend on library materials (books and other resources) within the comparator group (£2,362 per 1,000 population, the average being £1,499). Brighton & Hove also spend more on employees per 1,000 population (£10,000 compared to £8,400 average)

3.4. Areas for improvement:

- 3.4.1. **Opening hours** are poor in comparison with similar authorities, with all but two of our libraries open 29 hours per week or less. The majority of the group have more libraries in the 35 to 49 hours per week range.
- 3.4.2. Brighton & Hove Libraries are not reaching **housebound** readers as well as others being second from bottom of the comparator group with only 0.2 housebound readers per 1,000 population, compared with 1.1 average. Since these results were reported the new Home Delivery Service has been set up and so these results will improve.
- 3.4.3. Brighton & Hove Libraries **use of volunteers** is also below average (2,974 volunteer hours, average 4,247) but the trend is upwards, and our volunteers tend to give us more hours each than others.
- 3.4.4. There is clearly room for increasing the shift of simple library transactions over to **self-service**, with only 37% of current transactions being completed via the self-service kiosks. The kiosks are available in Jubilee, Hove and two community libraries - locations where over 75% of transactions take place.
- 3.4.5. There is also room to improve the level of **satisfaction** with library services of children and young people with 74% of those surveyed regarding their experience as good or very good, which is lower than other authorities.
- 3.4.6. In the current difficult financial climate, there is **room to reduce expenditure** on library materials and staffing, both of which are higher than average in comparison with similar authorities.

3.5. Meeting the city's needs⁸

Good existing activity in support of:

- 3.5.1. **Education:** Public libraries have a long history of supporting education and learning for people of all ages through:
- the provision of books and other resources
 - help with finding information
 - study space and study support
 - information on courses, skills development, careers and job opportunities
 - access to the Internet and public PCs

⁸ Linked to the Joint Strategic Needs Assessment: <http://www.bhconnected.org.uk/content/needs-assessments>

- support for literacy and encouragement of reading
- working with schools to enable all pupils to be library members
- providing targeted support for children with learning disabilities
- Working with Adult Education

Libraries are particularly active in supporting informal learning and being the catalyst for people who lack confidence, or who are unable to or do not want to attend formal training.

- 3.5.2. **Employment:** Libraries are running or hosting job clubs and careers support sessions in partnership with the Careers Service and Job Centre Plus, and have targeted young people in partnership with the Youth Employment Service. Libraries are running volunteering programmes for young people aged 13-19 years in partnership with The Reading Agency. Libraries are providing training and opportunities for adult volunteers to deliver new skills and aptitudes which could be used in employment.
- 3.5.3. **Housing:** Libraries have run a pilot to provide information and support to housing tenants when their local office was moved last year. Libraries can also provide help with accessing the online service Homemove. Libraries have also been working with sheltered housing setting to provide more targeted library services and potentially help with using online services.
- 3.5.4. **Information:** Libraries help people find relevant and trustworthy information, especially online information, and providing signposting to appropriate sources of advice in the city. Library staff in Brighton & Hove have all completed a national information training programme to develop their awareness, skills and confidence in this area, as part of the Universal Information Offer of public libraries.
- 3.5.5. **Health and Well-being:** Libraries deliver a Universal Health Offer which includes the Reading Well – Books on Prescription service - providing self-help books for managing common conditions including stress, depression, anxiety and dementia. The books are recommended by health experts and people with experience of the condition, and have been tried and tested and found to be useful. Reading has been shown to reduce stress, and the library provides Mood-boosting books to lift spirits and help contribute to well-being.
- 3.5.6. Libraries also provide Bookstart gifting programme from birth. Regular book sharing significantly shapes behavioural patterns and attitudes and increases a child's life opportunities. The benefits gained from Bookstart contribute to parental bonding, early listening and communication skills, development of attention span, pre-literacy skills and social skills.
- 3.5.7. **Events and activities:** Libraries are working with partners to deliver events and activities to support people dealing with the social and health issues identified. Examples include:
- Working with the Alzheimer's Society to provide a Dementia café in a public library

- Working with Carers Network to set up Bookchat groups to combat social isolation
- Hosting Help to Quit sessions for smokers
- Working with the Autism Steering group to set up a collection of iPads and suitable apps for people on the autism spectrum
- Hosting and promoting the Living Library events with Rise to raise awareness of domestic violence and sexual abuse
- World Mental Health Day – Working in Partnership with City Reads and Action for Happiness to deliver a day of simple, inspiring and friendly activities to promote happiness and boost health and wellbeing

3.6. Role of Libraries in local communities

- 3.6.1. **Community hubs** are local places at the heart of their communities, offering and hosting a wide range of services, public events and activities, and spaces to meet friends and contribute to community life. They are places where people may spend as much or little time as they like without having to spend any money.
- 3.6.2. Libraries can fulfil this role as they are often the only truly universally accessible place in the neighbourhood where everyone is welcome that is free and open to all. As well as delivering libraries, arts and cultural services, our libraries are used by many other council and community and voluntary sector agencies to deliver their services to local people in their neighbourhoods.
- 3.6.3. Libraries' on-going objective, target and challenge is to further utilise library assets, infrastructure, hard developed reputation and good will to get library buildings used even more, and more strategically by a range of services and to continue to build on existing partnership work to achieve further external funding and added value.
- 3.6.4. There are many examples of good partnership activity on which Libraries can build to enable even better use of libraries for local community benefit. It also demonstrates how external funding can be achieved by working with partners and the communities themselves to deliver the services, activities and events that local people want.
- 3.6.5. Snapshot of partnerships and funding 2015:

| Key Partnership Projects | Partners | Funding achieved/value |
|--|--|---------------------------------------|
| Artwork- young people arts award accreditation project | Libraries, Artwork, Artists, three schools: Coldean Primary, Mile Oak Primary and PACA | £2,300 Arts Award |
| Autism Innovation i-pad access project | Adult Social Care, Libraries, Autism Steering group | £18,500-Think Autism national funding |
| Bookchat | Libraries, Public Health, Carers network | £5,000 - Innovation Fund |
| Bookstart Gifting programme | Libraries, Booktrust, Surestart; NHS | £26,600 from |

| | | |
|---|---|---|
| | | Surestart |
| Boys on the Plaque | Fabrica, Strike a Light, Libraries | £9,500-HLF |
| City Reads/Young City Reads - Activating communities to read one book and share the reading experience | Libraries, Collected Works CIC, range of communities and schools | Key part of Citywide Reading Strategy |
| Connect Plus project – targeted job club in Jubilee, and IT / information support to food banks | Job Centre Plus (JCP), National Careers Service (NCS), the Fed Online and Money Works (Brighton & Hove Citizens Advice Bureau.) | £5,000 Tinder Foundation |
| Dementia café, Hangleton Library | Libraries, Alzheimer's Society | Commissioning model potential |
| Evolving in Conversation - Ground-breaking multidisciplinary Arts project engaging communities with professional artists, led by Brighton & Hove Libraries | Arts Council England, Artswork, Photoworks, New Writing South, South East Dance, Culture Shift, range of community orgs, including Creative Future, Whitehawk Inn, Hangleton & Knoll Project, Brighton Youth Centre, BACA & PACA. | Arts Council England funding: £99,000 |
| Health Walks from Libraries | Active for Life, Libraries, Health walks, Royal Pavilion and Museums | £3,000 for volunteer events-Health Walks |
| Hollingdean Community café | Libraries, Children's Centre, community, local councillor | Sustainable support model-community capacity building |
| Homework Club | Westdene Primary School | £3,800 |
| Mood-boosting Books for children | Health Improvement Specialist working on the Public Health Schools Programme, CAHMMS, Stanford Juniors, Our Lady of Lourdes Primary and Coombe Road Primary | £350 |
| Poetry by Heart- Hosting of regional poetry competition for young people | Poetry by Heart, New Writing South, University of Sussex, secondary schools across Sussex, local poets | £2,000 - Poetry by Heart |
| Pride Literature Tent | Libraries, Pride, Queer in Brighton, Queer Writing South, Rainbow Alliance, Affinity | £1,200 - Rainbow Alliance and Affinity |
| Summer Reading Challenge Young People's Volunteering | Libraries, Reading Agency, Paul Hamlyn Foundation, youth organisations and service providers (e.g. BYC, Integrated Families Team) and young people volunteering 100+ | £1,733 |

3.7. Library Buildings:

3.7.1. Of the 14 libraries, excluding Jubilee Library, eight are in shared buildings where other services are delivered, two more are part of residential accommodation blocks, and only three are 'stand-alone' buildings, so there is already a great deal of at least co-location and in some cases good collaborative working with other organisations. The details of how public libraries are being used by others can be seen in the following table:

| Library | Shared building | Additional services/ information | Use by partners/bookings |
|-------------|-------------------------------|--|---|
| Coldean | Sheltered flats above library | Base for Equal Access Services to residential homes; Community room with IT and separate 121 consultation room for hire | Community room booked by: The tutoring service. A group (ARDIS) Early Childhood Project sessions |
| Hangleton | Flats above library | Community room for hire. Used for community and learning activities | MACS Alzheimer's Society Dementia Café |
| Hollingbury | No | Potential for use of basement | The basement used as a polling station 7 th May 2015 and 22 nd May 2014. |
| Moulsecoomb | No | Focus on supporting housing tenants following closure of local office | Grass Roots (suicide prevention organization - training programme. Early Childhood Project sessions |
| Patcham | Yes | Shared building with community centre; community room with IT for hire | The local U3A (organisation for semi or retired people) regularly book the IT room for group IT sessions. |
| Portslade | Yes | Includes Children's Gateway Centre; potentially children's centre room for hire; one to one room also potentially available | Main Library space available for hire when Library closed. Children's Centre rooms used most days by health workers, Cahmms & Midwives. |
| Mile Oak | Yes | Share library with Portslade Academy (PACA) | |
| Rottingdean | Yes | Shared building with local art gallery and museum | Visitor Information Point established Early Childhood Project sessions |
| Saltdean | Yes | Shared building with Community Centre and Lido | |
| Westdene | Yes | Shared building with junior school. Some use of space by school when library closed | Westdene Primary School use library space on a Wednesday for small music tutor groups. Homework Club funded by Westdene Primary School |
| Whitehawk | Yes | Shared building with other services in community hub Base for universal Bookstart services and targeted dual language and additional needs Bookstart packs gifted across the city via health visitors, early years' professionals and libraries. | Youth Services - teenage art club; Swanborough services - Adult social care management meetings; Papermates - work projects for adults with learning disabilities; Health checks; YMCA counselling; Youth Employment Services; Longhill school - parents drop in; Let's do business - how to start up a business; |

| | | | |
|-------------|-----|--|--|
| | | | Creative futures - Art training for people with mental physical or social problems; Housing, Social services, youth team meetings; ACAS; Early Childhood Project |
| Woodingdean | Yes | Shared building with GP surgery | Varndean Adult Education; Woodingdean Reminiscence group; Money Advice Centre; Youth Employment Service; Child Health Clinic; Profit Rebels; Woodingdean Primary School - class visits; Longhill School -121 tutor/pupil; Early Childhood Project sessions |
| Jubilee | Yes | In shared building with retail unit and restaurant | Visitor Information Point; MACS advice; Sussex Careers; Brighton & Hove Museums Service led Storytime; Sensory Needs Service led Storytime. |
| Hove | No | | MACS Advice; Supported Employment job club; Alzheimer's Society Dementia Café; Sensory Needs Service led Storytime. |

- 3.7.2. This shared use of buildings also means that making changes to the network of library buildings is not straightforward as it impacts on the others in the buildings.
- 3.7.3. Jubilee Library needs to be looked at separately from the others as the building costs include a large element of capital repayment costs as the building was developed through a Private Finance Initiative (the £1.6m costs are off-set by a £1.5m grant from central government). This contract will be reviewed to investigate any opportunities for reduction in costs, and support for this can be obtained from the Department of Culture, Media and Sport.
- 3.7.4. After the Jubilee Library, the most expensive building by far is Hove Library, not only in terms of its running costs of £483,713 for 2014-15, but also in terms of its required maintenance costs of £738,654 over the next five years. This does not represent good value for money for a large library in terms of cost per visit, £1.93 per visit, compared with the Jubilee Library's £1.08. The community libraries cost an average of £2.15 per visit but the individual libraries vary greatly, with Coldean and Mile Oak Libraries being over £3 per visit (Coldean £3.79 and Mile Oak £3.44), and Patcham Library being the best value at £1.17 per visit.
- 3.7.5. After Hove, the library building with the second highest maintenance costs is Hollingbury Library, with £147,988 of maintenance costs needed over the next five years.

4. Priorities Identified for Change

4.1 The following priorities for Library Service changes have been identified as a result of the service review and needs analysis, and in the context of the financial challenges facing Brighton & Hove City Council (see introduction above) where significant savings have to be found in all services across the council. It also reflects national debate and developments as outlined in the recent national reviews and reports.

- (1) Improve and increase opening hours, making use of new technologies, engaging more effectively with local communities, and introducing new ways of delivering library services
- (2) Develop libraries as community hubs, particularly the role of libraries as social and cultural centres, learning hubs and economic enablers
- (3) Develop libraries' role in meeting the needs of the city, in particular in supporting education, employment, health and well-being, and information and advice
- (4) Develop effective partnerships, to help deliver the services needed by local communities and also to attract external funding
- (5) Maintain and develop safe creative community spaces for the benefit of local people, especially those in most need of support
- (6) Improve satisfaction levels of and services to specifically identified equalities groups, namely carers, people with a disability or long term illness, BME communities, particularly given the often 'invisible' nature of their use of libraries
- (7) Improve satisfaction levels of and services to children and young people, taking account of their interest in books and reading
- (8) Provide good digital technology and creative media to enable opportunities for learning, development, employment and creative activity, especially for those without good access at home
- (9) Re-shape the library network to increase co-location and joint working with partners, enabling access to a range of services in library locations
- (10) Consider alternative locations for library services currently located in expensive buildings
- (11) Recognise the different priorities for use in different libraries, informed by the community profiles for each catchment area
- (12) Expand Home Delivery Service and reform Equal Access Service

- (13) Increase and make better use of volunteers in appropriate ways
- (14) Increase use of and improve self-service facilities to enable more people to make better use of libraries for themselves, and provide support for those who need it.
- (15) Increase effectiveness of spending on books and other library materials to better meet the different needs of the range of library users
- (16) Diversify and increase income, including attracting commissioning, grant funding, commercial income and donations
- (17) Bring expenditure on library materials and staffing in line with comparator authorities, making better use of these resources and to contribute to meeting the need for savings
- (18) Review the roles of library staff at all levels, ensuring that the jobs are relevant to role of libraries now and in the future. Provide training and development opportunities for library staff to get the skills and experience needed to do their jobs effectively, and progress in their careers.

5. Modernisation Programme for Libraries

The Libraries Modernisation Programme has been created to ensure a sustainable future for Library Services in Brighton & Hove in the context of severe financial pressures on council budgets, and significant changes to the way that local authorities provide local services. It is no longer possible to make further savings without reorganising and redesigning the service.

The programme is the vehicle for delivering the priorities and changes needed as identified in the library service review and needs analysis. The programme currently has four strands, and will be delivered in a number of phases.

5.1. Libraries as Community Hubs

5.1.1. Community hubs are local places at the heart of their communities, offering and hosting a wide range of services, public events and activities, and spaces to meet friends and contribute to community life. They are places where people may spend as much or little time as they like without having to spend any money. Libraries as community hubs means:

- Libraries as a resource for local communities to collaborate
- Libraries as places to access other services
- Partners working with libraries to support community activity
- Libraries being commissioned to deliver other services

This will require increased collaboration with other council services, as well as with other public, private, community and voluntary sector organisations.

5.2. New Ways of Delivering Library Services

5.2.1. Libraries Extra is an innovative project that uses technology to enable libraries to be open outside of current opening hours for the public to self-serve without staff present. There have been two pilots – in Portslade and Woodingdean libraries. This is a great opportunity to increase access and reduce costs through developing a mixture of staffed and unstaffed provision. It will be possible to have all libraries open seven days a week at a reduced cost.

5.2.2. The new ways of delivering library services will include reshaping the network of libraries in the city working more closely with other agencies to make better use of reducing resources to deliver the best service we can. This includes further co-location of libraries with other services to reduce operational costs and increase sustainability; developing different relationships with partners; reducing employee costs; rationalising bookfund spending, and greater use of volunteers.

5.2.3. Essential to the success of Libraries Extra is the encouragement of local community groups, organisations and services to make best use of the library as a resource that

will be available seven days a week. The presence of trusted members of the community will make the libraries safe creative community spaces.

5.3. Diversification of Funding

5.3.1. The Library Service already achieves nearly half a million pounds in income each year. But the traditional income from fines, reservation charges and audio-visual hire is reducing year on year, and the new income streams from retail and room hire are working hard to keep pace with this change. Libraries need to further explore opportunities to bring in external income and to diversify income sources. The new model will include:

- Increasing commercial income
- Commissioning of libraries to deliver services
- Charitable giving – with the possible creation of a development charity
- Increasing grant funding for targeted projects

A new funding strategy is being developed to help take this forward.

5.4. Consideration of Alternative Governance Models

5.4.1. Instead of remaining a directly delivered service, there are other options for alternative governance models for library services. The two currently under consideration are

- Shared services – cooperation or joint delivery of services with another library service. This could be the whole of the library service, or parts of the service
- Libraries delivery managed outside the council- the most likely option being the development of a mutual

5.4.2. Whatever the model, the Council would still retain the statutory responsibility for the provision of public library services.

5.4.3. Consideration of alternative models has been put on hold while other modernisation proposals are taken forward, as for any model, the library service would need to be more cost effective and efficient in delivering its services within the available resources.

5.5. Timetable for change

| | |
|----------------------|-----------------------------------|
| Oct 2014 - Sept 2015 | Service Review and Needs Analysis |
|----------------------|-----------------------------------|

| | |
|---------------------|---|
| November 2015 | Report to Economic Development and Culture Committee |
| Nov 2015 - Feb 2016 | Public Consultation and Engagement |
| March 2016 | Report to Economic Development and Culture Committee |
| March 2016 | Report to Council |
| July 2016 | Phase one: Introduce Libraries Extra and service redesign |
| 2017-2018 | Phase two: New cultural centre for Hove |
| 2018-2019 | Phase three: Jubilee Library VFM changes and review of phase one changes to community libraries |
| 2019-2020 | Phase four: possible shared services or alternative governance models |

6. Proposals for Change

6.1. Phase one: to be implemented July 2016

- 6.1.1. Implementing **Libraries Extra** across most community libraries will enable many community libraries to be open seven days a week with a mixture of staffed and unstaffed days each week, vastly increasing the number of hours from 362 to 701 hours per week, at reduced cost. This would address library users' biggest concern and the biggest gap between level of importance to library users and their levels of satisfaction.
- 6.1.2. Local community organisations and other services will be encouraged to use the libraries for community activity and local service delivery. Volunteers will be encouraged to support other library users to self-serve and to act as helpful friends and neighbours.
- 6.1.3. With this extended access, it is possible to make better use of council buildings and have greater joint service provision with other council services, so it is proposed that two community libraries will have further changes:
- 6.1.4. Move **Hollingbury Library** to combine with Hollingbury and Patcham Children's Centre, which is located in Carden Hill School, a few yards from the current library location down County Oak Avenue, in Hollingbury. The new library facility would have a small community library collection focused on the needs of young children and families. The opening hours for this facility have yet to be determined in collaboration with the Children's Centre. It is hoped that the library will be open three days a week, supported by volunteers.
- 6.1.5. The reasons for the proposal are that the current building is in need of significant repairs and it is one of only two stand alone, isolated community library buildings. Many of the current library users are children from the school and their families. 57% of current library users already use another library. Elderly or disabled people who are eligible for Home Delivery Service will be offered this service. Patcham Library is relatively close by in Ladies Mile Road for people seeking a greater range of library books and other resources, and Coldean Library is reasonably near and accessible by bus from Hollingbury.
- 6.1.6. The existing building could be sold to generate a capital receipt. Any potential disposal of the current library building will be subject to further evaluation and a report seeking Policy & Resources Committee approval.
- 6.1.7. Reduce the size of **Westdene Library** to provide an additional classroom for Westdene Primary School. The remaining smaller library facility will be open seven days a week using Libraries Extra arrangements and volunteers to support public use. The reason for this proposal is that the school are in need of the extra classroom space and Patcham Library is relatively close by in Ladies Mile Road for people seeking a greater range of books and other resources.

- 6.1.8. Expansion of the **Home Delivery Service** and reform of the delivery service to residential homes to make it more effective.
- 6.1.9. Develop the role of libraries as **community hubs** and build more strategic partnerships to deliver the services needed by local communities and also to attract external funding
- 6.1.10. Target Library Services to better meet the needs of identified **equalities groups**, namely carers, people with a disability or long term illness, BME communities, LGBT people and those over 75 years old, particularly given the often 'invisible' nature of their use of libraries, as identified in the Service Review and Needs Analysis
- 6.1.11. Develop a **funding strategy** to increase and diversify income
- 6.1.12. Bring **expenditure** on library materials and staffing closer to that of comparator authorities, making better use of these resources and to contribute to reducing costs and improving value for money
- 6.1.13. Review the **Jubilee PFI** (Private Finance Initiative) to identify the potential to reduce costs

6.2. Phase two: to be implemented in 2017-18:

- 6.2.1. Through the joining together of Hove Library with Hove Museum & Art Gallery there is an opportunity to create a high profile **Cultural Centre for Hove** and ensure a resilient future for both Hove Library and Museum Services. There is more space and freedom at the Hove Museums site to extend the building to accommodate a shared service provision. It will be a centre rooted in community and will have relevance to a wide range of people from the city and beyond.
- 6.2.2. The centre will be **welcoming and inclusive**, comfortable to be in, with integrated services, **blending and merging the resources** around themes, with multiple focus points and **creating opportunities for varied experiences** for centre users. The centre will be a **community space** with **choice and freedom** for visitors to use the new centre as they choose, whether that be reading, learning, working, meeting, creating, relaxing, viewing, finding out, or accessing other services.
- 6.2.3. We want to future-proof it by **creating flexible spaces** that can be changed and developed in the future as required. We want to see active spaces on both floors, and good use of digital technology.
- 6.2.4. This is a great opportunity to **work with local people**, in particular local families, children and young people to develop and co-create new combined services to provide opportunities for exploration, learning and enjoyment to nurture well-being and creativity. Together the combined Museum and Library services will ensure a future for Hove's Heritage and provide access to the city's wider collections which will be of relevance to residents and visitors.

- 6.2.5. We see the new facility as an **important local community resource** that will attract more people to visit library and museum services from Hove and beyond.
- 6.2.6. **The publicly accessible space on the ground floor of the building will double** to 520m² with the old extension being replaced by a new purpose-built extension more suited to the delivery of both library and museum services. The current public space on the ground floor is only 252m².
- 6.2.7. The building will become an integrated library/museum facility with the majority of library services on the ground floor. The idea is to blend and merge museum displays and library resources together to provide new and interesting experiences for visitors to the centre.
- 6.2.8. The current robust and successful programme for children and schools provided by the museums service will continue, and will benefit from joint programming opportunities with the introduction of library services into the building. We also want to ensure that older people have the services that they need.
- 6.2.9. The museum galleries on the first floor will remain and opportunities for further library and museum collaboration and integration are being explored.
- 6.2.10. The amount of space for library service delivery will reduce by about 15% (the public space in the Carnegie building is 616m² with awkward spaces that are not easy to use effectively) but the level of service will be good as the spaces will be more manageable. This includes the shared spaces
- 6.2.11. The full range of Hove Library services will be delivered from this new location, including opportunities for new facilities for the benefit of library users:
- Good reading and study spaces
 - Good selection of fiction and non-fiction books and other resources
 - Good public IT facilities and Wi-Fi
 - New and exciting offer for local children and schools
 - Better storage and research space for the special collections
 - Café facilities
 - A reading/activity garden space
 - Flexible space for temporary exhibitions, events and activities
 - Minimum six day a week opening
- 6.2.12. **Why change?** Hove Public Library is a Grade 2 Listed building and opened as a purpose built library in 1908. Over a hundred years later the building is still loved by residents of Hove, but libraries services and the needs of library users have changed.

- 6.2.13. In a recent Needs Analysis and Service Review customers told us Hove has the lowest level of customer satisfaction and is seen as the second most difficult to get to.
- 6.2.14. We also know that loans in Hove Library dropped by 16% in last two years, only 9% of the catchment population currently use Hove Library, Hove Museum building is more central in the catchment area of users.
- 6.2.15. The internal space of the current library is inflexible and unsuited to delivering a modern library service, making it difficult to provide the wide range of services people now expect from their public library, and is in need of £0.75 million repairs over next 5 years. It is also expensive to run, costing nearly £0.5 million per year to operate.
- 6.2.16. The saving for the council of moving Hove Library to Hove Museum will be an estimated £350,000 per year, plus the on-going maintenance and repairs needed currently estimated at £750,000. If Hove Library remains in its current location, this saving will need to be found elsewhere within the library service.
- 6.2.17. For comparison purposes, seven community libraries would need to close completely to save the same amount of money.
- 6.2.18. Together the combined Museum and Library services would ensure a future for Hove's Heritage and use it to provide opportunities for exploration, learning and enjoyment to nurture well-being and creativity. The location of Hove Museum and Library together with a café and a garden would also provide opportunities for increasing income generation.
- 6.2.19. Any potential disposal of the current Hove Library building will be subject to further evaluation and a report seeking Policy & Resources Committee approval.
- 6.2.20. In addition to the Hove Library changes, work begun in 2016-17 will continue, namely:
- Develop the role of libraries as **community hubs** and build more strategic partnerships to deliver the services needed by local communities and also to attract external funding
 - Target Library Services to better meet the needs of identified **equalities groups**
 - Implement **funding strategy** to increase and diversify income
 - Bring **expenditure** on library materials and staffing closer to that of comparator authorities, making better use of these resources and to contribute to reducing costs and improving value for money
 - Review the **Jubilee PFI** (Private Finance Initiative) to identify the potential to reduce costs

6.3. Phase three: to be implemented 2018-19

- 6.3.1. The first focus for phase three will be on implementing any identified changes to the Jubilee Library PFI contract to deliver further savings and better value for money. The Department of Culture, Media and Sport will provide support in the review of this cultural PFI contract. Previous reviews of other cultural services PFIs have identified the potential for up to 2% saving, although those authorities have not chosen to implement all of the recommended changes as it was felt this would reduce the quality of the service to the extent that it would impact on service use.
- 6.3.2. The second focus for phase three will be a review of the impact of the changes made in phases one and two, in order to identify any further changes that need to be made.
- 6.3.3. During this phase, there will be further investigation of the potential for shared services with other library authorities, and further consideration of the option of moving out of direct delivery of the library service by the council to an alternative governance model.

6.4. Phase four: to be implemented 2019-20

- 6.4.1. The focus for phase four will be the implementation of any shared service proposals that have been developed, and/or the implementation of any alternative governance arrangements.
- 6.4.2. The details of phases three and four are not fully developed at this stage as much depends on the success of the first two phased of modernisation changes. A report on the detail of phases three and four will be brought to the relevant committees nearer the time.

7. Consultation and Engagement

7.1. Library Services Review and Needs Analysis

7.1.1. The Library Services Review and Needs Analysis was based on extensive research, consultation and community engagement in the following ways:

- Interviews with adults in libraries in August 2015 (996 respondents)
- Exit surveys with library users (adults, children and young people) throughout the year for two years 2013-2015 (1,964 respondents aged 16 plus, 2,078 respondents aged 15 and below)
- Lapsed borrower survey (users who have not used the library for over 12 months (301 respondents)
- Qualitative research using focus groups and 'hall tests' with adults in 2015, ensuring inclusion of users and non-users, representation of equalities groups (56 focus group participants, 54 'hall test' participants)
- Qualitative research using focus groups and paired depth interviews with children and young people in 2015, ensuring inclusion of users and non-users and representation of equalities groups (49 focus group participants, 4 paired depth interviews)
- Systems Thinking research involving open conversations 2010 (2,328 participants)
- Review of Equal Access Services involving interview with people in residential homes and sheltered housing
- Feedback from service users such as Home Delivery recipients, participants in activities and events; feedback from project partners.

7.2. Staff and Unions Consultation and Engagement

7.2.1. Staff and unions have been involved in the Libraries Modernisation programme in the following ways:

- Initial briefing sessions to all staff in December 2014 / January 2015
- Regular update newsletters and emails to staff
- Discussions in team meetings
- Scenario planning workshops with representatives from all staff levels
- Series of budget planning workshops
- Nine briefing sessions held by Head of Service with library staff
- Briefings to union representatives

- Discussions in library divisional consultative group meetings
- A Libraries lone working policy has been agreed with unions
- Three months of informal discussions with staff and managers to discuss the details of the ideas emerging during the service redesign work, including detailed contributions from individual staff and managers. All of which have been carefully considered and many of the ideas raised taken on board.

7.2.2. Formal consultation with staff and unions on a Library Service restructure will take place after budget decisions have been made in February 2016 and final proposals for changes to Library Services are agreed at Committee and Council in March 2016.

7.3. Public and Stakeholder Consultation November 2015 – February 2016

7.3.1. General public and stakeholder consultation:

- The public consultation has been advertised widely through the media and anyone can take part by joining in the online consultation
- The consultation was also being publicised through social media:
 - It has regularly been on the BHCC homepage.
 - It is on the top of the main libraries page - <https://www.brighton-hove.gov.uk/content/leisure-and-libraries/libraries>
 - It has been regularly been tweeted about - <https://twitter.com/BHLibraries>
 - It has been shared via Facebook posts from BHCC libraries - <https://www.facebook.com/BrightonandHoveCityCouncil>
- Very detailed background papers were included as links from the survey so people can see the evidence leading up to the proposals
- Those unable to use the online survey could complete a hard copy survey in any public library
- Posters and leaflets advertising the library consultation were sent out to all libraries, schools and community organisations around the city
- Local schools, community groups, residents associations, councillors and other stakeholders were contacted to ensure they are aware of the proposals and encouraged to send us their views
- Library staff held face to face contact with groups who meet in a library or those participating in activity in a library
- Posters & flyers were sent to a range of organisations and groups
- Emails with electronic copy of flyer were sent to a wide range of organisations, groups, partners and contact lists
- Face to face community engagement outreach visits to stakeholder meetings, groups with particular emphasis on children, young people and families

- Presentations have been made to some partner organisations, e.g. via the Arts Commission

7.3.2. Hove Library and Hove Museum proposals:

In addition to the consultation activity above, there has been additional activity specifically on the proposals for Hove Library and Hove Museum:

- More detailed information was put on display as exhibitions in both Hove Library and Hove Museum buildings, including draft layout plans and illustrations of what a new cultural centre in Hove might be like
- More detail was put on a special Hove Library changes page on the website: www.brighton-hove.gov.uk/hove-library
- Officers have met with ward councillors, and some councillors from the Economic Development and Culture committee to discuss the proposals
- Libraries have emailed or written to all 9,930 current active borrowers using Hove Library (i.e. everyone who has used their library card in the library in the last year Nov 2014 to October 2015) drawing their attention to the proposals and asking them to let us know what they think
- The proposals were discussed at the Hove Central LAT meeting in November
- There have been two public meetings:
 - Thursday 7 January in Hove Museum 3.30 – 5.00 pm
 - Wednesday 27 January in Hove Library 6.00 – 7.30 pm

7.3.3. Hollingbury Library and Westdene Library proposals:

In addition to the consultation activity above, there has been additional activity specifically on the proposals for Hollingbury and Westdene Libraries

- The Hollingbury proposals were included in the Children's Centre consultation with parents at Carden School in November/December
- Head of Service has met with the Head teachers of Westdene Primary School and Carden Primary School, and with the Principal at Portslade Academy, to get their views
- Head of Service has discussed the proposals with ward councillors
- Libraries have emailed or written to all current active borrowers using Hollingbury Library (718 adults) and Westdene Library (516 adults) i.e. everyone who has used their library card in the library in the last year, drawing their attention to the proposals and asking them to let us know what they think
- There have been two public meetings on the Westdene and Hollingbury proposals. The meetings covered the proposals for both libraries to give people two opportunities to find out about and comment on the proposals

- Tuesday 9 February 6.00 - 7.30pm Hollingbury Library
- Thursday 4 February 6.00 - 7.30pm Westdene Library

7.4. Results of the Public Consultation November 2015 – February 2016

7.4.1. The public survey received 1,124 responses. To give some comparison, the recent Children's Centre consultation received 578 responses and the budget consultation received 450 responses. Although it is not comparing exact like for like, 1,124 respondents is about 3% of active library borrower numbers.

7.4.2. The number of respondents who said they used Hove Library was 708, which is about 7% of the 9,741 active borrower figures. The number of respondents who said they used Hollingbury Library was 115, which is about 12% of the 955 active borrower figures. The number of respondents who said they used Westdene Library was 86, which is about 9% of the 974 active borrower figures.

7.4.3. Taking the responses altogether, these were the headline results:

| Questions | Tend to agree or strongly agree | Neither agree or disagree | Tend to disagree or strongly disagree |
|---|---------------------------------|---------------------------|---------------------------------------|
| 1. Do you agree or disagree with the proposal to increasing opening hours in community libraries so that they are accessible for 7 days a week by using 'Libraries Extra' technology and providing a mixture of both staffed and unstaffed hours? | 62% | 9% | 29% |
| 3. How much do you agree or disagree with the proposal for local organisations and public services to provide activities and services based in local libraries. | 85% | 5% | 9% |
| 4. Do you agree or disagree with the proposal to combine Hollingbury Library with Hollingbury Children's Centre and increase Patcham Library's opening hours? | 48% | 30% | 22% |
| 5. Do you agree with the proposal to provide additional classroom space for Westdene Junior school and reduce Westdene Library in size, providing unstaffed access via Libraries Extra and an increase Patcham Library's opening hours? | 41% | 28% | 30% |
| 6. Do you agree or disagree with the proposal to combine Hove Library and Hove Museum in a newly extended building to create a new community/cultural centre for Hove? | 57% | 6% | 38% |
| 8. Do you agree or disagree with the proposal to expand the Home Delivery Service and change the way that services are delivered to residential homes and sheltered housing? | 68% | 19% | 13% |
| 9. Do you agree or disagree with the proposal to provide modern IT facilities, fast internet access, more digital resources and support to help people use the equipment and resources? | 76% | 11% | 13% |
| 12. Do you agree or disagree with the proposal to specifically | | | |

| | | | |
|--|-----|-----|-----|
| target services for identified groups in the community? | 71% | 17% | 12% |
| 13. Do you agree or disagree with the proposal to increase volunteering opportunities? | 68% | 11% | 22% |

| Qu 10. Are you in favour of the following changes to improve Library Services' income? | Yes | Under certain circumstances | No |
|---|-----|-----------------------------|-----|
| Attracting funding from other services to help deliver their services (e.g. funding from children's service to support activities with children in libraries) | 46% | 40% | 14% |
| Applying for more external grant funding to provide additional activities and events | 77% | 20% | 3% |
| Providing training courses for which there would be a charge | 57% | 35% | 8% |
| More retail outlets in libraries (like the Booklover store in Jubilee) | 47% | 32% | 21% |
| More hiring of library space to other organisations | 51% | 38% | 11% |
| Actively seeking sponsorship from organisations | 54% | 32% | 14% |
| Actively seeking donations from individuals | 51% | 34% | 15% |

| Question | Yes | Don't know/not sure | No |
|---|-----|---------------------|-----|
| 15. Would you be willing to volunteer to help out in your local or other library? | 26% | 34% | 40% |

The percentages are of those who answered the question. All figures rounded to nearest percent.

- 7.4.4. Most of the responses were overwhelmingly positive, with tend to agree or strongly agree achieving the highest percentage response in all of the 9 questions asked in this way. Qu 10 about improving income also saw a majority in favour of supporting the suggested ways to improve library income.
- 7.4.5. Whilst the majority of respondents did not want to volunteer themselves, a good number (26%, or 292 people) said they would be willing to volunteer or help out in a library.
- 7.4.6. The views of most respondents who answered the question about Hove Library were in agreement with the proposals, with 57% tending to agree or strongly agree.
- 7.4.7. An analysis of the responses from those who said they were users of Hove Library (708 respondents) resulted in a majority of 50% tending to agree or strongly agreeing with the proposals. (47% tended to disagree or strongly disagree, and 3% neither agreed nor disagreed).

- 7.4.8. In the analysis of all the responses, the specific question about Hollingbury Library resulted in 48% tending to agree or strongly agree and 22% tending to disagree or strongly disagree, with a high percentage (30%) neither agreed nor disagreed.
- 7.4.9. An analysis of the responses from those who said they were users of Hollingbury Library (115 respondents) produced a different response: 38% tended to agree or strongly agreed; 49% tended to disagree or strongly disagreed; and 13% neither agreeing nor disagreeing.
- 7.4.10. In the analysis of all the responses, the specific question about Westdene Library resulted 41% tending to agree or strongly agree and 30% tended to disagree or strongly disagree, with a high percentage (28%) neither agreeing nor disagreeing.
- 7.4.11. An analysis of the responses from those who said they were users of Westdene Library (86 respondents) produced a different response: 28% tended to agree or strongly agree; 69% tended to disagree or strongly disagreed; and only 3% neither agreeing nor disagreeing.
- 7.4.12. There were four questions that were open-ended so that people could give their comments:
- 7.4.13. **Q2. Is there anything that we have not considered or do you have any comments about the changes to the opening hours of community libraries?** This received 486 comments, fairly evenly spread across those who agreed and disagreed. Interestingly some of the concerns raised were similar regardless of whether the respondents agreed or disagreed. These were mainly around safety and security when libraries are unstaffed, and there were quite a few questions about how this was going to work. There was a lot of support for the extra access, and some suggestions about other improvements to community libraries that could be made. Quite a lot of people made the point about not replacing staff with volunteers, and a number expressed concern about how they would be managed to avoid this, and whether there would be enough training and support for volunteers. Many of the comments can be addressed if the Library Service publicised in more detail how Libraries Extra will work and how the various concerns raised will be dealt with.
- 7.4.14. **Q7. What would you like to see in a new cultural centre in Hove?** This received 565 comments, fairly evenly spread across those who agreed and disagreed. The comments from those in favour of the proposals made many suggestions of what they would want to see in the new development, including activities and events for children and adults, lots of focus on learning with requests for classes, workshops and talks. There were requests for more exhibition spaces for local artists, for performance and cinema. People wanted dynamic spaces, and also places for research and reading, and access to information and advice. Local history, community events and better use of the outside spaces were also mentioned. There were some concerns about parking and transport, and whether the new space would be big enough.

7.4.15. Those who were against the proposals to move Hove Library focused on the historic nature of the Carnegie building that is worth saving in its own right, and how much they enjoyed and valued the existing service in its current location. Many were worried about the reduction in service and loss of books that they believed would happen, and did not see the value in bringing museums and libraries together. Many asked that the council find the savings from other services rather than libraries, and some said they would rather see the museum close than the library.

7.4.16. **Q11. Do you have any other ideas about how we could raise revenue from and for our library service?** This received 565 comments. The ideas were wide ranging and included charging for events and activities, room/space hire, donations, booksales, fundraising events, sell advertising, lottery and EU bids. The most mentioned idea was to increase or use more of council tax money to fund libraries and cutting expenditure elsewhere in the council. Others suggested campaigning or fundraising, as well as seeking bequests. There were a number of people who objected to the idea of commercialising libraries; others who suggested getting together committee or 'friends' group of local people to help raise money. Other suggested more sponsorship from companies, or looking at the American model of library funding. A small number suggested charging for membership, entrance and book loans, which are prohibited under the law.

7.4.17. **Q14. What do you think could be future roles for volunteers in libraries?** This received 549 comments, of which 306 were from people who agreed with the use of volunteers, and 165 were from people who disagreed. By far the most common response from those who agreed or disagreed, was that it was essential not to replace paid staff with volunteers. Those who disagreed with volunteers also saw this as a step towards running down libraries, and so to be resisted. However the majority of comments guardedly welcomed the use of volunteers if there were in addition to and in support of properly trained and paid staff. There were wide ranging suggestions about what were suitable volunteer roles, with a few saying 'anything' to others carefully thinking through what would be suitable such as help with activities and events; providing IT support, home delivery service, extending opening hours, supporting reading and as book champions, helping find books, shelving, and raising income. Many respondents were concerned that volunteers should have adequate training and support, and that there would be something in it for them, such as helping develop skills to get people back into work.

7.5. Public Meetings

7.5.1. Hove Library – first public meeting held at Hove Museum on 7 January 2016: 30 people attended the meeting including both ward councillors. Many detailed questions were answered, and many people understood why the proposals were being made even if they were not personally in favour of them. There were some people who came along unsure what to think and went away convinced of the suitability of the proposals. Some could see the benefit of bringing the museum and library together but wanted to see the Carnegie library building remain in public hands. There were some who would never be persuaded of the need for change.

- 7.5.2. Hove Library – second public meeting at Hove Library on 27 January 2016: 74 people attended including both ward councillors, and a number of other councillors. Again, many detailed questions were answered, and many people understood why the proposals were being made even if they were not personally in favour of them. There were some people who came along unsure what to think and went away convinced of the suitability of the proposals. There were more positive supporters of the changes at this meeting than the earlier one, and there was more discussion around getting the details of the new development right, rather than just opposition to the move altogether.
- 7.5.3. Hove LAT meeting in November 2015 also discussed the proposals. This was the first time the proposals had been explained and most of the discussion was answering questions about the details of the proposals. Although there were a number of people who would always be opposed to the move of the library, there was some understanding about why these proposals were being made from others in the meeting.
- 7.5.4. Westdene Library public meeting on 4 February 2016: 28 people attended including all the ward councillors. Various concerns about the quality and level of service were raised, and some people were surprised to hear how many of the services would continue under Libraries Extra operation. The proposal is clearly not an improvement on the current provision but is preferable to a complete closure of the community library, given the close proximity of other community libraries.
- 7.5.5. Hollingbury Library public meeting on 9 February 2016: 20 people attended including all the ward councillors. It was a positive meeting, as some people had thought that the library service was going to close rather than be moved. Various concerns were raised about the limitations on the library service if it was based in the Children's Centre, such as the limited opening hours and the small amount of resources there. The biggest concern raised was the lack of library resources for adult library users in the area, especially as there is no direct route by public transport from Hollingbury to Patcham Library which was being suggested as the nearest alternative. A suggestion was made to consider the possibility of locating a library collection in the Old Boat Community Centre in Hollingbury.
- 7.5.6. Notes on all the consultation meetings are available with the full consultation survey report.

7.6. Emails and other correspondence

- 7.6.1. A total of 31 emails or letters were received during the consultation process, and all have been responded to. Many sought clarification of what was being proposed and the Head of Service was able to clear up a few misunderstandings of what was in the proposals and how the changes would work in practice.

8. Conclusions

Overall the results of the consultation were supportive of most of the Libraries Plan proposals, although some of the results and the many comments and feedback has suggested a number of amendments or developments of the original proposals: for phases one and two:

8.1. Libraries Extra, with extended opening hours and reduced staffing

- 8.1.1. There was general support for longer opening hours using Libraries Extra, although many people were unclear how it would work and had worries over safety, security, lack of access to staff, and reliance on volunteers. It is clear that if this strategy is to succeed Libraries need to much **more effectively communicate** and explain to the public how it will work and respond to their genuine concerns, most of which have been carefully addressed in the business plan for the implementation of this development.
- 8.1.2. In particular, the public need to be made aware that **there will be staff in their library almost as much as there is now**, with the overall difference in staffed hours across the network being only 10.5 hours (current number of hours staffed is 362, proposed number of staffed hours is 351.5). The reduction in staffing is being achieved by a greater promotion of self-service, reduction in staff numbers in Hove and Jubilee Libraries, and the introduction of single staffing in community libraries.
- 8.1.3. Similarly, 8 out of the 12 community libraries will have the **same number of staffed days or higher** than currently provided, so they will still be able to use their library while staff are present very much as they do now. Only in the case of four community libraries will this be less than the current number of staffed days. Hove is also increasing its staffed days to 7 days a week (increase from 45.5 to 50 hours per week).
- 8.1.4. Libraries will need to ensure that the **security and safety systems** planned are effectively implemented and monitored, and that the Lone Working policy agreed with the unions, is adhered to.
- 8.1.5. The use of volunteers needs to be clearly communicated to the public, showing that it is still in line with the **agreed Libraries Volunteer Policy**. Volunteers will not be used to replace staff, they will be there in a number of very different and clear capacities, outlined in the volunteer role descriptions. In many cases this will be to carry out additional duties such as helping with events and activities, delivering books to people at home, and supporting people using IT. In other cases volunteers will be there to act as 'expert users' or library champions, to help people self-serve in the library when there is no member of staff available. It also needs to be made clear that Libraries are not dependent on volunteers to open the library, as Libraries Extra will enable access without a volunteer present.

- 8.1.6. The feedback from the consultation has made it clear that adult users of **Hollingbury Library** are very concerned with the proposal that they should use Patcham Library as the relocation of Hollingbury Library to the Children's Centre will not provide them with an adequate service. So the proposals will be amended to develop a **community library collection in the Old Boat Community Centre in Hollingbury** that will meet the needs of all age groups. The proposal to work more closely with the Children's Centre and to provide library facilities at that location will also be implemented. These arrangements will be monitored and reviewed after a year, with particular regard for sustainability and effectiveness of provision.
- 8.1.7. Hollingbury Library users were concerned that there would be no library staff, and that it was all reliant on volunteers. So the proposals have been changed to provide **one day of staffing each week for Hollingbury** to carry out some staff duties, to provide some support and guidance to volunteers, and to liaise with staff at the Community Centre and at the Children's centre.
- 8.1.8. The feedback from users of Westdene Library have revealed concerns about how Libraries Extra will work, so the communication mentioned above is imperative in this location. Their main concern was about the absence of any library staff presence in Westdene Library. So the proposals have been changed to provide **one day of staffing each week for Westdene Library**, to carry out some staff duties, to provide some support and guidance to volunteers, and to liaise with staff in Westdene Junior School.
- 8.1.9. The **Home Delivery Service** will have a small increase in staffing provision to reflect the priority given to reaching those unable to visit a regular library, and further work will be done with existing recipients of the delivery service to residential and sheltered homes, to make this service more effective and affordable.
- 8.1.10. The development of **libraries as community hubs** will continue in all libraries, by encouraging the use of the library by local groups, organisations and other service providers, so that each library is genuinely seen by local people as an accessible and relevant resource for them to use. Libraries will also play an active part in the Community Collaboration programme in the designated development areas for each phase of this programme. Initially this will be in Moulsecoomb and Whitehawk.
- 8.1.11. The Libraries Review and Needs Analysis made it clear that there was more work to be done for Libraries to meet the needs of certain identified group, such as carers, people with disabilities and long term illness, people over 75 years old, those from BME communities and LGBT people. This will be a long term commitment and will be reflected in a **revised Equalities Action Plan for the Libraries Service** that will take account of the lessons learnt from the Review and Needs Analysis, and from the feedback from the consultation process.
- 8.1.12. The proposed **funding strategy for Libraries** will be developed, and will consider some of the suggestions made by respondents in the consultation process. Expert advice will be sought for this as Libraries currently does not have this sort of expertise. The development of alternative sources of income is a long term development

strategy and will need to be revised and revisited throughout this four year Libraries Plan.

- 8.1.13. The commitment to **bring Libraries employee and resources costs in line with other similar authorities** is already reflected in other actions in this plan. The implementation of new ways of working and also of Libraries Extra is enabling a reduction in employee costs, whilst maintaining service levels and opening hours. A gradual reduction in library materials spending has also been identified. This will be the first real reduction in bookfund spending in the last ten years which have seen a year on year increase in bookfund by the rate of inflation, in marked contrast to most other library authorities in the country.
- 8.1.14. A **review of the Jubilee PFI contract** will take place to identify any potential for savings, or to consider any other options to reduce costs.
- 8.1.15. Having received support from the majority of users, the **Hove Library proposals** will be developed into a full business case to show the costs of developing the Hove Museum, Brooker Hall, site, funded primarily by the sale of the Carnegie building. This business case will go to the Policy and Resources committee for approval. The timescales for the development will be revised to take account of the due processes that must be followed if this is to be a successful development. Further public engagement will be sought to inform the details of the development, and the planning process will include public consultation. The completion date for the development will be moved back to the first quarter of 2018.
- 8.1.16. Questions raised in regard to **transport to and parking** at the Hove Museum site will be considered as part of the planning process. The evidence from the Review and Needs Analysis shows that the greater concentration of Hove Library borrowers is more towards the west of the current building, making the Hove Museum site more central to those borrowers, and it is also clear that the majority of people walk to the library (61%), rather than driving (14%) or catching a bus (16%).
- 8.1.17. The Hove proposals will include investigating the feasibility of creating an **outdoor space in the garden** for use by library and museum visitors especially children, for library and museum related activities, such as reading and story-telling. Planning advice would be needed on what would be appropriate for the building and local neighbours.
- 8.1.18. The Carnegie building would need to be sold to fund the new extension at Hove Museum and other related costs to enable the move to the new location a success for both libraries and museums services. The **future use of the Carnegie building** in Hove would be the decision of the new owner, subject to relevant restrictions as a result of the building being grade 2 listed.

8.2. Phase three: to be implemented 2018-19

- 8.2.1. As indicated above, the **implementation of the move of Hove Library** is now likely to be in early 2018 and so the bedding in of the new facility will become part of phase three of the Libraries Modernisation Programme.
- 8.2.2. Phase three will also include the implementation of any identified **changes to the Jubilee Library PFI contract** identified in the review, to deliver further savings and better value for money. The Department of Culture, Media and Sport will provide support in the review of this cultural PFI contract. Previous reviews of other cultural services PFIs have identified the potential for up to 2% saving, although those authorities have not chosen to implement all of the recommended changes as it was felt this would reduce the quality of the service to the extent that it would impact on service use.
- 8.2.3. An important focus for phase three will be **a review of the impact of the changes made in phases one and two**, in order to identify any further changes that need to be made, such as further changes to the community library network.
- 8.2.4. During this phase, there will be **further investigation of the potential for shared services** with other library authorities, and further consideration of the option of moving out of direct delivery of the library service by the council to an alternative governance model.

8.3. Phase four: to be implemented 2019-20

- 8.3.1. The focus for phase four will be the implementation of any shared service proposals that have been developed, and/or the implementation of any alternative governance arrangements.
- 8.3.2. The details of phases three and four are not fully developed at this stage as much depends on the success of the first two phases of modernisation changes. A report on the detail of phases three and four will be brought to the relevant committees nearer the time.

| | | | |
|--------------------------|---|--|---------------------|
| Subject: | Dalton's Bastion site, Madeira Drive – leisure attraction proposal | | |
| Date of Meeting: | 10 March 2016 | | |
| Report of: | Assistant Chief Executive & Acting Executive Director, Environment Development & Housing | | |
| Contact Officer: | Ian Shurrock | | |
| | Name: | Toni Manuel | Tel: 29-2084 |
| | | Jane Pinnock | 29-0394 |
| | | lan.Shurrock@brighton-hove.gov.uk | |
| | Email: | Toni.Manuel@brighton-hove.gov.uk | |
| | | Jane.Pinnock@brighton-hove.gov.uk | |
| Ward(s) affected: | Queens Park | | |

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

- 1.1 The report seeks approval to grant Landlord's consent, subject to final determination of Heads of Terms under officer delegated powers, for the development of a new zip wire leisure attraction and café on the Dalton's Bastion site on Madeira Drive.
- 1.2 A Seafront Investment Plan is currently being developed building upon the draft Seafront Strategy and responding to the recommendations of the Seafront Infrastructure Scrutiny Panel. Madeira Drive has been highlighted as an area in need of investment and this proposal will maintain a leisure attraction on the Dalton's Bastion site after the Brighton Wheel ceases to operate.

2. RECOMMENDATIONS:

- 2.1 That the Economic Development & Culture Committee agree to grant Landlord's consent for the Brighton Zip and cafe development on the Dalton's Bastion site on Madeira Drive.
- 2.2 That officers negotiate Heads of Terms for the required Agreement to Lease and Lease to be agreed under delegated powers by the Acting Executive Director, Environment, Development & Housing, Assistant Director Property & Design and the Head of Law.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Brighton Wheel has been operating since October 2011. There is a 5 year Lease in place for the Bastion deck and Planning consent for the Brighton Wheel expires on 19th May 2016. The council has now served notice requiring

Paramount Entertainments Ltd (the tenant) to cease operating the wheel by the end of May 2016.

- 3.2 The operators currently have a Lease for the site below the Brighton Wheel which runs until 2023. They occupy this building as a beach goods and retail shop and ice-cream parlour. Paramount Entertainments have made significant investment in building the platform and strengthening the structure of the Bastion which has created an area with load bearing properties. This proposal would enable the benefit of this investment to be utilised in the longer term.
- 3.3 Paramount Entertainments have now approached the council with a proposal to install a new zip wire and drop zone attraction (Brighton Zip) with a café/restaurant and on the deck after the Brighton Wheel has been removed.
- 3.4 When the Wheel is removed the council not only loses a high profile attraction and landmark on Madeira Drive, but also stands to lose a substantial proportion of the income for the site unless an agreement can be made for a new attraction. The proposal from Paramount is for a zip wire attraction which would start from a 20m tower on the Bastion site and run eastwards to a landing stage approximately 300m away on the beach (see appendix 1). There will also be a Dropzone (20m jump) for those wishing to add to the thrill. Ancillary facilities such as equipment store, changing rooms, ticket office and a café/restaurant would also be built on the Bastion. Further information on the proposal is shown in appendix 2.
- 3.5 The Brighton Zip will be the largest in Sussex and the first in Brighton. It will bring private investment estimated to total £1.7m including the café to the seafront
- 3.6 This proposal provides an exciting new attraction for the Seafront and particularly Madeira Drive which will complement the existing businesses and add to the overall visitor offer in the city. This attraction will enhance the family leisure offer for Madeira Drive and support the new Volk's Railway developments. The new Volk's Railway station and visitor centre is scheduled to open in 2017 and is very close to the Bastion site.
- 3.7 The council can agree Heads of Terms for the Brighton Zip and café/restaurant under officer delegated powers together with a licence for the landing area. Subject to Landlord's consent being agreed by Committee, Paramount would then need to submit a Planning Application for the attraction and café facilities.
- 3.8 It will be a requirement of the Lease for the operator to comply with health and safety legislation and indemnify the council from and against all claims and liabilities. The public liability insurance required would be for a sum not less than £10 million. As with the lease for the Brighton Wheel there will be a clause which stipulates that the Zip attraction must at all times operate in accordance with a current ADIPS (Amusement Device Inspection Procedures Scheme) DoOC (Declaration of Operational Compliance) and all appropriate ADIPS guidance and regulations.

- 3.9 The operators are hoping to open the attraction in time for the summer 2016 season. The Brighton Zip tower cannot be installed until the Wheel has been removed from the site, therefore officers would work with Paramount to agree a suitable time for the Wheel to be dismantled. The new Lease offered would be subject to Planning and also a stopping up order which would be required to transfer a strip of the Bastion site which is currently public highway to become council Seafront land. This would ensure the entire site (the deck and premises below) could fall under one Lease.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Paramount Entertainments have made significant investment in building the platform and strengthening the structure of the Bastion which has created an area with load bearing properties. This proposal would enable the benefit of this investment to be utilised in the longer term. Without the improvements to the structure the site would not be suitable for development.

5. CONCLUSION

- 5.1 Madeira Drive is an area in need of investment and this proposal provides a welcome continuation of a leisure attraction on the Dalton's Bastion site. Paramount Entertainments have previously invested significantly in the site to enable the operation of a leisure attraction, and this proposal enables the benefit of that investment to be continued.

6. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 6.1 The financial implications will be determined by the negotiations on the Heads of Terms, but the proposed leisure attraction will help replace the important income stream from the site when the Wheel is removed.

Finance Officer Consulted: Name: Michael Bentley

Date: 27/01/16

Legal Implications:

- 6.2 The zip wire attraction and café/restaurant would require planning permission. The relevant highway land was not stopped up to facilitate the wheel as that has always been regarded as a temporary attraction and was therefore a licensed obstruction. It is therefore proposed that the stopping up of the highway is achieved by order of the Secretary of State under s247 of the Town and Country Planning Act 1990.. The Secretary of State's powers can be used where the highway needs to be stopped up to enable development to be carried out. A condition precedent to the order is the grant of planning permission, but the appropriate application can be made in advance of the planning decision. The next steps & timetable within appendix 2 reflect this requirement.

- 6.3 It is not considered that any adverse human rights implications arise from this report.
- 6.4 It is likely that the Heads of Terms referred to ("HoT's") will propose that the existing lease referred to in paragraph 3.2 is surrendered, so that a lease of all of the appropriate land, including the stopped highway can be granted on a consolidated basis. The HoTs will need to set out how compliance with the provisions of S123 Local Government Act 1972 have been complied with, regarding best consideration. Other requirements in the HoTs will include any controls the council wishes to impose on the works necessary to construct the development and the terms of such a lease, including rent and any other payments to be made, alienation provisions relating to assignment and underletting and alterations.

Lawyer Consulted Name: Bob Bruce / Hilary Woodward Date: 01/02/16

Corporate / Citywide Implications:

- 6.5 This proposal will provide employment and training opportunities for local residents and will act as a catalyst for the regeneration of Madeira Drive which has been identified as one of the key elements of the draft Seafront Strategy.

Crime & Disorder Implications:

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

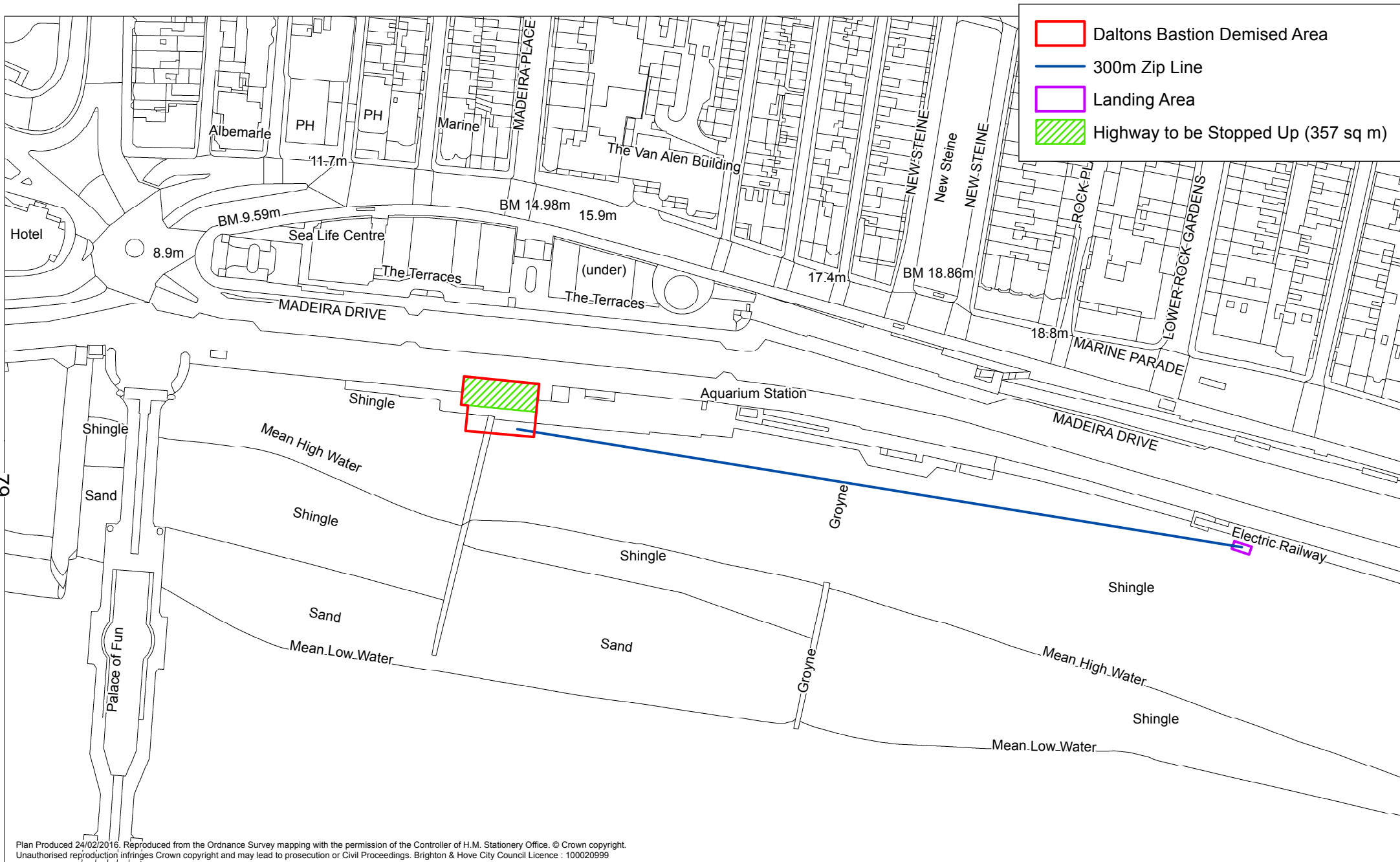
Risk and Opportunity Management Implications:

- 6.7 Existing businesses within Madeira Drive will benefit from the new investment and increased footfall.

SUPPORTING DOCUMENTATION

Appendices:

1. Plan of Dalton's Bastion site and landing area.
2. Brighton Zip Proposal for Brighton Seafront



BRIGHTON ZIP

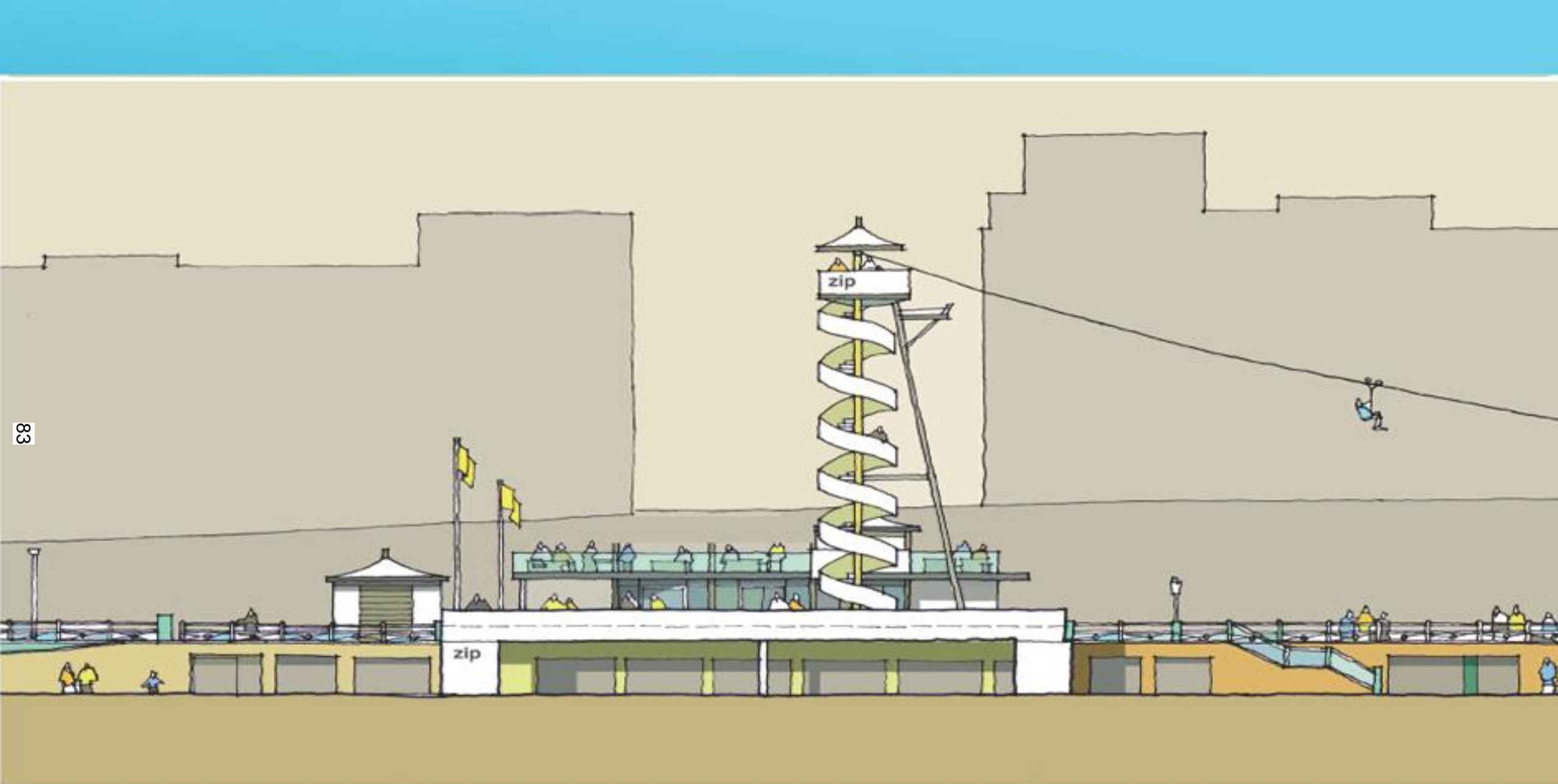
Proposal for Brighton Seafront



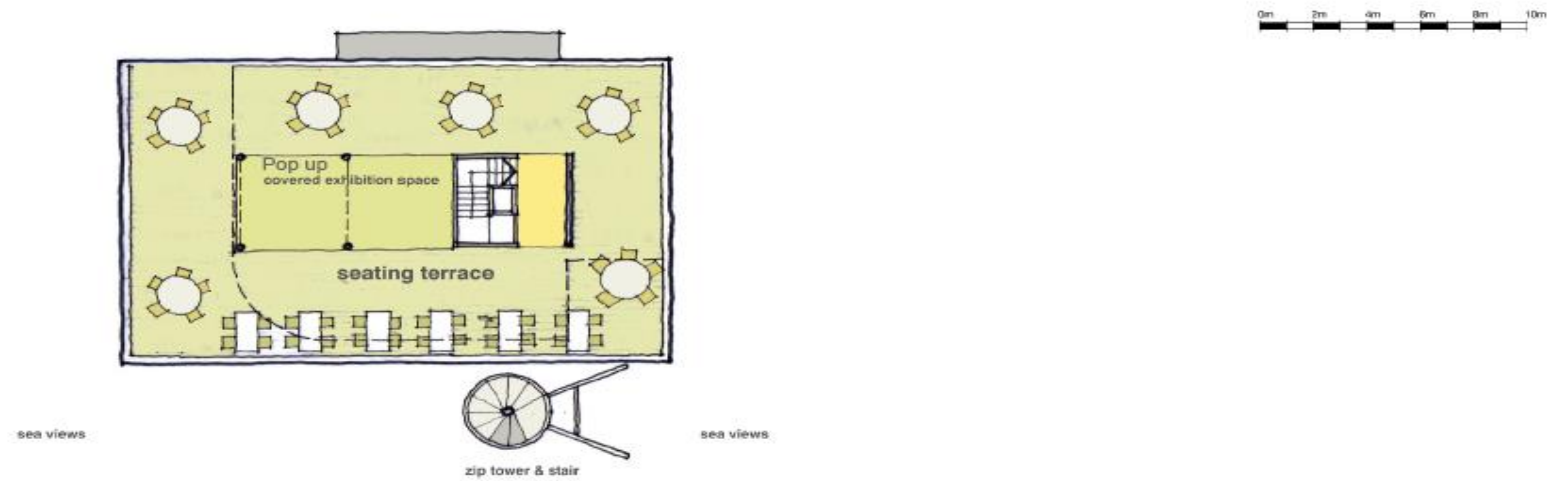
- ▶ Zip Wire Family Attraction (20m high, 300m long) to beach landing platform
- ▶ Ancillary café accommodating riders family, friends and passers-by
- ▶ Dropzone (Fan descender/vertical cable drop) from the launch platform
- ▶ An attraction to watch and admire as well as to experience
- ▶ A private investment totalling £1.7m
- ▶ Largest zip in Sussex – first for Brighton



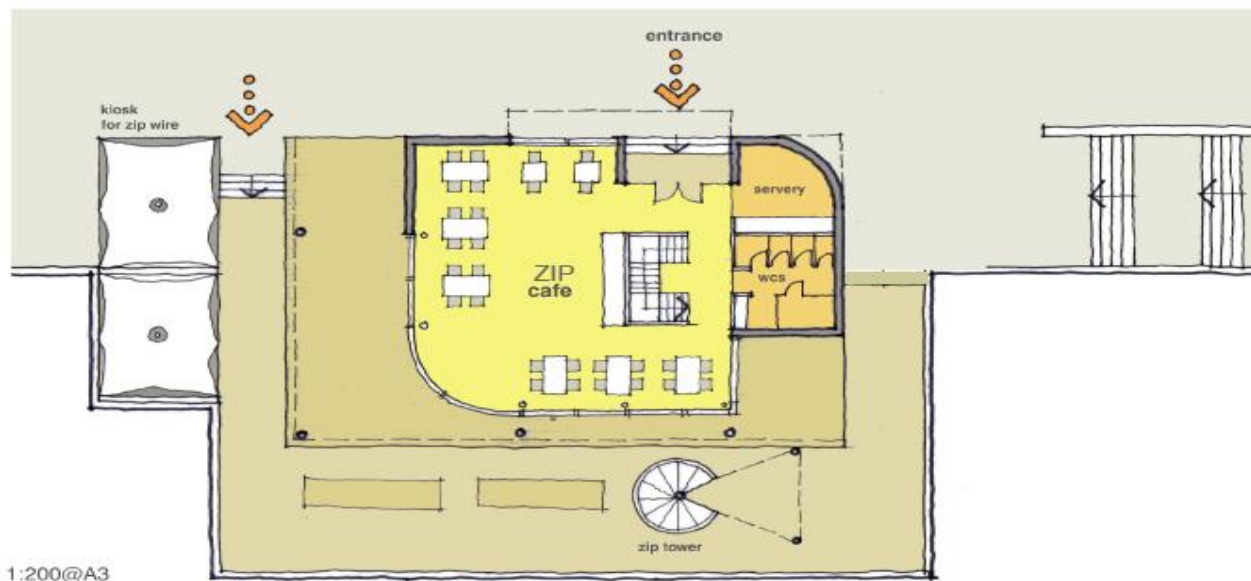
WHAT IS IT?



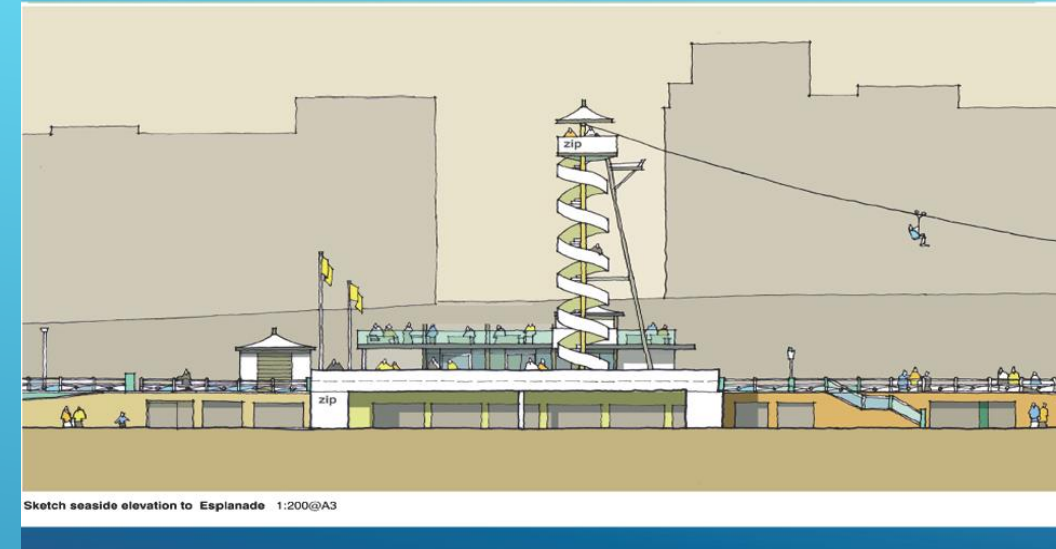
proposed terrace level plan 1:200@A3



proposed ground floor sketch plan 1:200@A3



- ▶ Twin cables – one rider per time per 300m cable
- ▶ 30 minute experience (briefing, equipment, photos, safety demonstration and ride)
- ▶ Certificates and official photos for participants
- ▶ A 'boastable' family experience (not as scary as a bungee jump)
- ▶ Permanent charity fundraising opportunity



THE RIDER EXPERIENCE - ZIP

Family Adventure Fun

- ▶ Café to serve good quality, locally sourced food with seasonal menus and seafood to reflect the location
- ▶ Suitable for private hire of café space for small events and to support Madeira Drive Events
- ▶ Ticketing, Retail (souvenirs of the ride) and photography sales
- ▶ Proposed opening 10am-11pm (subject to seasons, days of the week)
- ▶ Dropzone as well as zip for those looking to do a 20m jump to add to the thrill



WIDER EXPERIENCE

- ▶ Groups, leisure visitors, charitable challenges, adventure groups (scouts, cadets, schools), language school students
- ▶ Bournemouth – Pier to Beach – 200m, 30 second journey
- ▶ Snowdonia – Zipworld – 1 mile long, up to 100mph
- ▶ Eden Project, Cornwall – 600m long, up to 60mph



IS THERE A MARKET?

- ▶ New attraction for Brighton & Hove that fits the site, has visual appeal, complements other attractions, is privately funded and can be delivered quickly.
- ▶ Limited visual impact for residents of Kemp Town (half the height and less mass/width than the Wheel) and makes a positive investment that tackles dereliction of seafront infrastructure.
- ▶ Operators Track Record in delivering a safe, high quality attraction and direct income to the council in rent as well as support for indirect income such as parking fees.
- ▶ Economic Benefits: Direct employment of between 35-40 FTE can be sustained (Zip, Dropzone, Cashier, Catering, Aladdins, Admin, Retail/Photography, Security). No loss of Wheel jobs.
- ▶ Makes use of existing Aladdins Arcade (food prep and kitchen) and reduces claim on public highway compared to Wheel.
- ▶ Continued Community Support – £50k of charitable giving via Wheel can be continued as well as gallery space for local artists
- ▶ Commitment to sign up to Living Wage Brighton & Hove



BENEFITS OF THE PROPOSAL

- ▶ Makes use of the operators previous investment in the platform which would otherwise need to be removed rendering the site redundant for an attraction.
- ▶ Current site is just 17m by 20m – very few attractions will fit on it
- ▶ Madeira Drive has a number of challenges in terms of dilapidated infrastructure. This provides a positive investment at a difficult time and when the site would otherwise become vacant.
- ▶ Fits well with operations in Aladdins (beneath the site)
- ▶ Seafront suitability for visitor attractions, fit with seafront strategy and proximity to other attractions including Volks Railway, Sealife and Pier.
- ▶ Supports independent traders to east of pier with further attraction to drive footfall from spectators as well as riders



WHY HERE?

- ▶ Paramount Entertainments have experience of this area and know the difficulties of trading here. They have invested £1/2m in the base and turned a redundant plot of land into an area identified in the seafront strategy for leisure use.
- ▶ Alleviate the challenges faced by the area to the east of the pier and provides a positive investment during the protective works to the Terraces. Gives visitors a further reason to venture east of the Pier.
- ▶ Track record of providing substantial rental payment and delivering an attraction which supports other sources of council income such as parking.
- ▶ JM Adventure have constructed high rope and zip attractions throughout the UK and Europe for over 14 years and clients include local authorities, the MOD, and leading private sector attraction operators.
- ▶ John Turner Architects are a local, highly regarded firm who understand the specific requirements for a high profile site such as this



WHY US AND OUR SUPPLIERS?

- ▶ Why just 300m? An ideal length combining a thrill ride but without a long walk back from the landing site to the base.
- ▶ Is it safe? All of the equipment is designed and inspected to EN15567-1 2015 standards. Staff are trained to the highest standards and safety remains the number one priority.
- ▶ Is it just a summer experience? No, we believe that for groups as well as individuals the Zip can operate year round.
- ▶ Why does it need a landing stage? Keeping the landing area above the beach level allows for unimpeded pedestrian access under the entire length of the Zip.
- ▶ Danger to users under the zip ride? All riders are required to leave all items from their pockets in provided lockers to avoid items falling.
- ▶ Attempts to scale when closed? Gating of the platform, on-site security, lighting and cctv will be used to secure the attraction.
- ▶ Why does it need a café? The zip wire as an attraction has high operating costs and limited margins with those costs supported by a profitable café operation.

FAQS

- ▶ Will other food outlets object? The benefits of the attraction in drawing footfall to the area are intended to outweigh any food/drink business lost to existing operations.
- ▶ How quickly can the zip be operating? Subject to the granting of permissions (Landlords and Planning) the attractions can be operating by the end of July 2016.
- ▶ Does the attraction generate noise? It produces little noise apart from the mechanical sound of the pulley across the steel cable.
- ▶ How will it be lit? Detail to be determined but LED lighting is intended to be used to allow for different lighting options. Lighting specifically required for the launch and landing site.
- ▶ Are there transport implications? There are no obvious transport implications over and above those already addressed through contributions made at the time The Wheel was installed and which include for example cycle railings.
- ▶ What about the seafront railings that were removed for the Wheel? We are keen to look with the Council how and exactly where the railings can be re-instated.

FAQS

| | |
|---|--------------|
| ▶ Pre-app discussions with planners | Jan/Feb 16 |
| ▶ Community Consultation | Feb-Mar 16 |
| ▶ Landlords Consent | Mar 16 |
| ▶ Planning Submission | Mar 16 |
| ▶ Stopping Up Order Submission | Mar 16 |
| ▶ Planning Consent | May 16 |
| ▶ Clearing Site | June 16 |
| ▶ Off-site Construction | June 16 |
| ▶ Installation | July 16 |
| ▶ Zip Wire Opening | e.o July 16 |
| ▶ Café Constructed Winter '16 - Opening | e.o March 17 |

NEXT STEPS & TIMETABLE



BRIGHTON ZIP

Family Adventure Fun



| | | | |
|--------------------------|--|---|---------------------|
| Subject: | City Employment & Skills Plan | | |
| Date of Meeting: | 7 March 2016 – Children, Young People & Skills Committee 10 March 2016 – Economic Development & Culture Committee | | |
| Report of: | Joint report of the Executive Director for Children’s Services and the Acting Executive Director for Environment, Development & Housing | | |
| Contact Officer: | Name: | Cheryl Finella | Tel: 29-1095 |
| | Email: | <u>Cheryl.finella@brighton-hove.gov.uk</u> | |
| Ward(s) affected: | All | | |

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report updates the Committee on progress to date on the development of the new City Employment & Skills Plan (2016-2020) and informs the Committee of the outcomes from the consultations, the emerging priorities and recommendations for action.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the emerging priorities and recommendations for action to be taken forward for the new City Employment & Skills Plan (2016-2020).
- 2.2 That the Committee notes the development of an options appraisal model for delivery new vehicle to deliver apprenticeships in the city and the Greater Brighton City Region
- 2.3 That the Committee notes this report is being presented to the Children, Young People & Skills Committee on the 7th March 2016.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 A report proposing the development of a new City Employment & Skills Plan (2016-2020) was agreed by the Children, Young Peoples & Skills Committee on 20th July and noted by the Economic Development & Culture Committee on the 17th September 2015.
- 3.2 The new City Employment & Skills Plan is focused on the key priorities outlined below:

- Establishing an Employer Skills Task Force to provide the vital business leadership to support both the development and delivery of the new Plan;
 - Exploring new delivery models for boosting the number of apprenticeship opportunities across the city and the Greater Brighton City Region, with a particular focus upon high quality skilled apprenticeships, for 16-24 year olds;
 - Creating a step change in how the City Council and other public sector bodies creates apprenticeship opportunities as major employers;
 - Exploring initiatives which aim to eliminate long-term youth unemployment in the city through new ways of working in partnership with the Department for Work and Pensions (DWP), the Skills Funding Agency, the council and the private sector; and
 - Supporting those marginalised from the labour market into jobs.
- 3.3 The City Employment & Skills Plan supports the delivery of both the *Economy & Jobs* and *Children & Young People* priorities of the City Council's Corporate Plan 2015-19.
- 3.4 An Invitation to Tender to develop the new Plan received interest from six bidders. The successful consultants, Rocket Science, were appointed in November 2015.
- 3.5 Following the initial approval by the Children, Young Peoples & Skills Committee (July 2015) and Economic Development & Culture Committee (September 2015) it was agreed that update reports would be presented to the two committees in March 2016.

City Employment & Skills Plan – Emerging Priorities

- 3.6 The following emerging priorities for the city were identified based on the 25 interviews with key stakeholders, an assessment of the labour market, trend analysis and comments at the first consultation event held in December 2015. As a result of the research and consultation three main themes have emerged, which are outlined below:
- **No one left behind:** those suffering disadvantage in the labour market (unemployment, low pay or lack of aspirations) are supported effectively to make the most of the economic opportunities available in the Greater Brighton City Region.
 - **Learn to earn:** young people and those making career transitions are supported on their journey from learning to earning and can take advantage of the career, lifestyle and further education opportunities that the city has to offer. This is an issue for all ages, not just young people; and
 - **Benefiting from growth:** key growth sectors such as Creative, Digital and IT along with core sectors such as Tourism and Hospitality which are critical to sustaining a healthy and vibrant city, can access employees with the right technical skills, aptitude and readiness for work.

City Employment & Skills Plan – Recommendations for Action

- 3.7 A set of recommendations for action were produced under each of the emergent priorities and were discussed at the second consultation event held in January. Work is underway to refine these recommendations into actions that will sit within the CESP, which are outlined below.
- 3.8 **Putting employers at the heart of the plan:** The development of a City-wide employer brokerage model which engages with businesses, schools and providers to support the delivery of apprenticeship for young people and those adults in work. The model will also support all ages gain work experience, pre and in-work training and in-work progression etc. The brokerage model will build a database of employers and their needs that will generate vital intelligence about current and emerging recruitment and skill needs.
- 3.9 **Developing and improving the quality and capacity of our providers:** Recommend the development of a city 'kite mark' to provide assurance to individuals and employers that provision is good quality and that providers are signed-up to working through the brokerage model. This will help to deliver agreed standards of quality for effective referral and case management of the individual. It will include a support programme which helps providers to respond to changing funding arrangements such as apprenticeships and new funding opportunities from joint-working.
- 3.10 **Developing a 'Brighton' case management standard:** Recommends the development of a 'Brighton' approach to case management to ensure that people do not 'fall through the gaps' during their transition through different services and organisations. The aim is to help reduce duplication or conflict of the services/activities available to them. It will entail developing the skills and knowledge of front-line workers across key agencies and for them to commit to the early intervention by them pooling resources and/or funding to help the individual.
- 3.11 **Developing support for income and skills progression for the employed:** The establishment of a City-wide action plan will build on the findings of the Fairness Commission to support workers on low-incomes or facing skills and progression challenges and focus specifically on the following:
- Helping those individual on low-incomes (below Living Wage and those where the Benefit Cap of £20,000 is insufficient);
 - Improving the career progression of those in entry-level jobs through the organisation or sector to higher level jobs and pay; and
 - Employers offering flexible working arrangements and support to part-time workers.
- 3.12 **Development of All Age Sector Academies:** Recommend the development of an academy-based approach to support key sectors: CDIT; Hospitality and Tourism; Retail; and Public Sector in the City. The academies will bring together existing providers to provide a sector response that addresses skills gaps in these sectors and also work with employers to design relevant and high quality pre- and post-employment provision. These 'academies' will deliver training programmes designed with employers to improve the quality of skills provision

and help to ensure that investment into skills is better targeted and related to sector needs.

3.13 A Workforce development programme for small and micro-businesses:

Recommend a targeted programme for smaller businesses which provides tailored brokerage and support to build solutions around their specific recruitment needs. This will help support the small and micro-businesses in the City to build a workforce development solution around their individual business needs.

- 3.14 Details of the emerging priorities and how they link to the actions are in Appendix 1. Full details of the recommendations for action are in Appendix 2. In addition, Appendix 3 contains employment and skills data for Brighton & Hove.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The do nothing approach represents risks for Brighton & Hove and its residents because of a number of factors which will impact on the labour market and skills and employment in the city including but not limited to; changes to the funding landscape for skills; the changes to benefits for under 25 year olds; the introduction of an Apprenticeship Levy in April 2017; high number of Employment Support Allowance claimants in the city etc.
- 4.2 Following the approval for a new City Employment & Skills Plan by the Children, Young Peoples & Skills Committee (July 2015), no alternative options were considered.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The working group have engaged with key supply-side providers, public bodies, third sector partners and business representatives who were consulted throughout the development of the new Plan. Over 100 delegates attended the first consultation event in December 2015 looking at the key priorities for the Plan.
- 5.2 A second consultation event took place in January 2016 to gather feedback on the recommendations for action, which was also well-attended (70 delegates) and received positive feedback.
- 5.3 During the consultation period, over 25 in-depth interviews have also been conducted with key stakeholders and conducted an additional online survey completed by over 170 respondents.
- 5.4 The development of the new Plan is taking account of the work of the Fairness Commission to ensure that there is alignment with its work. The Fairness Commission has prioritised access to employment & training as an issue to be addressed. Rocket Science presented the emerging priorities for the Plan to the Commission on 20th January 2016.

Employer Skills Task Force

- 5.5 Establishing an Employer Skills Task Force is an integral part of the development of the Plan to ensure that the city's major employers are central to its development.

- 5.6 In September 2015 following consultation between the council and the local business community a new Employer Skills Task Force (ESTF) was formed. The ESTF's remit was to consider how the number of apprenticeships can be increased locally; how those who have not worked for some time can be supported back into work; and, how more businesses can be encouraged to engage with schools as a way of helping to build and grow a pipeline of local talent able to enter work and learning with a greater understanding of the local job and career opportunities in different sectors.
- 5.7 Zac Toumazi, Chief Executive of Sussex Cricket Ltd, was appointed as Chair of the Task Force supported by Deputy Chairs Gary Peters, Founder and Chief Executive of Lovelocaljobs.com and Charlotte Blant, CEO at Youthforce. The ESTF is a time-limited group; it met five times between September 2015 and January 2016.
- 5.8 Members included businesses, schools, training providers, the two universities and other representatives. By seeking to address the local challenges, stakeholders from across the Greater Brighton City Region (Adur & Worthing, Lewes and Mid-Sussex) were invited to be involved in recognition that these local economies are inter-linked and that joint working will reap benefits for all.
- 5.9 The ESTF made eight recommendations, which they consider will make a material difference to apprenticeship numbers and local employment growth. One of the key recommendations is to establish a Youth and Employability Organisation and encourage businesses in Greater Brighton to use it as the main source for trainees, apprentices and higher apprentices.
- 5.10 Along with the Report and Recommendations the ESTF are developing an Employer Pledge which will ask the wider business community to support the campaign and help boost the number of apprenticeships. The Pledge will be officially launched in National Apprenticeship week on Friday 18th March where it will be presented to the city's three Members of Parliament and Leader of the City Council.

6. CONCLUSION

- 6.1 Committee is asked to note the progress update for the development of the City Employment & Skills Plan.
- 6.2 Committee is asked to note the identified skills and employment needs in the city and how the proposed actions will address those needs over the life of the plan, as outlined in this report and summarized below:
- A city-wide employer brokerage model which engages with businesses, schools and providers to support the delivery of apprenticeships, work experience, pre and in-work training etc;
 - A 'kite mark/quality standard' to provide assurance to individuals and employers that provision is good quality;

- Case management approach to ensure that people do not ‘fall through the gaps’ during their transition between different agencies and providers;
- City-wide action plan which will build on the findings of the Fairness Commission to support workers on low-incomes or facing skills and progression challenges;
- Academy based approach to support key sectors (CDIT, Hospitality and Tourism, Retail and Public Sector) and bring together existing providers to address skills gaps in these sectors and deliver training programmes with employers to meet their needs; and
- A targeted programme for small and microbusinesses which provides tailored brokerage and support around their specific recruitment needs.

6.3 Committee is asked to note the next steps:

- Final City Employment & Skills Plan (2016-2020) report will be prepared by the end of March 2016;
- Final Plan will go to Full Council for approval; and
- Implement the recommendations for action over the lifetime of the plan for monitoring by the council.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 A budget of £34,000 was identified for development of the City Employment & Skills Plan and to support the evaluation and appraisal of any new service delivery models arising from the review of the plan. The development of the new plan is being project managed by the Economic Development Team within the City Regeneration service.
- 7.2 Costs associated with the delivery of the actions set out in the plan will be subject to further committee reports if council funding is required to take them forward.

Finance Officer Consulted: Name

Date: dd/mm/yy

Legal Implications:

- 7.3 There are no direct legal implications arising from this report. The final City Employment & Skills Plan will need to consider the legal implications of the actions and initiatives proposed within it before they are presented back to committee for final approval.

Lawyer Consulted: Name

Date: dd/mm/yy

Equalities Implications:

- 7.4 The Plan's main aim is to tackle unemployment and underemployment and thereby help to address inequality. The consultants are identifying any equalities implications concerning the plan or its outcomes and an Equalities Impact Assessment will be developed alongside the skills plan and the Plan will take into account recommendations from the Fairness Commission

Sustainability Implications:

- 7.5 The plan will complement the strategic objectives in the council's Economic Strategy. These include tackling barriers to employment, supporting the low carbon economy and growth of the CDIT sector. In addition, it will link to the work being undertaken by the Greater Brighton Economic Board. The plan will also link to the emerging Cost to Capital ESIF (Economic Structural & Investment Fund) projects. Improving the job prospects of the resident workforce will improve economic sustainability.

Any Other Significant Implications

Crime & Disorder Implications:

- 7.6 Studies have repeatedly linked unemployment to rising crime and the deterioration of health. Labour market policies can play a role in reducing crime rates and reducing unemployment in the city should have a positive impact on reducing levels of crime.

Risk and Opportunity Management Implications:

- 7.7 Measures will be put in place to monitor and manage any risks.

Public Health Implications:

- 7.8 The Office of National Statistics (ONS) measures national wellbeing and established that economically inactive people have lower levels of wellbeing than those in employment and that even being under-employed is detrimental to wellbeing. The 2015 Public Health report focuses on equalities impacts and that information from this document will help inform strategies to address equalities in the delivery of the plan. The plan will aim to have a positive impact on those residents in the city that are unemployed or under-employed.

Corporate / Citywide Implications:

- 7.9 The new plan supports the delivery of both the Economy & Jobs and Children & Young People priorities of the City Council's Corporate Plan 2015-2019. The plan is being written at a time when Local Authorities are facing significant cuts to their budgets and, at the same time, the implications of welfare reform are becoming unknown, with growing numbers of residents being detrimentally financially affected. The interventions in the plan will potentially help reduce the financial burden on the Local Authority.

SUPPORTING DOCUMENTATION

Appendices:

1. Summary of Emerging Priorities
2. CESP actions for discussion
3. Brighton Story

| Key Issues – Young people | Ambition | Challenges | Interventions | What is needed? |
|--|---|--|--|--|
| <p>Council's commitment to reduce youth unemployment to zero</p> <p>Lack of apprenticeship take-up (falling behind other areas) which has dipped in recent years</p> <p>Disparate and uncoordinated apprenticeship offer to both employers and young people, some mismatch in provision and perception of poor quality</p> <p>Careers and IAG offer seen as not fit for purpose, although lots of initiatives and active group operating for young people.</p> <p>Greater issue for adults</p> <p>Employers reporting Brighton young people are not ready for work</p> | <p>There is a clear set of ambitions emerging from stakeholders (eg ESTF):</p> <p>The development of an apprenticeship brokerage/training organisation to be the intermediary between employers, providers and schools. Structure to be determined.</p> | <p>Apprenticeship funding, structure and provision going through radical shake up in next 18 months nationally - new engagement platforms, frameworks and standards being introduced. Is now the right time as it could add greater confusion, and much is subject to change?</p> <p>Potentially little influence through devolution asks (ie over the use of the levy)</p> <p>Need for improved employer engagement to extend beyond apprenticeship offer</p> <p>Financial and management commitment needed beyond three years – reputational/sustainability risk</p> | <p>Develop an apprenticeship offer to focus on sectors that are underserved and trail-blaze new frameworks in the GB area. With other public sector partners prepare for 2017 with a GB public sector apprenticeship offer (ie across LA, NHS, Univs)</p> <p>Existing infrastructure needs to prepare for changes – opportunity to re-engineer provision and sector focus through targeted support and area review. Focus on college provision where numbers are greater and develop a local accreditation/quality standard</p> <p>Develop a broader provider/engagement standard and brand in preparation for plugging gaps in local delivery of 2020 vision and building on Employer Pledges</p> | <p>1. Managing employer demand effectively</p> <p>A transformational approach to working with employers through establishing a single point of access, route to information for employers. This could be scaled across the GB area and focused on brokering a range of employer interactions (for both young people and adults) - engaging and signposting employers to schools/colleges/providers – collecting insight into recruitment/skills needs and experience;</p> <p>identifying business support needs and signposting/referring on.</p> <p>2. Driving and improving supply side quality and behaviours – building resilient skills provision</p> <p>Need to drive up quality in engagement and delivery across all providers. Development of a local standard/kitemark supported by capacity building to be used as a local guarantee of service/delivery and a pre-requisite for commissioning and contracting.</p> |

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|--|--|--|--|--|
| (not unusual, but particularly striking among B&H employers) | <p>Development of a coordinated City-wide skills and careers offer which:</p> <ul style="list-style-type: none"> a) Creates and embeds better links between employers/schools, young people /local residents b) Improves information on vocational pathways and c) Supports the delivery of vocational skills and qualifications linked to employer needs | <p>Careers and IAG challenges are not unique to Brighton, but dealt with differently across GB (how to gain consensus for initiatives across the region). National Careers Service and Careers and Enterprise Company bedding in</p> <p>Ability to influence devolution deal</p> <p>Competition for young people causes tensions (not always in their best interests); Initiatives subject to short term funding</p> | <p>17 year old guarantee will enable access to young people with careers information – opportunity here to drive, assess and improve quality of provision and materials</p> <p>A focus on driving careers information related to opportunities in the GB area</p> <p>Improved employer engagement and connectivity linked to work experience, apprenticeships and vocational support could be transformational</p> | <p>3. Communications strategy</p> <p>Coherent and area focused communications campaign targeting all residents about work and skills opportunities/ pathways. 1000 in a 1000 days is good publicity, but quality is what really matters</p> |
|--|--|--|--|--|

| Key Issues – ESA/Low Pay | Ambition | Challenges | Opportunities | What is needed? |
|---|---|--|---|---|
| <p>Over 13,000 residents on Employment Support Allowance, of which 70% are over 50 and over 50% report their primary condition as mental health</p> <p>Living Wage appears to be having impact, but effect of benefit cap to £20,000 means 650 households affected as Universal Credit is rolled out and costs of housing increase in the City</p> <p>Lots of provision but very disconnected, duplicated and often short term, offered by a range of providers/services that do not necessarily connect and are likely to be interacting with same individuals/households</p> <p>Focus on getting into work or pathways to work – little support</p> | <p>There is less of a consensus on ambition to address this priority owing to its size and complexity. We suggest that ambition focuses on the c1500 who are WRAG (key clients of the new Work and Health Programme)</p> <p>Improving access to the labour market for those who face the greatest disadvantage and challenge focusing on those on work related benefits (ESA etc)</p> | <p>New Work and Health programme replacing Work Programme – significantly reduced investment will require a different model and access to other funding and support to make it work locally</p> <p>This will require integrated working within the council and across local partners</p> <p>Cohort facing real barriers need ‘client friendly’ employers to offer work experience and greater investment/quality of pre-placement support to demonstrate how this cohort can be as dependable a recruit as a graduate for entry level jobs</p> | <p>City deal offers opportunities to influence the Work and Health Programme</p> <p>Could the council become a direct deliverer/provider on the new programme as a way of corraling, developing and managing support - building on its work around troubled families and welfare reform and adult health and social care priorities?</p> <p>Opportunity to use employer engagement model more widely to support this group and create group of cohort friendly employers through the emerging Employer Pledge</p> | <p>4) Strategic level commitment and support to the Work and Health Programme</p> <p>This will include: clear roles and responsibilities (dependent on council’s position) on approach to local delivery; a programme of capacity building with key staff across all the agencies working with the cohort to understand issues and responses; a single common assessment framework and client tracking system; the development of a senior level working group and case management to bring together different agencies to resolve issues collectively.</p> <p>5) Development of City-wide low income and progression strategy and action plan</p> <p>Lead the development of a strategy and action</p> |
| | <p>Developing complementary packages of support to those who need to increase their household income, targeted approach to Universal Credit roll out via Jobcentre Plus</p> | <p>Perceptions of JCP moving from ‘sanctioning’ to coaching, UC is an offer but might be met with scepticism from both clients and providers</p> <p>Lack of funding available for those in work and reticence to access loans will</p> | <p>Access to individuals and households through network of community based providers/organisations</p> <p>Using flexibilities around the Adult Skills Budget and accessing other funding through ESIF and other pots to develop a Brighton skills and income</p> | |

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|---|--|--|--|---|
| currently in work or for progression on vocational pathways or to improve income levels 'Job-blocking' by graduates is impacting on access to entry-level jobs for those furthest from labour market | Developing and extending the current IAG offer to all ages and supporting access to different levels within vocational pathways through higher level skills training and development | hinder access to training and upskilling Navigating the system will be a challenge and identifying those who need support, but who do not meet UC criteria and are not in the system. Focus on UC limit masks issues around broader affordability issues re: housing in the City. Is £21k enough for a family to live on? | escalator programme to support those in low-wage, part time work. Providing further training opportunities, short work based training/certification. | plan with partners to agree a city-wide approach to supporting low-income residents building on the success of the Living Wage and outcomes from the Fairness Commission. |
|---|--|--|--|---|

| Key Issues – ESA/Low Pay | Ambition | Challenges | Opportunities | What is needed? |
|---|---|--|---|---|
| <p>Over 13,000 residents on Employment Support Allowance, of which 70% are over 50 and over 50% report their primary condition as mental health</p> <p>Living Wage appears to be having impact, but effect of benefit cap to £20,000 means 650 households affected as Universal Credit is rolled out and costs of housing increase in the City</p> <p>Lots of provision but very disconnected, duplicated and often short term, offered by a range of providers/services that do not necessarily connect and are likely to be interacting with same individuals/households</p> <p>Focus on getting into work or pathways to work – little support</p> | <p>There is less of a consensus on ambition to address this priority owing to its size and complexity. We suggest that ambition focuses on the c1500 who are WRAG (key clients of the new Work and Health Programme)</p> <p>Improving access to the labour market for those who face the greatest disadvantage and challenge focusing on those on work related benefits (ESA etc)</p> | <p>New Work and Health programme replacing Work Programme – significantly reduced investment will require a different model and access to other funding and support to make it work locally</p> <p>This will require integrated working within the council and across local partners</p> <p>Cohort facing real barriers need ‘client friendly’ employers to offer work experience and greater investment/quality of pre-placement support to demonstrate how this cohort can be as dependable a recruit as a graduate for entry level jobs</p> | <p>City deal offers opportunities to influence the Work and Health Programme</p> <p>Could the council become a direct deliverer/provider on the new programme as a way of corraling, developing and managing support - building on its work around troubled families and welfare reform and adult health and social care priorities?</p> <p>Opportunity to use employer engagement model more widely to support this group and create group of cohort friendly employers through the emerging Employer Pledge</p> | <p>4) Strategic level commitment and support to the Work and Health Programme</p> <p>This will include: clear roles and responsibilities (dependent on council’s position) on approach to local delivery; a programme of capacity building with key staff across all the agencies working with the cohort to understand issues and responses; a single common assessment framework and client tracking system; the development of a senior level working group and case management to bring together different agencies to resolve issues collectively.</p> <p>5) Development of City-wide low income and progression strategy and action plan</p> <p>Lead the development of a strategy and action</p> |
| | <p>Developing complementary packages of support to those who need to increase their household income, targeted approach to Universal Credit roll out via Jobcentre Plus</p> | <p>Perceptions of JCP moving from ‘sanctioning’ to coaching, UC is an offer but might be met with scepticism from both clients and providers</p> <p>Lack of funding available for those in work and reticence to access loans will</p> | <p>Access to individuals and households through network of community based providers/organisations</p> <p>Using flexibilities around the Adult Skills Budget and accessing other funding through ESIF and other pots to develop a Brighton skills and income</p> | |

| | | | | |
|---|--|--|--|---|
| currently in work or for progression on vocational pathways or to improve income levels 'Job-blocking' by graduates is impacting on access to entry-level jobs for those furthest from labour market | Developing and extending the current IAG offer to all ages and supporting access to different levels within vocational pathways through higher level skills training and development | hinder access to training and upskilling Navigating the system will be a challenge and identifying those who need support, but who do not meet UC criteria and are not in the system. Focus on UC limit masks issues around broader affordability issues re: housing in the City. Is £21k enough for a family to live on? | escalator programme to support those in low-wage, part time work. Providing further training opportunities, short work based training/certification. | plan with partners to agree a city-wide approach to supporting low-income residents building on the success of the Living Wage and outcomes from the Fairness Commission. |
|---|--|--|--|---|



CESP – Recommended Actions

This short paper sets out the six key actions linked together under a City Employability Service we are recommending for the new City Employment and Skills Plan. Importantly these resonate and align with the recommendations from the Employers Skills Task Force and emerging findings from the Fairness Commission, particularly in view of the evidence presented at the Employment and Skills session held on the 20th January.

Actions

1. **Putting employers at the heart of the plan** – we are proposing the development of a City-wide employer brokerage model, which enables a strategic engagement with businesses; supporting the exchange of apprenticeships, work experience, pre and in work training and engagement with schools and providers. This is to support all ages - in recognition of the need to focus on older working population and access to both employment and in-work progression. In addition the brokerage will build a database of employers and their needs that will generate vital intelligence about current and emerging recruitment and skill needs.
2. **Developing the quality and capacity of employment and skills providers** – we are recommending the development of a City kite mark and development programme which provides; a badge of assurance to both individuals and employers that provision is of a decent quality and that providers are signed up to working through the employer brokerage meeting standards of quality around engagement, effective referral, case management of the individual, delivery and joint working; a support programme which enables providers to respond to changing funding arrangements such as apprenticeships, Work and Health Programme and new funding opportunities emerging.
3. **Developing a City-wide integrated case management process** - we are recommending the development of integrated case management to ensure that individuals do not fall through the gaps as they transition through services and that there is greater coherence of the support for an individual so that one service/activity does not conflict with the other. This will include a programme of development and support for front-line workers and a commitment to early intervention and prevention.

- 4. Supporting income and skills progression for those in employment** – we are recommending the establishment of a City-wide action plan building on the findings of the Fairness Commission to support workers on low-incomes or facing skills and progression challenges. We feel that it will be important to nest this with the recommendations of the commission so that it has greatest traction, however through improved employer engagement and the development of better strategic relationships with business, this should integrate with the wider workforce development support proposed.
- 5. Development of All Age Sector Academies** – we recommend the development of an academy-based approach to support key sectors; CDIT, Hospitality and Tourism, Retail and Public Sector in the City. These ‘academies’ will deliver training programmes designed with employers to improve the quality of skills provision and of sector-related employability skills at pre-employment/pre-apprenticeship through to in-work skills progression for all ages. This will enable investment into skills to be far better targeted and related to sector needs AND pool resources and funding, particularly around the Apprenticeship Levy for public sector employers.
- 6. Development of a workforce development support programme for small and micro-businesses <49 employees** – we are recommending a targeted programme for smaller businesses which provides tailored brokerage and support and builds solutions around their specific needs to support their recruitment, develops their leadership and management skills and in turn helps them to grow.

**Brighton & Hove
Data story to inform the
City Employment and Skills Plan
2016-2020
Prepared by Rocket Science**

DRAFT January 2016



Introduction

The following slides provide a high level assessment of Brighton and Hove's labour market as at December 2015. They are intended to provide

- insights on patterns of economic activity,
- evidence to inform the priorities of the plan and
- a baseline from which the impact of the plan can be measured

Some of the data has been sourced directly from nationally available data sources (NOMIS) as well as from recently published research such as the Coast to Capital Economic Assessment. Data has also been provided directly from Brighton and Hove City Council.

Data has been presented at different geographic levels to enable comparison with Brighton and Hove and demonstrate its distinctiveness, however this has depended on the availability of data at administrative levels.

The slides are broken down as follows

- Employment and unemployment in the City (Slides 3 – 21)
- Skills and growth (Slides 22 – 35)
- Young people and apprenticeships (36 – 45)
- List of data sources (47)



Employment and unemployment in the City



Brighton & Hove
City Council

1. Unemployment and furthest from the labour market - Summary

Trends

- Brighton and Hove's unemployment has been reducing and now those receiving Job Seekers Allowance (JSA) is less than 3,000 (2870) over 50% less than the number claiming JSA back in 2010 (6220). This is a consistent trend across the UK and is attributed to an improved economy as well as some of the impacts from welfare reform. JSA rates are slightly higher than the Coast to Capital region.
- However the rate of this reduction has been greater for younger people (16-24) and those aged 25-49, the rate of change for 50-64 age group has been much less suggesting that the older age group may be facing a greater challenge accessing work.
- There are 240 long term unemployed (2 year's plus) claiming JSA of which 71% are male compared to females and over 25% of that group (70) have been unemployed for longer than five years.
- The numbers of residents on Employment Support Allowance (ESA) are just over three times that of those on JSA. This is a consistent national trend and highlights why the Government will be focusing its investment on employment programmes post Work Programme that support this group.

1. Unemployment and furthest from the labour market - Summary

- Of those on ESA, a vast majority are ESA Support Group (7460) those that currently can volunteer to be part of a Government back to work programme rather than in the Work Related Activity Group (WRAG) (2530), those that are mandated to it.
- However when combining long term sick, temporary sick and ESA/incapacity benefit figures, 12.6% of the population of the City are presenting health issues. This has implications for health and adult social care services and how, in the longer term, the City may need to manage demands on services as older people move from ESA at 65 onto other services.

Implications for the CESP

There is a positive story overall around unemployment however it will be important to ensure that this is maintained and measures taken to make further reductions over the coming four years and targeting older age groups (50+) and the long term unemployed.

Data on the profile of current ESA claimants as a whole is not available at this time but will be needed to enable improved planning of services. According to JCP over 70% of ESA Claimants in the City are over 50. Focusing efforts and funding around the ESA WRAG/JSA 2 year plus cohort makes sense in the context of the new Work and Health Programme but needs to align with the level of involvement the City and its partners want to have in supporting this group.



Brighton & Hove
City Council

1.1 Profile of economic activity and out of work benefits (16-64) in the City

Brighton and Hove

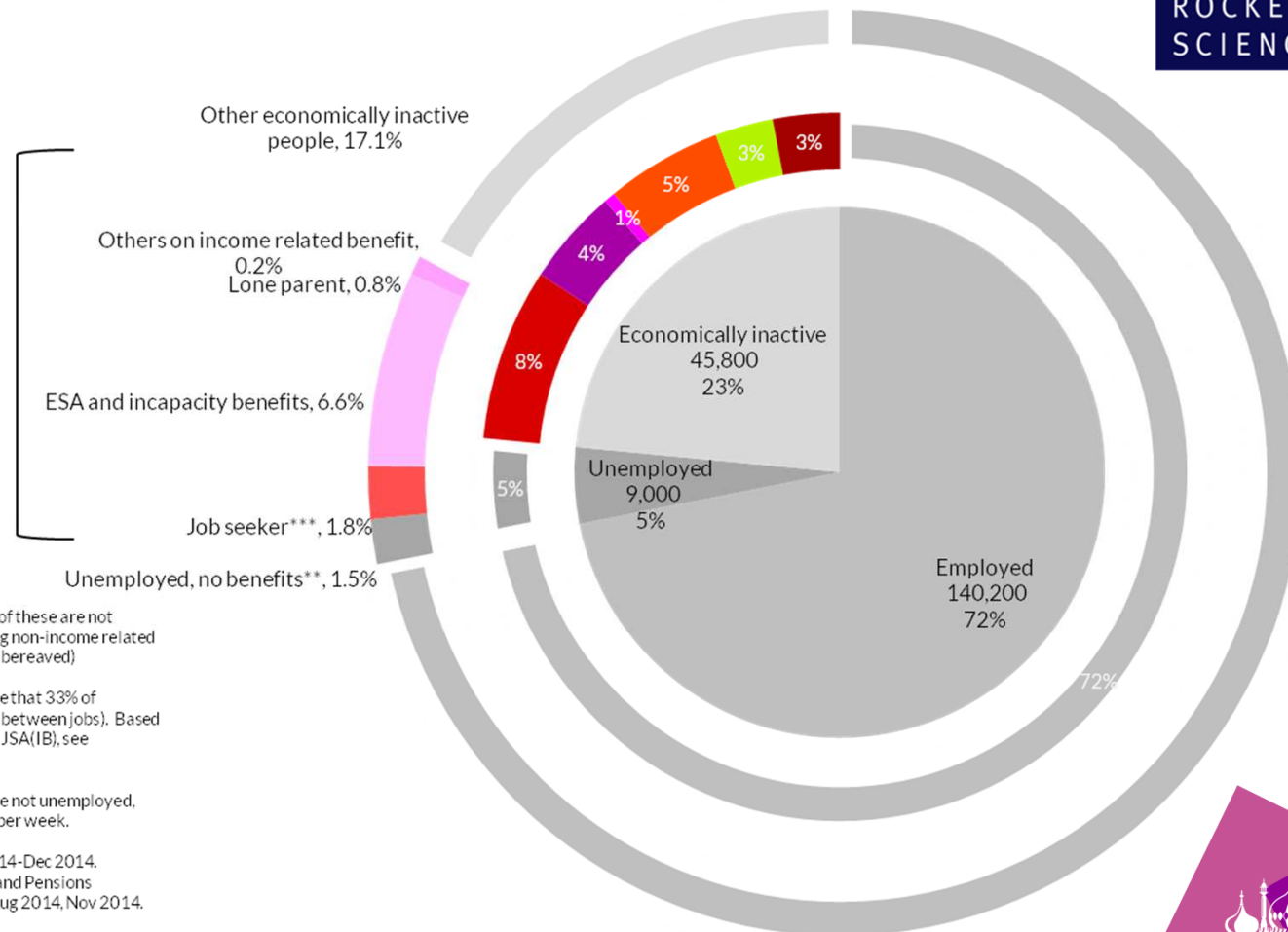


Reasons for Economic Inactivity:

- Student
- Looking after family / home
- Temporary sick
- Long term sick
- Retired
- Other *

DWP Working Age Client
Statistical Typologies

Economic activity and out of work benefits among
working age (16 - 64) residents



*Other economically inactive people: most of these are not claiming benefits but includes some claiming non-income related benefits or other benefits (carers, disabled, bereaved)

** This figure is based on a UK wide estimate that 33% of unemployed are not claiming benefits (eg if between jobs). Based on 2009/10 national estimate of take-up of JSA(IB), see <https://goo.gl/e6dj2t>

*** This figure includes some people who are not unemployed, but working on average less than 16 hours per week.

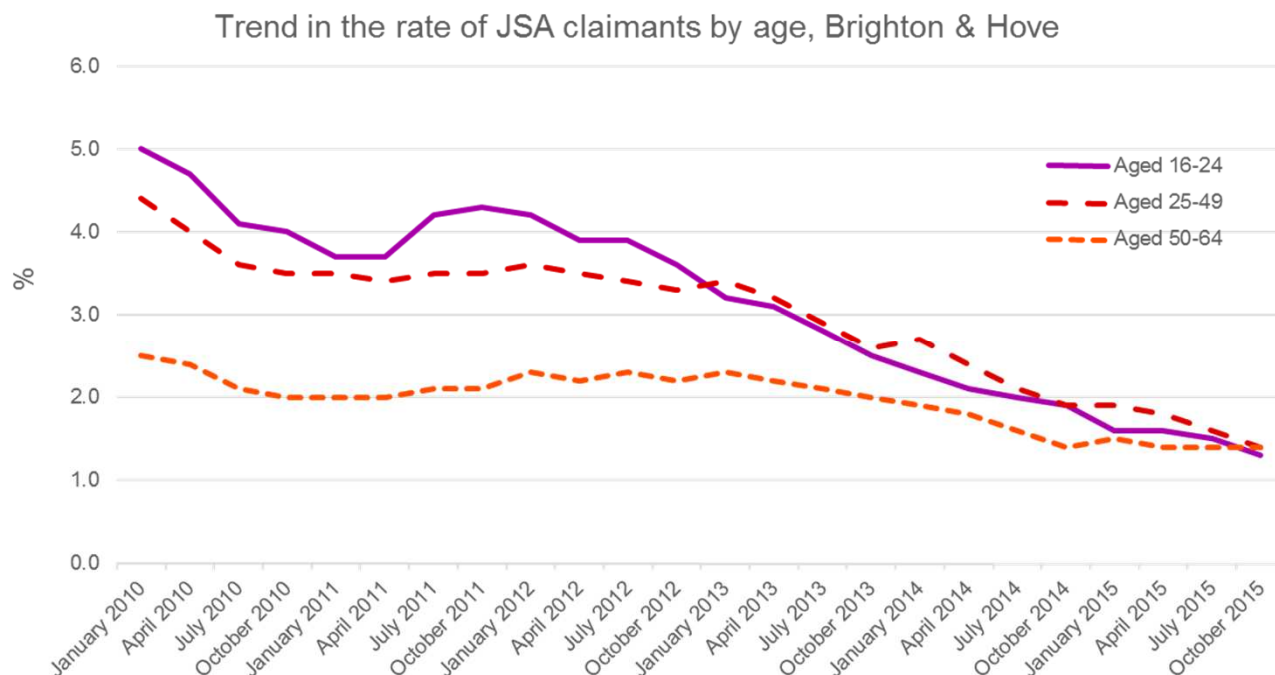
Sources: Annual Population Survey, Jan 2014-Dec 2014.
Averaged quarterly data from DWP Work and Pensions Longitudinal Study, Feb 2014, May 2014, Aug 2014, Nov 2014.

More information about statistical groups is found here:
<https://goo.gl/nqm8aC>

Source: NOMIS annual population survey – economic activity



1.2 The rate of Jobseeker's Allowance claimants has been falling in Brighton & Hove since 2010 but less of an impact on the older age group



The falling rate of JSA claimants has been less for the older age group (29%) compared with 61% for those aged 16 to 24 and 56% for those aged 25-49. Despite absolute numbers being lower than other age groups previously (although now aligned), this rate of change suggests that there are challenges in helping older claimants and efforts should be made to support this group.

| JSA clients at May 2010 | All | 16-24 | 25-49 | 50-65 |
|-------------------------|-------|-------|-------|-------|
| All | 6,220 | 1,540 | 3,810 | 860 |
| Males | 4,320 | 1,020 | 2,690 | 600 |
| Female | 1,910 | 520 | 1,120 | 250 |
| White | 5270 | 1310 | 3200 | 750 |
| Ethnic Minority | 510 | 120 | 300 | 0 |

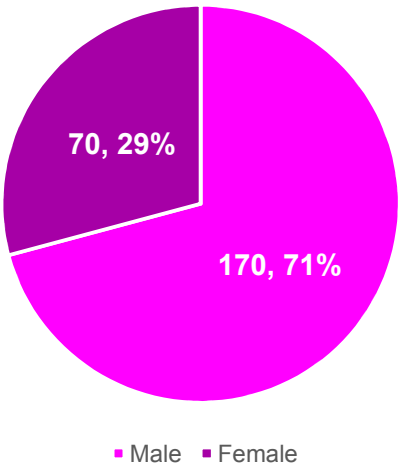
| JSA clients at May 2015 | All | 16-24 | 25-49 | 50-65 |
|-------------------------|-------|-------|-------|-------|
| All | 2,870 | 600 | 1,660 | 610 |
| Males | 1,840 | 380 | 1,040 | 410 |
| Female | 1,030 | 220 | 620 | 200 |
| White | 2440 | 520 | 1400 | 520 |
| Ethnic Minority | 320 | 40 | 160 | 20 |

Source: NOMIS - Jobseeker's Allowance by age and duration with proportions



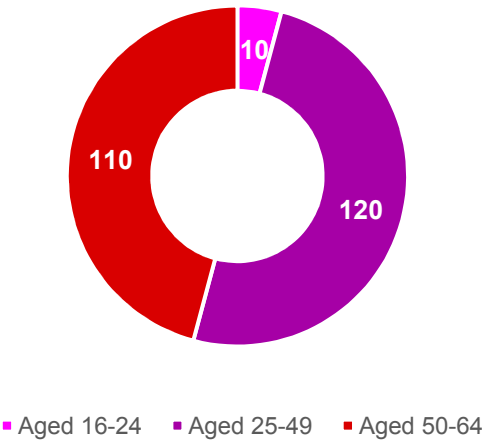
1.3 Over 70% of JSA claimants 2 years plus are male

Long term unemployed in Brighton - 2 years plus



36% of those on JSA for longer than five years as a proportion of the total are in the 50-64 age group. Although the number is relatively small (40) it will be important to target support to enable this group to move into work. Long term unemployment is predominantly a male issue (71% on JSA compared with 56% on ESA) which is consistent with national figures and suggests a need to make efforts to target support relevant to this client group.

Age profile of JSA Claimants 2 years plus



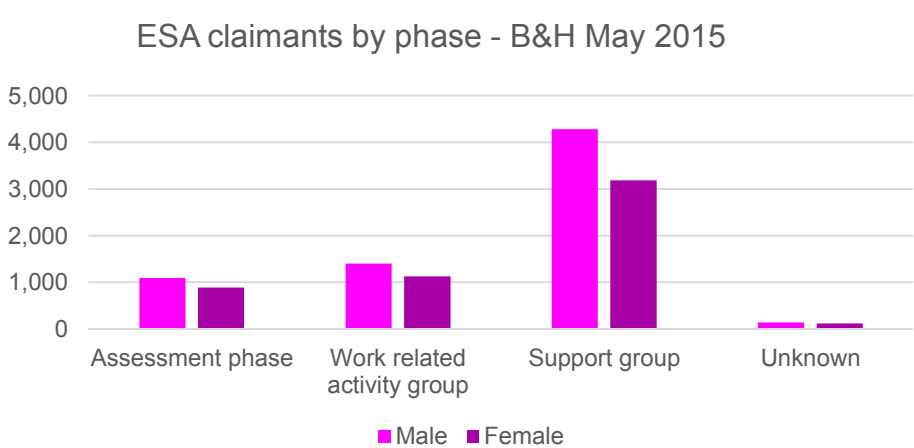
Source: NOMIS - Jobseeker's Allowance by age and duration with proportions



1.4 Employment Support Allowance claimant rates in Brighton and Hove are slightly higher than England but WRAG numbers are low.

| | Contributions based | Both income and contributions based | Income based | No payments - credits only | Total |
|-----------------------------|---------------------|-------------------------------------|--------------|----------------------------|--------|
| Assessment phase | 360 | 40 | 1,550 | 50 | 1,990 |
| Work related activity group | 70 | 20 | 2,290 | 150 | 2,530 |
| Support group | 1,450 | 1,740 | 4,260 | 10 | 7,470 |
| Unknown | | | | 270 | 270 |
| Total | 1,880 | 1,800 | 8,100 | 480 | 12,260 |
| | Contributions based | Both income and contributions based | Income based | No payments - credits only | Total |
| Assessment phase | 0.82 | 0.81 | 0.90 | 0.72 | 0.87 |
| Work related activity group | 1.12 | 1.01 | 1.25 | 0.65 | 1.18 |
| Support group | 0.81 | 1.29 | 1.37 | 0.45 | 1.19 |
| Unknown | | | | 0.75 | 0.75 |
| Total | 0.82 | 1.27 | 1.21 | 0.70 | 1.11 |

Source: NOMIS (benefit claimants - employment and support allowance; 2014 mid-year population estimates)

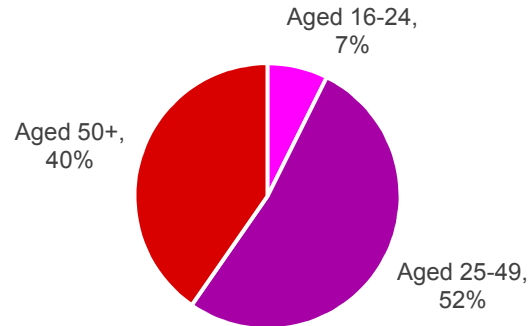


Although numbers on WRAG are low, JCP will want to work with the support group to help them move towards work related activity and it is likely that the new Work and Health programme will incentivise providers to work with the group.

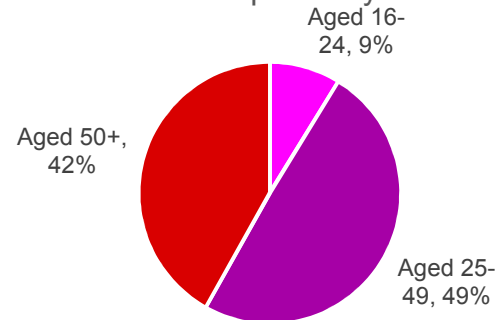


1.5 Some slight differences around age and gender for those on ESA in Brighton and Hove compared to other areas

ESA claimants broken down by age - Brighton and Hove May 2015

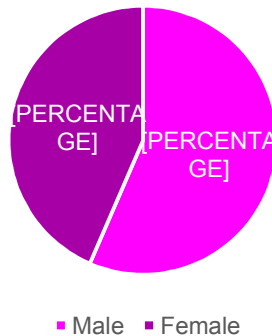


Coast to Capital May 2015

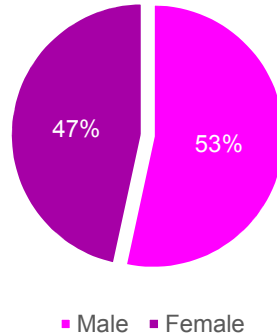


These figures show that whilst there are some differences in age and gender Brighton is not unique in terms of its ESA profile. However there are slightly more males than females on ESA in Brighton and more aged 25-49 than the Coast to Capital area.

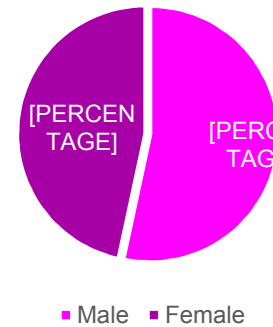
ESA claimants broken down by sex – Brighton and Hove May 2015



Coast to Capital May 2015



England May 2015



2. Employment and pay – Summary

Trends

- The employment rate for Brighton and Hove is less than that seen in Greater Brighton and Coast to Capital, with a recent decline in the past year.
- The ethnic minority employment rate is lowest in Brighton and Hove compared to other areas and has been consistently lower over the past four years. It currently stands at over 5% less than the England average.
- The employment rate for Young People (16-24) is lower compared to other areas, with the greatest gap affecting young females (16-24) when comparing Brighton and Hove to the Greater Brighton and Coast to Capital areas.
- Self employment has been rising since 2009 although there is some volatility - there was a peak for women and drop for men in 2013. Male self-employment is at its highest since 2005, suggesting that the past ten years (which would have included the recession) have been challenging for those in self-employment.

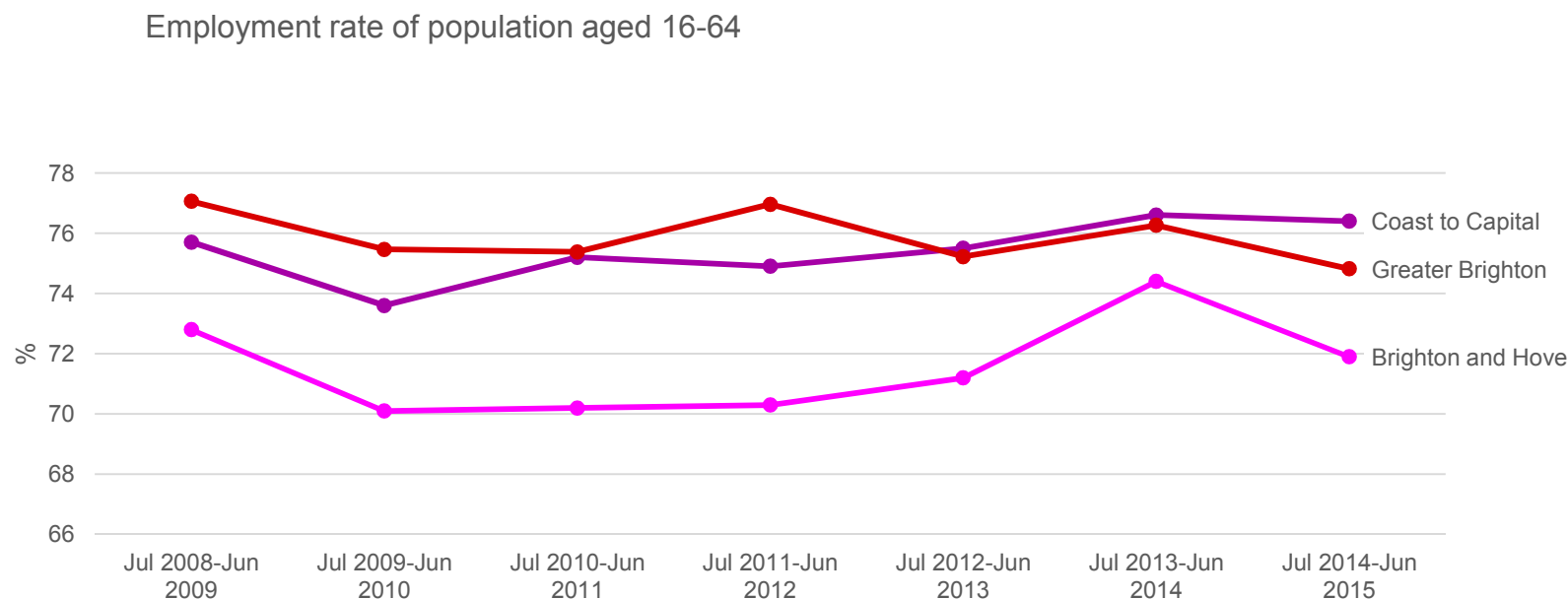
2. Employment and pay – Summary

- Brighton and Hove has strong travel to work relationships with Greater London, its Greater Brighton partners and with Gatwick Diamond and East Sussex economic partnerships. It suffers a 'drain' of workers aged 25-49.
- Current vacancy data suggests vacancies are low and consistent with Coast to Capital however there are highest reported vacancies for elementary, sales, managers, and administrative staff

Implications for the CESP

Evidence suggests that there are issues specific to Brighton and Hove in relation to employment in terms of disadvantage around ethnic minorities, pay and gender differences. The plan will need to reflect an ambition where the City performs at least as well as its neighbours in the Greater Brighton area and reduces the impact of disadvantage for both residents and workers, particularly those on ESA and the long term unemployed and the low-waged.

2.1a A changing employment rate in the City?

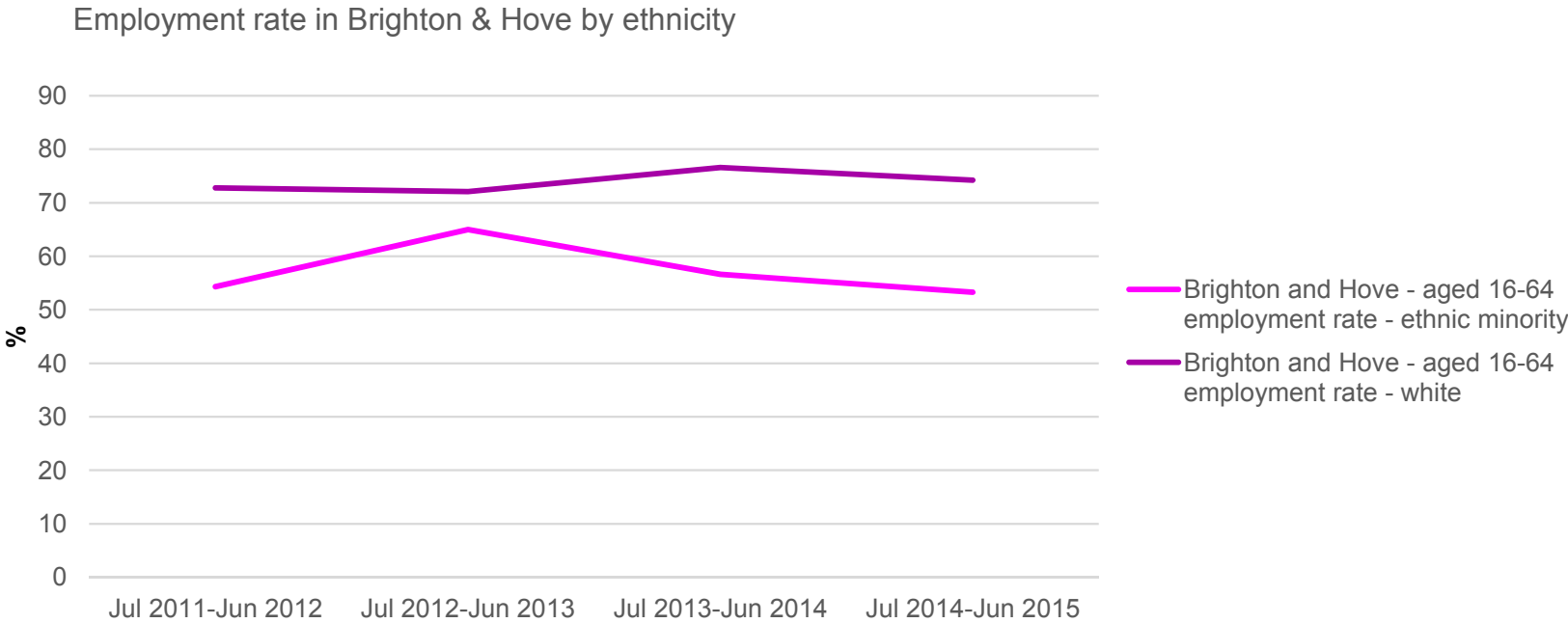


Source: NOMIS annual population survey

The Employment Rate for the City was below both Coast to Capital and Greater Brighton regions during the first three years of the previous CESP. It increased in 2013/14 (to a level near that in 2008/9), but reduced again in 2014/15. This suggests that there is some volatility in employment in the City and that the rate is consistently worse compared to Greater Brighton (greatest divergence in 2011/12).



2.1b Ethnic minority employment trends



Source: NOMIS annual population survey

The Employment Rate for ethnic minorities compared to White is lower. Although this appeared to improve in 2012/13, the rate is lowering to the level seen in 2011/12 and below the current England average of 62.1%.



2.2 Areas differences in employment rates

Ratio of employment rate in Brighton and Hove compared to Greater Brighton and Coast to Capital

Employment rates – ratio of Brighton & Hove to **Greater Brighton**, June 2015

| | All 16- 64 | 16- 24 | 25- 49 | 49- 65 |
|-------------------|------------|--------|--------|--------|
| All | 0.96 | 0.78 | 0.96 | 1.04 |
| Males | 0.97 | 0.94 | 0.97 | 0.96 |
| Females | 0.95 | 0.67 | 0.93 | 1.13 |
| White | 0.98 | | | |
| Ethnic minorities | 0.82 | | | |

Employment rates – ratio of Brighton & Hove to **Coast to Capital**, June 2015

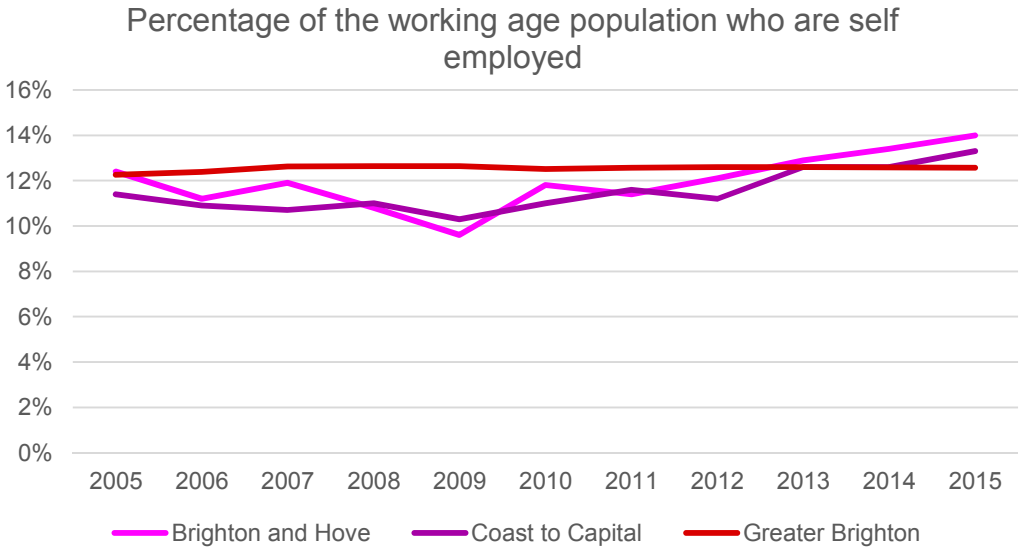
| | All 16- 64 | 16- 24 | 25- 49 | 49- 65 |
|-------------------|------------|--------|--------|--------|
| All | 0.94 | 0.77 | 0.97 | 0.97 |
| Males | 0.92 | 0.79 | 0.96 | 0.90 |
| Females | 0.96 | 0.75 | 0.97 | 1.06 |
| White | 0.95 | | | |
| Ethnic Minorities | 0.80 | | | |

Source: NOMIS annual population survey

These figures show that in most cases the employment rate for Brighton and Hove is lower across sex, age and ethnicity compared to Greater Brighton and Coast to Capital. The greatest gap in employment rates are for the 16-24 age group and probably explained by this group being more likely to study full time particularly for those within the Raising Participation Age; females show the greatest gap in this age range. However the ethnic minority rate is lower in both areas suggesting that there are specific issues around ethnic minority employment in Brighton and Hove.



2.3 Self employment has risen modestly since 2009



Self employment in Brighton is slightly higher than Greater Brighton and Coast to Capital and has risen by nearly 5% since 2009.

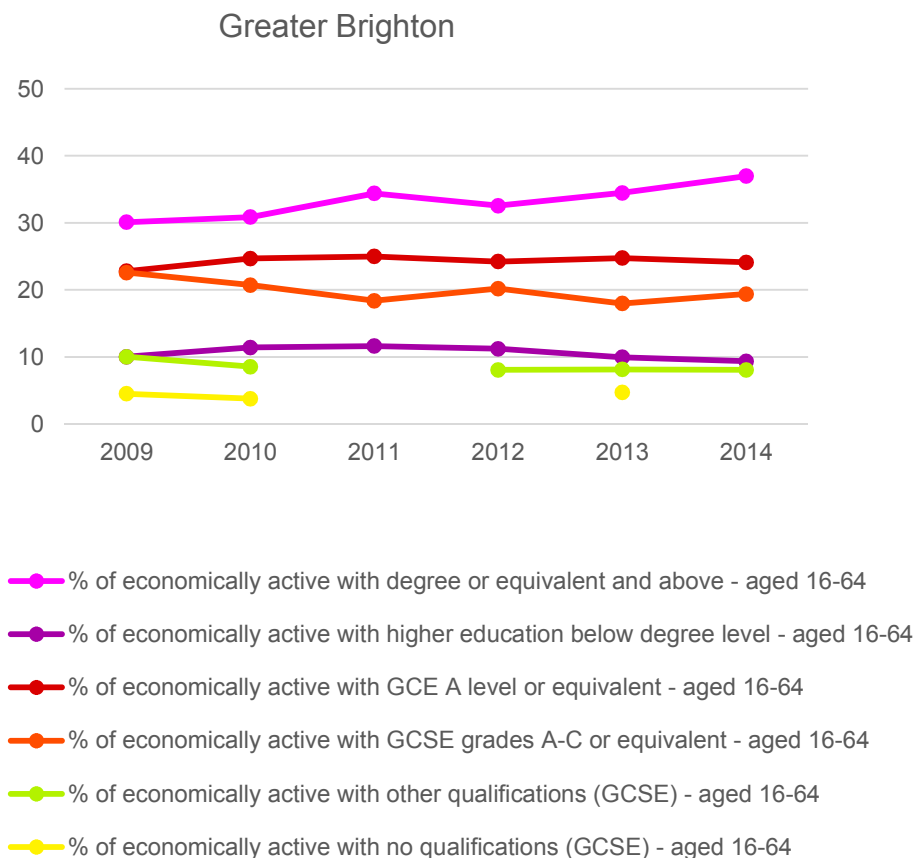
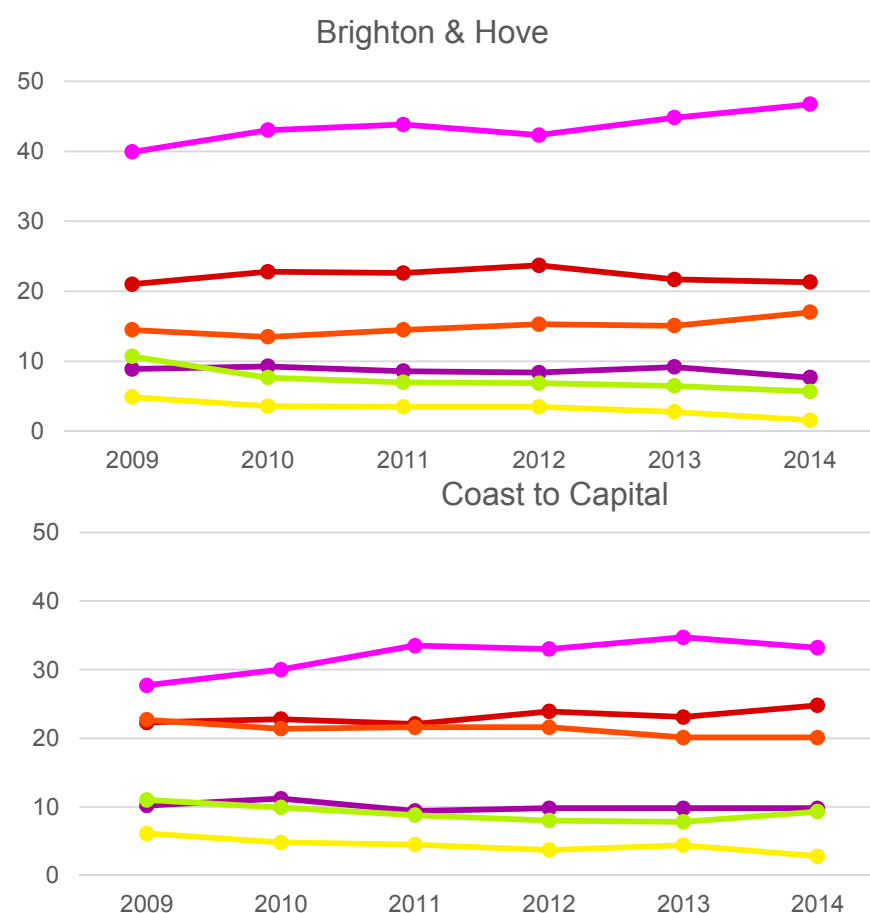
However there are gaps between male and female participation in Brighton, although both have recently increased.

Self employment is seen as a potential opportunity for individuals on JSA/ESA as an alternative to traditional employment particularly when individuals need flexibility around their hours or type of employment.

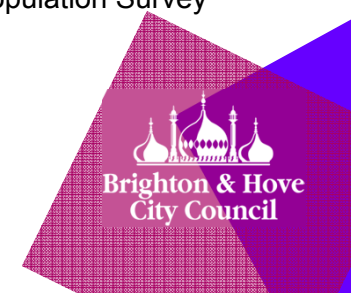


Source: NOMIS annual population survey

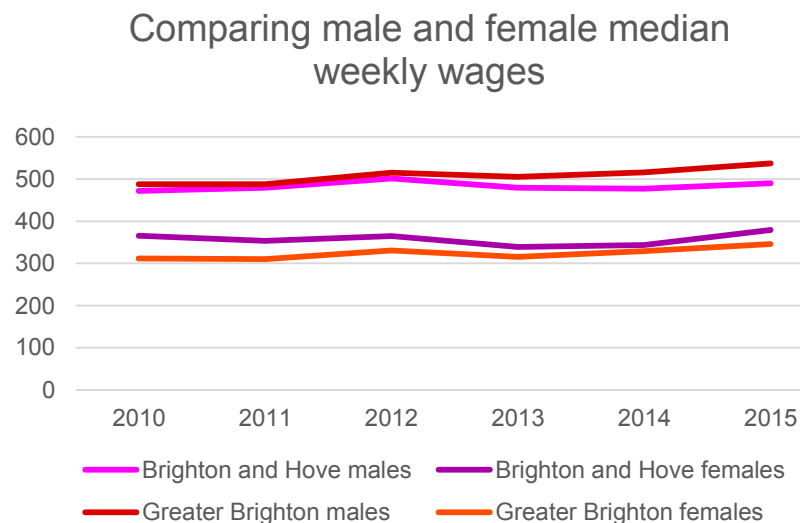
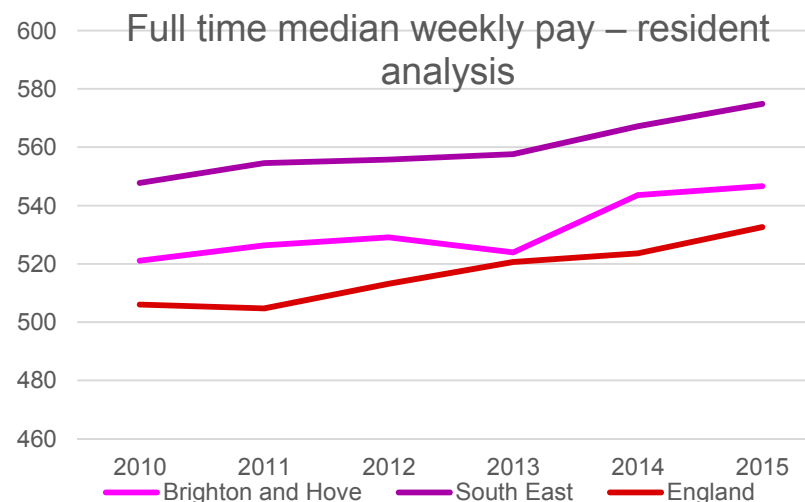
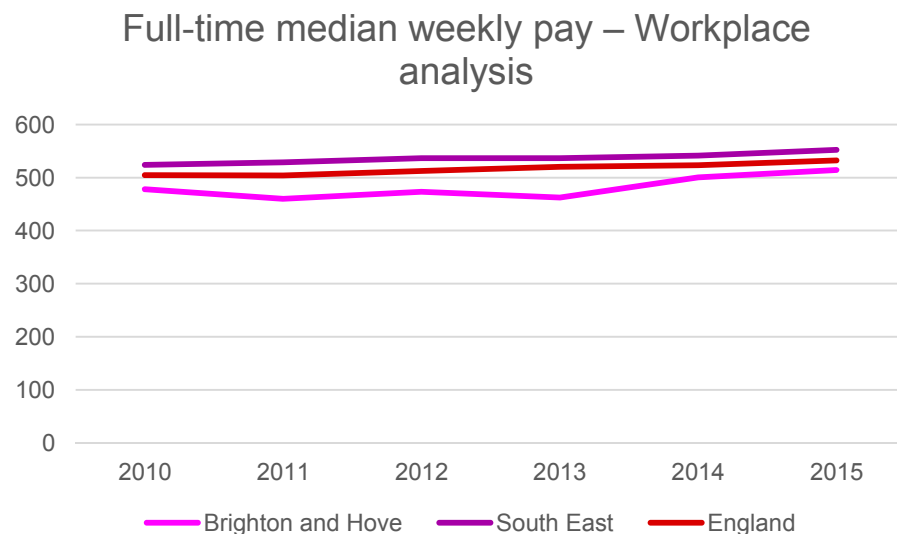
2.4 As a University city Brighton has higher rates of economic activity of the population with a degree level or above



However, comparing educational levels with Greater Brighton and Coast to Capital, Brighton has a lower economically active population with GCSE Grades A-C or equivalent. Graduate retention increased between 2014 and 15 in the Coast to Capital region with Brighton and Hove being the most common place to settle (16% of graduates) and has had an increase in graduate retention of 1.6%. Brighton and Hove has moved ahead of Greater London for attracting STEM graduates.



2.5 There are differences in weekly pay for workers and residents and also between genders

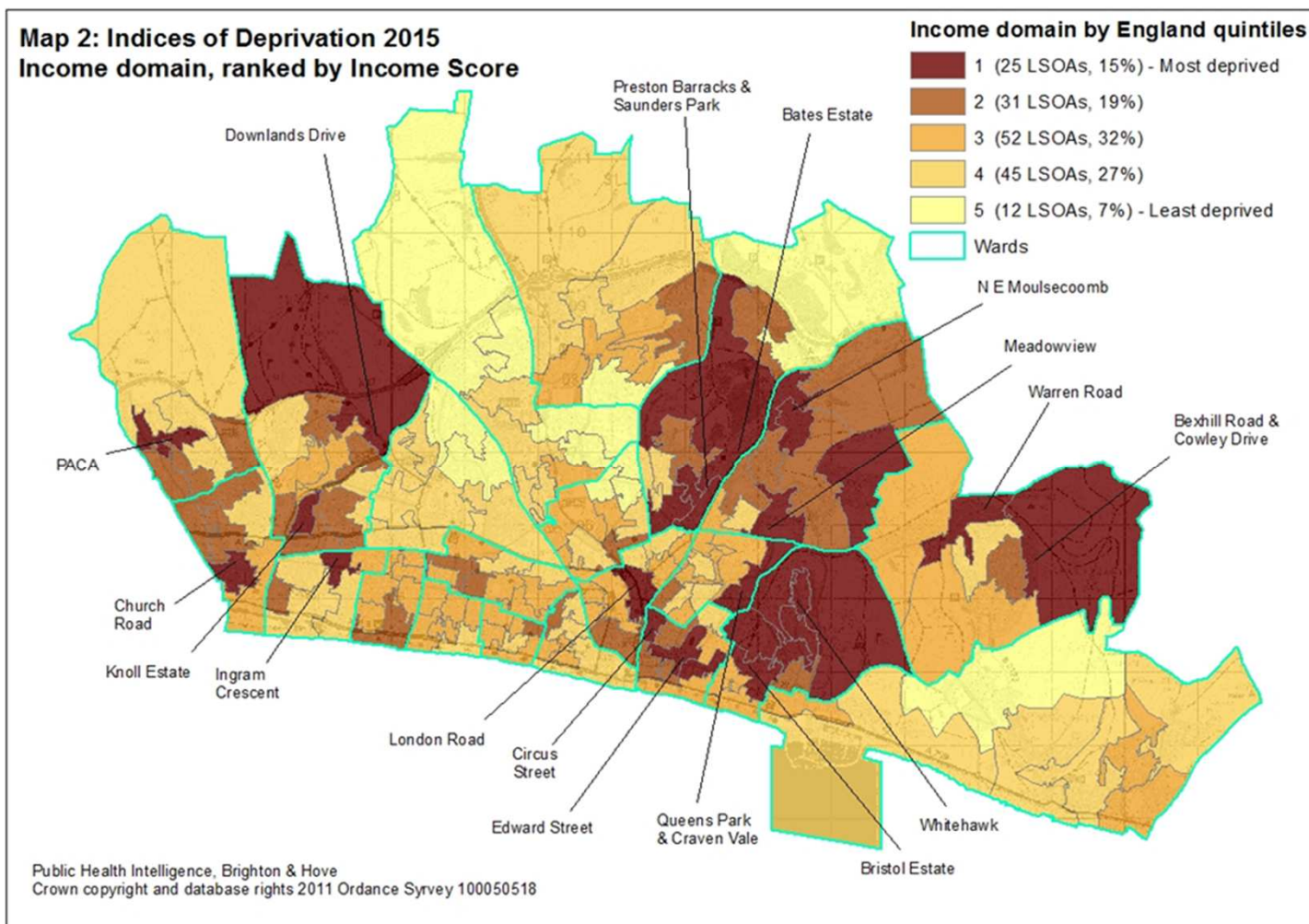


Some of the differences in pay reflect issues around part time and full time work – certainly between men and women and the types of jobs held by residents in the City versus those that commute into Brighton and Hove. Nevertheless there are likely to be issues around affordability “Rents for new lets have been increasing at between 5 and 10% a year over the last four years. Housing benefit rates are already significantly lower than the average cost of new rents in the city. Reduction of the benefit cap to £20k in Autumn 2016 which is currently forecast to affect 650 families” (John Francis – Welfare Reform team)

Source: NOMIS annual survey of hours and earnings



2.6 Geography of income deprivation

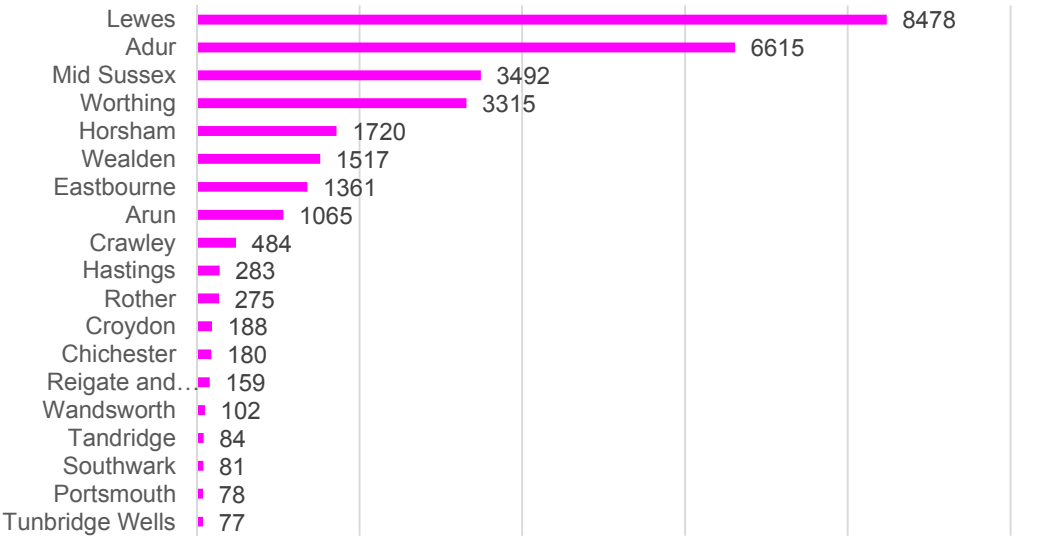


Despite higher rates of pay for residents as an average, this masks a pattern of income deprivation for particular wards across the city where there are 25 LSOAs in the 15 most deprived within the Income Domain. This will require targeted support for those households, that through employment and improved pay, can help to address income inequality in the City.

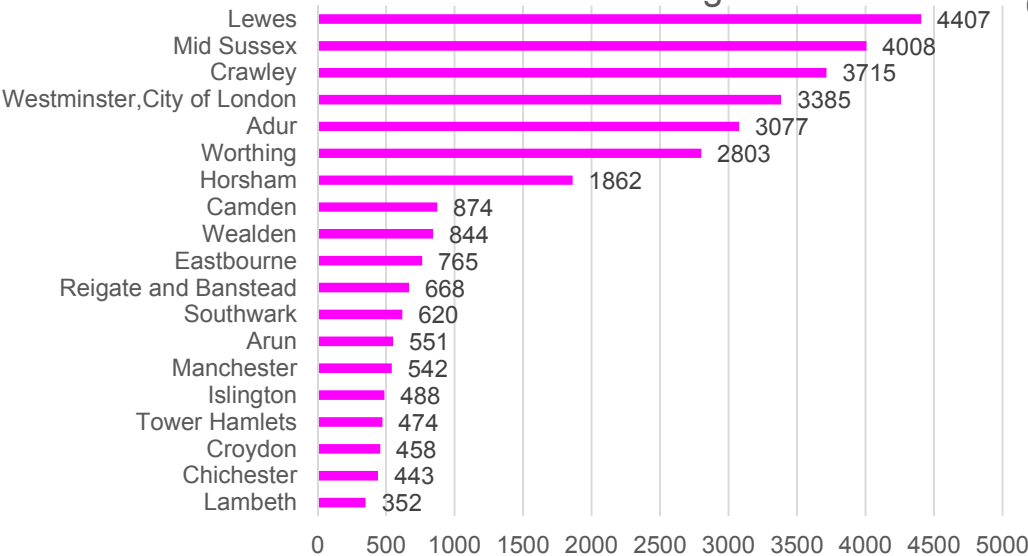
2.7 Travel to work

Over 6500 residents commute from Brighton into Greater London (inc Croydon). More 25-49 year olds commute outside the area from Brighton and Hove than travel into Brighton and Hove. There is more commuting into rather than from Brighton and Hove for all other age groups.

Commuting in



Commuting out

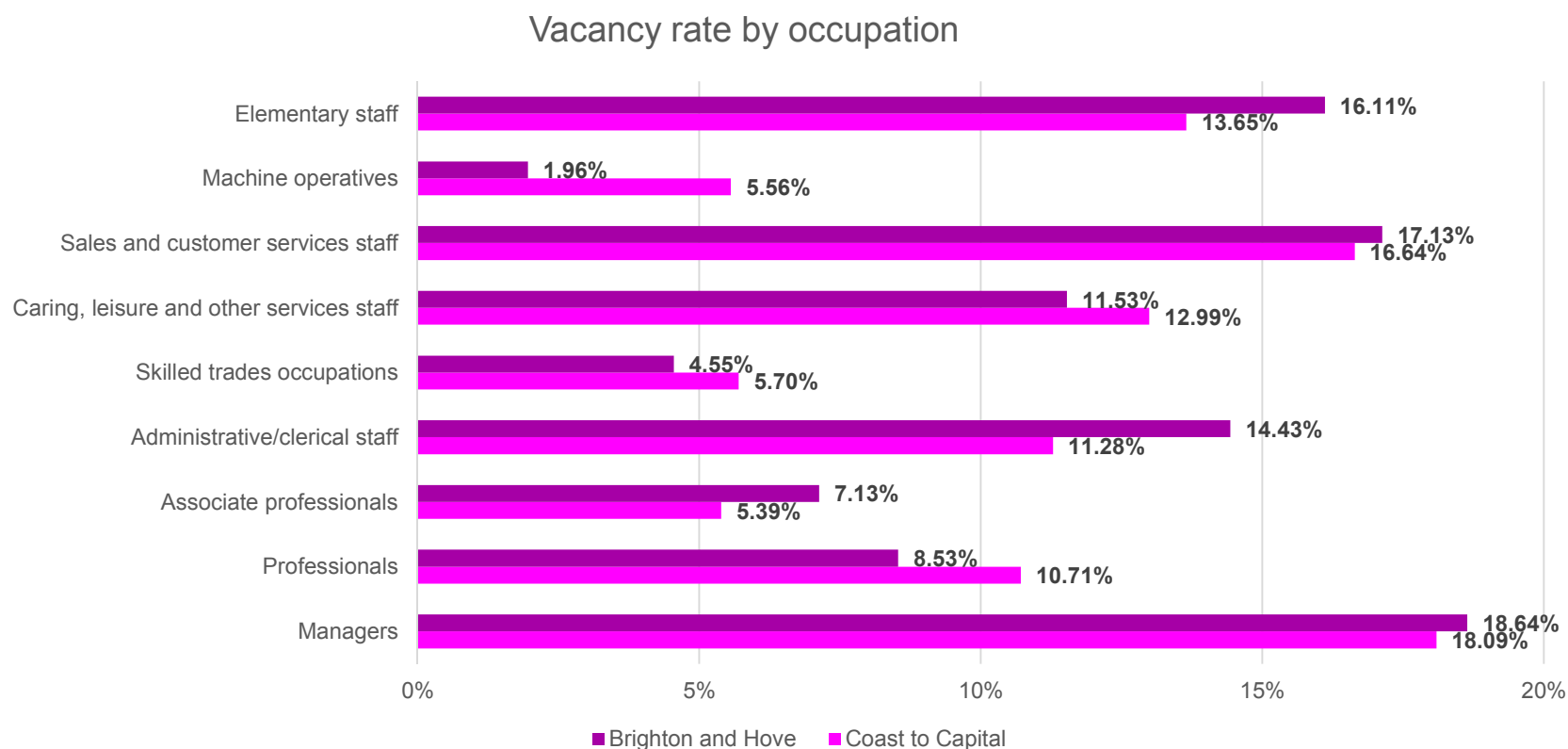


This shows strong connections understandably with Greater Brighton area as well as with the Gatwick Diamond and East Sussex areas.



Brighton & Hove
City Council

2.8 Vacancy rates are low but there are vacancies in a range of areas from elementary to management levels (this data is likely to change)



Source: UKCES Employer Skills Survey 2013



Sector trends, growth and skills needs



Brighton & Hove
City Council

3. Sector trends, growth and skills needs - Summary

Trends

- Despite some changes between years, there has been little change in employment sectors since 2010, with some increases in employment by sector including transport, communication and other services (since 2013), making it distinctive from the Greater Brighton area and decreases in distribution, hotels and restaurants, manufacturing and construction.
- Trends in employment by occupation also show little change overall since 2010, although employment in caring, leisure and service and elementary occupations has increased in the past year.
- Public administration, education and health remains the highest employment sector representing over one third of employees. Even accounting for projected cuts in public sector employment this position is unlikely to change substantially.
- Financial services remains the second largest employment sector (one fifth of employees), yet is concentrated in a small number of employers. Requirements for higher level skills and qualifications(4 and 5) represents a key skills challenge as current skills gaps in retail services are reported at being between levels 1 and 3.
- Similarly employers are reporting skills gaps at lower levels (customer services) rather than higher levels predicted. Nearly half (47%) of local businesses employ at least one graduate, but more than half of these (56%) believe that none of the jobs that graduates in their organisation do require a degree.

3. Sector trends, growth and skills needs - Summary

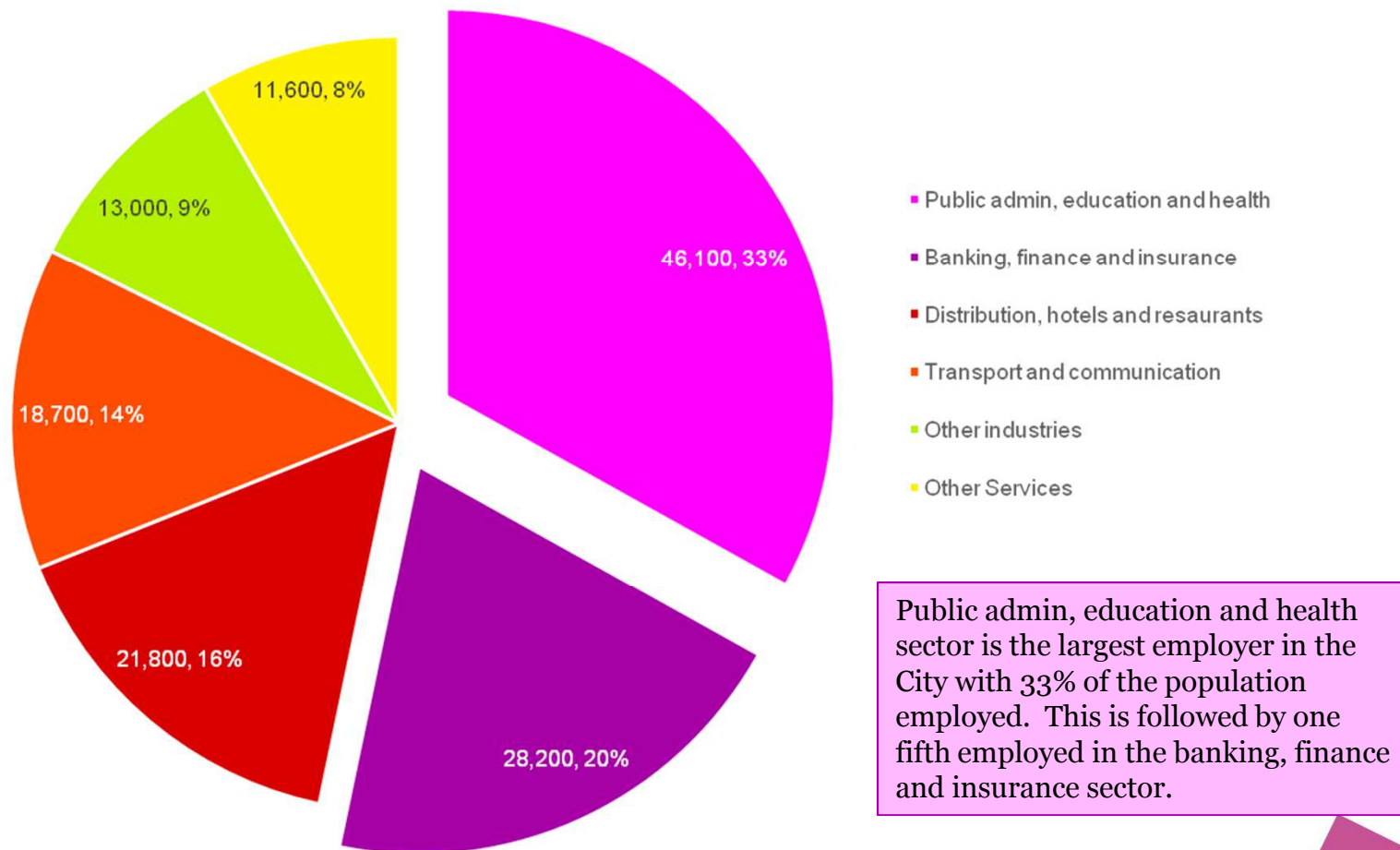
- The CDIT sector however is reporting skills gaps and these have worsened, rather than improved. This sector is a key contributor to the economic growth of the City.
- Although there will be jobs growth in the City and opportunities to take advantage of regeneration programmes and devolution, replacement demand for jobs outstrips net jobs growth by eight times.
- 24.9% of employers have reported that at least one member of their current staff is not considered fully proficient at their job (around 9% of all staff).

Implications for the CESP 2016-2020

It will be important to focus actions within the CESP that are within the control and influence of local partners. Keeping up to date local labour market intelligence will be key in ensuring skills and training provision is meeting the demands of employers.

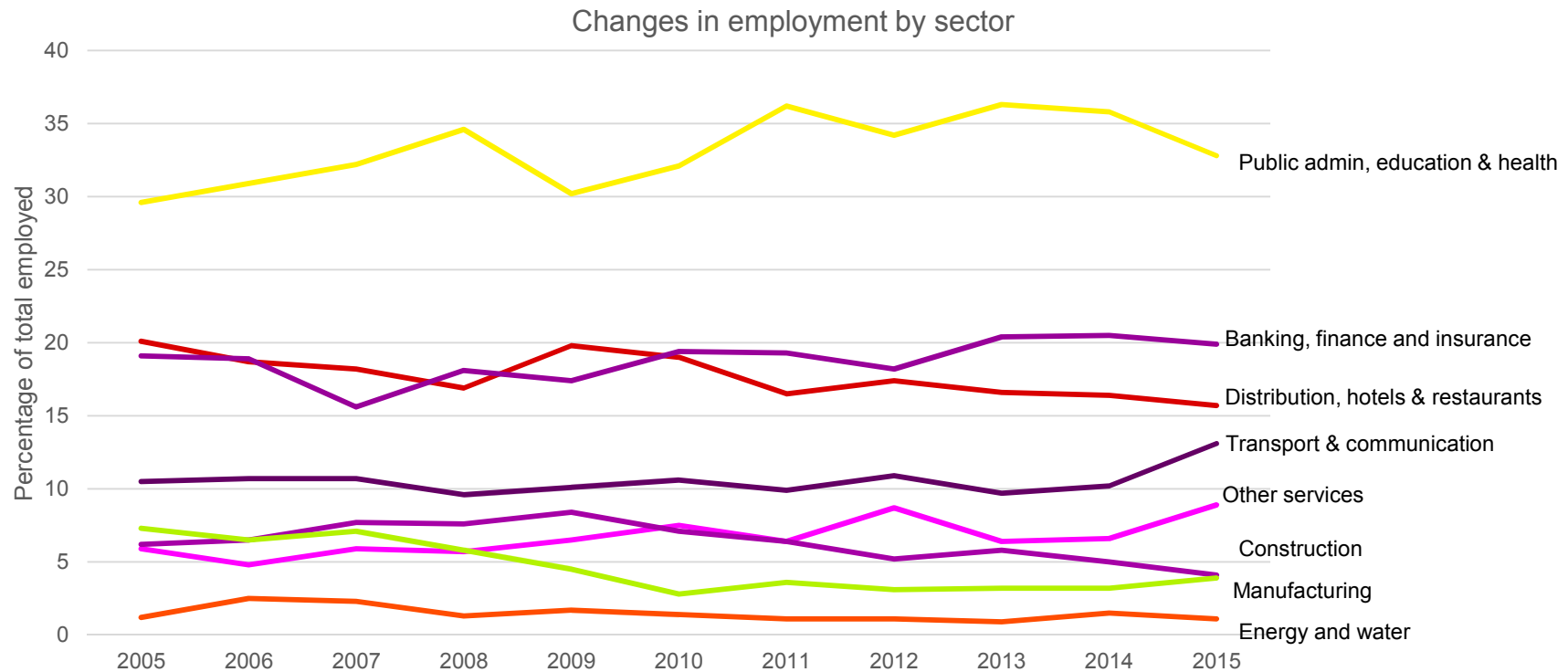
Focusing interventions equally where the City can make the greatest impact or for sectors that are important for economic resilience and growth ie ensuring there is an offer of support for public sector, financial services, retail, tourism and CDIT businesses to meet replacement demand for jobs and changes in skills requirements.

3.1 Public sector and Finance are the most significant employers in Brighton and Hove



Source: NOMIS annual population survey – workplace analysis July 2014 – June 2015

3.2 There has been relatively little change in the structure of employment by sector since 2005



Source: NOMIS annual population survey

Since 2005:

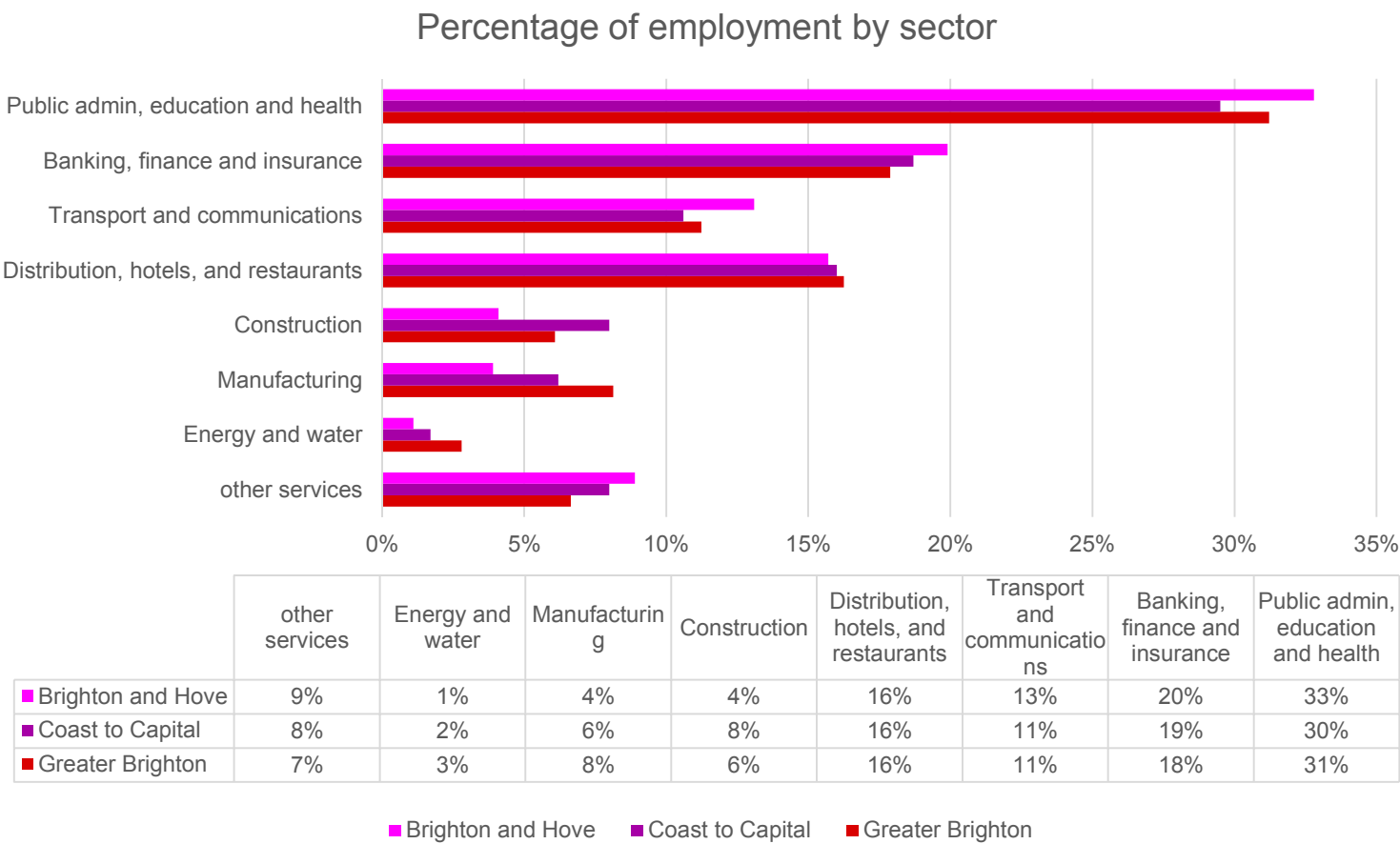
- Public sector employment has fluctuated around 30-35% but has stayed the largest employer throughout and is at the same level as 2010, despite cuts in some public sector spending
- Distribution, hotels and restaurants has decreased from above just 20% to just above 15%
- Transport, communication and other services have both seen an increase since 2013

Overall there has been little change in the structure of employment by sector and this is likely to be a similar case over the lifetime of the plan with some changes but replacement demand outstripping net job growth by eight times between 2012 and 2022 (UKCES Coast to Capital LMI 2015)



Brighton & Hove
City Council

3.3 There are is little difference in employment sectors comparing Brighton and Hove with other areas



Compared to Coast to Capital and the Greater Brighton region, Brighton and Hove has:

- Less construction, manufacturing and energy and water employment
- More public, finance, transport and communications, and other services employment.



Source: NOMIS annual population survey

3.4 The CDIT sector in Brighton and Hove

- 23.4% of all businesses in Brighton and Hove are in the CDIT sector compared to 15.5% of the Coast to Capital region average and a CDIT cluster (second to Although Brighton and Hove has a larger share of businesses within the creative sector (55%).
- Brighton and Hove has 22% of all CDIT employees across the Coast to Capital region c8844. Applying the rate of increase suggested for the sector by the UKCES Working Future's report across the C2C region this is likely to result in an extra 2,000 new jobs (the majority at the highest level) in the City between 2012 and 2022.
- However skills gaps in the sector are increasing or remaining static, attributed to lack of investment in training and that the majority of businesses in the sector employ less than 9 people:

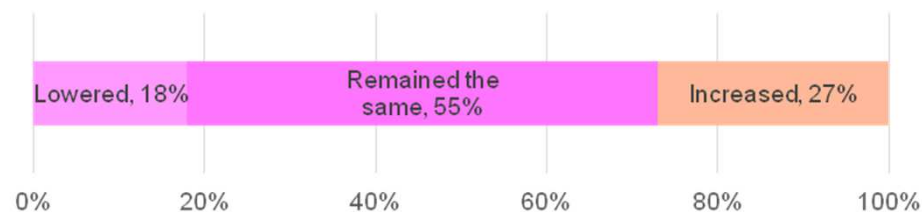
Short term gaps

IT Security skills
Cloud computing abilities
IT convergence skills
Multi-platform content management

Medium term gaps

Green IT skills
Information and analytics skills
Modelling and simulation skills

Skill gaps have.....



...since the last Fuse survey

Sources: Coast to Capital Economic Assessment 2015
Brighton Fuse Second Wave Firms Survey



3.5 The Financial Services Sector in Brighton and Hove

- 17.7% of all businesses in Brighton and Hove are in financial and business services, compared to 18% average of the Coast to Capital region and accounts for nearly 29,000 jobs in the City. It has the highest concentration of jobs but the least number of businesses as it is home to a number of larger employers such as American Express.
- Employment growth within the sector is going to increase by 17,000 between 2012 and 2022 according to the UKCES Working Futures report. Applying this increase in relation to Brighton and Hove's employment share compared to Coast to Capital (14.2%) could result in an additional c2410 new jobs by 2022.
- These jobs are likely to become higher skilled and require higher levels of qualifications, demand at the top level of jobs is expected to increase by 20%.
- However 77% of employers in retail financial services report skills gaps in; basic numeracy, problem-solving skills, people skills, industry knowledge and product knowledge and pay within the retail sector tends to be much lower than that of the wholesale.
- These skills gaps could be considered to be associated with those employees who have level 1 to 3 qualifications, in the future demand for employees with this level of qualification will reduce by 21%, and those with no qualifications falling by 22%.
- This suggests a real skills mismatch in current needs versus future demand and the need to support workforce development to develop the skills of those already employed as well as create training and development opportunities to support individuals to move from level 3 to level 4.

Sources: Coast to Capital Economic Assessment 2015



3.6 Jobs demand and issues important for Brighton and Hove

- Greater Brighton devolution and the growth and regeneration plans for the Greater Brighton region and Brighton and Hove present opportunities around jobs and support for business over the lifetime of the plan:
 - Advanced Engineering – the new campus in Moulsecoomb will create 45 higher level jobs and produce 60 engineering graduates per annum
 - Central Research Laboratory Growth Centre, Preston Barracks will create a space for innovation and entrepreneurship
 - Shoreham Harbour Regeneration scheme creating a short term need for over 1500 construction jobs
 - Circus Street Innovation Hub creating over 200 predominantly local jobs
 - City College Brighton and Hove Construction Trades Centre opening in 2016 to scale and improve the quality of construction training
- The proportion of high skilled jobs is expected to increase and low to mid skilled jobs are expected to decrease. Between 2012 and 2022, across the Coast to Capital region there is expected to be:
 - a modest increase in the number of jobs available (45,000)
 - a large amount of replacement demand for new staff (369,000) – eight times more than the number of new jobs
 - A reduction in the number of low and mid-skilled jobs (from 18% to 12% of employment of employment)
 - An increase in the number of high skilled jobs (from 41% of to 51% of employment)

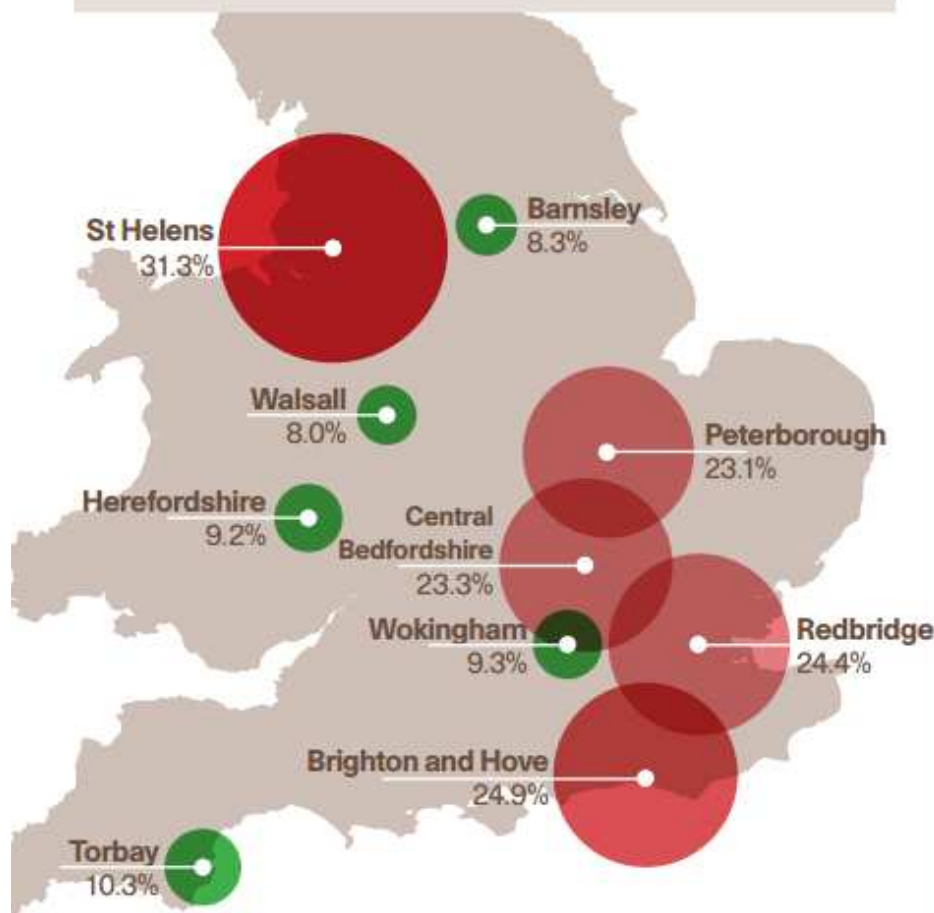
Sources: Coast to Capital Economic Assessment 2015
Greater Brighton Economic Board Report 2015



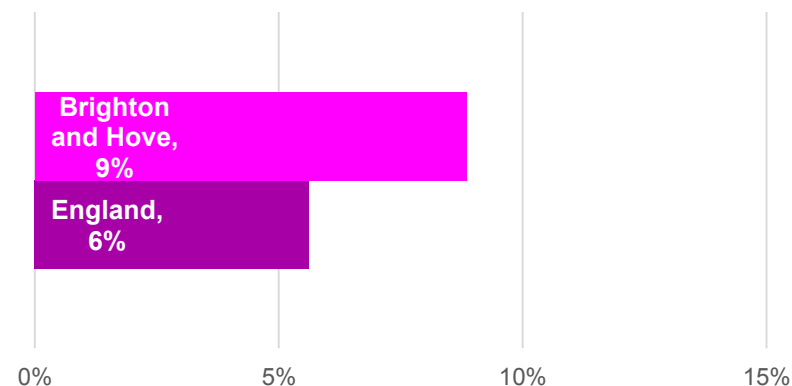
3.7 Brighton and Hove is in the top 5 of areas reporting skills gaps in England

Skills gaps:

% of employers reporting
– top 5 and bottom 5 local areas



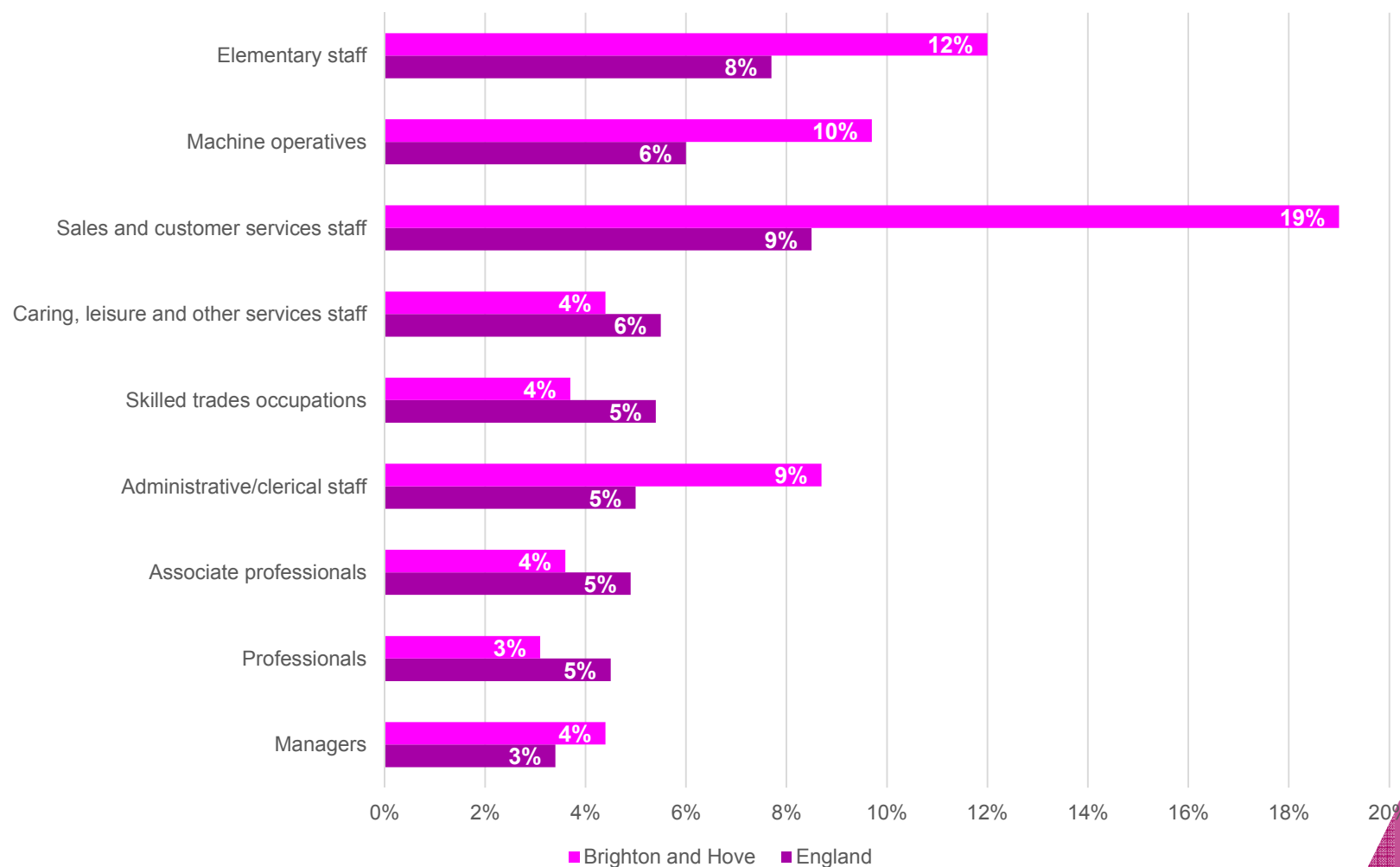
Proportion of current staff that are not fully proficient



The UKCES Employer Skills Survey 2013, highlighted that 24.9% of employers reported that at least 1 member of their current staff is not considered fully proficient at their job. Applying this lack of proficiency (9%) across the current working population in the City this could apply to more than 10,000 employees.

3.8 Despite growth predictions for higher level roles, employer-reported skills gaps concentrated at the lower level

Density of skill gaps in Brighton and Hove by occupation

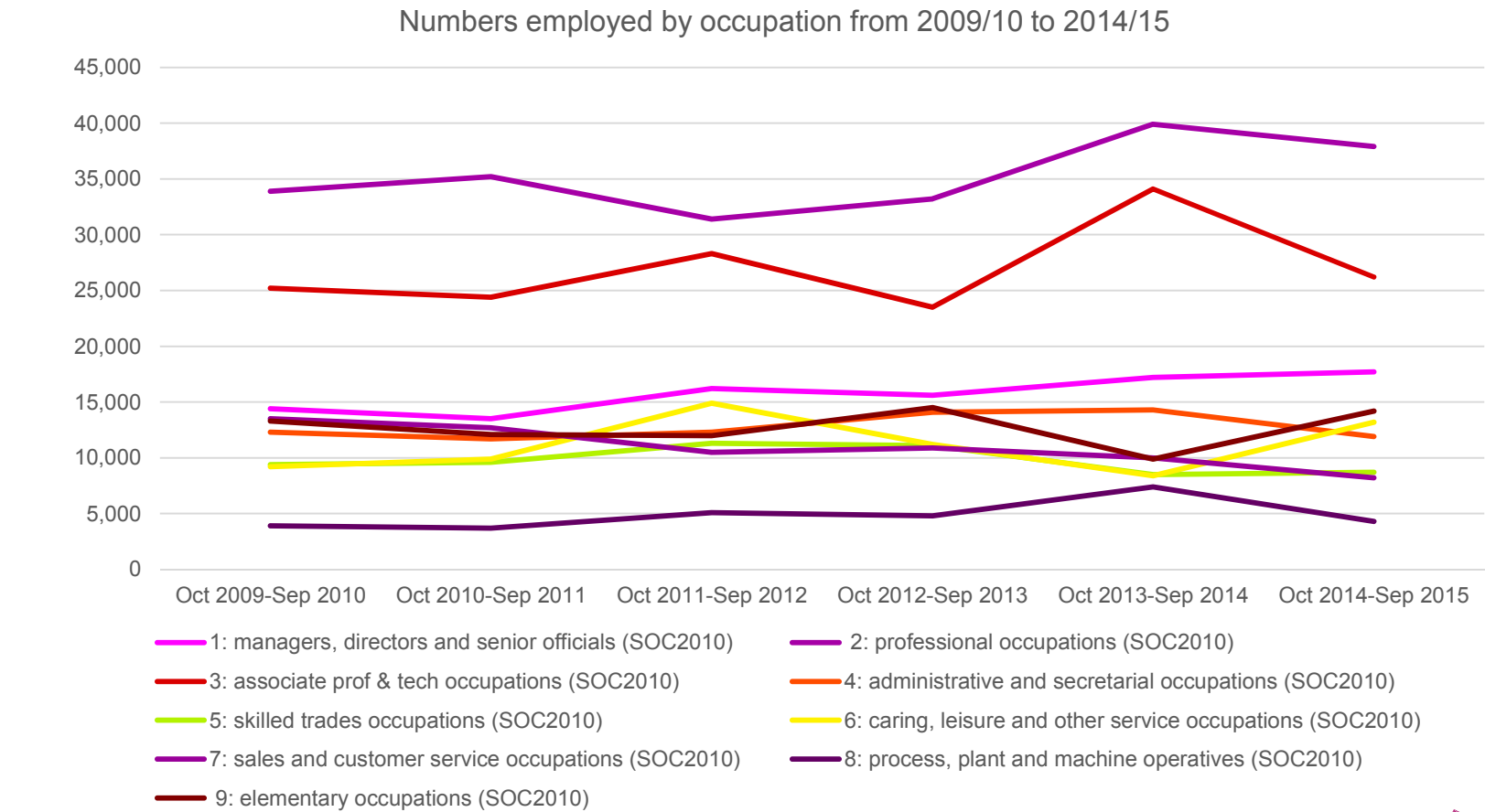


Source: UKCES Employer Skills Survey 2013



Brighton & Hove
City Council

3.9 Changes in employment by occupation since 2010



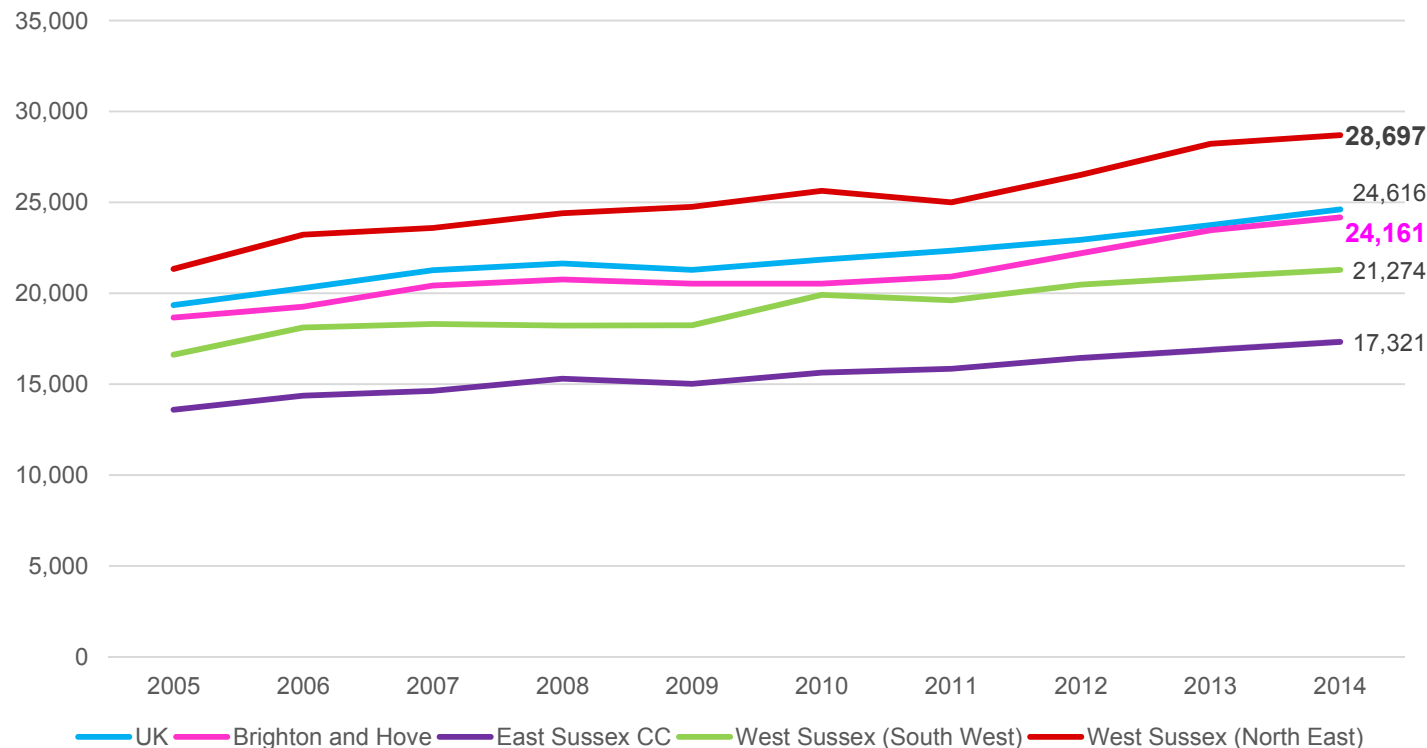
Trends in employment by occupation also show little change overall since 2010, although caring, leisure and service and elementary occupations are showing an increase in the past year. Higher level professions and associated professional and technical occupations show some shifts in year and have declined in the past year (back to around their original position in 2010).

Source: NOMIS Annual Population Survey



3.10 Productivity is improving but has some way to go to meet GVA per head in West Sussex (NE)

GVA per head trends comparison 2005-2014

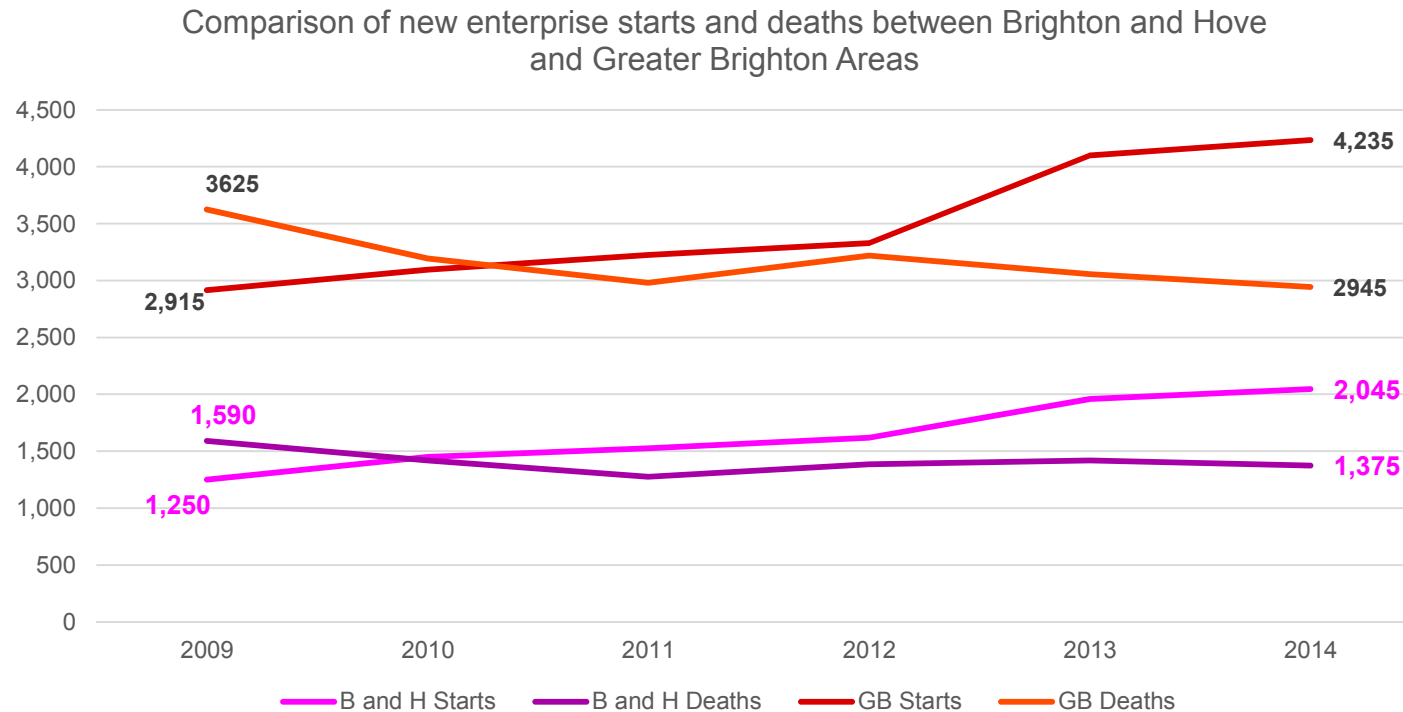


Brighton and Hove is ranked in the top ten for many indicators of the conditions conducive to business growth. It has recently been ranked second in a Vitality Index produced by Lambert Smith Hampton (property consultants) and performs well in the Centre for Cities, Cities Outlook - for example it is in the top ten for superfast broadband connectivity and for cities within the highest number of start-ups. However it ranks in the middle in terms of business churn rate (21/63) and ratio of private to public sector employment (31/62).

Source: ONS Regional GVA
Centre for Cities Outlook data tool 2016



3.11 An entrepreneurial city, increase in business start ups, but deaths remain consistent



Despite scoring high in its business start ups, it is also ranked 5th highest in terms of business deaths. Although overall business deaths are reducing in the Greater Brighton area, they have remained at relatively consistent level in Brighton and Hove. This suggests that there are some systemic issues that are contributing to business deaths in the city.

Source: Centre for Cities Outlook data tool 2016



Young people and apprenticeships



Brighton & Hove
City Council

4. Trends on young people and apprenticeships - Summary

Trends

- Attainment rates for GCSE's are improving and in line with the trends in the region and with neighbouring areas.
- The numbers of NEETs are reducing and the intelligence around them improving as 'unknown' status of young people has reduced by more than half in the past three years.
- Employers are reporting gaps around soft skills, behaviours and general work readiness of young people in the City. Brighton and Hove is in the top five reported areas in England with greatest skills gaps.
- The numbers of young people claiming Job Seekers Allowance has reduced although there are 130 young people who have been claiming this for more than six months. Nearly two thirds of claimants are male.
- Apprenticeship starts have declined and although completions are improving, these are nearly three times behind the completion rates reported in Croydon.

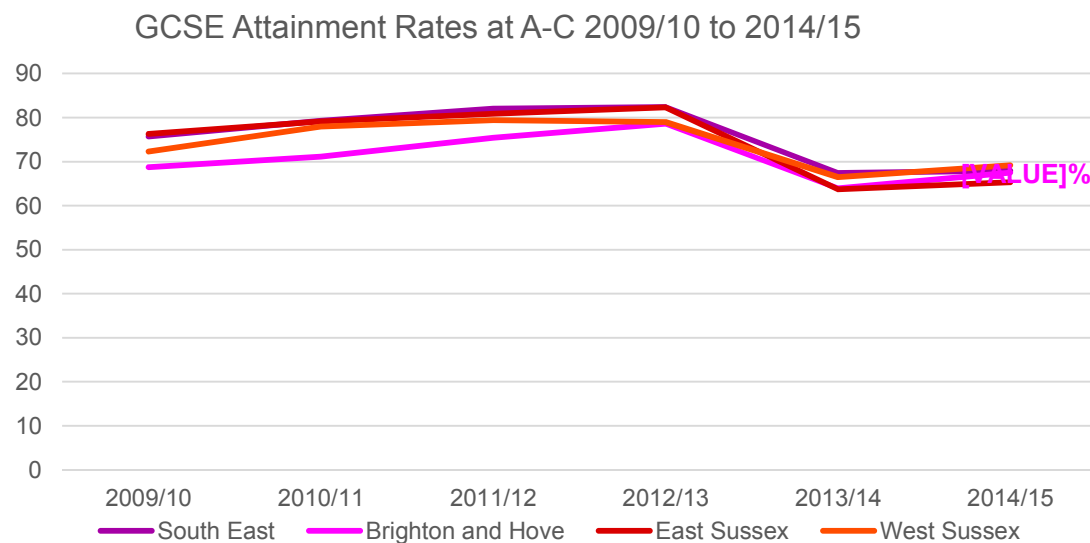
4. Trends on young people and apprenticeships - Summary

- There are more starts in apprenticeships for the over 25 age group compared with the under 19 and the 19-24 age groups.
- There is a predominance of business administration apprenticeships in the City compared with other sectors.

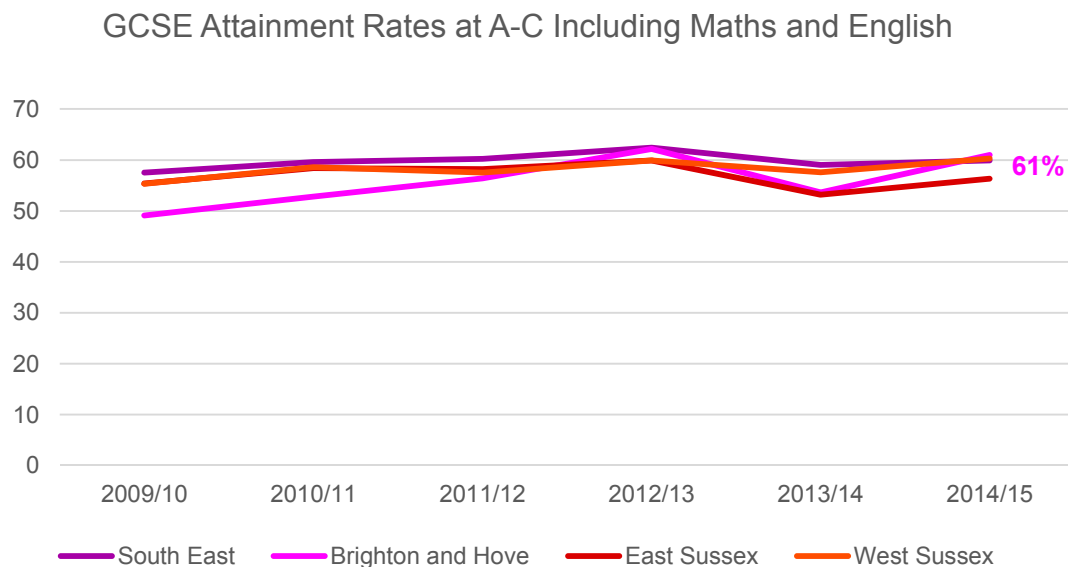
Implications for the CESP

There is a commitment to achieve 1000 new apprenticeship starts in 1000 days, it will be important that this ambition also targets key sectors and specific age groups so that participation and frameworks are in balance. There are some key actions to work with specific cohorts of young people to address their employability needs so that unemployment does not affect most of their adult life. Improving the work-readiness and attitudes of school leavers will be an important step in helping them adapt and thrive in work. Supporting schools to provide this is an obvious priority.

4.1 GCSE Attainment rates A-C are improving in the City

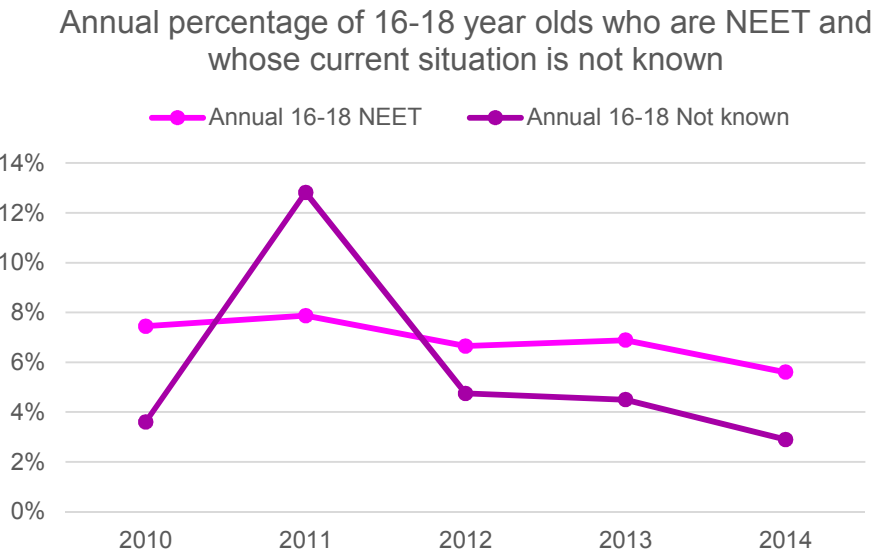


GCSE attainment rates are improving in the City and are aligning with those of neighbouring areas and the South East. The sharp decline in rates in 2013/14 are attributed to changes in assessments and follow a national pattern. Although this was felt more in Brighton and Hove and East Sussex for attainment rates A-C including English and Maths. Latest data suggests that this has improved for Brighton and Hove students aligning with achievement rates in South East and West Sussex and increasing.

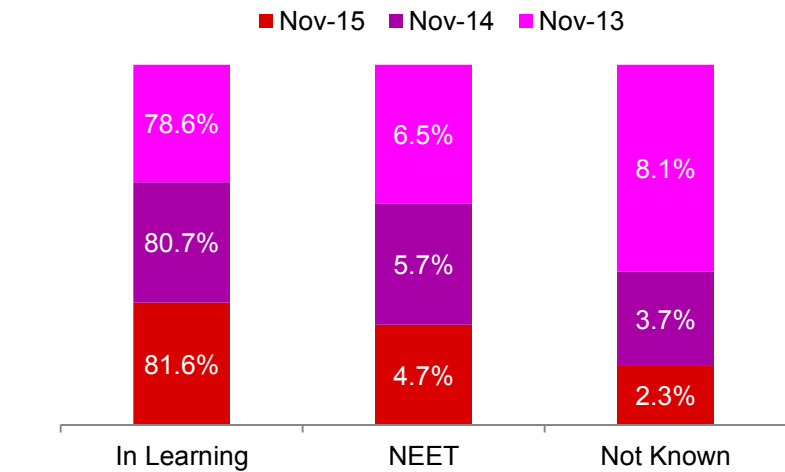


Source: National Statistics Revised GCSE and equivalent results in England: 2014 to 2015

4.2 Around 170 students went from school into apprenticeships in 2013/14 – NEETs are reducing but numbers still high



Brighton and Hove Post 16 team have made concerted efforts to reduce both the numbers of NEETs in the City as well as identifying those that were unknown. NEETs have reduced by nearly 2% since 2013 and unknown from 8.1% of young people to 2.3%. Numbers of young people leaving school at Key Stage 5 and 4 in 2013/14 had doubled from the previous year although numbers are relatively low compared to the number of apprenticeship starts.



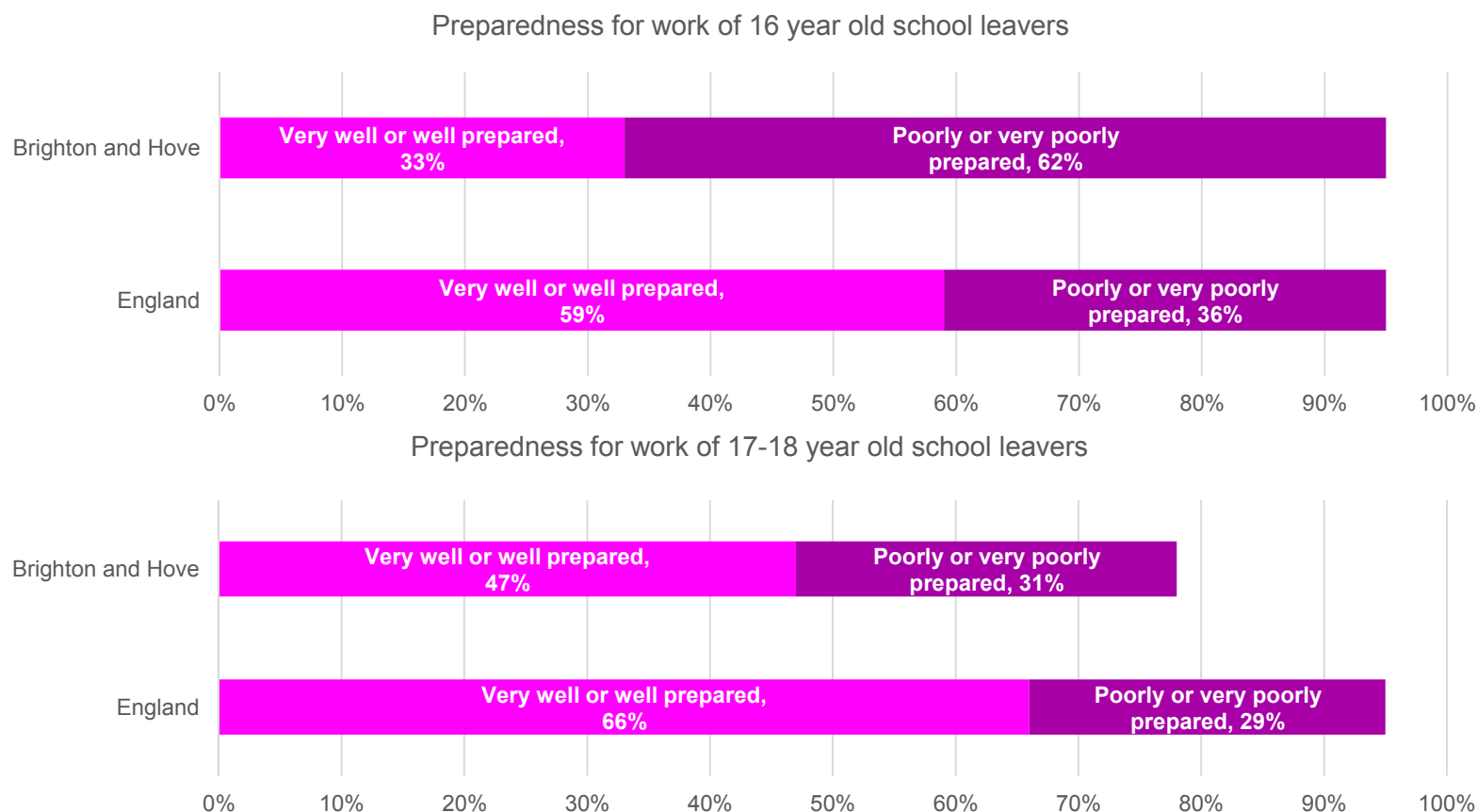
Numbers of students rounded to the nearest 10, leaving Key Stages 4 and 5 into apprenticeships

| | | 2013/14 | 2012/13 | 2011/12 |
|-------------|---|---------|---------|---------|
| Key stage 5 | % | 5% | 4% | 2% |
| | # | ~100 | ~30 | ~40 |
| Key stage 4 | % | 3% | 2% | 3% |
| | # | ~70 | ~50 | ~80 |

Source: Department of Education Destinations of key stage 4 and key stage 5 pupils
Brighton and Hove Post 16 team



4.3 Employers' perspective on the work readiness of young people in Brighton and Hove



Employers report that many young people leaving school are not well prepared for work in the City and it compares much worse compared to the English average. This reduces however dependent on the age of the young person. At age 16, employers state that 62% of young people are poorly or very poorly prepared however this reduces to 31% for those that are between 17-18, suggesting that elements of post-16 support are helping to support work readiness. Although this is still less than 50% saying that young people are very well or well prepared -focusing efforts on improving work-readiness support in schools is important.

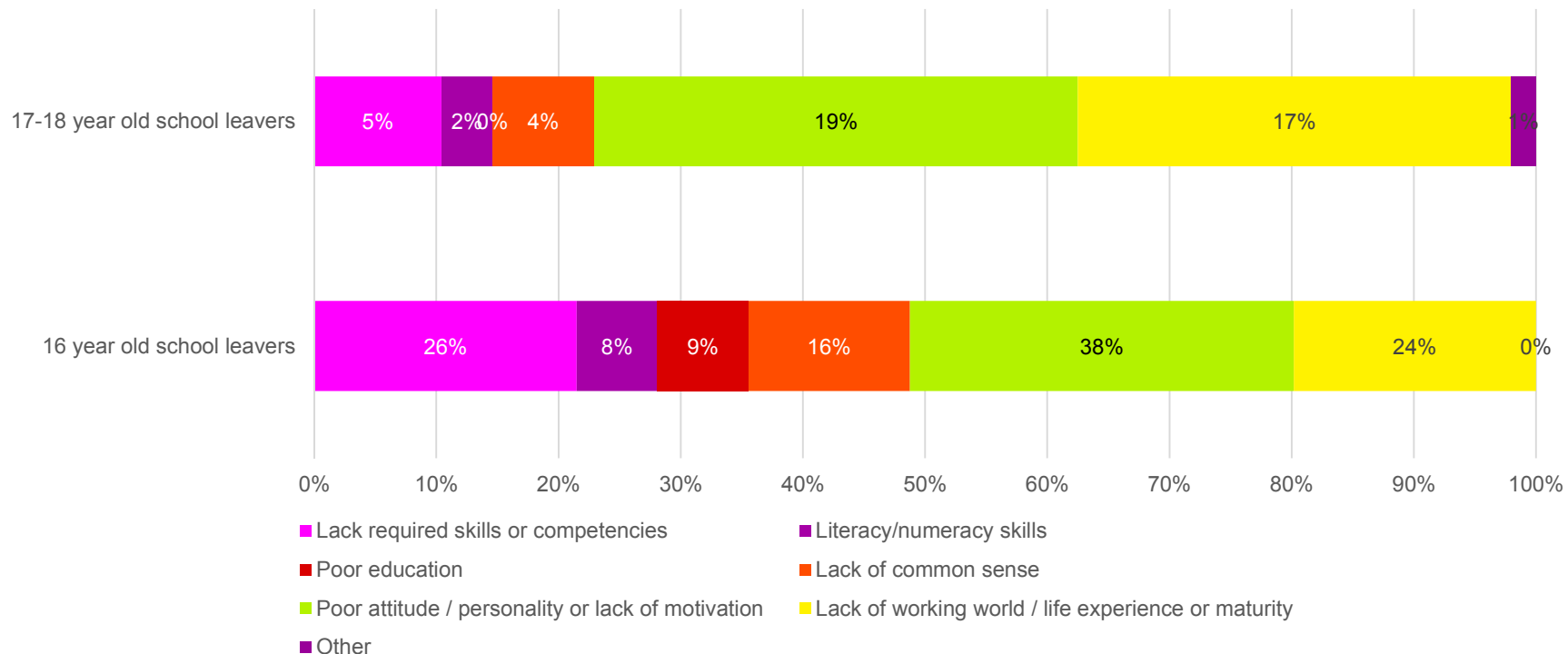
Source: UKCES Employer Skills Survey 2013



Brighton & Hove
City Council

4.4 Employers report a range of gaps mostly soft skills and attitudinal/behavioural

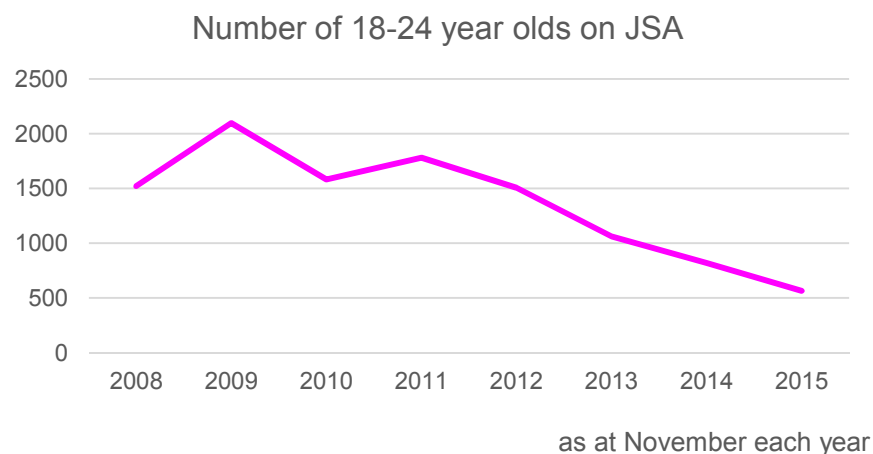
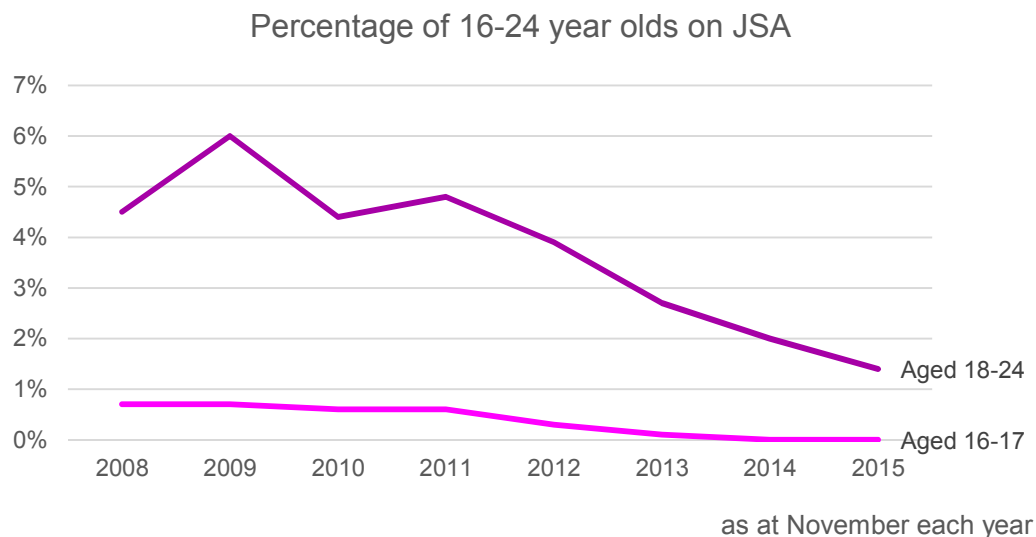
What skill shortages are identified by employers



There are differences in the skills shortages identified by employers between 16 and 17-18 year olds. However there are common issues which are less related to technical and work related skills but are focused around softer skills and behavioural/attitudinal issues. Improving understanding of the working world, working attitudes and motivation appears equally important as providing the required skills and educational achievements. Work experience and appreciation of different employment environments could go some way to addressing these shortfalls.

Source: UKCES Employer Skills Survey 2013

4.5 Unemployed young people – falling; but what about those not claiming benefits?



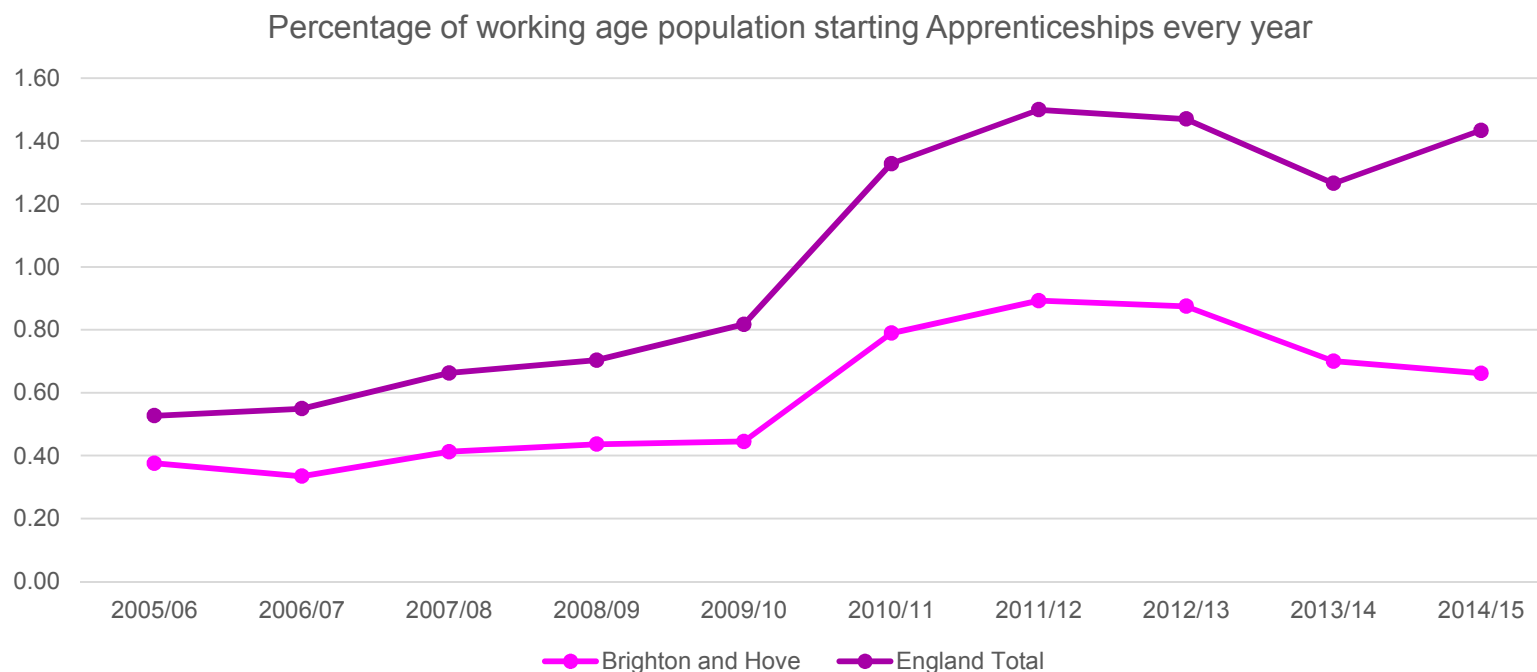
There are 130 young people aged 18-24 who have been claiming Job Seekers Allowance longer than six months. And of that figure 50 longer than one year. Out of a total count of 570, 38% are female, suggesting that there are issues around supporting young men.

Comparing unemployment across age ranges, this is a similar profile to those that have been claiming JSA for more than two years, suggesting that efforts should be made in developing interventions that are appropriately targeted to both age and gender.

Although local figures are unknown there are 56.5 % of young people who are unemployed and do not claim JSA (Learning and Work Institute Labour Market Briefing January 2016 – national figures)

Source: NOMIS Jobseeker's allowance by age and duration with proportions

4.6 There are fewer Apprenticeship starts and completions in Brighton and Hove

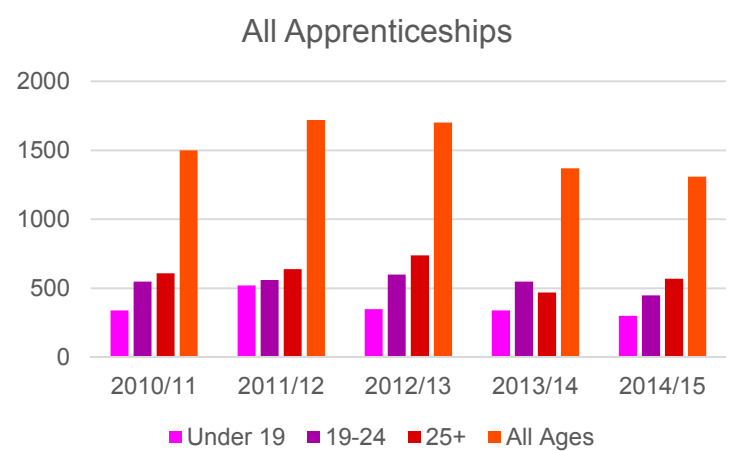
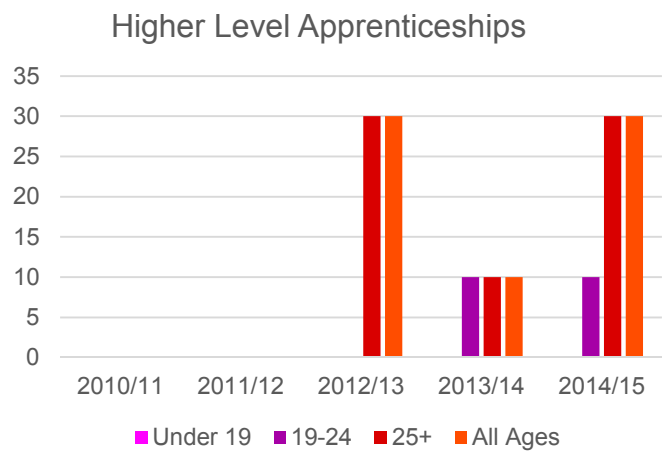
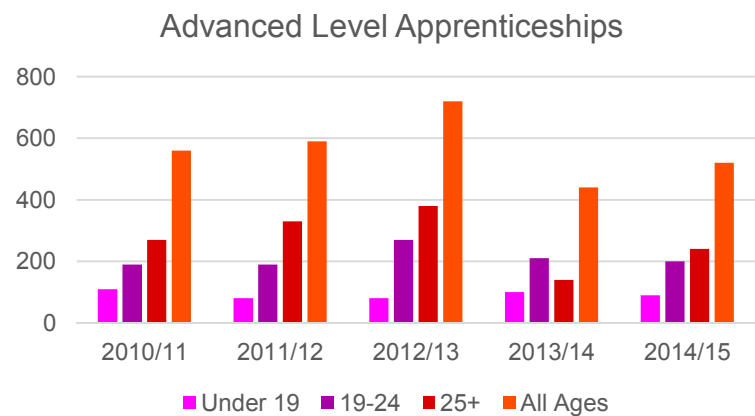
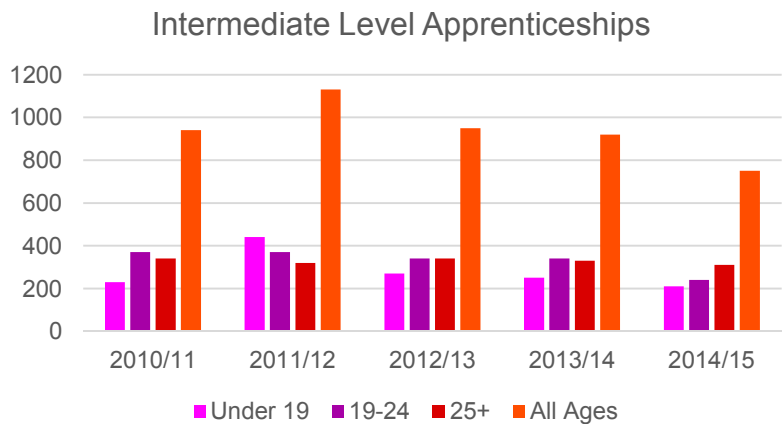


Evidence suggests that people completing apprenticeships at all levels is increasing. However, compared with other areas in the Coast to Capital region, Brighton and Hove completions are growing relatively slowly (42% between 2008 and 2014); compared with the best performing area, Croydon – improving by 122%. Brighton and Hove is the only area in Coast to Capital with no completions of advanced level apprenticeships.

Source: ONS mid-year population estimates
Coast to Capital Economic Assessment 2015



4.7 There has been a gradual decline in numbers of apprentices in Brighton and Hove over last five years

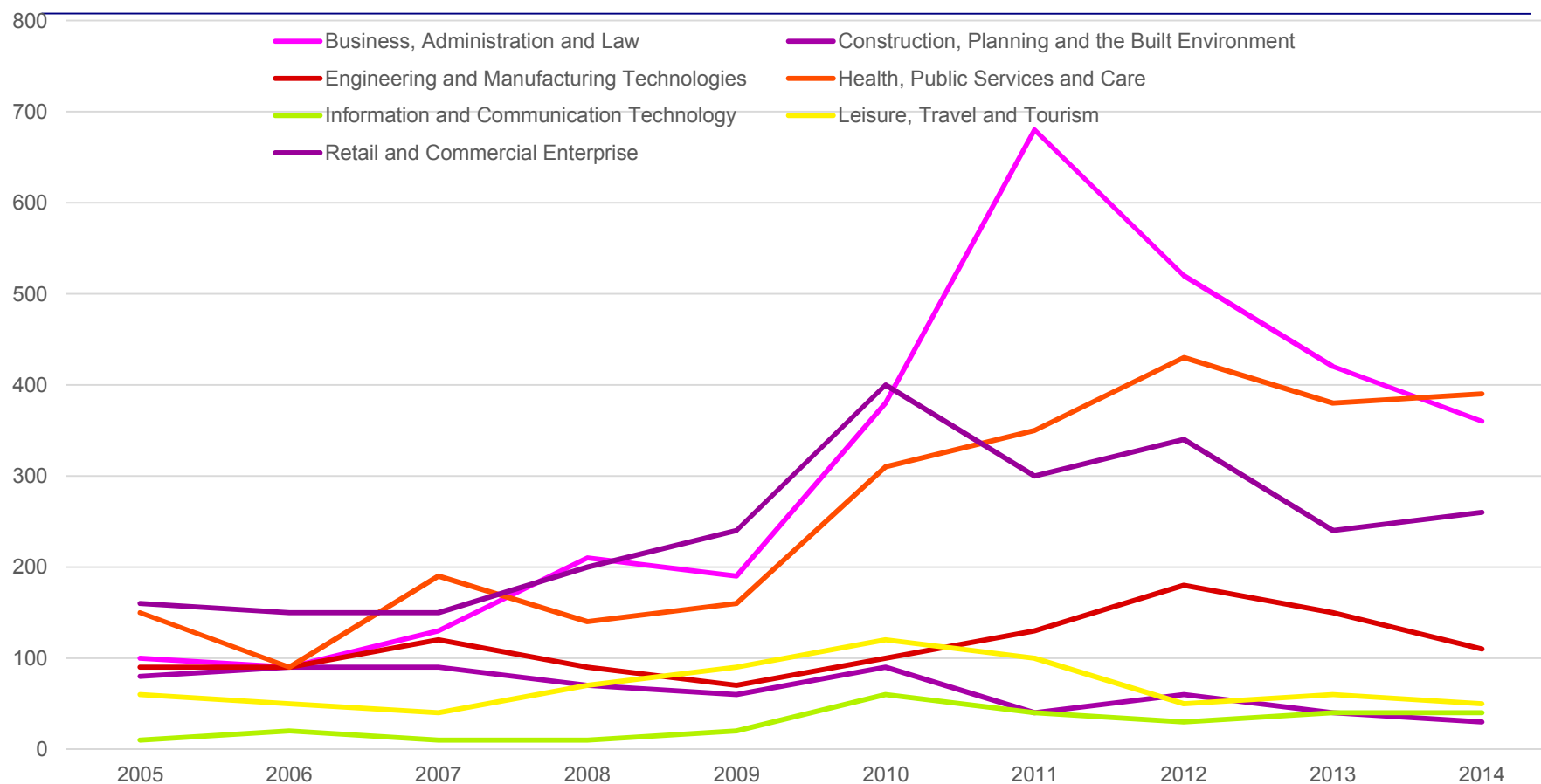


There has been an overall decline in the numbers of apprenticeships in the City since 2010. Breaking this down by level and age of apprentices there are patterns in participation levels between the under 19, 19-24 and 25+ age groups. The 25+ age group overall has a higher number of apprenticeships compared with the other two age groups, suggesting that employers are using apprenticeships to upskill existing staff.

Source: FE Data Library



4.8 A possible mismatch in apprenticeships compared to skills needs in the City.



There has been an increase in the provision of apprenticeships with a large increase in 2011 for business administration, although this has reduced the key areas where there are greater apprenticeships are in the health, business admin and retail/commercial areas. Apprenticeships in Leisure, ICT and construction have declined since 2010 and engineering and manufacturing returning to the same level ten years ago. The new Construction Centre should help to elevate figures in this sector but it will be important to ensure that apprenticeship provision reflects sector needs in the City.

Source: FE Data Library



Data sources

NOMIS annual population survey – workplace analysis July 2014 – June 2015

NOMIS – Jobseeker’s Allowance by age and duration with proportions

NOMIS – Benefit claimants – employment and support allowance

NOMIS – annual survey of hours and earnings

NOMIS – mid-year population estimates

NOMIS – Benefit payments – job seeker’s allowance

NOMIS annual population survey

NOMIS annual population survey – economic activity

National Statistics – GCSE attainment rates

Department of Education – destinations of key stage 4 and key stage pupils

Brighton Fuse Second Wave Firms Survey

ONS mid-year population estimates

Coast to Capital Economic Assessment 2015

UKCES Employer Skills Survey 2013

UKCES LMI Coast to Capital Report 2015

Briefing: English Indices of Deprivation 2015 and Index of Multiple Deprivation 2015

2011 Census merged local authority district

Centre for Cities Outlook 2016



| | | | |
|--------------------------|---|--|---------------------|
| Subject: | Toad's Hole Valley Supplementary Planning Document - Issues and Options Consultation | | |
| Date of Meeting: | 10 March 2016 | | |
| Report of: | Executive Director Environment, Development & Housing | | |
| Contact Officer: | Name: | Paula Goncalves | Tel: 29-2352 |
| | Email: | paula.goncalves@brighton-hove.gov.uk | |
| Ward(s) affected: | Hangleton & Knoll, Hove Park and Withdean | | |

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

- 1.1 This report provides an overview on the production of the Toad's Hole Valley Supplementary Planning Document and seeks approval to consult on an Issues and Options paper that will inform the production of a Draft Supplementary Planning Document for this site.

2. RECOMMENDATIONS:

That the Economic Development & Culture Committee:

- 2.1 Notes the background information provided about the production of the Toad's Hole Valley Supplementary Planning Document; and
- 2.2 Gives authority to consult on the Issues and Options paper to inform the preparation of a Draft Supplementary Planning Document; and to authorise the Acting Head of City Planning and Development may make any necessary minor amendments to the Issues and Options Paper prior to stakeholder consultation.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Toad's Hole Valley (THV) is a 37 hectare greenfield site located on the northern fringe of the Brighton & Hove built up area. It is bounded by the A27 bypass to the north and King George VI Avenue to the south. THV is allocated in the City Plan Part 1 for modern, high quality and sustainable mixed use development to help meet the future needs of the city. The allocation includes a minimum of 700 residential units, a minimum of 25,000 sqm of office space (B1a and b) and a new secondary school.
- 3.2 Policy DA7Toad's Hole Valley recognises the strategic importance of the site and the challenges of delivering development on the site. It sets out the council's commitment to preparing detailed planning guidance for the site in consultation with the landowners/developer and relevant stakeholders. This will be taken forward in the form of a Supplementary Planning Document (SPD).

- 3.3 Issues and Options is the first stage in the production of a SPD. Although it is not a requirement to have this stage, it is considered good practice in the case of this important greenfield site. Some of the potential benefits of early engagement with stakeholders emerging from previous council experience when producing SPDs include:
- Raising awareness about the opportunities and challenges of meeting policy requirements;
 - Building consensus among multiple stakeholders around priorities and potential benefits of development;
 - Identify opportunities for co-provision and partnerships that can facilitate timely delivery of infrastructure; and
 - Help to address landowner/developer concerns.
- 3.4 During this stage, focused consultation will be undertaken with stakeholders to gauge views on the type of guidance to be provided. The options outlined are not mutually exclusive meaning a combination of options or additional options could be considered as the most suitable. The paper has been prepared in consultation with key officers in the city council.
- 3.5 The results of the Issues and Options consultation will inform the preparation of a Draft Supplementary Planning Document (SPD) that will be produced within the requirements of National Planning Policy, which states that 'supplementary planning documents (SPDs) should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development'.
- 3.6 The Draft SPD will then be brought back to this Committee to seek its approval to carry out a further, city-wide consultation exercise in Autumn this year. The outcome of the city-wide consultation will inform the final version of the SPD that is expected to be brought back to this Committee to seek its adoption in early 2017.
- 3.7 The THV SPD will be subject to a Strategic Environmental Assessment (SEA) that will evaluate the contribution made by the Draft SPD towards achieving sustainable development and has a particular focus on environmental concerns. The SEA Scoping Report was subject to consultation in February and March 2015 and its content has informed the Issues and Options Paper. The SEA itself will be out for consultation at the same time as the Draft SPD.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 As part as this first stage of consultation, alternative options to inform the production of the THV SPD will be discussed. Options range from a City Plan policies only approach; a broad brush SPD that identifies and summarises information available; and a more detailed SPD that looks at issues including site capacity, broad locations for particular land-uses and densities, heights and massing.

- 4.2 It is not a requirement to have the Issues & Options stage of consultation. The alternative is a draft SPD. This was discounted as it was considered important to engage early with stakeholders and residents due to the size and importance of the site.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The council's Statement of Community Involvement (SCI) sets out policy and standards for engaging residents, local groups, stakeholders and statutory consultees in the preparation of planning-related documents.
- 5.2 Stakeholder organisations and individuals, including residents, developers, landowners, local ward councillors, planning agents, amenity groups, local schools, and churches will be invited to comment on issues and options. During a six-week consultation to be held from late March to early May 2016 consultees will be invited to comment on the paper and attend dedicated workshops on 14 April, 6.30-8.00pm and 27 April, 12.30-2.00pm.

6. CONCLUSION

- 6.1 The main purpose of this Issues and Options stage is a first step towards preparing an SPD for Toad's Hole Valley. The adopted SPD will ensure there is detailed, clear advice to all those with an interest in the development of the THV site and to help facilitate delivery.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The cost of officer time, production of documents and consultation associated to the recommendations in this report will be funded from existing revenue budget within the Planning service. Any significant financial implications arising from the outcome of the consultation and production of the Supplementary Planning Document will be reported in future committee reports.

Finance Officer Consulted: Name Steven Bedford Date: 05/02/16

Legal Implications:

- 7.2 The contents of a SPD are governed by The Town and Country Planning (Local Planning) (England) Regulations 2012. To be lawful, a SPD must be limited to statements regarding "any environmental, social, design and economic objectives which are relevant to the attainment of development and use of land" which "the local planning authority wish to encourage during any specified period" [Regulation 5. (1) (a)]. Once adopted a SPD will be a material planning consideration in the determination of relevant planning applications.

- 7.3 *Lawyer Consulted: Name Hilary Woodward Date: 18/01/2016*

Equalities Implications:

- 7.4 City Plan Health & Equality Impact Assessment (HEQIA) issues relevant to this SPD have been considered, particularly those identified for policy DA7. Equalities issues include citywide affordable housing provision and site infrastructure. Monitoring and implementation measures have been put in place to evaluate the impact of this SPD as a result.

Sustainability Implications:

- 7.5 Sustainability issues inform all of the measures promoted in the Issues and Options paper, which as referenced above, have been informed by the findings of the SEA Scoping Report.

Any Other Significant Implications:

- 7.6 None identified.

SUPPORTING DOCUMENTATION

Appendices:

1. Other implications.
2. Issues and Options paper.

Documents in Members' Rooms

1. SEA Scoping Report.

Background Documents

1. City Plan Part 1
2. SEA Scoping Report

Crime & Disorder Implications:

- 1.1 The preparation of the SPD will allow for more detailed consideration and guidance regarding layout and design features which could help deter crime or disorder and the fear of crime. SPD will consider issues of Secured by Design.

Risk and Opportunity Management Implications:

- 1.2 The THV SPD will provide guidance on implementing policy DA7 Toad's Hole Valley. Focussed stakeholder consultations at the issues and options stage allows the consideration on the best form of guidance to support the successful delivery of Toads Hole Valley as a sustainable mixed use development. The SPD is intended to facilitate delivery of this strategic allocation in the City Plan and reduce the risk of non-delivery.

Public Health Implications:

- 1.3 Development at THV is expected to support sustainable lifestyles in the site itself and surrounding areas. Opportunities have been identified in the SEA Scoping Report and these informed the production of the Issues and Options paper and will inform the consultation workshops. The City Plan policy does make provision for medical facilities and open space to be provided on the site. The production of the SPD for the site will help support the timely provision of necessary infrastructure to support a sustainable and mixed use community. The site is surrounded by busy roads. Minimising the noise and other traffic impacts of the A27 have been considered in the Issues and Options paper and will be duly discussed as part of the consultation.

Corporate / Citywide Implications:

- 1.4 Toad's Hole Valley is the city's largest greenfield development site. The delivery of development at the THV site is fundamental in realising the objectives of the City Plan Part 1. The site is expected to make a substantial contribution to meeting identified housing, education, office, open space and transport needs as well as the long-term, sustainable growth of the city. As such, it presents a major opportunity to deliver purpose-built, mixed-use sustainable development that contributes to meeting the city's identified needs. The production of a SPD for the site will help facilitate the successful delivery of development and in particular the timely delivery of necessary infrastructure to support the development.



Toad's Hole Valley Supplementary Planning Document

Early Stakeholder Consultation March 2016

Issues & Options Paper

Content

1. Context
2. Issues & Options
3. Appendix



1. Context

The Toad's Hole Valley (THV) site is located on the northern edge of Brighton & Hove, between the Hangleton and Goldstone Valley residential areas, the THV Site of Nature Conservation Importance (SNCI) and the South Downs National Park (SDNP).

As detailed in the figure on the bottom left, it is formed of two separately owned areas - Court Farm (north eastern tip of the site) and Toad's Hole Valley, which includes the Toad's Hole Valley Site of Nature Conservation Importance (SNCI).

This document covers all the development site. With a developable area of 37 hectares (excluding the SNCI), this is the city's largest greenfield development site. As such, it presents a major opportunity to deliver purpose-built, mixed-use sustainable development that contributes to meeting the city's identified needs for housing, education, office and open space.

Past examples of suburban development have often produced disconnected, low-density, self-contained, neighbourhoods. However, recent examples in Brighton & Hove (such as the New England Quarter) suggest that applying an integrated, public realm-led approach to new development better addresses the needs of growth and development, as well as ensuring the integration of new communities into existing ones.

The site has been allocated for major mixed-use development in the **City Plan**. Recognising the strategic importance of the site and the challenges posed to the delivery of development at THV, the **Policy DA7 Toad's Hole Valley** indicates the council's commitment to preparing detailed planning guidance for the site in consultation with the landowners/developer and relevant stakeholders.

The principle of development has been established in the **City Plan Policy DA7 Toads Hole Valley** as amended by the Proposed Modifications document (October 2014).

The **strategy** is 'to secure a modern, high quality and sustainable mixed use development to help meet the future needs of the city, improve accessibility and provide new community facilities to share with adjacent neighbourhoods.'

Policy DA7 sets out the principle for developing the site including strategies, main priorities, amount of development and open space to be delivered. The key elements of the policy are summarised on the left. The full policy wording is provided at the end of this document.

The purpose of producing supplementary planning guidance for this site is to ensure the successful delivery of an integrated, vibrant, safe and attractive sustainable mixed-use development.

Paragraph 153 of the National Planning Policy Framework states that SPDs 'should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development.'

The preparation of the SPD allows a more detailed exploration of the opportunities and challenges facing the site and the consideration of the possible ways to address them within the policy framework established in the City Plan (DA7).

2. Issues & Options

The purpose of this 'Issues and Options' paper is to discuss and build consensus on the type of guidance that is required to support the delivery of Policy DA7 and other relevant City Plan Policies.

The issues and options table set out below identifies some of the key issues related to the site and whether they would be better addressed through a:

1. **City Plan policies only** approach - City Plan policies provide sufficient guidance and no further work is needed;
2. **Broad brush SPD** approach - document identifies and summarise the parameters, supporting evidence and basic analysis that would be needed as part of a planning application based primarily on information already available (e.g. strategic views, archaeological and ecological surveys); and/or
3. **Detailed SPD** approach – document frontloads masterplanning issues that could facilitate the submission of a planning application (e.g. site capacity, broad locations for particular land-uses and higher densities, options for heights and massing, landscape and ecology analysis and access/movement options).

The options are not mutually exclusive. That means a combination of approaches could be considered as the most suitable. For example, for some issues the guidance in the policy may be sufficient, but other issues may require a more detailed supplementary guidance or a masterplanning approach. Consultation may also propose alternative approaches to address an issue.

This consultation paper will guide a series of workshops to gather stakeholders' views on the identified issues and options at an early stage in the preparation of the SPD. The outcome of workshop discussions will inform the production of a draft Supplementary Planning Document (SPD) for the site. A city-wide consultation exercise for the draft SPD is expected to take place in late 2016.



View of THV site from Hangleton Road looking down on to King George VI Avenue in 1951 (above - from the James Gray Collection, the photographic archive of the Regency Society, www.regencysociety.org) and now (below). Hangleton area to the left and Goldstone Valley area to the right.



View of SNCI (forefront of the picture), THV (left) and Goldstone Valley area (background) in 1967 (above - from the James Gray Collection, the photographic archive of the Regency Society, www.regencysociety.org) and now (below).



THV SNCI in 1965 (above - from the James Gray Collection, the photographic archive of the Regency Society, www.regencysociety.org) and now (below) viewed from King George VI Avenue.



Left: Hangleton area in 1947, before 1950's house building (from the James Gray Collection, the photographic archive of the Regency Society, www.regencysociety.org).

Right: THV site in 1965 viewed from King George VI Avenue (from the James Gray Collection, the photographic archive of the Regency Society, www.regencysociety.org).



Submission City Plan Policy DA7 in a nutshell

Strategy is to secure a modern, high quality and sustainable mixed use development to help meet the future needs of the city, improve accessibility and provide new community facilities to share with adjacent neighbourhoods.

Housing

At least

700 residential units

Densities between

50-75 dwellings per hectare

50% 3-bed family dwellings

Other relevant policies:

40% affordable residential units

Code 4 (up to 2016); **Code 5** (post-2016)

Mix of **sizes, types, tenures**

Education

5-hectare site area

reserved for

6 form-entry secondary school

Environment

Achieve **One Planet** approach

Promote **Biosphere** objectives

Low and zero carbon energy

Sustainable design and layout

Meet **Policy CP8** standards

Offices

3.5-4.5 hectare site area
to accommodate

25,000 square meters

B1 employment floorspace

High tech, modern space

Range of unit sizes

Training for local people

Community and retail

New multi-use facility with
community meeting place,
doctor's surgery and
resource promoting links with
South Downs National Park

Shops and cafes

Delivery of some of the items listed in this summary are subject to viability and deliverability. Please refer to Policy DA7 for details.

Transport and travel

Appropriate links to **South Downs National Park**
and adjacent residential areas
in particular pedestrian and cycle connections to
existing infrastructure.

Improve sustainable transport links

in particular public transport access.

Address **access, movement and safety issues**
on King George VI Avenue and noise and
other traffic impacts from the **A27**.

Improve **operational performance** of
the trunk road network and links to local roads.

Public realm and blue-green infrastructure

2-hectare public realm area with
children's play and informal sports facilities

0.5 ha food growing space

Retention and enhancement of SNCI

Integrated green and water infrastructure

These potential options have been drafted to stimulate debate for the early stakeholder consultation stage. They do not necessarily represent current or future council policy.

| Issues | Options | | |
|--|---|--|--|
| | City Plan only | Broad brush SPD | Detailed SPD |
| Housing | | | |
| <p>Site is expected to accommodate minimum of 700 units; densities between 50-75 dwellings per hectare; minimum 50%, 3+ bedroom family-sized dwellings.</p> <p>City Plan Policy CP20 seeks minimum of 40% affordable housing, some of which could be achieved via all residential uses to help meet the city's need.</p> <p>Diversity of housing density, mix, type, tenure and design.</p> <p>Respect the setting of the National Park.</p> | <p>Policy DA7 and other City Plan Policies provide sufficient guidance.</p> | <p>Provide guidance on housing density, form, scale, mix of housing types and/or tenures across site to help meet identified needs and support the creation of a sustainable new, vibrant neighbourhood for the city.</p> <p>Identify opportunities for provision of Starter Homes as part of housing mix.</p> | <p>Explore options to maximise housing delivery by identifying broad locations where varying densities, building form and scale could be achieved in a way that is sensitive to the topography of the site and setting of the National Park and its surroundings.</p> <p>Assess site capacity and viability/feasibility of options explored.</p> <p>Identify key views to inform assessment of proposals and explore potential for building siting, height and massing to help minimise the impact of road noise and wind.</p> |
| <p>Phasing of development and delivery of infrastructure requirements.</p> | <p>Policy DA7 and other City Plan Policies provide sufficient guidance.</p> | <p>Provide guidance on the phasing of development to ensure the delivery of essential infrastructure and, ensure that, supporting, ancillary and community uses are provided at appropriate times</p> <p>Ensure diversity of housing designs and concepts to help establish a strong sense of place over time and help to fund improvements to transport infrastructure, connectivity and access to and across the site.</p> | <p>Through a more detailed masterplan approach ensure a clearer understanding of infrastructure requirements and timely, incremental delivery of sites/areas that are central to the creation of a vibrant new community over time.</p> |

These potential options have been drafted to stimulate debate for the early stakeholder consultation stage. They do not necessarily represent current or future council policy.

| Issues | Options | | |
|--|--|--|---|
| | City Plan only | Broad brush SPD | Detailed SPD |
| Office | | | |
| Site identified as having potential to accommodate 25,000 sqm of new high-tech, modern office space. Area between 3.5 and 4.5ha to be reserved for provision of a range of unit sizes. Office mix, type and phasing. Integration of office with other uses in the rest of the THV site and neighbouring areas. | Policy DA7 and other City Plan Policies provide sufficient guidance. | Consider the nature of B1 employment floorspace envisaged for site. Identify network of locations across the site where a range of office needs (incubation/ innovation, local businesses looking to expand) could be incorporated into mixed-use development, active street frontages and/or the new neighbourhood centre. | Identify broad location(s) for a dedicated a employment hub that includes a range of flexible spaces to support development of a growth hub. Ensure office space is integrated with the rest of the site and surrounding areas so workers can benefit from access to existing and/or new local services. |
| Education | | | |
| Site identified as having potential to accommodate a new six-form entry secondary school for the city. Area of 5ha to be reserved for this purpose. Incorporation and role of the school in meeting city needs and the development of the new neighbourhood. | Policy DA7 and other City Plan Policies provide sufficient guidance. | Explore potential for use of the school facilities as a more integrated facility for residents, community groups and social enterprises outside the school day. Explore opportunities to help fund delivery and maintenance of shared space, children's play, formal and informal sport when facilities are not being used for curriculum activities. | Identify a broad location for the new school exploring opportunities for delivery of multi-use school design and phasing (co-provision and co-finance of other required community facilities such as children play, informal and formal sport provision). Consider how design could accommodate shared facilities outside the school day and options for future expansion. |

These potential options have been drafted to stimulate debate for the early stakeholder consultation stage. They do not necessarily represent current or future council policy.

| Issues | Options | | |
|---|---|---|--|
| | City Plan only | Broad brush SPD | Detailed SPD |
| Community and retail | | | |
| <p>Site with potential to accommodate a multi-use building with community meeting place, doctor's surgery and resource promoting links to the National Park.</p> <p>Provision of shops and cafes to support the development of a sustainable new neighbourhood.</p> <p>Community facilities, shops, cafés and restaurants are dependent on a critical mass of residents and visitors, and it is necessary to plan for their delivery.</p> | <p>Policy DA7 and other City Plan Policies provide sufficient guidance.</p> | <p>Explore opportunities for temporary community and retail spaces/ activities prior to development to build links with neighbouring communities and attract future residents to the site.</p> | <p>Identify broad location for a multi-use community facility within easy access to the National Park and shops and cafes across the site considering how these link to housing, employment, school and other uses to be provided in order to positively contribute to the creation of a new sustainable neighbourhood.</p> <p>Consider integrating multi-use community building and ancillary retail is into and/or closely linked to a new neighbourhood centre, school and mixed-use development.</p> |
| Environment | | | |
| <p>Development should aim to be an exemplar of environmental, social and economic sustainability, achieve One Planet approach and promote UNESCO Biosphere objectives.</p> <p>Consider impact on the setting and sensitive landscape of the SDNP and guidance for Health Impact Assessment.</p> | <p>Policy DA7 and other City Plan Policies provide sufficient guidance.</p> | <p>Identify opportunities for the design and layout of the development to support sustainable lifestyles and deliver sustainable buildings across the site.</p> <p>Identify key views to and from the National Park and other elements that will inform assessment of impact upon setting of SDNP.</p> <p>Explore options for linking the development with surrounding sports and leisure facilities.</p> | <p>Ensure the design and layout of the development supports low ecological impact lifestyle choices, high standards of building design, generation of decentralised low and zero carbon energy (in particular district heating), control surface water run-off and reduction of the impact of heat island effect and impact upon setting of SDNP across the development site.</p> |

These potential options have been drafted to stimulate debate for the early stakeholder consultation stage. They do not necessarily represent current or future council policy.

| Issues | Options | | |
|---|--|--|---|
| | City Plan only | Broad brush SPD | Detailed SPD |
| Transport and Travel | | | |
| Road network surrounding THV severs it from neighbouring areas hindering access and movement to and across the site. The development is expected to reduce the need to travel, particularly by private car by integrating incoming communities into surrounding neighbourhoods. Need for provision of safe routes to school. | Policy DA7 and other City Plan Policies provide sufficient guidance. | Identify road network improvements needed to accommodate new development, improved bus services and links to cycling and pedestrian network. Support production of effective travel plans for business, education and residential land uses to ensure potential for sustainable travel to the site is maximised. Identify opportunities to reduce car ownership/use across the site and create more cycling and pedestrian-friendly environments while providing appropriate car parking levels. | Based on broad land-use locations, identify strategic elements to knit new street pattern with that of existing neighbourhoods. Consider road design options that help decrease traffic speeds via traffic calming measures and/or introducing frontages on both sides of the road to replicate other city access routes, like Dyke Road. Identify key routes and connection/crossing points within movement network and opportunities for road and car parking design to encourage use of public transport, cycling and walking. |
| Minimise impact of air pollution and road noise. | Policy DA7 and other City Plan Policies provide sufficient guidance. | Outline basic considerations to guide air quality assessment and monitoring prior to and after completion of the development. Explore options for incorporating design features such as vegetation that act as noise attenuation barriers and help reduce air pollution in sensitive areas of the Air Quality Management Area. | Identify broad locations where building design, landscape-led and noise masking measures would be designed into the development to help reduce impact of air pollution and noise. Identify opportunities to fund delivery. |

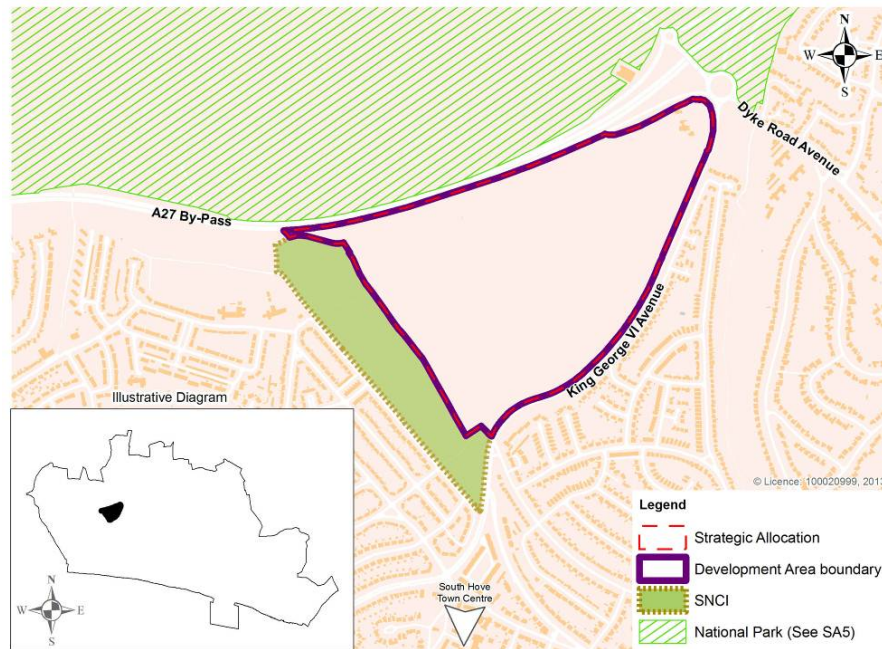
These potential options have been drafted to stimulate debate for the early stakeholder consultation stage. They do not necessarily represent current or future council policy.

| Issues | Options | | |
|--|--|--|--|
| | City Plan only | Broad brush SPD | Detailed SPD |
| Public realm and blue-green infrastructure* | | | |
| Development is required to conserve and enhance the designated SNCI and provide 2 hectares of public open space with young people and children's play space and informal sports facilities, as well as integrate water management and green infrastructure throughout the site to reduce the risk of flooding and deliver Biosphere objectives and contribute to Biodiversity Action Plan targets. Area is rich in prehistoric and Roman remains and an archaeological desk based assessment is required to inform approach. An Ecological Impact Assessment would be required to assess impacts and inform mitigation. | Policy DA7 and other City Plan Policies provide sufficient guidance. | Explore opportunities for incorporating into the design provision of streets and spaces for informal leisure and play, attractive landscape features to enhance biodiversity and sustainable drainage features such as infiltration ditches to accommodate water run-off and reduce the impact of extreme rainfall. Explore approach to secure funded enhancement and maintenance of the designated SNCI and secure it as a public open space. Identify key links between neighbourhoods and green spaces (green corridors). | Identify broad locations and key links to form a basic network of streets, squares and other open spaces, reduce water run-off and provide greater people and wildlife connectivity between sites. Provide guidance on sustainable urban drainage based on broad locations identified for housing and other uses. |

* For the purposes of this document, public realm refers to highways, footways and public spaces and blue-green infrastructure to the network of natural and semi-natural features in Brighton & Hove reaching out to the surrounding countryside, cities and villages. These features can range from individual street trees, green roofs and private gardens through to parks, rivers, transport corridors, verges, grassland and agricultural land.

3. Appendix

Transcript of City Plan Policy DA7 - Toad's Hole Valley



Context

3.81 Development of Toad's Hole Valley and Court Farm represents a major opportunity to create a model for mixed use sustainable development that will provide family and affordable housing, modern office space and a new school to meet the future needs of the city. There is also an opportunity to conserve and enhance the Site of Nature Conservation Importance on the south-western boundary of the site, to provide new public open space and to improve links to the South Downs National Park. All new development will be expected to meet high standards of sustainability and design.

3.82 The site, including Court Farm, is 47 hectares and is privately owned land. It is located on the northern fringe of Brighton and Hove bounded by the A27 bypass to the north, the south-eastern side is bounded by King George VI Avenue, the major route from Devil's Dyke round-about into Hove, with the Goldstone Valley/Hove Park residential area to the south and Hangleton and Knoll to the west. The site is not accessible to the public with the exception of the Site of Nature Conservation Importance (SNCI) on the western embankment, which is statutory open access land.

DA7 – Toad's Hole Valley

The strategy for the development of Toad's Hole Valley and Court Farm is to secure a modern, high quality and sustainable mixed use development to help meet the future needs of the city, improve accessibility and provide new community facilities to share with adjacent neighbourhoods.

A. The local priorities to achieve this strategy are:

1. That the site is used efficiently and effectively to assist in meeting the development and infrastructure requirements of the city.
2. The development will aim to be an exemplary standard in terms of environmental, social and economic sustainability, achieving a One Planet approach and promoting the city's UNESCO Biosphere objectives.
3. Ensure that development respects the setting of the South Downs National Park and seeks to enhance links to the National Park for local residents and tourists.

4. The development will provide the opportunity to benefit residents in terms of the mix of uses, an improved provision of community facilities, road safety improvements, training and job opportunities for local people and the provision of green infrastructure including public open space and natural green space.
5. To improve sustainable transport links to the area.
6. To incorporate appropriate landscaping and planting to maximise opportunities to increase biodiversity across the site.
7. Conserve and enhance the designated Site of Nature Conservation Importance.
8. Protect sensitive groundwater source protection zones from pollution and ensure no increase in surface water run-off and flood risk.
9. Provide the necessary infrastructure for the development including water distribution and sewerage.

B. The following key elements will be provided by 2030:

- A minimum of 700 residential units
- B1 employment space – site area 3.5 - 4.5 ha
- Site reserved for a new secondary school – site area 5ha
- Public open space with children's play space and informal sports facilities – 2 ha
- Provision of ancillary supporting uses – shops and cafes and multi-use community building
- Food growing space – 0.5 ha hectares
- Green infrastructure integrated through the site to deliver Biosphere objectives and contribute to Biodiversity Action Plan targets.

C. The strategic allocation for Toad's Hole Valley is:

1. Toad's Hole Valley east of the SNCI and south of the A27 embankment

Provision will be made for a high standard sustainable, mixed-use development across the site comprising a minimum of 700 residential units, B1 employment space, a new secondary school, a multi-use community facility and ancillary supporting uses.

The proposals will be assessed against the citywide policies and the following criteria:

- a) New development will be expected to make the best use of the site and residential densities should fall within a range of 50 - 75 dwellings per hectare.
- b) There will be a minimum of 50 per cent 3+ bedroom family sized dwellings provided as part of the residential scheme.
- c) The office element of the scheme will be high tech, modern office space that will provide a range of unit sizes to attract new businesses to the city and support growing business.
- d) Due regard will be given to the impact of development on the purposes and setting of the South Downs National Park⁸².
- e) Environmental sustainability will be central to the design and layout of the scheme which will be expected to meet the requirements of policy CP8.
- f) Development within this area will aim to incorporate infrastructure to support low and zero carbon decentralised energy and in particular heat networks subject to viability and deliverability.

⁸² National Parks have two purposes under Section 62 of the Environment Act 1995:

- Conserve and enhance their natural beauty and cultural heritage; and
- promote public understanding and enjoyment of their special qualities.

- g) The scheme will make provision for 5ha of land to accommodate a new secondary school to be developed by the city council or its nominee.
- h) Development will make contributions towards improved pedestrian and cycle links to the South Downs National Park.
- i) The provision of a new multi-use community facility to include a community meeting place, a doctor's surgery and a resource promoting links to the National Park.
- j) Development proposals will address the issues of highways safety on King George VI Avenue, noise and other traffic impacts from the A27 and provide improved links to adjacent residential areas.
- k) Improvements to public transport access and a good quality public realm that encourages healthy lifestyles (walking and cycling with connections to existing cycle infrastructure).
- l) Development will need to provide local infrastructure to the water and sewer system at the nearest point of adequate capacity.
- m) Provision of children's play facilities, public open space (2 ha.), contributions towards improved links to existing parks and food-growing space (0.5 ha.) and opportunities.
- n) Developer contributions will be sought to secure the sustainable conservation and enhancement of the adjacent Site of Nature Conservation Importance.
- o) The developer will enter into a training place agreement to secure training for local people.
- p) The site will be the subject of detailed guidance provided in a future planning brief prepared in consultation with the landowners/developer and relevant stakeholders.
- q) Work in partnership with the Highways Agency and developer to improve the operational performance of the trunk road network and links to local roads that will be set out in a future planning brief for the area.

Supporting Text

3.83 Brighton & Hove is a tightly constrained urban area. With the sea to the south and the recently designated South Downs National Park boundaries drawn tightly to the city's edges there are few opportunities for the city to physically expand. The development needs of the city are such that making effective use of a scarce land supply is essential. This is particularly so given the need to balance development requirements with the city's need for open space and the need to safeguard the city's highly valued natural and historic environments.

3.84 Identifying land at Toad's Hole Valley for development represents an opportunity to secure new housing, employment, education, open space and community facilities for the city. It is also an opportunity to achieve high standards of development, improve accessibility to this part of the city and secure new community facilities, green infrastructure and open space for residents of the new development and for adjacent neighbourhoods. As a result, development at Toad's Hole Valley should aim to be an exemplar of sustainable development and demonstrate that the city's UNESCO Biosphere Reserve objectives can be successfully integrated throughout the development scheme subject to viability and deliverability.

3.85 In terms of design, care will be taken to ensure that future development will not adversely affect views to and from the South Downs National Park. A future planning brief for the area will provide guidance for the future development of the site.

High standards of sustainable development

3.86 Environmental sustainability will be central to the design and layout of development at Toad's Hole Valley which will be expected to meet the requirements set out in CP8 Sustainable Buildings. When it can be demonstrated that sustainable building standards cannot be met on site, mitigation measures will be

sought in accordance with policy CP8 Sustainable Building and CP7 Infrastructure and Developer Contributions through Allowable Solutions or an agreed local offset mechanism. Development will be expected to address the principles of a One Planet approach⁸⁴ and incorporate measures to help mitigate or adapt to climate change, reduce greenhouse gas emissions, address fuel poverty and security and reduce the city's ecological footprint subject to viability and deliverability. Measures to help achieve the delivery of these objectives include these objectives include:

- facilitating low ecological footprint lifestyles and practices, both on site and in the surrounding area;
- rationalising site layout, street and building orientation to maximise passive design;
- maximising the potential to generate energy renewably on the site;
- delivering a decentralised energy network;
- offering options to extend energy infrastructure to the surrounding built environment;
- surface water run-off being controlled to maintain Greenfield run-off rates; and
- tree-planting to help reduce the impact of urban heat island effect.

3.87 The Brighton & Hove Energy Study has identified particular potential for networks for District Heating in and around this area as part of a long list of priority areas based upon straightforward installation opportunities and cost effectiveness. Development within the area will be expected to incorporate infrastructure to support low and zero carbon decentralised energy and in

particular heat networks subject to viability and deliverability.

Housing

3.88 The city's housing requirements are such that it is important for the council to identify all suitable opportunities to secure new housing for the city's growing population (see Policy CP1). The scale of housing requirements forecast for the city coupled with the constrained nature of the city's urban land supply supports the planned release of this land at Toad's Hole Valley.

3.89 The strategic allocation at Toad's Hole Valley will secure a significant amount of new housing provision of which a significant amount will be family-sized accommodation and affordable housing. Most of the city's urban sites are relatively small in terms of site area and more suited to flatted forms of development. The evidence base⁸⁵ indicates that over the course of the plan period, an estimated 53 per cent of overall housing need and demand is likely to be for larger (3 and 4 bedroom) properties and in terms of house types demand/need is likely to be greater for houses (68 per cent) than for flats (32 per cent)⁸⁶. In reality, the likelihood of delivering this mix of housing in the city is restricted by the types of sites likely to be brought forward for development. Planned development at Toad's Hole Valley allows for a better housing mix to be integrated within the overall development. For this reason the policy requires at least 50 per cent of the new housing to be family-sized. The specified density range should also enable the provision of a mix of housing types and sizes to achieve a choice in the range of housing at this location and ensure effective use of the site whilst recognising this is an area of lower densities compared to the other seven development areas.

⁸⁴ See table 2, [\[of the Submission City Plan\]](#) page 24

⁸⁵ [Implications of Demographic Change on Demand for Homes in Brighton & Hove, GL Hearn, March 2012.](#)

⁸⁶ See Figure 11 and 12, [Implications of Demographic Change on Demand for Homes in Brighton & Hove, March 2012.](#)

Employment Floorspace

3.90 The allocation of 3.5 – 4.5 ha site area for employment use with the aim of accommodating 25,000 sq m B1 employment floorspace at Toad's Hole Valley that will support a key growth sector in the economy - the knowledge based economy. This will be done by providing the opportunity for high quality, sustainable and flexible business space offering move-on space for successful companies that need to expand and incubation space linked to the universities. The Employment Land Study Review 2012 indicated that in light of the identified needs for industrial floorspace over the plan period there was the potential for some of the B1a, B1b, employment floorspace to be substituted by B1c light industrial floorspace subject to appropriate masterplanning. Parking provided in connection with a future office use may be considered for informal weekend Park + Ride where the criteria set out in the supporting text of policy CP9 Sustainable Transport can be met. It is considered that the most appropriate location for the employment area is in close proximity to the trunk road network in terms of accessibility and amenity.

Secondary School and Infrastructure

3.91 There is a strategic need for additional secondary school places in the city. Since 2005 the council has expanded a number of primary schools to provide an additional 11.5 forms of entry (345 more places) per year. These additional places will need to be provided in secondary schools by 2018. To go towards meeting this requirement it is proposed that 5 ha is reserved for a 6 form-entry secondary school as part of the mixed use development. Playing fields provided with the school should be made available for dual use with the local community when not being used by the school.

3.92 Southern Water has identified the need for water and wastewater infrastructure to serve new development and new development will need to connect to water and sewerage systems

off site. This will be determined when development comes forward and where appropriate, developer contributions will be sought towards meeting these priorities.

Phasing of Development

3.93 It is important that supporting, ancillary and community uses (including the school, ancillary shops and the multi-use community facility) are provided at the appropriate time so as not to place an unacceptable burden on existing facilities. Therefore careful consideration should be given to the phasing of development on the site. Additionally the new employment floorspace represents an important element of this mixed use scheme. The land should be retained for employment purposes and development should be delivered to a phasing programme to be agreed. A minimum of a first phase of the employment land should be completed prior to completion of the housing element of the scheme to stimulate the market. This will ensure the site will contribute to the overall supply of office floorspace in the city (see CP3).

Transport

3.94 The key issue for any comprehensive redevelopment of Toad's Hole Valley is to ensure there are improved sustainable transport links to the area. Work will be undertaken with sustainable transport providers to ensure that links are improved. In terms of promoting cycling and walking, improved links to adjacent neighbourhoods and to designated national cycle routes will be sought as part of a redevelopment scheme.

3.95 The site is bounded by King George VI Avenue which is a main route into Hove from the A27 Bypass. The redevelopment of Toad's Hole Valley represents an opportunity to improve safety on this steep and curving road. Redevelopment proposals should give consideration to slowing traffic, realigning the road, providing off-street parking in accordance with parking standards and

improving the local environment. More details will be provided in the future planning brief.

3.96 The development is likely to have an effect on the operation of the Devils Dyke Junction with the A27. Work will be undertaken with the Highways Agency and developer, taking into account sustainable measures to reduce vehicular traffic, and mitigation measures will be identified to ensure the safe movement of traffic on the A27. Options will be developed as part of the future planning brief.

3.97 Improved walking and cycling links to the South Downs National Park will be expected to be provided as part of the redevelopment scheme. This may involve improving existing links.

Public Open Space

3.98 Toad's Hole Valley is privately owned and not accessible to local residents. As part of a redevelopment 2 ha of public open space should be provided. This should include a children's playspace as well as a landscaped space and consideration should be given to ensuring long term maintenance.

3.99. As part of the scheme 0.5 ha should be set aside for food growing by local residents within and in neighbourhoods near to, the site.

Local Shops, Community facilities

3.100 In addition to the land reserved for a new school, provision should be made for a multi-purpose community facility that may include a doctor's surgery, a community meeting place and National Park Interpretation/education facility. Further facilities required as part of a balanced and sustainable community will be for local shops and services.

Site of Nature Conservation Importance (SNCI)

3.101 The western bank of Toad's Hole Valley is an identified SNCI and lies outside the strategic allocation for the area. As part of the proposed development measures will be expected to be undertaken to improve the quality and biodiversity of the SNCI and to improve walkways through the area and to the National Park.

| | | | |
|--------------------------|--|--|---------------------|
| Subject: | Planning Advice Notes on energy efficiency | | |
| Date of Meeting: | 10 March 2016 | | |
| Report of: | Acting Executive Director of Environment, Development and Housing | | |
| Contact Officer: | Name: | Francesca Iliffe | Tel: 29-0486 |
| | Email: | Francesca.iliffe@brighton-hove.gov.uk | |
| Ward(s) affected: | All | | |

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

- 1.1 The report seeks approval of two Planning Advice Notes (PANs). PANs provide detailed technical guidance and information on planning policy/development matters
- 1.2 The two PANs cover: energy efficiency improvements for historic houses in conservation areas; and external wall insulation. The PANs are targeted at householders and will assist with encouraging energy efficiency improvements to houses; help mitigate against fuel poverty; provide helpful guidance and reduce the need for residents to make enquiries to the planning service.

2. RECOMMENDATIONS:

That the Economic Development and Culture Committee:

- 2.1 Notes the consultation findings and approves for publication the Planning Advice Note: *Householder guidance on external wall insulation* and the Planning Advice Note: *Householder guidance on energy efficiency for historic houses in Conservation Areas*, subject in each case, to agreement on the design of the Planning Advice Notes, including the addition of images and visuals, by the Head of Planning and Building Control and any minor editorial changes which he considers necessary.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Planning Advice Notes (PANs) are prepared by the Council to provide technical advice and information on certain policy areas. These PANs are aimed at householders and provide guidance on external wall insulation for houses; and how to improve the energy efficiency of historic houses in conservation areas. They introduce no new requirements for planning applicants and should assist with schemes by consolidating and clarifying heritage and sustainability policy provided by the Planning Authority under the Local development Framework.

- 3.2 Under the Modernisation agenda, planning policy and guidance is being streamlined. As part of this the PANs aim to create service efficiencies and improve customer experience, clarify planning issues, and reduce the need for enquiries to the planning service.
- 3.3 Brighton and Hove has some of the most energy inefficient housing in the UK. Improving energy efficiency in homes through long term improvements can address fuel poverty now and in the future via lasting energy bill reductions. These can also help reduce risk of death and ill health associated with cold homes. According to recent estimates fuel poverty levels are higher in Brighton and Hove than elsewhere in England: the English average is 10.4% compared to 11.9% in Brighton and Hove. Fuel poverty levels are predicted to rise. The UK has one of the highest excess winter death levels in Europe (more than 30,000 in 2013) despite a moderate climate.

Policy Context

- 3.4 The PANs accord with policies in the Submission City Plan Part One policy *CP8 Sustainable Buildings*; *CP15 Heritage*; and *SU2 Efficiency of Development in the use of energy* and *HE6 Development within or affecting the setting of a Conservation Area*; and also *SPD09 Architectural Features* in the Brighton & Hove Local Plan 2005 (which have been saved and will be retained until replaced by Part 2 of the City Plan).
- 3.5 Targets for carbon emissions reduction are set in the Sustainable Community Strategy and the City Sustainability Action Plan: 42% reduction in carbon emissions against 2005 levels by 2020 and 80% by 2050. The PANs will assist with achieving these targets.

Background

- 3.6 Housing is responsible for 30% of UK carbon emissions whilst in Brighton and Hove this figure is 42%. This is largely due to a high proportion of older housing. Pre-1919 houses emit on average 9 tonnes CO₂ per year, whereas a post 1930 house emits on average 4.5. In the city 40% of private sector housing was built pre-1919 (whereas the UK average is 25%).
- 3.7 The *Brighton & Hove Renewable and Sustainable Energy Study (2012)* found that to achieve the city carbon reduction target, emissions from buildings must be reduced by 137,000 tonnes annually. Of this, over 50% will need to come from the retrofit of existing private sector housing through energy efficiency improvements and the installation of renewable energy micro-generation.
- 3.8 The study identified older housing and houses in Conservation Areas present a great challenge for carbon reduction. It found that insulation of solid walls created the greatest opportunity to reduce heat loss and emissions from the 44,500 older, solid wall homes in Brighton & Hove.
- 3.9 The PANs have focused on the planning issues around external wall insulation and retrofit in Conservation Areas (internal wall insulation does not require planning permission). The PANs clarify policy and encourage measures to be applied sympathetically and effectively where appropriate.

- 3.10 Preparation of the PANs was supported by the Low Carbon Trust and the council's Housing Sustainability Team who secured funding from the Department of Energy and Climate Change.
- 3.11 The PANs have been subject to stakeholder consultation and have been amended in response to comments raised. Details of consultation are set out in the section below and findings are detailed in appendix 1.
- 3.12 Feedback was positive and input from stakeholders valuable in clarifying the form and content of both documents. Stakeholders unanimously agreed that the PANs should be clearly targeted towards householders in their language and content. This resulted in reducing the amount of technical detail, and simplifying the layout and presentation to make the documents more accessible for those without technical expertise. Appendix 1 summarises feedback and the way results have been incorporated into the drafting process for each PAN.

PAN: Householder guidance on energy efficiency for historic houses in Conservation Areas (Appendix 2)

- 3.13 This PAN explores energy efficiency and micro-generation technologies that can be installed in and on historic houses to reduce energy use and carbon emissions. The main focus is on measures where there are potential planning issues. The planning controls and policies that apply to the external appearance of historic houses in these areas differ from general planning controls and the PAN helps to explain this.
- 3.14 The PAN clarifies for householders what energy efficiency measures *can* be applied to historic homes in Conservation Areas, which measures need planning permission, and whether permission is likely to be gained.
- 3.15 Enquiries about replacement windows result in the largest number of enquiries in relation to Heritage policy. Consequently the PAN has a large section on windows. There have also been several changes to permitted development rights for micro-generation, such as solar panels, in Conservation Areas. The advice addresses this and other renewable energy measures that can be installed in historic houses.

PAN: Householder guidance on external wall insulation (Appendix 3)

- 3.16 External wall insulation (EWI) is the installation of an insulating layer to external walls. EWI has been installed widely in Europe but is less common in the UK. It is expensive but can significantly improve energy efficiency when well installed on a sound wall. Local housing and especially older housing may not be suitable for EWI on front elevations due to the need to maintain historic facades, architectural features and concerns in relation to damage that may result. This PAN clarifies relevant planning, legal and licensing issues, and signposts technical considerations in a way that is intended to be accessible for a householder.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Funding was secured from government to develop draft text. The Planning Authority supported the development of guidance given the opportunity presented by the funding.

- 4.2 If the council did not develop the guidance the government funding would have had to be returned and the planning authority would not benefit from the advice notes which support the Modernisation and sustainability agenda.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Internal consultation has been undertaken with Planning officers from Heritage, Design, and Development Management; and officers from Environmental Health; Highways; and Housing. A stakeholder consultation was held in June 2015 targeted at heritage experts, architects with sustainability expertise and a professional wall insulation expert. The event was attended by fifteen external and council stakeholders. Consultation outcomes are analysed in Appendix 1.
- 5.2 General feedback during the stakeholder consultation: 91% thought the guidance would clarify policy to users (9% were neutral prior to amendments being made). 100% thought the consultation was conducted clearly and with adequate opportunity to input.

6. CONCLUSION

- 6.1 Reduction in carbon emissions and fossil fuel energy use, addressing fuel poverty and improving city housing stock are targets across council and national policy.
- 6.2 The PANs support these aims and Modernisation agenda, streamlining the planning process and improving the customer experience. In addition, the PANs would help to ensure that the special character and appearance of conservation areas is preserved when energy efficiency is improved.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs associated to the preparation of the Planning Advice Notes of officer time and external consultation have been funded from existing revenue budgets within the Planning and Housing Sustainability Team revenue budgets and grant funding from the Department of Communities and Local Government.

It is anticipated that approval of the Planning Advice Notes will generate efficiencies in the Planning advice service due to reduced householder queries.

Finance Officer Consulted: Steven Bedford

Date: 25/01/16

Legal Implications:

- 7.2 The PANs are not statutory documents. However, as noted in the report, in the context of their relevance to the determination of planning applications the PANs support adopted and emerging local plan policy by giving guidance on how compliance with policies can be achieved. Local plans are statutory documents and their policies will be material considerations in deciding relevant planning applications.

Lawyer Consulted:

Name Hilary Woodward

Date: 25/1/15

Equalities Implications:

- 7.3 The documents aim to encourage improvements to housing stock to mitigate against fuel poverty now and in future.

Sustainability Implications:

- 7.4 See references in Section 3 CONTEXT/ BACKGROUND INFORMATION.

Any Other Significant Implications:

- 7.5 None identified

SUPPORTING DOCUMENTATION

Appendices:

1. Analysis of Consultation
2. Draft Planning Advice Note: Householder guidance on energy efficiency for historic houses in Conservations Areas.
3. Draft Planning Advice Note: Householder guidance on external wall insulation

Background Documents

1. Brighton & Hove Renewable and Sustainable Energy Study (2012)

Crime & Disorder Implications:

- 1.1 None identified

Risk and Opportunity Management Implications:

- 1.2 The provision of guidance is intended to clarify planning policy and facilitate a smooth path through planning processes for planning applicants.

Public Health Implications:

- 1.3 There are 30,000 excess winter deaths in the UK (2013) and 10.4% of households in England are estimated to live in fuel poverty. Poor thermal performance in housing is a major cause of fuel poverty and excess winter mortality and ill health. The PANs encourage home improvements to future proof against current and future fuel poverty.

Corporate / Citywide Implications:

- 1.4 The PANs address Corporate Plan objectives *Health & wellbeing (6) Ensuring the city's housing stock is good quality, to support health and wellbeing; and Environmental sustainability (3) Protecting energy security for the city and improving housing energy efficiency to reduce environmental impact.*

Appendix 1: Planning Advice Notes on energy efficiency.

Summary of consultation feedback from stakeholder consultation

Planning guidance on 'External Wall Insulation' & 'Retrofit in Conservation areas'

Thursday June 25th 2015. 12.30-4pm. Brighton Town Hall, Committee Room 1

A consultation event was held at Brighton Town Hall June 25th 2015. The event was a working session where attendees closely reviewed the draft PANs and gave detailed feedback during interactive sessions and discussion. Targeted invitations were sent to local heritage societies; architectural practices specialising in sustainable buildings and retrofit; and an experienced installer of external wall insulation, council officers from relevant disciplines.

| Attendees: External stakeholders | | Attendees: Council officers | |
|----------------------------------|------------------------|-----------------------------|---------------------------|
| Paul McKinnon | Downs Energy | Francesca Iliffe | Planning / Sustainability |
| Nicola Thomas | ArchAngels Architects | Tim Jefferies | Planning/Heritage |
| John Smith | CityZen | Kathryn Sayner | Planning/Heritage |
| Ian MacKay | BBM Sustainable Design | Paula Goncalves | Planning/Design |
| David Kemp | Hove Civic Society | Mike Wright | Highways |
| Richard Carroll | Regency Society | Jonathan Puplett | Development Control |
| Selma Montford | Brighton Society | | |
| Maria Hawton- Mead | Hawton Mead | | |
| Mischa Hewitt | Low Carbon Trust | | |
| Lisa Unsworth | Low Carbon Trust | | |

Analysis of Feedback

FEEDBACK SHEET

Q1. Do you think this guidance will clarify council planning policy to all users: planners, householders and architects?

Response: 91% thought the guidance would clarify policy to users (9% neutral)

| Freq uency | Comments: Do you think this guidance will clarify council planning policy to all users: planners, householders and architects | Officer Response |
|---------------|---|--|
| 3 | The guidance will clarify planning policy 'Great work!', 'Yes – a comprehensive doc thoroughly read'. | Comment welcomed |
| 8 | The guidance is helpful but should be targeted at a specific audience (4) The document should be aimed at householders (4) | PAN amended to target householders. |
| 3 | Reduce the text. 'Create a more punchy doc'. 'simplify and use as an easy reference overview'. | Technical detail simplified, text clarified and reduced. |

Q2. Was this consultation conducted clearly and with adequate opportunity for you to input today?

Reponse: 100% thought the consultation was conducted clearly and with adequate opportunity to input

Q3. Is there anything you would like to add?

- Well done! Work so far is great, providing a good basis for commenting on & allowing for fine-tuning.
- More of this interaction with professionals & the Council please. Very good.
- Worthwhile.
- Very glad to have been consulted.
- Great effort, not an easy thing to do.
- The problem is to get this information over to the general public in a digestible form
- A very informative session, I'm pleased I came.

Feedback on the Draft Planning Advice Note: Energy efficiency for historic houses in Conservation areas

Consultees were invited to use post it notes to comment on a poster version of the Conservation Area PAN

| Frequency | Issue | Officer Response |
|-----------|--|-------------------------------|
| 2 | Too much technical detail | Technical detail removed |
| 8 | Clarify Building Regs, Planning responsibilities | Text amended |
| 2 | Use bullet points, tables and visuals to clarify | Text shortened, visuals added |
| 1 | Presentation is well laid out | Comment welcomed |

Consultees were invited to indicate what they would keep or remove in the Conservation Area PAN

| Frequency | Keep | Officer response |
|-----------|---|---------------------------------|
| 4 | Explanation of who and what the guidance is and is not for. | Text kept |
| 6 | Definitions: Conservation Areas, Article 4, Permitted Development, Part L Building Regs | Text kept |
| 3 | Measures table showing cost, carbon reduction, disruption | Text kept |
| 8 | Sections: windows(2), doors(1), solar(1), biomass(1), flues(1) further info(1) | Text kept |
| 1 | Layout | Text kept |
| 1 | Info on Clean Air Act | Text kept |
| | Remove | Officer response |
| 5 | Info on Wind turbines | Text removed |
| 1 | 'Policy' introductory paragraph | Considered important, text kept |
| 1 | Info on flat roof insulation | Text kept |
| 1 | Info on External Wall Insulation – refer to the EWI guidance | Text reduced |
| 1 | Detail on Article 4 Directions and solar. | Text checked with Heritage Team |
| 1 | 'is planning permission required?' para for air source heat pumps. | Text clarified. |

Feedback on the Draft Planning Advice Note: External Wall Insulation

Consultees were invited to use post it notes to comment on a poster version of the External Wall Insulation PAN

| Frequency | Issue | Officer Response |
|-----------|---|--------------------------|
| 5 | Suggestions for images | Welcomed |
| 1 | Change order | Text amended |
| 6 | Use less technical language and details, remove acronyms | Technical detail removed |
| 10 | Suggestions on text amendments | Text amended |
| 1 | Provide more info on potential problems with EWI | Text amended |
| 2 | More info on B regulations | Text amended |
| 2 | Post info on council website, add Planning Portal website in info | Text amended |

Consultees were invited to indicate what they would keep or remove in the Conservation Area PAN

| Frequency | Keep | Officer response |
|-----------|--|-----------------------------|
| 2 | Before and after images for the cover- great idea | Item kept |
| 19 | Sections: What is EWI (2), 'Why would I need external wall insulation?' (4)licences & agreements (3), Building features (1) Technical and practical considerations (5) References (3) Further info (1) | Item kept |
| | Remove | Officer response |
| 13 | Detailed solutions for EWI, detail too technical for householders | Technical detail simplified |
| 2 | Change order of text | Text amended |

Draft

PAN 09

Householder guidance on
energy efficiency for historic
houses in Conservation Areas

Brighton & Hove City Council's Local Development Framework

Planning Advice Note



**Brighton & Hove
City Council**

Summary

This planning advice note offers guidance for householders on energy efficiency improvements for historic houses in Conservation Areas where planning issues might arise.

It applies to the typical Regency, Victorian and Edwardian solid walled houses built before 1914 that make up the majority of the city's historic built environment.

Approximately 40% of Brighton and Hove's housing was built before 1919. This is a higher proportion than the UK average of 25%. Older houses are generally less energy efficient than more modern houses. Pre-1919 houses emit on average 9 tonnes CO² per year, whereas a post 1930 house emits on average 4.5.

Because of their significance and valued character, alterations to the appearance of historic houses in Conservation Areas are subject to planning restrictions. This document aims to clarify how energy efficiency improvements can be made in a sensitive and effective way.

Brighton & Hove City Council encourages residents to reduce energy use and carbon emissions in their historic homes, to ensure that they can be heated affordably, and will be comfortable, healthy and warm to live in for years to come.

Produced in partnership with



www.lowcarbon.co.uk

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Department
of Energy &
Climate Change

www.decc.gov.uk

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Introduction

Deciding how to make home energy improvements in Conservation Areas can be daunting, and the planning process can seem complicated. This guidance aims to help householders with decision-making and provide basic information to clarify where planning permission is needed and what approach is likely to gain planning permission.

What this guidance covers:

- Information for householders on external energy efficiency improvements for historic houses in Conservation Areas *where planning issues might arise*;
- Planning terms that you might need to know;
- When planning permission is needed for energy efficiency measures;
- When Building Regulations apply and therefore the Building Control Body must be contacted; and
- What is likely to gain planning permission.

What this guidance doesn't cover:

- Energy efficiency measures in Conservation Areas *where there are no planning issues*;
- Listed Buildings or buildings in the curtilage of a Listed Building
- Flats and flatted development in Conservation Areas
- Buildings in Conservation Areas *that are not residential*
- Most Modern Houses in Conservation Areas built after 1914

There are many ways energy bills can be reduced through simple strategies that don't involve planning. Some of these are listed on page 7.

Historic homes can be made more energy efficient through relatively minor interventions whilst retaining their special character and appearance. Major work, like refurbishing or replacing historic windows can be done in a way that maintains their character and appearance whilst reducing heat losses and draughts.

Where major energy efficiency and renewable energy measures are proposed, it is important to consider how these can be undertaken in a way that complements the historic context of your home and successfully achieves planning permission.

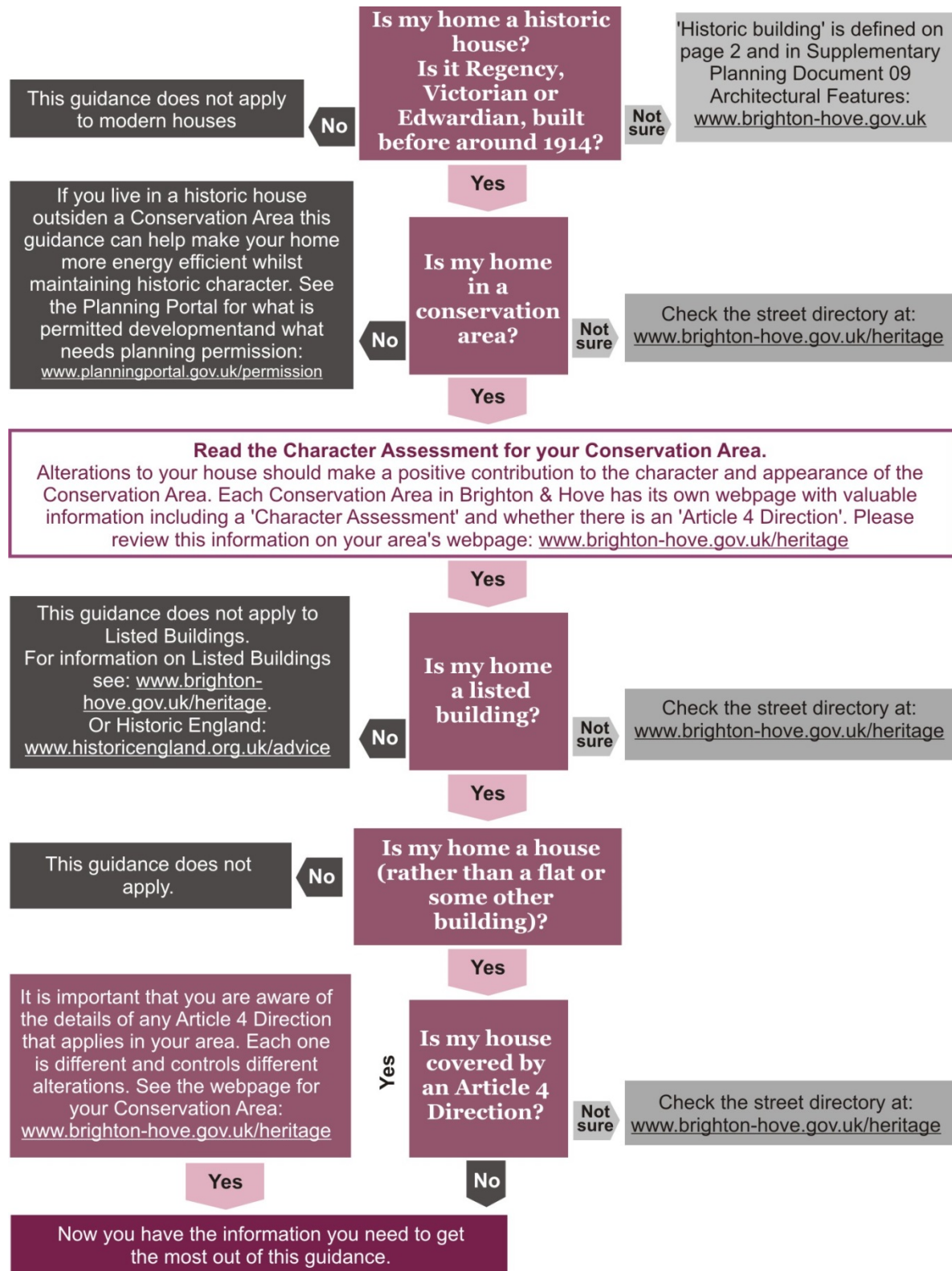
This guidance is based upon current national and local policy. It is not a policy document but a practical guide.

It is the home-owners responsibility to comply with planning and building control requirements.

Where planning permission is not needed, for peace of mind you can apply for a Lawful Development Certificate. This is not the same as planning permission but is proof that your household building work is lawful.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

When does this planning guidance apply?

What are the relevant planning terms?

Conservation Areas

These are areas of special architectural or historic interest, which require careful management to protect their character and appearance. They are designated by the local authority. In Brighton & Hove there are currently 34 Conservation Areas. Each area will have a 'character statement' that sets out clearly what makes it special. This is an important source of information for you when making changes to your home in a Conservation Area. The planning authority will always seek to conserve elevations that face a public highway, but there may be more flexibility on other elevations.

Permitted Development Rights

Some minor changes to your house can be made without needing to apply for planning permission. This is called Permitted Development (PD). PD Rights are granted by Parliament, not the local authority. In some areas such as Conservation Areas, PD rights are more restricted. This may mean you will need to apply for planning permission for projects in a Conservation Area that would not need planning permission in other areas. The Government's 'Planning Portal' website provides information on Permitted Development www.planningportal.gov.uk/permission. It is important to be aware of whether an Article 4 Direction has changed your permitted development rights, see below.

Article 4 Directions

An Article 4 Direction is a control applied to a particular area by the local authority. It enables the council to make sure proposed changes to buildings meet policies to protect the character of Conservation Areas. An Article 4 Direction removes permitted development rights so planning applications must be submitted for projects that would otherwise be 'permitted'. There are no fees for these applications. Usually they only relate to facades of the building facing a street, public footpath or open space, but sometimes they refer to the rear too. Each Article 4 direction is different so check if there is an Article 4 covering your house and what it relates to.

Building Regulations

Approved Document Part L1B 'Conservation of fuel and power in existing dwellings'

Guidance on Building Regulations covering energy efficiency can be found in Approved Document L1B which explains requirements for existing domestic buildings. Energy efficiency upgrades are generally required where thermal elements (windows doors, walls, etc.) are substantially replaced or renovated, but not for repair work (e.g. when window frames are kept and glass replaced). Certain classes of historic buildings can be exempted; these include historic buildings in Conservation Areas where the external appearance is valued e.g. where surface materials (walls and roofs) and the details of windows, doors, and roof-lights contribute to the character of the area.

While not all buildings in a Conservation Area are of historic interest, many have original features that contribute to the character of the area. Removing such features can have an adverse impact on its character. Paragraph 3.9 (Part L1B) states with regards historic buildings in Conservation areas:

When undertaking work ... the aim should be to improve energy efficiency as far as is reasonably practical. The work should not prejudice the character of the host building or increase the risk of long-term deterioration of the building fabric or fittings.

This means the energy efficiency should be improved as far as can be, but not to a point where there is risk of damage to the appearance and character or to the physical fabric of the building.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

What planning policy is relevant?

At both the local and national level, planning policy considers both heritage and energy efficiency to be important. The balance between these two will be considered on a site by site basis when the planning authority assesses a planning application.

| Heritage policy | Energy efficiency policy |
|--|---|
| National Planning Policy Framework | |
| <p>17: Core Principle:</p> <ul style="list-style-type: none"> • always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings; • take account of the different roles and character of different areas • conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations' <p>126. Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment... In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance.</p> | <p>17: Core Principle:</p> <p>Development should: 'support the transition to a low carbon future....encourage the re-use of existing resources, including conversion of existing buildings and encourage the use of renewable resources'.</p> <p>95: To support the move to a low carbon future, local planning authorities should... actively support energy efficiency improvements to existing buildings;</p> |
| Brighton & Hove City Plan Part I | |
| <p>Policy CPI5 Heritage:</p> <p>The city's historic environment will be conserved and enhanced in accordance with its identified significance, giving the greatest weight to designated heritage assets and their settings and prioritising positive action for those assets at risk through neglect, decay, vacancy or other threats. The council will further ensure that the city's built heritage guides local distinctiveness for new development in historic areas and heritage settings.</p> <p>Where proposals are promoted for their contribution to mitigating climate change, the public benefit of this will be weighed against any harm which may be caused to the significance of the heritage asset or its setting.</p> | <p>Policy CP8 Sustainable Buildings:</p> <p>The council will seek that all new development incorporates sustainable design features to avoid expansion of the city's ecological footprint, help deliver the principles of the One Planet approach, radical reductions in greenhouse gas emissions, particularly CO2 emissions, and mitigate against and adapt to climate change.</p> <p>Development proposals ... are required to demonstrate how the development:</p> <p>b) contributes to a reduction in the city's... greenhouse gas emissions, delivering significant reductions in fuel use and emissions via...fabric performance; energy efficiency measures; and low carbon solutions</p> <p>e) improves the sustainability of existing buildings</p> |
| Historic England Hierarchy of Conservation Principles | Energy policy¹ essential principles |
| <ol style="list-style-type: none"> 1. Repair 2. Replace/Renew 3. Restore 4. Alter | <ul style="list-style-type: none"> • Be lean (use low energy, energy efficient approaches e.g. insulation) • Be mean (manage energy carefully, e.g. thermostats) • Be green (use renewable energy) |

¹ For full explanation of energy policy see City Plan Part One, Policy CP8 Sustainable Buildings

What are the most efficient ways to save energy?

When considering how to make historic houses more energy efficient, it's worth first thinking about measures that have no impact or little impact on historic features and fabric.

There are lots of ways to reduce energy use and bills; many of them cheaper and easier than the measures explored in this document. These include:

Reducing electricity consumption through:

- low energy lighting, e.g. LEDs, CFLs
- low energy appliances (A* to A*** ratings)
- efficient controls

Improving heating through:

- efficient replacement gas boiler
- upgraded heating controls

Reducing heat losses through:

- draught proofing
- lagging pipework and hot water tank
- loft insulation
- internal window shutters
- heavy curtains for doors and windows

The cheapest way to reduce energy use and bills is through behaviour change, for example:

- turning off heating and lighting in rooms not in use
- turning down the thermostat
- taking shorter showers
- ensuring energy is not being used when and where it is not needed

The measures covered in this document are generally those that may need planning permission. However, special attention has been paid to windows and doors, as the planning authority frequently receives queries about these.

This document seeks to support energy efficiency improvements to historic houses in Conservation Areas in ways that preserve their character.

Energy efficiency measures at a glance

This table provides information on:

- An estimate of costs for each measure when applied across the whole house. Note that costs are subject to variation with different products and in different situations and can only be confirmed by obtaining quotes for works.
- An estimate of how much the measure will reduce an average annual energy bill.
- Whether planning permission is needed.
- Whether Building Regulations apply.
- Follow the page number for full information.

| Page | Energy efficiency measure | Estimated cost for the whole house | Estimated annual energy bill saving | Is planning permission needed? | Do Building Regulations apply? |
|--|---|------------------------------------|-------------------------------------|--------------------------------|--------------------------------|
| All windows and doors | | | | | |
| 10 & 15 | Draught proofing (all windows and doors) | Up to £1K | Up to £50 | No | No |
| 10 & 15 | Secondary glazing (all windows and doors) | Up to £1K | Up to £50 | No | No |
| Windows | | | | | |
| 10 | Replacement frames and single glazing (low-E) (all windows) | Over £3K | Up to £50 | No | No |
| 11 & 15 | Slim profile double glazing (all windows and doors) | Over £3K | £50-100 | Maybe | Yes |
| 12 | Replacement double and triple glazed | Over £3K | £100-300 | Maybe | Yes |
| Doors | | | | | |
| 16 | Replacement Doors | £1-3K | Up to £50 | Maybe | Yes |
| Insulation | | | | | |
| 17 | External Wall Insulation | Over £5K | Over £300 | Yes | Yes |
| 19 | Flat roof insulation (whole roof) | Over £5K | £100-300 | Maybe | Yes |
| Renewable technologies (energy bill savings exclude FIT and RHI payments) | | | | | |
| 20 | Biomass Heating | Over £5K | Depends on fuel cost | Maybe for store & flue | Yes |
| 23 | Solar photovoltaic panels 4kW | Over £3K | £50-100 | Maybe | Yes |
| 23 | Solar thermal hot water panels | Over £3K | £50-100 | Maybe | Yes |
| 24 | Solar photovoltaic roof slates 4kW | Over £5K | £50-100 | Maybe | Yes |
| 25 | Air source heat pumps | Over £3K | £100-300 | Maybe | Yes |

Energy efficiency measures explained

Windows

Windows are a crucial element of historic streetscapes. Their style, proportions detailing, method of opening and materials denote architectural style, period and use. Alterations to windows can have a dramatic effect on individual buildings, and cumulatively, whole streets and historic areas.

Windows are the architectural feature most at risk of loss and most vulnerable to alteration and replacement in historic buildings so receive special attention in this guidance. Draught-proofing and secondary glazing offer ways of reducing heat loss without involving high costs or needing planning permission. They are included here because they enable historic character to be maintained effectively.

Policy: Architectural Features Supplementary Planning Document 09

- Original or historic windows should be retained unless beyond economic repair.
- New and replacement windows must closely match the originals in their style, method of opening, proportions and external details.
- On street elevations, original material must also be matched.
- Energy efficiency in repaired, replaced and new windows will be encouraged.
- Where trickle vents are required these must be concealed.
- Where a building has lost its original windows they should be reinstated with windows matched using historic evidence or based on original windows in the locality.

Building Control considerations

Building Regulations apply where the whole window and frame is replaced. Replacement glazing should be certified by a registered installer (under the relevant competent person scheme) or through approval from the Building Control Body (BCB). The BCB will check the replacement window(s) and, if satisfied, issue a compliance certificate. Exemptions from energy efficiency standards exist for houses in a Conservation Area but only where compliance with the efficiency requirements would unacceptably alter the character or appearance. However, the best energy efficiency standards are encouraged.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

Draught-proofing

| Saving on bill | Cost (house) | Permission needed? |
|------------------|------------------|--------------------|
| Up to £50 | Up to £1K | No |

What is it?

Draught proofing is designed to close up gaps that appear between the window and its frame as the window ages, to reduce cold draughts entering and heat being lost.

What are the technical considerations?

Professional installation is recommended for draught proofing sash windows. The staff and parting bead of sash windows can be replaced with a system incorporating brush seals. The gap between casement windows and their frames can be improved by DIY installation of mastic bead and release tape or weather strips, or professional fitted systems can be rebated into the joinery.

Secondary Glazing

| Saving on bill | Cost (house) | Permission needed? |
|------------------|------------------|--------------------|
| Up to £50 | Up to £1K | No |

What is it?

Secondary glazing improves insulation, draught-proofing and noise and eliminates the need to draught proof the window. The system is secured to the inside of the window frame or reveal and can be demountable for removal in summer. It can be hinged or sliding to facilitate opening for ventilation and cleaning. It can be cheaper than installing new slim profile double glazed units and is capable of achieving similar performance when well fitted.

What are the technical considerations?

Ensure the design is relatively unobtrusive by careful alignment of divisions of the glazed panels hidden behind sash meeting rails or casement frames and bars, the use of slim frames and appropriate colour. Ensure the proposed system does not compromise the use of existing internal shutters.

Replacement Sashes and/or Sash Frames with 'low-e' single glazing

| Saving on bill | Cost (house) | Permission needed? |
|------------------|-----------------|--------------------|
| Up to £50 | Over £3K | Maybe |

What is it?

The window can be wholly replaced, or parts can be made up, with new sashes and/or a new frame to be combined with existing elements of the original window. Use of modern more efficient single glazing gives a slight improvement compared to historic glass. Energy efficient 'low' e (low emissivity) coatings reduce thermal radiation and improve performance. Combined with draught proofing this can reduce heat loss through the glass and frame.

Is planning permission required?

Applicants should contact Planning to check. Where the new sash box frames match the existing exactly (in material and dimensions) planning permission is not needed. Where windows use different materials or dimensions, permission is likely to be needed.

What are the technical considerations?

New sash frames should exactly match the original in material and dimensions. Draught proofing is also recommended.

Slim Profile Double Glazing

| Saving on bill | Cost (house) | Permission needed? |
|----------------|-----------------|--------------------|
| £50-100 | Over £3K | Maybe |

What is it?

Historic window frames have slender components designed to take one glass pane. Gas filled 'Slim profile' double glazed units are thin enough to fit into existing historic frames as they have widths of just 10–14mm. They reduce heat loss compared to single glazing.

Cost is higher than normal double glazing, but will depend on the complexity of the frame.

In 'Slim Vacuum double glazed units' the gas is removed. This improves performance whilst narrower widths of 6.5mm can be achieved. Vacuum slim-line glazing is more expensive than standard slim-line glazing.

Is planning permission required?

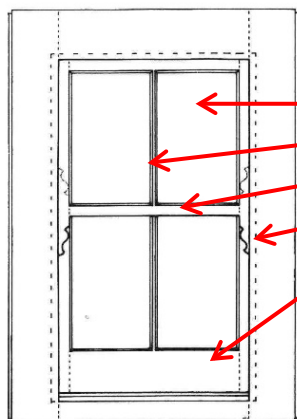
Applicants should contact Planning to check if permission is required, providing photographs and window specification via email or duty appointment to confirm. If the existing window is beyond repair it will be acceptable to replace with new if joinery sections replicate the original. Slim profile double glazing is encouraged and planning permission is not required where units are installed in existing frames, or installed in replacement sash frames that exactly match the existing window, in dimension and material. Replacing any historic stained or etched glass is generally not accepted. Also false glazing bars are not usually acceptable - multi-pane windows can be problematic as many units being fitted in one window is difficult and expensive.

What are the technical considerations?

All profiles, rails and glazing bars should replicate the original. Draught-proofing is recommended.

When matching a historic window: what features need to be matched?**Matching a historic window**

All the following features should match the original window, or a typical historic window in the locality



Method of opening (sash or casement)

The number of panes

The width of glazing bars

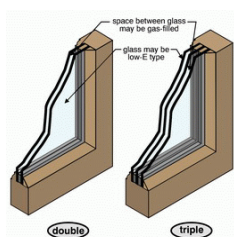
The depth of the meeting rail

Presence, absence and style of horns

The depth of bottom rail

The material (steel? wood?)

All other dimensions

Double and triple glazed replacement windows

| Saving on bill | Cost (house) | Permission needed? |
|-----------------|-----------------|--------------------|
| £100-300 | Over £3K | Maybe |

What is it?

Double or triple glazing consists of 2 or 3 panes of glass filled with inert gas. Because these units have widths of 16mm upwards, the existing window is usually replaced as historic frames cannot accommodate these widths. Replacement requires careful specification as joinery dimensions must match the original window. Matching is unlikely to be achievable with triple glazing but may be achievable in double glazing, depending on the design and scale of the existing window.

Is planning permission required?

Applicants should contact Planning to check if permission is required, providing photographs and window specification via email or duty appointment to confirm. Permission is required where an Article 4

Direction is in place. It may be difficult to get permission for street facing windows, or any others visible from the highway. Double glazing may be easier to accommodate sympathetically in casement windows if dimensions are matched.

What are the technical considerations?

Essential: External joinery section, meeting rails and glazing bars should replicate the original.

Encouraged: Windows should be replaced in a consistent manner across each elevation and draught stripping replacement windows.

May be acceptable: Subject to detailing it may be possible to get permission for standard double glazing at the rear, when not visible to the street, but triple glazing may only be acceptable in some casement windows.

Generally not acceptable: Double glazing in multi paned windows; uPVC windows on elevations visible from the street or public open space; and replacing historic stained or etched glass.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

Summary: window alterations at a glance

This table illustrates at a glance the relative costs of different energy efficiency improvements that can be applied to windows, it indicates their relative effectiveness and what planning issues arise.

| Windows | Cost | Energy efficiency improvement | Planning Permission | Planning Issues |
|--|-----------|-------------------------------|--|--|
| Draught-proofing | Low | Fair | N/A | N/A |
| Secondary glazing added | Low | Good | N/A | N/A |
| Sim-line units installed into existing frames. Draught proofing provides further improvement. | Med | Good | N/A | N/A |
| Replace windows using slim-line double glazed units | High | Good | Permission may be needed. Check with planning department. | Where frames match original windows exactly in design, detail & material permission is not needed. |
| Replace windows using double glazed units | High | Very good | Permission may be needed. Check with planning department. | Frames must match in design, detail & material. Standard double glazing may be acceptable at the back of property if not seen from the street. On street facing elevations permission may be very difficult to achieve due to the more substantial frames needed to house standard double glazing. |
| Replace windows using triple glazed units | Very High | Very good | Permission may be needed. Check with planning department. | Frames must match in design & material: very difficult with triple glazed units. Triple glazing may be acceptable in casement windows at the back of the property if not seen from the street. On street facing elevations permission is very unlikely due to the more substantial frames needed to house standard triple glazing. |

Doors

Historically doors were constructed of solid timber, usually with four or six timber panels. These solid doors have reasonable thermal properties and most of the heat loss usually occurs around the perimeter.

Later Victorian doors may have glazed upper panels and fanlights above. Larger houses may even have glazed side lights (windows). See SPD09 for further information.

Policy: Architectural Features Supplementary Planning Document 09

Doors

- Original doors should be retained or, if beyond repair, replicated in timber.
- On street elevations, reinstated doors must match traditional designs typical of the area.
- Glazing will be allowed in upper panels where this would not harm the group value of the building.
- Where a building has lost its original door it should be reinstated with a purpose-made timber door based on historic evidence or on original doors in the locality.

Fanlights

- Original door surrounds and fanlights must be retained and moulding and glazing bar details replicated in any restoration work.
- Fanlights and side lights must not be over-boarded.

Building Control considerations

Building Regulations apply only where the door and frame or window and frame are replaced (the 'controlled fitting'). New doors should meet prescribed minimum performance standards. Whilst historic buildings can be exempted from the thermal standards expected of replacement doors, the best possible performance is encouraged. Replacement glazing should be certified by a registered installer (under the relevant competent person scheme) or through approval from the Building Control Body.

Draught proofing of front doors

| Saving on bill | Cost (house) | Permission needed? |
|------------------|------------------|--------------------|
| Up to £50 | Below £1K | No |

What is it?

Draught proofing fills the gaps between door and frame made from movement over time. Draught proofing can also be fitted to letter boxes and key holes where draughts enter. Internal lobbies, fitting heavy curtains to doors and using a draught excluder on the inside of the door all help reduce draughts.

Is planning permission required?

Planning permission is not required for draught proofing of doors.

What are the technical considerations?Encouraged:

- The gap between the door and frame can be improved by DIY installation of brush, or compression seals, or professionally fitted systems can be fully rebated into the joinery.
- If the door is being refurbished rebate the draught stripping into the door is preferred to mounting it on the door where it can be seen.

Secondary glazing in Front Doors and Fanlights

| Saving on bill | Cost (house) | Permission needed? |
|------------------|------------------|--------------------|
| Up to £50 | Below £1K | No |

What is it?

Secondary glazing systems can be secured to the frame of the single glazed upper panels and to the window or fanlight over the door. The system can be demountable for removal in summer months.

Is planning permission required?

Planning permission is not required for secondary glazing.

What are the technical considerations?

- Etched glass or stained glass should not be lost but secondary glazing can be used to improve thermal performance.

Replacement slim-profile double glazing units in Front Doors and Fanlights

| Saving on bill | Cost (house) | Permission needed? |
|------------------|------------------|--------------------|
| Up to £50 | Below £1K | Maybe |

What is it?

See windows section for description of slim profile double glazing.

Is planning permission required?

Applicants should contact Planning to check if planning permission is required. Planning permission is not required when replacing plain glass with slim profile glazing in a front door if the external joinery sections remain unchanged and the glazing unit sits behind the reveal.

Where an Article 4 Direction is in place, and where there is a visible change to the door planning permission may be required.

Permission on side or rear elevations is not normally required.

What are the technical considerations?

- If the existing door and fanlight the door is beyond feasible repair it will be acceptable to replace with new if joinery sections are the same as the original door. Draught-proofing is recommended.
- Historic stained glass or etched glass should be kept where it exists

Replacement Doors

| Saving on bill | Cost | Permission needed? |
|------------------|--------------|--------------------|
| Up to £50 | £1-3K | Maybe |

Is planning permission required?

Applicants should contact Planning to check whether planning permission is required. Where an Article 4 Direction is in place, and where there is a visible change to the door planning permission may be required.

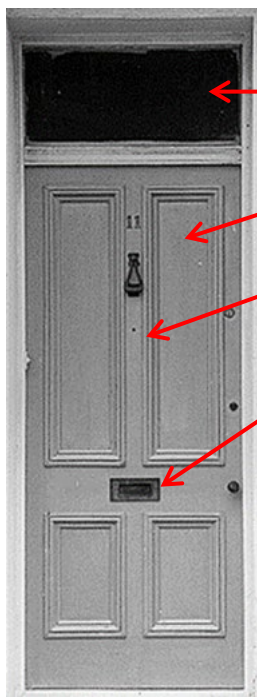
Permission on side elevation or rear elevations is not normally required

What are the technical considerations?

- Original doors should be retained unless beyond repair and replaced to match the historic design.
- Original door surrounds and fanlights, etched or stained glass should be retained.
- Secondary glazing can be used to improve thermal performance.
- Draught proofing is recommended.

When matching a historic door: what features need to be matched?**Matching a historic door**

All the following features should match the original door, or a typical historic door in the locality



Fanlights

Panelling

Moulding style and depth

Door furniture

The material

Traditional painted finish (not stained or varnished)

Any glazing

External Wall Insulation

See the External Wall Insulation Technical Information Note for detailed information.

Planning permission for External Wall Insulation is unlikely to be granted for front elevations and those visible from the highway or public open space. However, permission may be granted for rear elevations especially where they are not visible from the street or public open space and on some side elevations that are not prominent and which have little architectural detailing. Where applicants seek to insulate solid walls of historic buildings in Conservation Areas, internal wall insulation is a way of improving the thermal performance of walls without affecting the historic façade and does not require planning permission.

Policy: Architectural Features Supplementary Planning Document 09

- Original historic terracotta, faience and tile cladding must always be retained and repaired. It must not be removed, covered over or painted.
- Existing render should be retained and repaired and all finishes and details should be matched in replacement work. Mouldings must be retained and where they are repaired should be re-run to the original profile
- Any fair-faced facing stone, Coadestone or other artificial or reconstituted stone decorative features must not be removed, rendered, tiled or painted over.
- Good quality original fair-faced brickwork, flintwork and mathematical tiling must not be rendered, tiled over or painted.
- Where the original rainwater goods are a notable feature of a building's appearance, they must be retained or replaced in cast iron or cast aluminium to the same design and profile on street elevations.

Building Control considerations

Building Regulations Part B4 (External Fire Spread) may be required where the building to be treated is close to another property. Building Regs apply for Part L. Exemptions exist for traditional breathable construction and Conservation Areas but the best possible performance is encouraged.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

External wall insulation

| Saving on bill | Cost (house) | Permission needed? |
|------------------|-----------------|--------------------|
| Over £300 | Over £5K | Yes |

What is it?

External wall insulation is a highly effective way of improving the thermal performance of a building. Solid boards of insulation material typically 50 – 120mm thick are applied to the external wall of the building and then finished with rendering or cladding. It will almost always significantly change the appearance of an historic building, especially if the building is brick or flint faced. It impacts on projecting eaves, window and door reveals and external mouldings and other decorative details.

On front walls in conservation areas where EWI is unlikely to be acceptable, a 'hybrid' system can be considered. This is where Internal wall insulation is applied to the front and EWI is applied to the side and rear. This enables a high standard of insulation whilst preserving the appearance of the building.

Is planning permission required?

Planning permission is required for external wall insulation.

- On front walls in Conservation Areas it is unlikely to be acceptable because of the impact on the façade and streetscape.
- External wall insulation may be acceptable on side and rear walls of houses in Conservation Areas not visible from the highway or public open space, depending on the design and material of the building and subject to detailing.

What are the technical considerations?

- A large proportion of the older building stock in Brighton and Hove are constructed of 'breathable' moisture permeable materials. 'Breathable' insulation materials should be used with these walls to avoid build-up of condensation in the layers of the wall which can lead to long term damage.
- Vapour permeable insulation should be used to allow moisture to transfer through the walls along with a lime based insulating render - cement based products are not suitable for traditional buildings as they do not allow them to breathe. Vapour permeable paints should also be used.
- Care should be taken to ensure alterations required to roof eaves, window and door reveals and the wall foot (where the wall meets the ground) do not affect the buildings appearance or its ability to shed rainwater.
- Planning Permission is unlikely to be granted for EWI even on rear elevations where there is architectural detailing such as corbels under eaves and windows, or decorative line work across the front of the building and other mouldings.

Flat roof external insulation

Policy: Architectural Features Supplementary Planning Document 09

- Where a roof is visible from the street, its form and shape must not be altered.
- Bays must always be retained and all original detailing and mouldings retained or replicated.

Building Control considerations

Building regulations apply. Where flat roofs are being renovated or an additional insulating layer is being added the whole roof should be improved to achieve a minimum thermal performance standard as set in Building Regulations.

Exemptions apply for Conservation Areas and traditionally constructed buildings, however, best possible performance is encouraged.

Flat Roof External Insulation

| Saving on bill | Cost (house) | Permission needed? |
|-----------------|-----------------|--------------------|
| £100-300 | Over £5K | Maybe |

What is it?

Historic buildings rarely have a main flat roof. They may have an area of flat roof at the apex of the roof pitches, over bay windows or on rear or side extensions. Insulation of flat roofs can significantly improve thermal performance as roof areas can account for 25% of heat loss from a home. Where there are internal height restrictions, external flat roof insulation may be the best option. Flat roof external insulation is where insulation is installed above the roof deck. Rigid insulation boards can be placed below the weatherproof membrane or above the weatherproof membrane (these are called 'warm roof deck' and 'inverted warm deck' construction respectively. Internal roof insulation does not require permission.

Is planning permission required?

Applicants should contact Planning to check whether planning permission is required. Flat roof insulation raises the roof height by around 100 – 200mm. Planning permission is required for alterations to a roof where:

- Any alteration would project by more than 150 mm from the existing roof plane.
- Any alteration would be higher than the highest part of the roof.

Planning permission is unlikely to be granted where the works would alter the profile of a prominent roof.

What are the technical considerations?

- Care must be taken to preserve the historic roof profile, eaves or verge details and any other significant features. Where a flat roof is surrounded by a parapet, insulating the roof is unlikely to affect the appearance of the house.
- Consideration should be given to additional weight of solar panels if these are being added later.

Biomass Heating

Policy: Architectural Features Supplementary Planning Document 09

Flues: Where planning permission is required, flues will not be permitted on visible street elevations. They will be permitted on other external elevations provided the location is the least obtrusive achievable and that the size and/or length are kept to the minimum possible.

What are the Air Quality Management considerations?

Find out whether you are in the Air Quality Management Area (AQMA) or in a Smokeless Control Area on the council website (search for 'air quality').

To prevent local air quality impacts on the existing AQMA, biofuel combustion is discouraged from use in the AQMA.

If you live in a smoke control area, an exempt appliance must be installed; open fireplace wood burning is illegal (Clean Air Act 1956). Exemptions are given for approved appliances used with compatible fuels listed on the Council website.

Biomass heating

| Saving on bill | Cost (house) | Permission needed? |
|-----------------------------|-----------------|-----------------------------------|
| Depends on fuel cost | Over £5K | Maybe for flue & store |

What is it?

Biomass heating for homes refers to burning wood (logs or pellets) to generate heat for space and water heating and is considered a 'renewable' fuel.

Wood burning stoves are generally used to heat a single room and may have a back boiler for hot water (HW). They offer greater efficiency than an open fireplace.

Pellet boilers can be fully automated and sized to meet all HW and space heating needs. The boiler, water tank and hopper can all be located in an external housing close to the building. Energy boxes and cabins with wood pellet systems can be purchased factory made ready to plug in.

The Renewable Heat Incentive (RHI) provides payment for heat generated by biomass only boilers and biomass pellet stoves with integrated boilers, a stove is not eligible. Biomass fuel used by RHI participants must be sourced from a supplier on the Biomass Suppliers List (www.gov.uk).

What are the technical considerations?

A biomass boiler installed internally does not need planning permission, but some elements of a biomass system may need planning permission, such as external fuel stores, flues and chimneys.

What are the Building Control considerations?

All new wood heating systems have to comply with building regulations. The best way to ensure this is to use an installer who is a member of a Competent Person Scheme.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

Flues and chimneys

| Saving on bill | Cost (house) | Permission needed? |
|-----------------------------|-----------------|--------------------|
| Depends on fuel cost | Over £5K | Maybe |

What is it?

For biomass systems a flue that meets the regulations for wood-burning appliances must remove and disperse combustion emissions; it could be a new insulated stainless steel flue pipe or an existing chimney.

Is planning permission required?

If your house is covered by an Article 4 Direction planning permission may be required.

Wood-burning boilers and stove flues are permitted development as long as:

- the flue is not to be fitted on the principal or side elevation that fronts a highway
- a flue on the rear or side elevation is no more than 1m above the highest part of the roof.

What are the technical considerations?Essential

- Where a flue will be visible externally it should be discreetly located and should not impact on the street scene or public open space.
- Flues should be clear of windows and neighbouring properties
- Chimney cowl and caps should be sensitively chosen to match the colour of the original chimney pot and the shape should be sympathetic to the shape of the original chimney pot.
- Smoke free appliances and pellets that are smoke free must be used in smokeless zones

To be encouraged:

- Wherever possible existing chimneys should be used for flues for wood stoves

Generally not acceptable:

- the flue is not to be fitted on the principal or side elevation if visible from a highway

What are the Building Control considerations?

Building regulations apply for wood burning stoves and boilers and refer to ventilation and general safety. Installation should be carried out by a qualified installer who is a member of a competent person scheme. Flue fitting should be carried out by HETAS accredited installer.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

Biomass fuel storage

| Saving on bill | Cost (house) | Permission needed? |
|-----------------------------|-----------------|--------------------|
| Depends on fuel cost | Over £5K | Maybe |

What is it?

Wood boilers are larger than gas or oil boilers and require space to store the fuel. This area will need to be accessible for deliveries and feeding the boiler. For a modern house with 150sq/m of living space, approx. 8cubic/m is sufficient to store a year's supply of wood pellets and 12 cubic/m for logs.

Fuel storage attached to the house may be classed as an extension (Class A) not an outbuilding (Class E); check with the Planning Portal or the planning duty service for confirmation.

Is planning permission required?

Planning permission is required where storage is proposed in a garden or yard (etc.) in front of the principal elevation of the building, which will normally be the front of the house.

Planning permission is not required for a storage building at the rear or side where it does not front a highway subject to the following limits and conditions:

- Outbuildings to be single storey with maximum eaves height of 2.5 metres and maximum overall height of four metres with a dual pitched roof or 3m from any other roof.
- Maximum height of 2.5m in the case of a building, enclosure or container within 2m of a boundary of the curtilage of the house.
- No verandas, balconies or raised platforms.
- No more than half the area of land around the original house would be covered by the addition or other buildings. 'Original house' means the house as first built or as it stood on 1 July 1948 if built before then (note previous owners may have built an extension).

What are the technical considerations?

Encouraged: Where a new out building is required, for a boiler or fuel storage, care should be taken to position it carefully away from sight from the highway

What are the Building Control considerations?

Clarification should be sought from the Building Control Body on whether the detached outbuilding is exempt from building regulations. Detached buildings within the boundaries of a property can be exempt from the Building Regulations if they are over 1m from the boundary and less than a certain size and do not contain sleeping provision. Installation of any services or fittings within such buildings would also be exempt from the need to make a Building Regulations application. An accredited 'competent' installer should install biomass systems.

Solar technologies

Solar panels

| Saving on bill | Cost (house) | Permission needed? |
|----------------|-----------------|--------------------|
| £50-100 | Over £3K | Maybe |

What is it?

Solar Photovoltaic (PV) panels use solar radiation to generate and supply electricity directly to the home and via a connector to the national grid. The PV array is normally a series of flat plate panels that sit on the south facing roof. A 4kWp system generates annually around 3,800 kWh hours of electricity more than the average house uses, and saves nearly two tonnes of CO₂. The Government Feed-in Tariff (FIT) provides a payment for electricity generated, and fed into the grid.

Solar thermal collection panels or 'solar hot water' (SHW) use heat from the sun to warm water for domestic use. These provide heat to a water tank, to be stored until needed. Types of SHW include flat plate or 'evacuated tube collectors'. A typical solar water heating system is £3-5,000 for a 3.6m² system which can provide most of your hot water in the summer, but much less during colder weather. The Government Renewable Heat Incentive scheme (RHI) provides payment for heat generated.

Is planning permission required?

Applicants should contact Planning to check whether planning permission is required.

If your house is covered by an Article 4 Direction planning permission may be required for roof slopes facing the highway. At present this applies to only a few Conservation Areas but controls may be placed on other areas in future so check with Planning before proceeding. Unless an Article 4 Direction is in place planning permission for solar equipment (slates or panels) is not required on a house under the following conditions:

- Equipment on a building should be sited, so far as practicable, to minimise the effect on the external appearance of the building and amenity of the area.
- Panels should not be installed above the highest part of the roof (excluding the chimney) and should project no more than 200mm from the roof slope or wall surface.
- When no longer needed equipment should be removed as soon as practicable.

Planning permission is required where panels are proposed to be fitted to a wall fronting a highway.

What are the technical considerations?

Essential

- Panels should not be installed above the highest part of the roof (excluding the chimney) and should project no more than 200mm from the roof slope or wall surface.
- Panels should not sit above the highest pitch of the roof.
- When no longer needed equipment should be removed as soon as practicable.

Encouraged

- Panels should be positioned in a regular pattern to minimise the visual impact on the roof scape from the street. Panels should be carefully arranged around dormers to minimise visual impact from the street.
- Avoid over shading.
- When selecting panels choose discreet styles to reduce impact. Evacuated tube solar thermal are more visible than flat plate panels but require less space and are suitable for flat roofs as they can sit horizontally without performance being compromised.

Generally not acceptable

- Where planning permission is required it is unlikely to be granted on prominent roof slopes and walls.

What are the Building Control considerations?

Building regulations apply. The ability of the existing roof to carry the load (weight) of the panel will need to be checked and proven. Strengthening work may be needed. Building regulations also apply to other aspects of the work e.g. electrical installation. It is advisable to contact an installer for advice, ideally from Competent Person Scheme and Microgeneration Certification Scheme.

Householder guidance on energy efficiency for historic houses in Conservation Areas

March 2016

Solar photovoltaic roof slates

| Saving on bill | Cost (house) | Permission needed? |
|----------------|-----------------|--------------------|
| £50-100 | Over £5K | Maybe |

What is it?

Solar Photovoltaic (PV) roof slates are designed to be used in place of ordinary roof slates. A system will typically cost about twice as much as an equivalent panel system but would be encouraged where panels are not appropriate. The Government Feed-in Tariff (FIT) provides a payment for electricity generated, and electricity fed into the grid.

Is planning permission required?

If your house is covered by an Article 4 Direction **planning permission may be required** for roof slopes facing the highway. At present this applies to only a few Conservation Areas but controls may be placed on other areas in future so check with Planning before proceeding.

Where the existing roof has a slate covering, the use of solar slates would be encouraged as an alternative to solar panels where visible.

What are the technical considerations?

Encouraged: Where slates are replaced, the council will accept the use of artificial slate where this would not harm the appearance of a uniform or consistent group of buildings.

What are the Building Control considerations?

Building regulations apply to electrical installation. The ability of the existing roof structure to carry the weight of the slates must be checked and proven. It is advisable to contact an installer for advice, ideally from Competent Person Scheme and Microgeneration Certification Scheme.

Air source heat pumps

Air source heat pumps

| Saving on bill | Cost (house) | Permission needed? |
|----------------|-----------------|--------------------|
| £50-100 | Over £3K | Maybe |

What is it?

Air source heat pumps (ASHP) produce heat. They take low temperature heat from the surrounding air and upgrade it to a higher temperature to heat water in a cylinder. ASHPs run on electricity but are classified as renewable technology. Heat pumps work more efficiently when homes have high levels of airtightness; older properties are generally less airtight, therefore it is always recommended that the fabric of the house be improved first. The Govt. Renewable Heat Incentive (RHI) provides payment for heat generated. The heat pump is housed in a box outside that is generally about 1-2m², they are fan operated and emit low level operational noise.

Is planning permission required?

Because this is a complex area, contact the Planning Duty Service to discuss. Generally planning permission is not required in Conservation Areas unless installed on a wall or roof which fronts a highway and if nearer to any highway which bounds the property than any part of the building. To be permitted development, ALL the limits and conditions listed below must also be met:

- Development is permitted only if the ASHP installation complies with the [Microgeneration Certification Scheme Planning Standards](#) or equivalent standards.
- The ASHP's outdoor compressor unit (including housing) must not exceed 0.6 cubic/m.
- Only the first installation of an ASHP would be permitted development; additional ASHPs at the same property require planning permission.
- All parts of the ASHP must be at least 1m from the property boundary.
- Installations on pitched roofs are not permitted development. If installed on a flat roof all parts of the ASHP must be at least 1m from the external edge of that roof.

In addition, the following conditions must also be met. The air source heat pump must be:

- sited, so far as is practicable, to minimise its effect on the external appearance of the building and its effect on the amenity of the area.
- used solely for heating purposes.
- removed as soon as reasonably practicable when it is no longer needed for microgeneration.

It is advisable to discuss these limits and conditions with the Planning Authority.

What are the technical considerations?

Encouraged: Care should be taken to locate the external unit in a discreet position.

What are the Building Control considerations?

Building regulations apply in relation to the electrical safety of the unit. It is advisable to contact an installer who belongs to the Microgeneration Certification Scheme and the relevant competent person scheme.

Further information**Sources of advice and information**

| | |
|---|---|
| Planning Portal | www.planningportal.gov.uk/permission |
| Energy Saving Trust (EST) | www.energysavingtrust.org.uk |
| EST Energy Efficiency Hotline | 0800 512 012 |
| Department of Energy and Climate Change | www.decc.gov.uk (info on the Green Deal, ECO, FIT, RHI) |
| Competent Person Schemes | www.competentperson.co.uk |

National Heritage Organisations & Amenity Societies

| | |
|---|--|
| Historic England | www.historicengland.org.uk |
| Society for the Protection of Ancient Buildings | www.spab.org.uk |
| Historic Environment Local Management | www.helm.org.uk (follow link to Climate Change) |
| Institute of Historic Building Conservation | www.ihbc.org.uk |
| Ancient Monuments Society | www.ancientmonumentsociety.org.uk |
| The Georgian Group | info@georgiangroup.org.uk 020 7529 8920 |
| Brighton Society | www.brighton-society.org.uk |
| Hove Civic Society | www.hovecivicsociety.org |

Renewable Energy

| | |
|--|--|
| Renewable Heat Incentive (RHI) | www.gov.uk |
| Feed in Tariff (FIT) | www.gov.uk |
| Biomass Suppliers List | www.gov.uk |
| Microgeneration Certification Scheme (MCS) | www.microgenerationcertification.org |

Brighton & Hove City Council Planning Policy

Brighton & Hove Submission City Plan 2016

[Supplementary Planning Document 09 - Architectural Features](#)

**For further information contact:
Brighton & Hove City Council**

Planning Duty Service

Telephone: 01273 292222

Email: planning.applications@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/planning

Building Control Body/Building Regulations

Telephone: 01273 292050

Email: building.control@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/buildingcontrol

Heritage Telephone: 01273 292222

Email: conservation@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/heritage

Draft

PAN 08

Householder guidance on external wall insulation

Brighton & Hove City Council's Local Development Framework

Planning Advice Note



**Brighton & Hove
City Council**

Householder guidance on external wall insulation

March 2016

Summary

Why is external wall insulation relevant for Brighton & Hove?

It is estimated that a third of the heat used to heat your home is lost through the walls. Applying external wall insulation can reduce heat loss, effectively wrapping the whole house in an insulating layer. By reducing heat loss, less energy is needed to keep your home warm. This can reduce energy bills and carbon emissions, and protect future householders from fuel poverty.

The Brighton & Hove Renewable and Sustainable Energy Study (2012) found that to achieve the city's carbon reduction target of 80% reduction by 2050, energy efficiency improvements need to be made to existing houses.

Brighton & Hove has a very high proportion of older houses built pre-1919. These are usually built with solid rather than cavity walls, and they are found to lose more heat and therefore have higher energy bills and carbon emissions. The Energy Study found that insulating the walls of the 44,500 older, solid wall homes in the city created the greatest opportunity to reduce domestic carbon emissions compared to all other energy efficiency measures.

This guidance aims to help householders approach external wall insulation projects, setting out information on planning and other issues that need to be considered.

Produced in partnership with



www.lowcarbon.co.uk

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Department
of Energy &
Climate Change

www.decc.gov.uk

Householder guidance on external wall insulation

March 2016

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Introduction

This planning advice note offers guidance on external wall insulation for householders who want to insulate the external walls of their house. The guidance refers just to external wall insulation, which may require planning permission, unlike other types such as internal wall insulation or cavity wall insulation.

This Guidance offers basic information for householders on external wall insulation (EWI):

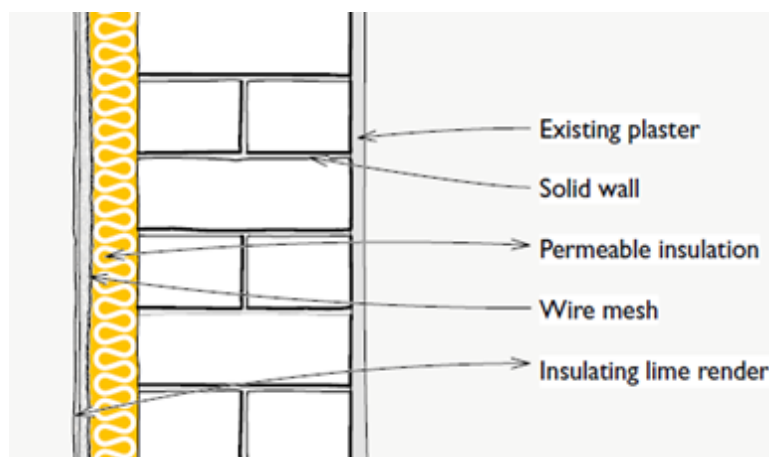
- What is external wall insulation
- Why install external wall insulation
- What licences, agreements and permissions are needed
- Examples of building features that need to be considered prior to works
- What technical and practical issues be considered
- Where can further information be found

What is external wall insulation (EWI)?

EWI is typically where solid boards of insulation material 50 – 120mm thick are applied to the external wall of the building and then finished with rendering or cladding. EWI can be applied to either solid or cavity walls.

To deliver energy and cost savings, EWI should be combined with other energy efficiency measures such as improved glazing, floor insulation, roof insulation and efficient heating.

An example of external wall insulation using ‘breathable’ materials (see page 10)



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Why install external wall insulation?

Space heating accounts for 64% of energy use in homes. Reduction in space heating can be achieved by reducing heat losses from the building, this can be achieved by improvements to the building fabric. The external walls are the largest area of heat loss from a building and therefore offer the most significant opportunity for reduction in energy demand.

It is estimated that EWI can reduce heat loss by 35%, equivalent to saving £475 a year on energy bills in the average house. Effectiveness depends on thickness and type of insulation used.

EWI is more effective than internal wall insulation as it covers the building more consistently. It can wrap an insulating layer around the whole house. It also has the benefit of maintaining the thermal mass of the indoor walls which can help keep rooms cool in summer.

Scaling up to include neighbouring houses or whole streets of terraced houses help with effectiveness and can maintain the uniformity of a terrace.

EWI offers the following advantages, it:

- can be applied without disruption to the household (unlike installing internal wall insulation)
- does not reduce the floor area of your home (whereas internal wall insulation does)
- renews the appearance of outer walls
- can improve weatherproofing and sound resistance
- can fill cracks and gaps, reducing draughts
- can reduce condensation on internal walls and can help prevent damp (but will not solve rising or penetration damp)
- is best installed at the same time as external refurbishment work to reduce cost

However, it

- may need planning permission - check with the planning department
- requires good access to the outer walls
- is not recommended if the outer walls are structurally unsound or damp and cannot be repaired
- is not be appropriate where the building façade has valued architectural detailing

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What licences, agreements and permissions are needed?

When your house is situated in a terrace, you will need to obtain a **party wall agreement** with neighbours.

When your house abuts the public highway and EWI will extend over the highway, an **Oversail Licence** must be obtained from the Highways Authority.

Party Wall Agreement

You must tell your neighbours if you want to carry out any building work near or on your shared property boundary, or 'party wall'.

Before carrying out any works on the party wall, you must obtain their written consent. Also, when building works begin you must avoid causing unnecessary inconvenience and protect your neighbour's property from damage.

Information and template agreements are available on the government website: www.gov.uk

Oversail Licence

An 'oversail licence' is a licence giving permission for your home to project over the public highway.

This is only an issue for EWI when the house butts up directly to the public highway (including the pavement) and the insulation will project over it.

The oversail licence can be sought from the Highways Authority (based in the council) for a small fee. A highways officer will make a site visit before and after works to ensure the public highway is still fully accessible.

Further information is available via:

Telephone 01273 293366

Email: Permit.admin@brighton-hove.gov.uk



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Is planning permission needed for external wall insulation?

Planning permission must always be sought in the following circumstances:

- For Flats, maisonettes, divided houses (even those with a single owner)
- Any non-residential buildings
- In Conservation Areas or the National Park
- For Listed Buildings or those in the curtilage of a Listed Building
- Where materials used do not have a similar appearance to existing materials

When is EWI 'permitted development'

In some circumstances EWI may be permitted development. 'Permitted development' is where development does not need to apply for planning permission.

Excluding the circumstances above, EWI may be permitted development when the cladding materials used for EWI are of a similar appearance to those used in the construction of the house. The Government's technical guidance on this is as follows:

'the materials used in any exterior work ... shall be of a similar appearance to those used in the construction of the exterior of the existing dwelling house'.

This is to minimise visual impact and ensure a sympathetic appearance. The government has indicated that it regards the installation of external wall insulation as an improvement rather than an enlargement or extension to the dwelling house.

However, where the materials are different, permission will be required.

Permitted development rights change frequently. It is therefore recommended that applicants check with the planning authority for any proposals for EWI. The planning duty officer can be contacted on: 01273 292222.

Certificate of Lawful Development

In instances where an applicant would like peace of mind that their works are permitted development, an application can be made to the planning authority to obtain a Certificate of Lawful Development as evidence the development is lawful.

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Conservation Areas

If you live in a Conservation Area or the National Park, you will need to apply for planning permission for EWI. EWI is unlikely to be acceptable on front walls in conservation areas because of the visual impact on the façade and streetscape.

External wall insulation may be acceptable on side and rear walls of houses in Conservation Areas not visible from the highway or public open space, depending on the design and material of the building and subject to detailing. In this case a 'hybrid' wall insulation system can be considered.

What is 'hybrid wall insulation?'

Hybrid wall insulation is where one house has a combination of external and internal wall insulation.

Hybrid wall insulation

Image to be added

'Hybrid' wall insulation is where internal wall insulation is applied on one or more walls whilst external wall insulation is applied to others in the same house.

Most commonly internal wall insulation is applied behind the front wall but insulation is applied externally at the side and/or rear.

This preserves the appearance of the building on its street facing façade whilst enabling a high standard of insulation to be applied continuously to all the external walls.

This approach is particularly useful in Conservation Areas or areas where the front elevation is part of a uniform terrace or has architectural features that need preserving.



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Working with existing building features

Building facades are never simple. All the features and elements on the external wall must be carefully considered when designing EVI. Some of these are shown below. When you commission contractors to install EVI, discuss with them how they will approach working round or replacing any of these features. A checklist is provided at the end of this document for you to use during these discussions.

Building Features to consider when applying EVI

| Recessed doors | Party wall boundaries | Recessed doors | Party wall boundaries |
|---|---|--|---|
|  | Add image | Add image | Add image |
| Bay windows | Pavement and wall junctions | Architectural features | Window sills |
|  | Add image | Add image | Add image |
| Gas meters and pipes | Overhead power cables and Telecommunications | Flues and vents | External lighting |
|  |  |  |  |
| Water meters | Basements | Air bricks | Bootscrapers |
|  |  |  |  |

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The condition of the wall

Insulation should not be installed on walls where there are currently problems, or the problems may be exacerbated. If there is damp in the wall, it is important to obtain professional advice on the cause of the damp and how it can be remediated. All problems should be addressed prior to installing EWI. The issues listed below are included in the checklist at the end of this document so you can discuss these with your contractor.

Problems requiring remediation prior to EWI:

- Damp walls
- Rising damp
- Cracked render
- Faults in party wall or neighbouring walls
- Unstable walls
- Blown walls.

Environmental influences

- Rain penetration from driving rain
- Exposure of wall to sun and wind needs to be taken into account
- Different parts of a building are affected by different micro climates
- South facing walls suffer from accelerated fluctuations in temperature, wetting & drying.

Some potential solutions:

- Walls should always be in good repair or repaired and any damp should first be remediated and dried out.
- Additional ventilation could be fitted to help extract excess internal moisture (from cooking, bathing, clothes drying), to prevent this entering the wall
- Establish moisture content of the wall prior to going ahead with EWI using monitoring equipment.
- Any existing blown render should be removed and replaced.

Wall construction and material

Whether your house has solid or cavity wall construction will be a consideration when designing EWI for your house. Similarly, the construction material should be considered.

Many houses in Brighton were built using 'bungaroosh'. Bungaroosh is a composite building material used almost exclusively in Brighton between the 18th and 19th centuries to build external walls. It consists of whole or broken bricks, cobblestones, pebbles, sand, wood, and hydraulic lime. Bungaroosh walls are sensitive to changes in levels of moisture therefore design of EWI must take this into consideration.

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Breathable walls and breathable materials

Older building stock in Brighton and Hove is generally constructed of breathable, moisture permeable materials like brick. These materials allow moisture within the building fabric to evaporate freely away.

Older buildings are mainly solid walled and were traditionally rendered externally and plastered internally with products such as lime to allow the moisture flow within the wall in response to internal and external conditions. The overall effect of this is to keep the moisture level within the building within tolerable levels that will not harm the structural integrity of building fabric.

When adding an insulating layer to a wall it is important to consider whether the wall needs to maintain its ability for moisture to pass through it (to 'breathe'). If walls are kept wet, they may suffer structural damage, and they will conduct and lose heat. Also, wet walls can encourage mould growth which can give rise to health problems.

Some insulating materials are 'breathable' ('vapour permeable') and some are not.

Breathable materials

Vapour permeable insulation materials include:

- wood fibre or cork, should be used with a
- lime based insulating render –
- permeable paints, e.g. clay based

Non breathable materials

These do not allow moisture to pass through them and can lead to condensation in the layers of walls which were designed to be breathable. Consequently they may not be suitable for traditional buildings unless other mitigation measures are applied. They include:

- cement based products
- phenolic foam based insulation boards
- expanded polystyrene
- polyurethane insulation

Householder guidance on external wall insulation

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Contacts and further information**Brighton & Hove City Council**

Planning Duty Service

Telephone: 01273 292222

Email: planning.applications@brighton-hove.gov.ukWebsite: www.brighton-hove.gov.uk/planning

Building Control Body/Building Regulations

Telephone: 01273 292050

Email: building.control@brighton-hove.gov.ukWebsite: www.brighton-hove.gov.uk/buildingcontrol

Highways Authority

Telephone: 01273 293366

Email: permit.admin@brighton-hove.gov.ukWebsite: www.brighton-hove.gov.uk/

Heritage

Telephone: 01273 292222

Email: conservation@brighton-hove.gov.ukWebsite: www.brighton-hove.gov.uk/heritage**National Planning information**Planning Portal Website: www.planningportal.gov.uk/permission**Guarantees**SWIGA. Solid Wall Insulation Guarantee Agency. Gives 25 years cover for defective materials, design or workmanship: www.swiga.co.ukKinnell ECO Guarantee. Guarantees most natural building technologies: www.kinnelleco.co.ukBritish Board of Agrément (BBA). Provides certification of products, materials and holds lists of approved installers of EWI Systems: www.bbacerts.co.uk**References**

BBM Sustainable Design Ltd. Insulating a street: a Brighton case study

Historic England: www.historicengland.org.ukHistoric England: [Energy Efficiency and Historic Buildings: Insulating solid walls](#)**Funding**Energy Saving Trust: www.energysavingtrust.org.ukDepartment of Energy and Climate Change: www.gov.uk

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**External Wall Insulation
Householder Checklist**

This checklist can be used when discussing external wall insulation design with your installer or designer.

**Agreements, Licences, Planning, Building Control**

| | |
|--|--|
| Has the planning authority been consulted on whether planning permission is needed? | |
| Has Building Control Body been contacted and will the installer deal with Building Control Compliance? | |
| Is a Party Wall Agreement needed? | |
| Is an Oversail Licence needed? | |

Wall condition. How will any existing issues be addressed?

| | |
|--|--|
| Damp walls | |
| Rising damp | |
| Unstable walls | |
| Cracked render | |
| Faults in neighbouring or party walls | |
| Blown walls | |
| Unusual poor quality construction material e.g. Bungaroush | |

Environmental influences. How will these be addressed?

| | |
|--|--|
| Rain penetration from driving rain | |
| Exposure of wall to sun and wind | |
| South facing walls: fluctuations in temperature, wetting & drying. | |

Insulation systems. Which will be installed?

| | |
|----------------|--|
| Breathable | |
| Non breathable | |

Householder guidance on external wall insulation

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**External Wall Insulation
Householder Checklist**

This checklist can be used when discussing external wall insulation design with your installer or designer.

**Building Features:**

What solutions will be adopted where needed for the following?

| | | |
|-------------------------------|------------------------------------|--|
| Doors | Recessed Doorways | |
| | Porches | |
| Roof details | Rainwater goods | |
| | Roof Eaves | |
| Junctions | Party wall boundaries | |
| | Pavement and wall junctions | |
| | Basements | |
| Architectural features | Cornices etc | |
| Windows | Bay windows | |
| | Recessed windows | |
| | Blind windows | |
| | Window sills | |
| Ventilation | Air bricks | |
| | Flues and vents | |
| Utilities | Gas meters and pipes | |
| | Overhead power cables | |
| | Telecommunications | |
| | Water meters | |
| | Bootscrapers | |
| | External lighting | |
| | Other features? | |

Guarantees and Certification

Is the work covered by any of the following certification schemes?

| | |
|--|--|
| SWIGA guarantee (works) | |
| BBA certified (products, materials) | |
| Kinnell ECO Guarantee (natural materials) | |

Draft

Planning Advice Note **PAN 08**

Householder guidance on external wall insulation

March 2016

**For further information contact:
Brighton & Hove City Council**

Planning Duty Service

Telephone: 01273 292222

Email: planning.applications@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/planning

Building Control Body/Building Regulations

Telephone: 01273 292050

Email: building.control@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/buildingcontrol

Highways Authority

Telephone: 01273 293366

Email: permit.admin@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/

Heritage Telephone: 01273 292222

Email: conservation@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/heritage

| | | | |
|--------------------------|---|---|---------------------|
| Subject: | Coastal West Sussex and Greater Brighton updated Local Strategic Statement for Delivering Sustainable Growth 2015 – 2031 | | |
| Date of Meeting: | 10 March 2016 | | |
| Report of: | Executive Director for Environment, Housing and Development | | |
| Contact Officer: | Name: | Liz Hobden | Tel: 29-2504 |
| | Email: | liz.hobden@brighton-hove.gov.uk | |
| Ward(s) affected: | All | | |

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

- 1.1 The report seeks approval of an update to the Coastal West Sussex and Greater Brighton (CWS&GB) Local Strategic Statement (LSS). The LSS is an important mechanism for local authorities in the area to identify and deliver priorities for strategic planning, development and infrastructure. It also assists with delivering priorities of the Greater Brighton City Region and Devolution Bid and Local Growth Fund. LSS is not a statutory document and therefore relies on the voluntary consensus of all partners around the shared priorities. A copy of the LSS update is included as an appendix to the report.
- 1.2 The LSS is important evidence to demonstrate that the requirements of Duty to Cooperate have been met and have been an integral part of plan-making across the area. The LSS also contains the terms of reference for the CWS&GB Strategic Planning Board and a Memorandum of Understanding between the constituent authorities.

2. RECOMMENDATIONS:

- 2.1 That the committee agrees the Coastal West Sussex and Greater Brighton Local Strategic Statement update January 2016 and the attached Memorandum of Understanding and Terms of Reference; and notes that the LSS will be subject to a full review in the medium term to assist with future development plan reviews and infrastructure planning.
- 2.2 That the committee notes the purpose and content of the LSS Monitoring and Delivery Framework in annex 4 of the LSS.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 In October 2012 the Local Planning Authorities (LPAs) in Coastal West Sussex area (Adur , Arun, Chichester, Worthing along with West Sussex County Council and the South Downs National Park Authority) together with Brighton & Hove City Council and Lewes District Council agreed to establish a new Coastal West Sussex Strategic Planning Board to facilitate joint planning work. The Board, which comprises lead councillors from each of the member LPAs works in an advisory capacity with all decision-making through the individual member authorities. This initiative allows, amongst other things, the requirements of Duty to Cooperate to be met and the Coastal West Sussex approach has been highlighted nationally as an example of best practice.
- 3.2 Following this a Local Strategic Statement was prepared for the area and was agreed at the Board Meeting in late 2013 and subsequently agreed by Brighton & Hove at EDC Committee in January 2014. The 2014 LSS set out the long term strategic objectives for the period 2013-2031 and the Spatial Priorities for delivering these in the short to medium term 2013-2020. The 2014 LSS focuses on the strategic issues across the area or that will impact on the long term sustainability of the area, providing a background for local plans and the business priorities of key stakeholders.
- 3.2 The LSS has been updated for a number of reasons including:
- a widened geography – Mid Sussex and Horsham Districts now included;
 - up to date joint background evidence prepared on Economy, Housing and Transport;
 - the need to reflect up to date regeneration initiatives, e.g. Local Growth Fund and Greater Brighton work.
- 3.4 The updated LSS has been the prepared in close consultation with the Coastal West Sussex and Greater Brighton Planning Officer Group and was the subject of consultation at a stakeholder event held in November 2015. There is consensus across on the content and priorities in the document across the ten authorities. The document was subsequently agreed by the Strategic Planning Board on 18 January 2016. Each authority will need to agree the document at their individual decision-making meetings.
- 3.5 The updated LSS remains broadly unchanged in terms of the strategic objectives however the findings and recommendations of up to date evidence and for example identified funding for transport infrastructure has been added. The strategic objectives remain:
- Delivering Sustainable Economic Growth
 - Meeting Strategic Housing Needs
 - Investing in Infrastructure
 - Managing Environmental Assets and Natural Resources
- 3.6 The 2014 LSS also identified five spatial priorities identified for regeneration that would have a strategic impact and benefits for the wider area. There was a commitment as part of the LSS for the LPAs to work with partners to support the development of strategic employment and housing sites, by giving priority to the

infrastructure improvements needed to enable the sites to be delivered. The 2014 LSS identified the following locations as the focus for attention:

- Shoreham Harbour and Brighton Airport, Shoreham
- Chichester City/Tangmere/Bognor Regis
- Littlehampton
- Worthing's Key Town Centre Sites
- Greater Brighton City Region

3.7 The LSS update adds the following areas and significant updates to the Greater Brighton City Region to correspond with recent proposals in relation to Greater Brighton and the Devolution Bid.

- Brighton – Seafront and Brighton City Centre – which includes key strategic sites within the area including the Valley Gardens infrastructure improvements
- Burgess Hill
- Newhaven
- Rural Sussex

3.8 It is important to note that the LSS update is an interim position and that a full review of the LSS will be required to address a number of key strategic planning issues across the wider area including economic growth, the need to address the shortfall in meeting housing requirements; and to look at measures/infrastructure to unlock key regeneration sites. This will assist with Duty to Cooperate. A report setting out options for a full review to inform the next round of Local Plans will be considered initially by Strategic Planning Board in April 2016.

3.9 The LSS also aims to ensure alignment with the work of the Greater Brighton Economic Board (GBEB), the delivery of the Greater Brighton City Deal, and the delivery of the emerging priorities in the Coast to Capital Local Enterprise Partnership's Strategic Economic Plan. A presentation on the document was made to the GBEB in January.

3.9.1 The LSS also contains as annexes the updated terms of reference for the CWS&GB Strategic Planning Board and a memorandum of understanding that establishes a framework for co-operation between the ten LPAs with respect to strategic planning and development issues.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The option to not undertake an update/refresh of the LSS and go straight to a full review was considered and was discounted on the basis that the CWS and GB authorities would need an update to demonstrate effective Duty to Cooperate working to assist with Local Plan adoption.

4.2 A full review of the LSS is considered necessary in the medium term (within 3 years) to address strategic planning challenges in the area including housing delivery and infrastructure planning across the wider area. This will assist with Duty to Cooperate working and future Local Plan reviews.

5 COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The LSS update has been the subject of workshops held in October and November 2015. The first comprised planning and economic development officers from the relevant authorities. At the second key stakeholders from across the strategic area were invited, Views were collated and shaped the document.

6. CONCLUSION

- 6.1 The LSS is important evidence to demonstrate that the requirements of Duty to Cooperate have been met and have been an integral part of plan-making across the area. The LSS is an important mechanism for local authorities in the area to identify and deliver strategic priorities for housing delivery, development and infrastructure planning. It also assists with delivering priorities of the Greater Brighton City Region and Devolution Bid and Local Growth Fund
- 6.2 The report seeks approval of an update to the Coastal West Sussex and Greater Brighton (CWS&GB) Local Strategic Statement (LSS) and that the intention to undertake a full review of the LSS within three years is noted.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs to the council associated with updating the Statement and the Memorandum have been funded from existing revenue budget within the Planning service, as will any future review to assist with future development plan reviews. Where technical studies are required the costs are split equally between to Board members.

It is anticipated that the Statement will assist in making funding applications for external resources and the development of joint funding bids to deliver the priorities identified.

Finance Officer Consulted: Steven Bedford

Date: 25/01/16

Legal Implications:

- 7.2 As noted in the body of the report, the Local Strategic Statement is evidence that the requirements of the “Duty to Cooperate” are being complied with. This duty was introduced by section 110 of the Localism Act 2011 and requires planning authorities to cooperate with each other in the preparation of development plan documents and other local development documents and in the undertaking of certain activities, so far as they relate to a “strategic matter”. A “strategic matter” is defined as “sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure

that is strategic and has or would have a significant impact on at least two planning areas”.

The Local Strategic Statement accords with this duty.

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

Lawyer Consulted:

Name Hilary Woodward

Date: 28/1/16

Equalities Implications:

- 7.3 Equalities considerations have been undertaken as part of the work undertaken by individual local authorities on their development plans.

Sustainability Implications:

- 7.4 The LSS has implications for sustainability in terms of sustainable transport, infrastructure provision and protecting the environment and green infrastructure.

Any Other Significant Implications:

- 7.5 The LSS update and full review (within the next 2-3 years) will be aligned with and help to deliver priorities relating to the Greater Brighton City Region and the LEP.

SUPPORTING DOCUMENTATION

Appendices:

1. Other Implications
2. Coastal West Sussex and Greater Brighton LSS Update January 2016

Documents in Members' Rooms

None

Background Documents

1. Coastal West Sussex and Greater Brighton LSS Update October 2014
2. Greater Brighton and Coastal West Sussex Background Papers 2015

Crime & Disorder Implications:

- 1.1 Not relevant

Risk and Opportunity Management Implications:

- 1.2 These have been assessed as part of the consideration of options for the LSS.

Public Health Implications:

- 1.3 Public health priorities have informed the LSS update

Corporate / Citywide Implications:

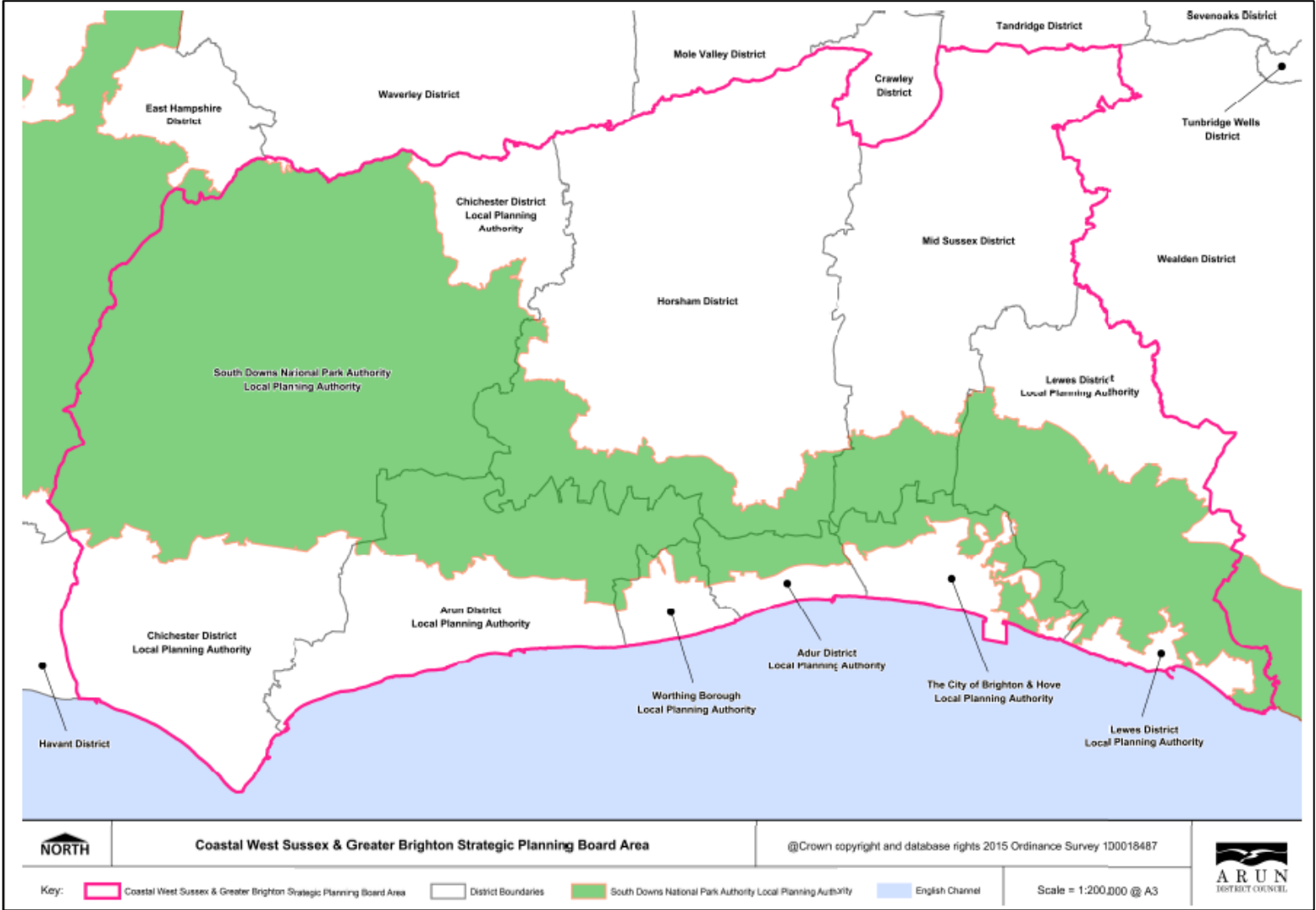
- 1.4 The updated LSS supports the city's priorities in relation to Greater Brighton priorities and Coast to Capital Local Enterprise Partnership and Local Growth Fund

Coastal West Sussex and Greater Brighton Local Strategic Statement

(Updated January 2016)

Delivering Sustainable Growth 2015-31





Coastal West Sussex and Greater Brighton Local Strategic Statement for Delivering Sustainable Growth 2015-2031

1. Introduction

- 1.1 In October 2012 the local planning authorities (LPAs) in Coastal West Sussex, together with Brighton & Hove City Council and Lewes District Council (CWS&GB) agreed to establish a new Strategic Planning Board to facilitate joint work on strategic planning priorities. The Board's remit (see Annex 1 for Terms of Reference) is to:
- (1) identify and manage spatial planning issues that impact on more than one local planning area within CWS&GB; and
 - (2) support better integration and alignment of strategic spatial and investment priorities in CWS&GB, ensuring that there is a clear and defined route through the statutory local planning process, where necessary.
- 1.2 In 2015 the area covered by the Board expanded to include both Mid Sussex and Horsham Districts, reflecting the functional strategic relationship these areas have with Coastal West Sussex and Greater Brighton.
- 1.3 The Board, which comprises lead councillors from each of the LPAs¹ works in an advisory capacity with all decision-making through the individual member authorities (Memorandum of Understanding is attached as Annex 2). Working closely with the Coastal West Sussex Partnership (CWSP) and the Greater Brighton Economic Board², the Board's role is to ensure that strategic planning and investment issues are addressed locally through the relevant local authorities and organisations, and within a wider context, particularly through the Coast to Capital Local Enterprise Partnership (C2CLEP).³ It also has responsibility for providing a framework for aligning strategic spatial and investment priorities with the business plans of other public and private sector bodies operating in the CWS&GB area.
- 1.4 The *Local Strategic Statement for Coastal West Sussex and Greater Brighton (LSS)*, is the main vehicle for taking forward the Board's work on behalf of the LPAs. This sets out the long term *Strategic Objectives* and the *Spatial Priorities* for delivering these in the short to medium term. Many are already being addressed through the planning system albeit at very different

¹ The Strategic Planning Board represents the following local planning authorities - Adur, Arun, Brighton & Hove, Chichester, Horsham, Lewes, Mid Sussex & Worthing – as well as West Sussex County Council and the South Downs National Park Authority

² The CWSP (<http://www.coastalwestsussex.org.uk/>) and GBEB (<http://www.brighton-hove.gov.uk/content/press-release/greater-brighton-economic-board>) bring together organisations and people from the business, education and public sectors to work collectively on economic issues that affect the area. The GBEB has responsibility for overseeing delivery of the Greater Brighton City Deal.

³ All of CWS&GB is within the C2C LEP area (<http://www.coast2capital.org.uk/>) but Lewes is also within the South East LEP area (<http://southeastlep.com/>)

stages, but all will benefit from a coordinated approach across the area, both in terms of planning and investment. Some will be considered ambitious given the significant challenges to be addressed, particularly in the short to medium term, and many will require new and innovative solutions to funding. But they also reflect the local planning authorities' clear aspirations for long term sustainable growth to meet the existing and future needs of the residents and workforce in the CWS&GB area.

- 1.5 The LSS focuses on the strategic issues that are shared across CWS&GB or that will impact on the long term sustainability of the area, providing an overlay for local plans and the business priorities of key stakeholders. Unlike local plans, however, the LSS is not a statutory document and therefore relies on the voluntary consensus of all partners around the shared ambitions and priorities. A number of stakeholders have therefore been involved in its preparation, particularly those with a role to play in its delivery.
- 1.6 The LSS and its update (see Paragraph 1.7), builds upon the long term aims and objectives of successive strategic plans for the area and was largely informed by the following key strategic research:
 - *Duty to Cooperate Housing Study* (GL Hearn on behalf of the Coastal West Sussex Authorities, May 2013⁴ - <http://www.adur-worthing.gov.uk/media/media.114125.en.pdf>)
 - *Developing an Employment and Infrastructure Strategy* (Parsons Brinkerhoff on behalf of the CWSP, Feb 2012⁵ - <http://www.coastalwestsussex.org.uk/wp-content/uploads/2012/04/consolidated-strategy-and-appendix-1-2.pdf>)
 - *Advice to Support the Development of a Delivery and Investment Framework* (GVA on behalf of the CWSP, March 2013 - <http://www.coastalwestsussex.org.uk/wp-content/uploads/2013/07/Coastal-West-Sussex-Strategic-Investment-Framework-GVA-Final-Report.pdf>)
 - *Background papers to support sustainable growth in the Greater Brighton and Wider Coastal West Sussex area, (Background Paper 1: Economy, Background Paper 2: Housing Market, Background Paper 3: Transport System* - Nathaniel Lichfield & Partners (NLP), May 2015⁶ - <http://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=855&Mid=5735&Ver=4>
- 1.7 The LSS was agreed by the Board and endorsed by each of the constituent authorities in 2013 (see Annex 3). In 2015 the LSS was updated to reflect the change in strategic area covered, which now includes Horsham and Mid Sussex, and to take account of local plan progress and implementation of the Greater Brighton City Deal which was at an early stage when the LSS was initially prepared. The updated Strategic Objectives cover the period 2015 to 2031 and the Spatial Priorities cover the period 2015-2025.
- 1.8 The Board felt it was important to balance having an up to date and 'fit for purpose' strategic framework with the need to support the current round of local plan reviews which are delivering the LSS priorities. The 2015 review was therefore managed as a focused 'refresh'

⁴ Excludes Horsham and Mid Sussex

⁵ Excludes Brighton & Hove, Lewes, Horsham and Mid Sussex

⁶ Excludes Horsham

rather than a full review. The shared ambition set out in the LSS is still considered to provide a reasonable approach to the significant challenges the area faces, particularly in terms of housing provision, infrastructure delivery and balancing competing demands for land.

- 1.9 In addition to the updated Strategic Objectives and Spatial Priorities, new sections have been included to provide a more robust response to the LSS implementation to ensure that the local authorities' ambitions can be delivered on the ground within the anticipated timeframe. Critical to its implementation will be the wide range of powers and interventions that are being developed through the devolution deals⁷. The approach to implementation in the LSS will therefore be reviewed and updated on an ongoing basis through its *Monitoring and Delivery Framework* in Annex 4 to ensure that it fully captures the opportunities arising through the devolution process.
- 1.10 Whilst the focus is currently on delivery of the short to medium term priorities, it is acknowledged that, in time, a full review of the LSS will be needed to address the longer term issues and that this may require a different spatial strategy. This will need to be accompanied by an up to date strategic evidence base to help the local authorities ensure that their approach continues to be in the best interests of the people that live and work in the area, and provides a sustainable approach to growth. A report setting out a potential way forward will be presented to the Board in early 2016.

Why develop a Strategic Framework for Coastal West Sussex and Greater Brighton?

Delivering long term sustainable growth

- 1.11 Achieving long term sustainable growth in CWS&GB depends on addressing the key strategic planning issues in an integrated and deliverable way. The LSS provides an opportunity for the LPAs and partners to come to a consensus on what 'sustainable growth' means for the area, and what the short, medium and long term priorities are. An overarching statement reflecting the ambitions of local authorities and their partners around sustainable growth:
- provides a framework for integrating and aligning the investment priorities and business plans of both public and private sector bodies;
 - establishes a clear set of priorities for funding opportunities; and
 - provides a mechanism for contributing to and coordinating work on strategic planning and economic activity in the wider area.

Effective strategic planning & the Duty to Cooperate

- 1.12 Managing strategic issues which impact on more than one local planning area has always been part of the plan preparation process. Since 2011, planning strategically has been guided by the Localism Act's 'Duty to Cooperate'⁸. This requires LPAs to demonstrate how they have engaged '*constructively, actively and on an on-going basis*' with neighbouring authorities and other organisations in the development of strategic planning policies. The statutory bodies

⁷ Two devolution deals impacting on the CWS&GB area are being negotiated. The Three Southern Counties Deal and the Greater Brighton Deal both include a range of interventions to help deliver long term sustainable growth in the area, many of which will contribute to the successful delivery of the LSS.

⁸ <http://www.legislation.gov.uk/ukpga/2011/20/section/110/enacted>

bound by the Duty are listed in Local Plan Regulations⁹. Further guidance on how the Duty should be met is set out in the National Planning Practice Guidance.¹⁰

- 1.13 Although the Duty to Cooperate is a legal requirement where compliance is tested through the Local Plan Examination process, the strategic content of a plan and the way in which the evidence and policies have been developed is also fundamental to the plan's soundness. The LSS has already proven to be an important mechanism for LPAs in CWS&GB to manage strategic issues, and forms key evidence to demonstrate that strategic cooperation has been an integral part of local plan-making across the area, and that this is being managed on an on-going basis.

Links with other plans, strategies and organisations

- 1.14 Implementation of the LSS depends on LPAs playing a key role in ensuring that it is properly tested through the statutory planning process and the local community have been consulted, particularly where Neighbourhood Plans are being prepared. But it also depends on building consensus with a wide range of other public and private sector bodies and organisations to ensure that they align their business plan priorities accordingly. Critical to the successful implementation of the LSS is a coordinated approach to investment, particularly on infrastructure funding. The LSS therefore sets out specific actions for implementing each of the *Strategic Objectives* and *Spatial Priorities*, all of which rely on close cooperation with key stakeholders. These form the basis of the *LSS Monitoring and Delivery Framework* which will be updated on a regular basis.
- 1.15 The LSS has already played an important role in informing the C2C LEP's priorities in the Strategic Economic Plan (SEP) and associated bids to the Government's 'Local Growth Fund' and Growth Deal¹¹ and will continue to inform any further rounds and reviews of the SEP.
- 1.16 The LSS is also considered to be a key plank of the Greater Brighton City Deal, agreed in 2013, which covers most of the LSS area¹². The deal transfers specific powers, funding and responsibilities to the local authorities in return for a commitment to support growth. It focuses on the area becoming a hub for Creative Innovation that prioritises growth in innovative low carbon, high-tech and creative businesses, and includes the development of a network of growth hubs. Although the Deal focused on the Greater Brighton part of the wider sub-region, it has enabled opportunities to support the regeneration and sustainable growth of the whole CWS&GB area.
- 1.17 The freedoms and flexibilities given to local authorities as part of the City Deal are now being developed through a proposed devolution agreement between the local authorities and Central Government for the devolution of further responsibilities to support growth. The deal aims to facilitate a more focused approach to facilitating the use of the tightly constrained land opportunities in Greater Brighton, particularly brownfield sites and publically owned land and

⁹ Local Planning Regulations 2012: Duty to Cooperate: <http://www.legislation.gov.uk/uksi/2012/767/part/2/made>

¹⁰ <http://planningguidance.communities.gov.uk/blog/guidance/duty-to-cooperate/what-is-the-duty-to-cooperate-and-what-does-it-require/>

¹¹ <http://www.coast2capital.org.uk/strategic-objectives/strategic-economic-plan.html#sthash.gpxuJRpP.dpbs>

¹² The Greater Brighton City Deal local authority partners are Brighton & Hove City Council, Adur, Lewes and Mid Sussex District Councils, Worthing Borough Council and East & West Sussex County Councils

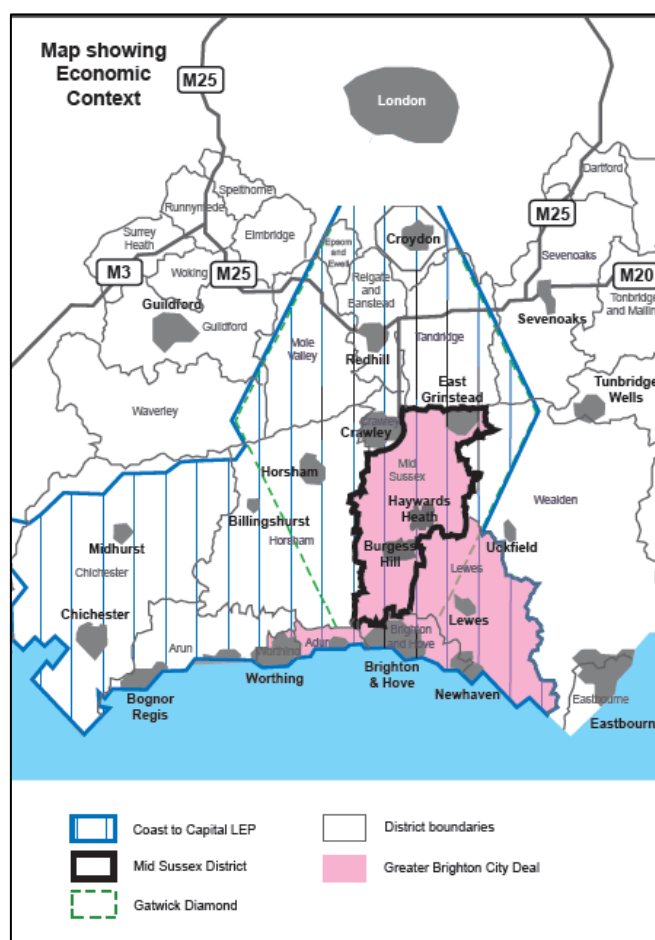
assets, and to ensure that a range of housing is provided, particularly to support the needs of first time buyers.

- 1.18 A complementary approach to supporting growth is also being negotiated as part of the Three Southern Counties prospectus which covers the wider Coastal West Sussex area.
- 1.19 In 2016 a Place Plan will be agreed for each of the West Sussex local authority areas to help West Sussex County Council manage its investment priorities to support growth more effectively. These will be aligned with the district and borough local plans and will therefore be key to the delivery of the LSS' strategic planning and infrastructure priorities.
- 1.20 In implementing the LSS, local authorities will take account of the wider economic priorities, particularly around the skills agenda, recognising that a key part of improving economic performance and addressing social inequalities is improving skills and access to training and education. This is a priority in the CWSP's Strategy (*Sustaining Growth through Partnership*) and for the GBEB. Although the LSS focuses on 'spatial priorities', the LPAs will continue to work with partners to align its priorities with wider economic objectives thus ensuring a holistic and integrated approach is taken to delivering sustainable economic growth.
- 1.21 A large part of the CWS&GB is within the South Downs National Park. This is a significant asset to the area in terms of its contribution to the overall quality of life, as well as enhancing investment opportunities by providing a high quality environment and visitor attraction. The local authorities will therefore need to work closely with the SDNPA to ensure that the ambitions for sustainable growth are delivered in a way that compliments the SDNP's role and functions and are reflected in the SDNPA's Partnership Management Plan.¹³
- 1.22 Contributing to the strategic planning priorities is a core objective of the Sussex Local Nature Partnership (SLNP). The high quality environmental and ecological assets of CWS&GB are recognised as having a valuable role in supporting the health and well-being of the local community as well as sustainable economic growth. The LPAs will work with SLNP on an on-going basis to ensure that investment in the area's natural capital continues to be a priority.

¹³<http://www.southdowns.gov.uk/national-park-authority/our-work/key-documents/partnership-management-plan/>

2. Coastal West Sussex & Greater Brighton: The Place

- 2.1 The Coastal West Sussex and Greater Brighton sub-region comprises a number of settlements along the coast, bounded by Chichester in the west and Seaford in the east, and Horsham and Burgess Hill to the north, beyond the South Downs National Park (SDNP). The sub-region has experienced significant population growth in recent years, with migration from London playing a big part. The resident population is just over 1 million and is forecast to grow by at least 15% over the next 20 years.
- 2.2 The main urban areas vary in size and character, with the offer to residents and employers different in each. The largest settlement is the vibrant and cultural city of Brighton with a population of 281,600¹⁴. Other centres include the historic places of Arundel, Chichester and Lewes, the growth area of Burgess Hill, the villages of Horsham district at the foot of the Downs, the seaside places of Bognor Regis, Littlehampton, Shoreham by Sea along with its successful commercial port, Worthing and the “Seahaven” area of Lewes District which includes the Port of Newhaven.
- 2.3 Mid Sussex and Horsham Districts also have a strong relationship with the Gatwick Diamond sub-region to the north, particularly Horsham Town itself and Burgess Hill which has strong links north and south along the A23 / London-Brighton mainline corridor.



¹⁴ Population based on 2012 Sub-national population projections

- 2.4 The area boasts a very high quality environment, with the SDNP covering a large part of the northern CWS&GB and a high concentration of other national landscape, ecological and environmental designations, including the Chichester Harbour and High Weald AONBs and several SSSIs and SPAs. These distinguishing assets make a major contribution to the attractiveness of the area as a place to live and work. They are also highly regarded by local businesses and are key factors in decisions to invest or locate in the area.

- 2.5 The sub-region is relatively well served by both roads and public transport with rail services connecting the main towns along the coast, as well as providing good connections north towards London and Gatwick Airport, particularly from Brighton and Worthing. However, the road network along the main east-west routes, is heavily congested restricting access to the main centres during peak periods. As this has had a major impact on the regeneration and investment potential of CWS&GB, tackling the main bottlenecks is a priority for all those that live and work in the area.

- 2.6 Like its towns, the coastal economy is diverse with a wide range of businesses servicing different sectors. The area is home to some of the country's leading companies in advanced manufacturing and horticulture as well as Shoreham Harbour and Newhaven Port which are two of the region's most successful commercial ports. The tourism and culture sectors are also major contributors to the area's economic success, with the SDNP on its doorstep and several seaside resorts, including Brighton which is the biggest employment centre in the area and also has a growing high-tech and media industry which impacts on a large proportion of the sub-region (Greater Brighton).

- 2.7 However, the level of skills and educational attainment of the resident workforce is generally lower on average than that of the wider South East which has restricted access to jobs for many. Average household income also reflects this and with house prices generally in line with the wider area, access to the housing market is restricted, particularly for younger people and families. This relatively unique position within the affluent South East has been the subject of successive strategic and local policy interventions aimed at regenerating the coastal communities. These have aimed to improve accessibility within the area, harness the area's high quality environmental assets; reflect the distinctiveness character and roles of the different parts of CWS&GB; improve the overall quality of the built environment; and increase opportunities for residents to access both housing and jobs.

Opportunities and Challenges

- 2.8 CWS&GB offers considerable opportunities for residents and businesses. Local authorities and partners are keen to promote CWS&GB as an area that is 'open for business'. Proposals to transform the economy are highlighted in both the devolution deals covering the area as well as CWSP's Strategy. These include the major regeneration of Shoreham Harbour, and the new business opportunities at Brighton Airport, Shoreham and Enterprise Bognor Regis, as well as the newly created Enterprise Zone at Newhaven¹⁵.

- 2.9 However, many of the opportunities now and in the future also bring challenges; ensuring development is properly supported by the right infrastructure is one; transforming the area

¹⁵ Newhaven Enterprise Zone was established in late 2015

through the successful delivery of high quality development without destroying the very environment that attracts both people and businesses to the area in the first place, is another; and delivering new homes to meet all different types of needs is another.

Tackling the infrastructure deficit and building on the infrastructure dividend

- 2.10 CWS&GB is, on paper, a highly accessible place. In reality, its infrastructure foundations are under severe pressure and have been for a number of years. Significant improvements are being made and more are in the pipeline, all of which aim to address existing deficits in infrastructure and increase opportunities for growth. Improvements to the existing road network are already increasing opportunities for development and enhancing the attractiveness of the sub-region to investors. Existing bottlenecks on the A27 are being targeted and the Bognor Regis Relief Road, which will facilitate development at Enterprise Bognor Regis and strategic housing sites, is already under construction.
- 2.11 The Government has acknowledged the importance of improving the transport infrastructure in and to CWS&GB and has signalled further commitments to investment¹⁶. These improvements, together with roll-out of superfast broadband across the whole area, a priority for both residents and businesses,¹⁷ and the promotion of alternative modes of travel, aim to increase the long term sustainability of the area and support its regeneration and growth prospects.
- 2.12 But considerably more investment in infrastructure is needed to both address existing capacity problems and open up new opportunities. Additional, potentially more major, improvements for instance to the A27, A29 and A259 will be needed in the long term. For example, the possibility of an Arundel Bypass is being explored and is likely to improve movement in CWS&GB generally and the viability of potential sites, particularly to the north-west of Littlehampton.
- 2.13 The relatively good railway network both along the coast and north towards London also enhances the infrastructure 'offer' of the area. However improvements are needed to address capacity issues, to increase accessibility to other main towns outside of the area, particularly to the rest of the Coast to Capital area and London, and to ensure that rail transport can genuinely compete with cars as a more sustainable travel option. Network Rail has already identified some significant gaps where improvements are considered a priority¹⁸. These include addressing capacity problems for all peak services to and from London, to and from Brighton, and to and from Chichester on the Coastway Line.

¹⁶ As part of the Government's July 2013 Spending Review, 'Investing in Britain's Infrastructure' was published - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/209279/PU1524_IUK_new_template.pdf This sets out details of the Government's commitments to infrastructure spending and includes: Government funded Feasibility Study for the A27 (incl. Arundel and Worthing; upgrading of junctions on Chichester Bypass; and improvements of M23 Junctions 8-10 which will link the Greater Brighton City Region more efficiently to Gatwick Airport and the M25.

¹⁷ West Sussex CC is currently working with partners to deliver super-fast broadband across the county by 2016 http://www.westsussex.gov.uk/your_council/news_and_events/news/2013_archive/may_2013/superfast_broadband_to_4_4000.aspx.

¹⁸ Sussex Route Utilisation – South East Route : Sussex Area Route Study 2015 (Network Rail) <https://www.networkrail.co.uk/long-term-planning-process/south-east-route-sussex-area-route-study/>

- 2.14 Many of the infrastructure challenges faced in the sub-region can be addressed with the right funding and cooperation but they are expensive and some will take a long time to deliver. The LSS, together with the delivery strategies emerging from the devolution commitments, aim to put in place a coherent strategy to address this, even if it is recognised that, whilst there are potential 'quick wins' which can be delivered in the next 5 to 7 years, many of the barriers will take a concerted and collaborative approach over a number of years to address.

Delivering a good choice of high quality sites

- 2.15 CWS&GB offers a number of unique opportunities to deliver high quality strategic sites for both residential and business use, such as Shoreham Harbour and Enterprise Bognor Regis. But much of the area is already intensively developed due to fact that it is tightly bound between the SDNP and the sea, and opportunities to deliver new, high quality, sustainably located strategic sites outside the town centres are increasingly limited without some form of major infrastructure or policy intervention. As well as general improvements to infrastructure to meet existing deficits and enhance the area's future potential, therefore, significant targeted investment is also needed to support the delivery of strategic sites.
- 2.16 Regeneration of town centres continues to be a priority and makes an important contribution to development needs, especially in areas to the east where land supply is particularly constrained. However, there is increasing pressure to use commercial sites for housing, which been exacerbated by changes in 'permitted development rights' and other national policies aimed at making this easier.¹⁹ Making the best use of town centre sites as well as getting the balance right between residential and commercial development, will be an essential part of ensuring long term sustainability of the whole area. Part of the challenge will be making sure that town centres continue to be seen by investors as an attractive offer, which will help deliver some of the more difficult sites and the choice of homes and commercial properties that are needed.
- 2.17 There are potentially more development opportunities in the west of CWS&GB, particularly in Chichester and Arun Districts where the gap between the SDNP and sea is wider, and to the north, beyond the SDNP. However, there are still some considerable challenges in relation to the transport and waste water treatment capacity issues, and in terms of flooding (coastal, river and surface water) which will need to be addressed before their full potential can be realised. There is also a high concentration of environmental and landscape designations in these areas which will need to be managed carefully to ensure that development does not compromise these vital assets.

Meeting the housing needs of a growing population

- 2.18 The high concentration of national environmental and landscape designations in CWS&GB make an essential contribution to the overall quality of life and enhance the attractiveness of CWS&GB as an area to invest in and as a business location. But, together with the constrained geography and infrastructure of the area, there are also major obstacles to the long term growth potential of the area. This position was confirmed in the GL Hearn study which concluded that the number of new homes being planned for and delivered is well below the 'objectively assessed needs' of the area (as required by the NPPF). A similar conclusion

¹⁹ <https://www.gov.uk/government/news/new-measures-to-breathe-life-into-empty-buildings-and-boost-growth>

was reached in the more recent NLP background paper which highlighted the fact that a 50% increase in current completions would be needed to meet objectively assessed needs.

- 2.19 A number of actions to address the significant short – medium term delivery issues are being taken forward through the devolution process and will form key components of the LSS delivery framework. These aim to maximise the potential of all suitable land in the sub-region and make existing sites ‘work harder’. These will also help ensure that new housing is provided to meet all sectors of the community, including affordable housing²⁰.
- 2.20 In the longer term, the tight labour supply and restrictions on new housing present a major challenge to meeting the CWS&GB’s full economic potential and to its sustainability as this will limit opportunities for in-migration to support job growth, placing pressure on surrounding areas. The local authorities therefore recognise that a new, robust approach to planning across the area will be needed to address this and are therefore committed to working together to develop a joint understanding of the issues and potential responses to these, including long term spatial options. However, given the advanced stage in the development of many of the local plans and the need for a coherent approach which is underpinned by a robust shared evidence base, the outcome of this joint work will inform the next full review of the LSS which will provide a framework for the next round of local plan reviews.

²⁰ The definition of affordable housing will include Starter Homes (homes provided for sale at a discount) through changes to NPPF proposed December 2015.

3. Coastal West Sussex & Greater Brighton: Delivering Sustainable Growth

- 3.1 The vision for CWS&GB reflects long term aspirations of the LPAs and partners to support regeneration of the area, providing the jobs and homes needed for its residents and businesses, whilst protecting the high quality environment that provides the essential foundations for *sustainable* growth.

Vision for a sustainable future

By 2031 Coastal West Sussex & Greater Brighton will be a place:

- where businesses will want to locate and grow, with a thriving economy supporting a wide range of employment opportunities, high quality, commercially viable sites and a high level of skill and education attainment;
 - which offers a choice of housing to meet the changing needs of the population, with access to a decent home for everyone;
 - which is easy to travel around, with excellent transport links both around CWS&GB and to major destinations in the wider South East;
 - where high quality digital communication plays a key role in supporting the way we live and do business;
 - where residents, businesses and visitors continue to benefit from CWS&GB's high quality natural environment; and
 - where each town continues to play a different role with its distinctive character, opportunities and 'sense of place'.
- 3.2 LPAs will work closely with both public and private sector partners to proactively pursue realisation of this vision through an agreed set of *Strategic Objectives* and *Spatial Priorities* which will be reflected in local plans and other relevant plans and strategies. These will also form the basis for influencing spending priorities, particularly those included in the C2C LEP's Strategic Economic Plan. The *Strategic Objectives* are considered to be long term objectives and will be delivered over the lifetime of the local plans (up to 2031). The *Spatial Priorities* will provide a short to medium term strategic focus for delivering the objectives and will inform the initial priorities set out in *Monitoring and Delivery Framework*.
- 3.3 The *Spatial Priorities* are based on existing or emerging local plans and previous work undertaken by the CWS Partnership, particularly the Parsons Brinkerhoff study referred to in Paragraph 1.6. This highlighted four strategic locations where a 'place-based' approach would help to coordinate activity, focus investment and unlock the potential of important employment and housing sites. These areas form the basis of the short to medium term *Spatial Priorities* across the area (2015-2025), although some of the proposals have evolved since then. The *Spatial Priorities* also reflect the ambitions to support hubs promoting 'Creative Innovation' in the Greater Brighton area which is the focus of the GBEB. It is important to recognise that these are considered to be 'strategic' priorities where the benefits will be shared across CWS&GB and do not exclude pursuit of other more local priorities in each LPA area.

- 3.4 Although reference is made to specific projects and schemes, these will be addressed in more detail through the *Monitoring and Delivery Framework* to allow flexibility in potential solutions and to ensure the LSS is responsive to changes, particularly funding and policy changes.

Strategic Objectives 2015-2031

- 3.5 The following *Strategic Objectives* aim to facilitate improved accessibility within and across the CWS&GB labour and housing markets; promote strategic development opportunities in town centres and other sustainable locations; and protect the high quality environmental and landscape assets of the area.

STRATEGIC OBJECTIVE 1: DELIVERING SUSTAINABLE ECONOMIC GROWTH

Local planning authorities will work with their partners to support sustainable economic growth by:

- Recognising that each part of the sub-region has a unique role to play in contributing to growth and ensuring that strategic support is focused on meeting their particular needs.
- Identifying and giving priority to the development of the strategic employment sites required to deliver the *Spatial Priorities*, working through partnership to break down the barriers to delivery, improve their viability and realise their full potential.
- Promoting the continued regeneration of brownfield land ensuring that there is a wide range of sites and premises to meet the diversity of business needs and a good balance between commercial and residential development.
- Enhancing the overall quality and choice of well-located employment sites and premises by enabling the provision of new sites and making better use of existing sites.
- Ensuring there is a good supply of accommodation to support the expansion of small and medium firms within the sub-region.
- Facilitating the development of a network of Growth Hubs to support creative and technology innovation identified in the Greater Brighton City Deal.
- Providing an environment that attracts high skilled jobs and enhances employment opportunities for existing residents through access to high quality training and education.

Local planning authorities will also continue to supporting the wider economic initiatives aimed at improving the skills and education of the resident workforce, ensuring a holistic and integrated approach is taken to delivering sustainable economic growth.

Implementing Strategic Objective 1

The Strategic Planning Board will work with its partners to:

- (1) Address land supply issues as part of a wider approach to sustainable growth which covers support for priority sectors and skills issues, as defined through the West Sussex Place Plans and the ongoing work of the Greater Brighton Economic Board.
- (2) Assess the role and character of all main settlements and their particular contribution to supporting growth within the sub-region.
- (3) Develop a robust strategic evidence base to assess the long term needs of sites in the sub-region and ensure that a flexible supply of employment land and premises is available to support key sectors and to meet the full life cycle of businesses in the area. This will include a review of existing sites to identify whether there are opportunities to make better use of these sites.
- (4) Identify any barriers to the delivery of key strategic sites and potential options for addressing these.

3.6 The Coastal West Sussex and Greater Brighton Authorities are committed to delivering long term economic growth and have set out their ambitions in the devolution proposal. The sub-region has one of the fastest growing economies in the wider South East²¹ and is forecast to continue to grow, with Brighton and Hove, Chichester and Mid Sussex expected to experience significant growth.²² The role of the LSS and local plans in the sub-region is to ensure that growth is sustainable, with a variety of good quality land and premises provided in the right place and supported with the right infrastructure. This continues to be a significant challenge as land supply becomes increasingly restricted and competition for available sites gets tougher, particularly in relation to the national drive to significantly increase housing delivery.

3.7 Strategic Objective 1 (SO1) aims to ensure that sufficient, good quality employment land to support the authorities and their partner's ambitions for growth is identified, helping to ensure a better balance between jobs and homes, reducing the proportion of residents that commute out of the sub-region every day, and supporting the indigenous firms to expand and remain within the area. A key aspect of this is the GBEB's ambitions to develop a number of 'growth hubs' in Brighton, Shoreham, Worthing, Burgess Hill and Newhaven (see Spatial Priorities for further details).

3.8 SO1 also reflects the recognition that, whilst economic activity is increasingly focused on a relatively small part of the sub-region, particularly on Brighton²³, there is a need to 'spread the growth' wider. However, not all places within the sub-region will have the same role or make the same contribution to growth. Implementing this objective will therefore require further work to explore what the role and contribution each part of the sub-region makes to support growth and help identify (and protect) the supply and type of employment land needed to support their particular needs.

²¹ Between 2009-13 employee job growth was 4.8%, higher than the Gatwick Diamond area, the Solent and Thames Valley Berkshire LEP areas, and double the overall growth of the C2C LEP area [NLP Economy Background Paper, May 2015]

²² Forecast growth to 2031 – B&H (29%), Chichester (20%), Mid Sussex (18%) and 57,000 new jobs across the sub-region (excludes Horsham) [NLP Economy Background Paper, May 2015]

²³ [NLP background paper concluded that most economic activity and growth is currently focused on relatively small part of the GBCWS – 1/3 of total jobs in just 5% of the area (Brighton and Chichester) with growth forecast to continue along existing trends]

STRATEGIC OBJECTIVE 2: MEETING STRATEGIC HOUSING NEEDS

Local planning authorities will work proactively together and with their partners to narrow the gap between the planned housing provision of 4,000 new homes per annum to the assessed needs of 5,700 within the sub-region by:

- Giving priority to infrastructure investment that enables the delivery of the *Spatial Priorities* and opens up new, longer term development opportunities.
- Maximising the potential of existing sites and regeneration opportunities to deliver housing, without compromising the other *Strategic Objectives*, particularly in relation to enhancing the choice and quality of employment sites.
- Developing a long term strategy for the sub-region that considers all sustainable and deliverable spatial options for meeting needs.

Each local planning authority will continue to look for opportunities for further development to meet their assessed needs in the short to medium term, particularly as a result in infrastructure investment. This will be tested through the development of their local plan and any changes highlighted as a result of this will be managed through the monitoring and review process associated with the *Local Strategic Statement*.

It is essential that a wide choice of housing is provided but priority will be given to homes that meet the needs of low-paid workers, young people and families to sustain the economically-active population of sub region and support the economy. Particular encouragement will also be given to meeting the housing needs of the ageing population.

Implementing Strategic Objective 2

The Strategic Planning Board will work with its partners to:

- (1) Review the delivery of strategic housing for the period 2015-2025 across the sub-region and develop a shared approach to maximising the potential of all available sites, including intensification of existing and proposed sites where possible. This will include a strategy for addressing any potential barriers to the delivery of strategic sites, working with the Coast to Capital LEP to ensure these are a priority in Growth Plans and any future funding bids.
- (2) Develop a strategy for narrowing the gap between housing delivery and the longer term (post 2025) housing needs of the sub-region, looking at all alternative sustainable options and how these will support the sub-region's growth aspirations. As part of this process, the LPAs will take account of the work being done to consider the role each place has in delivering long term sustainable growth, including the need to ensure a good supply of diverse, high quality employment land. The results of this work will inform a full review of the LSS.
- (3) Ensure that housing provision within the sub-region meets, as far as possible, the specific housings needs of the area, with a clear emphasis on delivery of affordable housing.

3.9 Since the LSS was first approved by the local authorities in 2013, the gap between the planned annual housing provision and the objectively assessed needs (OAN) has narrowed

which is mainly due to the progression of local plan reviews for the area. However, as Table 1 clearly demonstrates, there continues to be a significant challenge in terms of turning planning permissions and site allocations into housing on the ground with completions over the last five years falling short of the planned provision. Although the number of new homes completed during 2014/15 has increased, there is still a significant shortfall, and it is important that partners work proactively together to further narrow the gap between housing delivery and the objectively assessed housing needs of the sub-region in the long term.²⁴

Table 1: Indicative Comparison of Housing Needs against Maximum Potential Supply Levels

| LPA | OAN (net, dpa) | LP Target (net, dpa) | Completions 2010/11-2014/15 (net, dpa) | Average Annual Completions 2014/15 (net, dpa) |
|-------------------------|-------------------|-------------------------|--|---|
| Adur | 291 | 180 | 119 | 96 |
| Arun | 750 | 580*** | 574 | 655 |
| B&H | 1500 | 650*** | 397 | 581 |
| Chichester* | 505 | 435 | 303 | 351 |
| Horsham | 650 | 800*** | 517 | 854 |
| Lewes | 520 | 345*** | 204 | 277 |
| Mid Sussex | 695 | 800*** | 523 | 630 |
| SDNP** | 244 | 160*** | 96 | 171 |
| Worthing | 636 | 200 | 230 | 351 |
| TOTAL CWS&GB | 5,791 | 4,150 | 2,963 | 3,966 |

* excludes SDNP

** disaggregated figure for CWS&GB part of SDNP

*** Provisional figures

3.10 The local authorities are doing everything possible to meet the needs within the current local plan strategies and are working together and with partners through the devolution process address delivery issues. These will be critical to the success of the LSS and will therefore form a key plank of its implementation as they are taken forward and developed. However, it is recognised that, whilst these new emerging interventions will help deliver more housing in the short to medium term, there will be increasing constraints on land supply within the sub-region, particularly if the high quality environment is to be retained. This is a significant economic asset and any damage to it could have an adverse impact on potential investment into the area.

²⁴ NLP Housing Background Paper concluded that delivery of the current planned housing will need a concerted effort from all LPAs with a 50% increase over rate of completions in recent years required.

- 3.11 CWS&GB authorities will therefore work together to develop a shared approach to long term development needs. This will also take account of any major new opportunities that will have potential as a result of long term infrastructure improvements in the area. Any implications arising from this work would be taken into account in a future round of local plan reviews.
- 3.12 It is not just about the number of new homes provided; it is equally important to ensure that these are high quality and meet the varied needs of the sub-region's residents. Continued population growth is forecast and, although there are differences in terms of type of housing needed in different parts of CWS&GB, affordability is a key factor across the whole area. The local authorities will therefore work together to ensure that the new homes provided support the needs of those living and working in the area, particularly in relation to affordability, with a good mix of tenure delivered.

STRATEGIC OBJECTIVE 3: INVESTING IN INFRASTRUCTURE

Local planning authorities will work with their partners to enable and facilitate improvements to the capacity of infrastructure required to meet both existing capacity deficits and to provide new infrastructure needed to open up opportunities for sustainable growth. Priorities will be:

- Delivering the new and improved infrastructure required to support the *Spatial Priorities*.
- Improvements to road infrastructure aimed at providing faster, more efficient east-west movement along the A27/ A259 Corridor and north-south linkages between them, and better access to strategic sites and Growth Hubs identified in the Greater Brighton City Deal proposal.
- Enhanced rail service infrastructure, including the removal of level crossings and new interchanges along the Coastway Rail Line and north on the London-Brighton mainline towards major destinations in the South East, particularly London and Gatwick Airport. Support a high speed Brighton Mainline to enhance national and international connections to the region.
- To support changes in travel behaviour by increasing opportunities for sustainable modes of transport that can compete effectively with private cars including a region wide Bus Network, bus priority and 'park and ride'.
- Ensure that wider community infrastructure needs, including health and education, are addressed, particularly in relation to strategic developments.
- Deliver smart infrastructure including roll-out of Superfast Broadband across the sub-region, with a particular focus on rural areas and the provision of Ultrafast Broadband in key Growth Locations.
- Facilitate delivery of both waste water treatment and sewerage network capacity to overcome constraints, and address poor surface water drainage which adversely impacts on the performance of the infrastructure. .
- Improving coastal and river flood defences and surface water management.
- To protect waste infrastructure which is key to ensuring sufficient capacity for waste management.
- To protect viable mineral infrastructure which is key to ensuring a steady and adequate supply of minerals for construction and industrial uses.

- Maintain and enhance the provision of Green Infrastructure, particularly where it plays an important 'strategic gap' role and provides a strategic connections across the sub-region and into the South Downs National Park.

Implementing Strategic Objective 3

The Strategic Planning Board will work with its partners to:

- (1) Develop a common approach to Identifying strategic infrastructure needs across the sub-region, both to support the delivery of the existing LSS priorities and to open up new opportunities for growth across the sub-region as a whole. This will build upon the strategic infrastructure frameworks being developed by West Sussex and East Sussex and the infrastructure plan being developed by the GBEB.
- (2) Explore all options for delivery of the infrastructure priorities, including ensuring that these are highlighted as a priority through both C2CLEP and SELEP's economic plans and funding.
- (3) Ensure that a comprehensive approach to infrastructure is taken to support the place-shaping role of local authorities and ensure that development contributes to sustainable communities.
- (4) Develop a holistic and integrated approach to Green Infrastructure (GI), linking networks (e.g. South Downs Green Infrastructure Framework which identifies priorities for GI across the sub-region with the National Park acting as a green living lung) across the sub-region and ensuring that GI priorities are reflected in the wider work to identify and support the role and character of individual places, as proposed under SO1.

3.13 Long term sustainable growth of CWS&GB depends on addressing the 'infrastructure deficit', particularly in relation to east-west movements along the A27 which is branded the "most unreliable all-purpose trunk road in England". Since the LSS was initially agreed, some progress has been made with work underway to deliver improvements on the A27 at Chichester, Arundel and Worthing. Improvements are also being delivered for the A24 (between Ashington & Southwater), A29 (to improve access between A27 and Bognor Regis) and to the A284 (Lyminster Bypass to deliver better communications between Arundel and Littlehampton). Work is also underway to deliver the GBEB's ambition for an integrated Greater Brighton 'city-region' transport system and to improve connectivity to Gatwick/London.

3.14 More will be needed, however, to address both the current infrastructure issues and open up new opportunities for growth, and all will be competing for an ever-decreasing funding pot. It is therefore vital that strategic infrastructure priorities are managed in a coordinated way and a common set of priorities are established across the sub-region. The Strategic Planning Board is therefore working with East Sussex and West Sussex County Councils, and the GBEB to develop a long term infrastructure plan for the area which will help deliver development in the right locations. Improved cooperation with other infrastructure providers/facilitators will also have to be addressed, particularly in relation to utilities companies and government departments/agencies.

STRATEGIC OBJECTIVE 4: MANAGING ENVIRONMENTAL ASSETS AND NATURAL RESOURCES

Local planning authorities will work with their partners to deliver sustainable growth within the environmental limits by:

- Managing and investing in the environmental assets and nationally and internationally (UNESCO Biosphere) designated landscapes that make a significant contribution to the overall quality of life in the area and to its economic success.
- Conserving and enhancing the natural beauty, wildlife and cultural heritage of the National Park and promoting opportunities for the understanding and enjoyment of the special qualities of the National Park by the public.
- Conserving and enhancing the natural beauty of the Chichester Harbour AONB and High Weald AONB, having regard to their respective AONB Management Plans.
- Reducing the environmental and ecological impact of growth where development is necessary.
- Recognising the Social, Economic and Environmental qualities and benefits of the area's coastal location.
- Recognising the importance of natural capital and the role of ecosystem services across the sub-region which can both enhance and complement opportunities for growth.
- Protecting and enhancing the character and distinctiveness of individual settlements.
- Protecting potentially economically viable mineral resources from sterilisation.

Implementing Strategic Objective 4

The Strategic Planning Board will work:

- (1) With the Sussex Local Nature Partnership to develop a robust approach to conserving, enhancing and expanding the Natural Capital of the sub-region.
- (2) To ensure that proposed developments /strategic priorities do not compromise valuable mineral resources needed to support long term growth in the sub-region.

3.15 The environment makes a significant contribution to the quality of life in CWS&GB and its high quality with one National Park and two Areas of Outstanding Natural Beauty, is an important factor in investment decisions and a major asset to its ongoing economic success. The LSS aims to strike the right balance between ensuring that the environmental quality of the sub-region is protected and, where possible enhanced, with the need to deliver development to support its growth. Although this is proving increasingly challenging as land availability diminishes, it will continue to be a core objective of the local authorities as the LSS is implemented and reviewed.

3.16 As part of the ongoing joint work across the area to provide a sustainable environment, work is underway to integrate green infrastructure into development and to raise the importance of natural capital and the role of ecosystem services across the sub-region. Ecosystem Services are the benefits people and society get from the natural environment such as water resources and dark night skies and can both enhance and complement opportunities for growth. This is a priority for the Sussex Local Nature Partnership which recognises that *"Growth in Natural*

Capital is the fundamental pre-requisite for enhancing the services provided by ecosystems and so underpins the economic and social well-being of Sussex”.

Spatial Priorities 2015-25

- 3.17 The following *Spatial Priorities* set out a framework for investment and strategic planning for the period 2015-2025. Although many of these will be challenging, particularly in terms of the funding needed for new and improved infrastructure, they are considered to be achievable within the next 10 years with the benefit of a coordinated and flexible approach to delivery.

SPATIAL PRIORITY 1: SHOREHAM HARBOUR AND BRIGHTON AIRPORT, SHOREHAM

Local planning authorities will work with their partners to support the development of the strategic employment and housing sites, including Brighton Airport, Shoreham and Shoreham Harbour, identified in the Adur Local Plan by giving priority to the infrastructure improvements needed to enable the sites to be delivered.

Shoreham Harbour: Priorities for meeting the significant regeneration opportunities to provide new homes and jobs will include:

- Improved road access to and from the A27 and A259 and to local transport infrastructure including public transport, walking and cycling.
- Improved flood defences.
- Consolidated port activities in the eastern harbour arm and safeguarding sufficient capacity at mineral wharves to ensure a steady and supply of minerals to meet foreseeable future demands.

Brighton Airport, Shoreham: Priorities for securing new employment floorspace and job opportunities will include improved road access from the A27, which will also facilitate access to a new strategic mixed use site. Development potential should take into account the landscape setting and views of the Airport from the River Adur and the South Downs National Park, biodiversity and heritage assets of the area and the need to protect and preserve the green gap between Lancing and Shoreham.

Taking account of the opportunities on the fringe of the urban areas to meet future housing needs, the Green Gap between Lancing and Shoreham will be protected to preserve the character of Lancing and Shoreham and its role promoted as Strategic Green Infrastructure.

Implementing Spatial Priority 1

The Strategic Planning Board will:

- (1) Support the preparation of the Joint Area Action Plan for Shoreham Harbour to provide a sound planning policy basis for future decision-making.
- (2) Work with the LPAs to Implement the Joint Area Action Plan for Shoreham Harbour and in taking forward these priorities through the Local Plans.
- (3) Work with the LPAs in taking forward these priorities through the Local Plans.
- (4) Work with the Greater Brighton Economic Board to ensure that the strategic priorities are aligned with the Greater Brighton Infrastructure Plan, Housing & Property Investment Plan and skills strategy as they are developed. GB Project Pipeline.
- (5) Where relevant, work with West Sussex County Council and Local Infrastructure Boards to ensure that the strategic priorities are included in the West Sussex Growth Plan and related Place Plans
- (6) Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address these as soon as possible.

- 3.18 Shoreham is one of Greater Brighton's growth hubs and offers significant regeneration opportunities providing high quality employment land, and in the case of the Harbour, a major contribution to housing needs of the wider community in this central coastal area.²⁵ They also offer an opportunity for a coordinated approach to the delivery of infrastructure improvements that are needed to realise their full development potential and for opening up further longer-term opportunities. Both sites are promoted as 'growth hubs' to support the wider priorities of the GBEB.
- 3.19 Shoreham Harbour development includes 1,400 new homes, 23,500sqm of new and improved employment generating floorspace, a package of measures to improve highway infrastructure (including improvements to the A27), as well as new social and physical infrastructure, a comprehensive upgrade to existing flood defences and a renewable energy hub.
- 3.20 The proposals for Brighton Airport in Shoreham are focused around an enhanced business offer for the area. The Airport offers significant opportunities for high value-added businesses given its attractive environment and relatively easy access to the A27. The proposals include 15,000sqm of employment floorspace at the Airport, together with 10,000sqm of employment floorspace and 600 new homes at adjacent New Monks Farm. Both developments will be supported by a new junction onto the A27.
- 3.21 Spatial Priority 1 emphasises the need to balance the delivery of housing and employment to meet identified needs and to facilitate regeneration (accompanied by appropriate and timely infrastructure delivery) alongside the limited capacity of the area to accommodate further growth.

SPATIAL PRIORITY 2: CHICHESTER CITY/TANGMERE/ BOGNOR REGIS

²⁵ A Joint Area Action Plan (JAAP) for Shoreham Harbour is being prepared by Brighton & Hove City and Adur District Councils and West Sussex County Council and is due to be submitted for consultation in Spring 2016

Local planning authorities will work with their partners to support the development of the strategic employment and housing sites identified in the Chichester and Arun Local Plans by giving priority to the infrastructure improvements needed to enable the sites to be delivered. Priorities will include:

- Improvements to the A27 at Chichester.
- Improvements to north-south links including the A259 between Chichester and Bognor Regis and the A29.
- Co-ordination of improvements required to help stimulate and maximise investment opportunities in Bognor Regis Town Centre and Seafront.
- Supporting the delivery of Enterprise Bognor Regis
- Supporting the delivery of key strategic development sites in the wider Bognor Regis and Chichester area including critical highways and transport infrastructure essential to the delivery of those sites.
- Support and facilitate delivery of infrastructure schemes identified in the Chichester area to provide wastewater treatment capacity for new development, and meet water quality objectives.
- Improved surface water management, particularly around Bognor Regis and the southern part of Chichester, including the Manhood Peninsula, taking the opportunity to maximise the potential for green infrastructure and recreation provision
- Consideration of long term secondary school infrastructure provision to serve new development in Chichester and Arun.

Implementing Spatial Priority 2

The Strategic Planning Board will:

- (1) Support the LPAs in taking forward these priorities through the Arun and Chichester Local Plans.
- (2) Work with West Sussex County Council and the Local Infrastructure Boards to ensure that the strategic priorities are included in the West Sussex Growth Plan and related Place Plans.
- (3) Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address within the timescale set out in the local plans.
- (4) Support the LPA in its work with Southern Water to find solutions to wastewater capacity in Chichester which can facilitate the early delivery of the strategic development sites.

3.22 Several strategic employment and housing sites are located within the Chichester/ Tangmere/ Bognor Regis area. The sites include the major employment land opportunity in Bognor Regis (Enterprise Bognor Regis) which could provide a significant amount of new jobs to support the coastal economy and major mixed-use housing/employment sites in Chichester/Tangmere. All of these are reliant on improvements to transport infrastructure, improved approaches to travel demand and in most cases, mitigation of environmental impacts, particularly to address the potential impact on the Chichester and Langstone Harbours SPA and Pagham Harbour SPA.

3.23 Although issues around waste water capacity present significant challenges in this area, the local authorities are already working together with the relevant organisations to find solutions.

An upgrade to the Tangmere Waste Water Treatment Works is underway and due to be completed by the end of 2017. In Arun, issues related to surface water impact on sewerage systems are being addressed through a Surface Water Management Plan. A coordinated approach on an ongoing basis, particularly between the two District Councils, will be required in planning and delivering these sites and the associated infrastructure if their full potential is to be realised.

SPATIAL PRIORITY 3: LITTLEHAMPTON

Local planning authorities and their partners will work together to coordinate transport and other infrastructure improvements in Littlehampton to address existing capacity issues and enhance further opportunities for the delivery of strategic employment and housing sites.

Priorities will include:

- Construction of the Lyminster Bypass (southern and northern sections) and improvements to the A259.
- Improvements to rail connections along the Arun Valley and to London.
- Improvements to River Arun flood defences.
- Further consideration of the strategic development potential at West Bank.
- Support for new housing and employment opportunities proposed in an emerging Ford Parish Neighbourhood Plan to deliver up to 1500 homes
- Construction of a cycleway between Arundel and Littlehampton to provide a sustainable transport link between the National Park and the Coast
- Maximising the economic and infrastructure benefits of the proposed Arundel Bypass

Implementing Spatial Priority 3

The Strategic Planning Board will:

- (1) Support the LPA in taking forward these priorities through the Arun Local Plan.
- (2) Work with West Sussex County Council and Local Infrastructure Board to ensure that the strategic priorities are included in the West Sussex Growth Plan and related Place Plan.
- (3) Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address within the timescale set out in the local plan.

3.24 Although not related to any specific sites, the Parsons Brinkerhoff report (referred to in Paragraph 1.6) concluded that transport improvements in and around Littlehampton (including construction of the Lyminster Bypass) are likely to help investor confidence both for employment and residential uses. The strategic contribution to development in CWS&GB will therefore be a rebalancing of the local economy and therefore reduced dependency on other parts of the area for local shopping and employment opportunities.

3.25 Arun District Council has undertaken a Feasibility Study to examine the potential for strategic development at West Bank, Littlehampton, looking specifically at the constraints from flood risk and highways. Further consideration will be given to the requirements to make this viable in the medium to long term. Further development will be provided through the Ford

Neighbourhood Plan which has at its heart the opportunity to provide new housing and employment opportunities around new community facilities. These proposals will support the rationale for improved road and rail infrastructure and improved recreation facilities.

SPATIAL PRIORITY 4: WORTHING'S KEY TOWN CENTRE SITES

Worthing Borough Council will work with its partners to co-ordinate the infrastructure and transport improvements required to help stimulate and maximise investment opportunities in the Town Centre. Priorities to help secure sustainable economic regeneration and improve economic performance will include:

- Regeneration of the seafront and improved linkages with the town centre.
- Regeneration of key gateway sites in and around the town centre including Union Place and Teville Gate
- Increased vitality in the town centre, including creating new flexible retail floorspace.
- Improved levels of accessibility and connectivity.
- The delivery of new employment floorspace on currently contaminated land at Decoy Farm to potentially relocate existing businesses at Shoreham Harbour and encourage new business growth and investment.

Implementing Spatial Policy 4

The Strategic Planning Board will:

- (1) Work with the LPA in taking forward these priorities through the Worthing Local Plan review.
- (2) Work with the Greater Brighton Economic Board to ensure that the strategic priorities are delivered through implementation of the Greater Brighton City Deal and are aligned with the Greater Brighton Infrastructure Plan, Housing & Property Investment Plan and skills strategy as they are developed.
- (3) Work with West Sussex County Council and Local Infrastructure Board to ensure that the strategic priorities are included in the West Sussex Growth Plan and related Place Plan.
- (4) Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address these as soon as possible.

3.26 Worthing is identified as a growth hub supporting the wider economic ambitions of the GBEB. Although the Borough is constrained by limited opportunities for expansion, given the South Downs to the north and the sea to the south, it needs to remain competitive and secure regeneration. The key focus therefore continues to be the regeneration of sites, particularly those in and around the town centre, building on the successful delivery of a number of significant sites in recent years. These have helped to meet many of the aspirations incorporated within the town centre and seafront masterplans.

3.27 The new Local Plan will continue to support the drive for significant public and private investment into Worthing to help fund town centre, seafront, transport, commercial and residential development but consideration will also have to be given to the scope for further

development opportunities on the fringe of the built up area to meet future housing needs as part of the local plan review.

SPATIAL PRIORITY 5: GREATER BRIGHTON CITY REGION

The local authorities within the Greater Brighton City Region will work with their partners to:

- co-ordinate and deliver the infrastructure and transport investment needed to support a network of Growth Hubs focusing on creative and technology innovation;
- identify strategic employment sites needed to support the priority sectors and higher value industries, and to ensure a good supply and range of commercial accommodation to support growth of small to medium firms.

Critical to delivery of the City Region's growth aspirations will be improvements to infrastructure. Priorities will be to facilitate east-west movement along the coast, particularly through the Coastal Transport System and improvements to the A27 where most development is proposed, and an integrated city-region transport system with good connectivity to Gatwick Airport and London through a high speed Brighton Mainline. Improvements will include delivery of Intelligent Transport Systems, smart infrastructure and investment in a region-wide Bus Network.

Implementing Spatial Priority 5

The Strategic Planning Board will:

- (1) Work with the LPA in taking forward these priorities through the Local development Plans and any subsequent reviews
- (2) Work with the Greater Brighton Economic Board to ensure that the strategic priorities are delivered through implementation of the Greater Brighton City Deal and are aligned with the Greater Brighton Infrastructure Plan, Housing & Property Investment Plan and skills strategy as they are developed.
- (3) Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address these as soon as possible.

- 3.28 Brighton is the main focus of economic activity in the sub-region and has experienced the greatest employment growth in recent years, particularly in relation to finance and business, and media and technology sectors. The local authorities are now building on the success of the Greater Brighton City Deal, agreed in 2013, by developing new tools and mechanisms to help maximise the potential of all sites in the area to support long term sustainable growth. This includes ongoing development of a network of Growth Hubs (Brighton, Worthing, Shoreham, Newhaven and Burgess Hill) to support creative and technology innovation, linked to the expertise within the area's universities. Although focussed on the Greater Brighton part of the sub-region, the ongoing work of the GBEB offers significant opportunities to boost the economic success of the whole coastal area.

SPATIAL PRIORITY 6: BRIGHTON - SEAFRONT AND BRIGHTON CITY CENTRE

Brighton City Council will work with its partners to support the regeneration of Brighton City Centre and the seafront to secure its role as a key driver for the sub-region's economy. To facilitate and support the timely delivery of key strategic site allocations in the City Plan and to maximise opportunities for new housing, modern office space, leisure and tourism related development, particularly in the City Centre, Valley Gardens and Brighton Seafront.

Implementing Spatial Priority 6

The Strategic Planning Board will:

- (1) Work with the LPA in taking forward these priorities through the City Plan and any subsequent reviews
- (2) Work with the Greater Brighton Economic Board to ensure that the strategic priorities are delivered through implementation of the Greater Brighton City Deal and are aligned with the Greater Brighton Infrastructure Plan, Housing & Property Investment Plan and skills strategy as they are developed.
- (3) Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address these as soon as possible.

3.29 The redevelopment of Central Brighton and its seafront will play a significant role in the wider City Region objectives to support growth, with a focus on leisure and tourism projects. This will also open up significant opportunities for much needed housing delivery. The key projects include:

- *Brighton City Centre* – including Circus Street, Edward Street Quarter and Royal Sussex County Hospital in the Edward Street/Eastern Road Development Area; bring forward 20,000sqm of B1a office space through a portfolio of sites in the New England Quarter Development Area; and significant mixed employment and residential development at Preston Barracks/University site.
- *Valley Gardens* – a Coast to Capital LEP funded priority infrastructure improvement scheme
- *Brighton Seafront* – a range of strategic sites including the Brighton Waterfront scheme which will comprise a minimum of 20,000sqm retail floorspace in the sub regional shopping centre at Brighton Centre/Churchill Square including re-provision of an arena/conference centre at Black Rock. A minimum of 2,000 new dwellings are identified at Brighton Marina; and provision of a new sports centre and 400 new homes at King Alfred and RNR site.

SPATIAL PRIORITY 7: BURGESS HILL

Mid Sussex District Council will work with its partners to maximise the opportunities of the Burgess Hill Growth Area, supporting delivery of a revitalised town centre; 5,000 new homes both within and on the edge of the town; a new business park; and a new science and technology park. This development will need to be supported by:

- New transport infrastructure, including a sustainable transport package to improve access within Burgess Hill, a new cycle link between Burgess Hill and Haywards Heath, construction of a new northern link road and A2300 corridor improvements between Burgess Hill and the A23;
- New community infrastructure including two primary schools, a secondary school, neighbourhood facilities and a centre for community sport;
- Improvements to wastewater treatment capacity and odour management; and
- Ultrafast broadband to premises for new housing, employment and retail development.

Implementing Spatial Priority 7

The Strategic Planning Board will:

- Work with the LPA in taking forward these priorities through the Mid Sussex District Plan.
- Work with the Greater Brighton Economic Board to ensure that the strategic priorities are delivered through implementation of the Greater Brighton City Deal and are aligned with the Greater Brighton Infrastructure Plan, Housing & Property Investment Plan and skills strategy as they are developed.
- Support the work of the Burgess Hill Development Board to ensure that the strategic priorities in the West Sussex Growth Plan and related Place Plan are delivered.
- Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address these as soon as possible.

3.30 Burgess Hill is a key growth area for the Greater Brighton City Region and the Gatwick Diamond. Significant development is proposed both within the existing town and in a strategic location to the north of the town (the Northern Arc) and a proposed new business park and science park to the west along the A2300. The vision is to create a fully sustainable, 21st century town focused around a high quality, vibrant and accessible town centre, supported by necessary community facilities, employment opportunities and access to green open space underpinned by a state of the art transport network and digital infrastructure.

SPATIAL PRIORITY 8: NEWHAVEN

Lewes District Council will work with its partners to provide significant new development and regeneration at Newhaven to support the long term growth of the Greater Brighton City Region and to improve the overall accessibility and efficiency of the town, including its strategically important Port. This will be aided by the designation of Newhaven as an Enterprise Zone with the priority being to deliver 70,000 sqm of employment floorspace and 1,700 new homes. Key to the success of the town's regeneration will be improvements to the Town Centre and improved connectivity with areas outside the town centre ring road.

Implementing Spatial Priority 8

The Strategic Planning Board will:

- Work with the LPA in taking forward these priorities through the Lewes District Local Plan.
- Work with the Greater Brighton Economic Board to attract inward investment and to ensure that the strategic priorities are aligned with the Greater Brighton Infrastructure Plan, Housing & Property Investment Plan and skills strategy as they are developed.
- Highlight any potential barriers to delivery of the strategic sites and work with Coast to Capital LEP and other partners to address these as soon as possible.

3.31 The regeneration of Newhaven is a strategic priority for the Greater Brighton Economic Board and as such, eight strategic sites in the town were announced for Enterprise Zone status in 2015. Significant new development and regeneration of the town will be delivered by 2030, including:

- 70,000 sq. m of new and refurbished/upgraded employment floorspace, with a focus on providing space that allows for smaller business to expand and to take advantage of certain emerging innovative sectors, including the renewable energy and marine and environmental technologies.
- 1,700 new homes
- A reconfigured and expanded Port, including the provision of a deep sea berth and improved accessibility through a new Port Access Road.
- The provision of flood defences, which will benefit much of the towns existing commercial areas.
- Town centre improvements, including improved connectivity with areas outside the town centre ring road and improvements to the ring road and connecting transport corridors.

SPATIAL PRIORITY 9: RURAL SUSSEX

The local authorities and the South Downs National Park Authority will work together with partners to ensure that the rural parts of the sub-region benefit from long term sustainable growth through:

- Supporting delivery of affordable housing
- Improving connectivity between the priority sectors of the rural economy, including tourism, leisure, agriculture and horticulture.
- Identifying priority infrastructure needs to support rural businesses, including home-workers, particularly in relation to communications infrastructure which improves accessibility to the main employment centres within the sub-region.
- Facilitating a good supply of small business, retail and community facilities to support the sustainability of rural communities,
- Supporting existing and proposed land management and land based businesses that protect and enhance the landscape character of the countryside
- Identifying priority infrastructure needs to support rural businesses, including home-workers, particularly in relation to communications and digital infrastructure which improves accessibility markets and customers.
- Safeguarding mineral sites and areas with potentially economically viable minerals from alternative forms of development to ensure a steady supply of minerals for use in construction and industrial purposes
- Improving access to the South Downs National Park particularly by sustainable modes of transport from key gateway locations

Implementing Spatial Priority 9

The Strategic Planning Board will:

- (1) Work with the LPAs, the Rural Partnership and other partners to identify the strategic development contribution of rural areas towards supporting long term sustainable growth of the sub-region and how this should be reflected in the relevant local plans and in the devolution proposals as they are taken forward and developed. This will inform the assessment of the role and character of the sub-region which is proposed as part of the implementation of Strategic Objective 1.
- (2) Work with West Sussex County Council and Local Infrastructure Boards to ensure that the strategic priorities are included in the West Sussex Growth Plan and Place Plans.

3.32 A significant proportion of the CWS & GB sub-region is rural, much of which is designated as part of the SDNP or is within the two AONBs. These areas already contribute significantly to the overall economy of the area, particularly with regards to tourism and leisure, but also in other priority sectors such as horticulture. In many parts of the rural area, small businesses are considered to be the lifeblood of the economy and contribute significantly to the local communities and a significant number of residents are 'homeworkers'.

- 3.33 The LSS aims to ensure that these areas do not stagnate and that the rural economy is supported as much as the wider economy, for example, through ensuring that they are properly connected, particularly with broadband and other telecommunications. It is vital that as part of this approach, the need to support growth and therefore new development is balanced with the need to protect and enhance the significant landscape and environmental assets of these areas.

4. Monitoring and Delivery

- 4.1 The *Strategic Objectives* and *Spatial Priorities* set out in the *LSS* will be implemented through a number of different routes and by different organisations working together, often with the local authorities in a lead coordinating role. Most, if not all of the short to medium term priorities are already reflected in existing or emerging local plans or other planning processes. As such, many partners, particularly the Statutory Bodies, are actively engaged in the development of the local plans. It is envisaged that the *LSS*, together with the local plans will increase investor confidence over time and delivery of some of the more challenging aspects of the *LSS* will become more viable.
- 4.2 A number of specific measures are being taken forward through the devolution process and it is important that the *LSS* priorities are fully reflected in these. A coordinated approach to delivery will therefore be key, ensuring that interventions, funding and other delivery mechanisms are fully aligned. The Strategic Planning Board will therefore continue to work closely with the Greater Brighton Economic Board, the Coastal West Sussex Partnership and the two LEPs to ensure that the *LSS* is aligned with their priorities.
- 4.3 Progress in implementing the *LSS* is set out in the *Monitoring and Delivery Framework* (see Annex 4). This is an evolving framework and will be regularly updated, reflecting the priorities and ongoing development of new tools and mechanisms taken forward through both the local planning process (e.g. the Infrastructure Delivery Plans and the West Sussex Place Plans) and strategic partnerships. This will also be used as a bidding document (together with the *LSS*) to raise the profile of CWS&GB and access funding from the C2C LEP (and SELEP) and will inform the next reviews of their strategic economic plans.
- 4.4 Engagement with the authorities in the wider area will be key to developing a sustainable approach to meeting the long term needs in CWS&GB, as set out in *Strategic Objective 2*. As such discussions will be initiated with the adjoining authorities to take the *LSS* review forward as soon as possible.
- 4.5 The Strategic Planning Board (SPB) will be responsible for monitoring implementation of the *LSS*, ensuring the priorities are being progressed through the relevant key plans and strategies, particularly local plans, and identifying any potential obstacles that have not already been picked up through other processes or through the *Monitoring and Delivery Framework*.
- 4.6 A progress report on each of the *Spatial Priorities* should be made to the SPB on a 6 monthly basis, setting out how these are being taken forward through the relevant local plans and through the business priorities of other key partners. This should also set out any potential risks to delivery that have been highlighted through the *Monitoring and Delivery Framework*.
- 4.7 The SPB's Planning Officers' Group should be tasked with ensuring that a proper monitoring framework for the *LSS* is put in place as soon as possible following formal approval and endorsement by the individual local authorities. This should clearly identify lead officers for each of the *Strategic Objectives* and *Spatial Priorities*.

Annexes 1 & 2 (MoU and ToR)
- Updated versions to be added

Annex 3: Formal Endorsement of the Local Strategic Statement

| | |
|-----------------|---|
| Adur & Worthing | <p>Original LSS (Oct 2013):</p> <p>Joint Strategic Committee: 3 December 2013 http://www.adur-worthing.gov.uk/media/media,119295,en.pdf</p> <p><u>Decision:</u></p> <p>The Joint Strategic Committee:- (i) noted and approved the Coastal West Sussex and Greater Brighton Local Strategic Statement; (ii) noted and approved the Coastal West Sussex and Greater Brighton Memorandum of Understanding; (iii) noted and approved the Agreement for Joint Working between all Local Planning Authorities in West Sussex together with Brighton and Hove City Council, Lewes District Council and the South Downs National Park Authority.</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p> |
| Arun | <p>Original LSS (Oct 2013):</p> <p>Full Council: 8 January 2014 http://www.arun.gov.uk/mediaFiles/downloads/83329178/Minutes_080114_2014_Final.pdf</p> <p><u>Decision:</u></p> <p>The Council resolved that the Coastal West Sussex and Greater Brighton Local Strategic Statement be adopted.</p> <p>Updated LSS (Jan 2016):</p> <p>Local Plan Sub-Committee: 19 January 2016</p> |
| Brighton & Hove | <p>Original LSS (Oct 2013):</p> <p>Economic Development & Culture Committee: 23 January 2014 http://present.brighton-hove.gov.uk/Published/C00000705/M00004664/\$\$\$Decisions.doc.pdf</p> <p><u>Decision:</u></p> <p>The Committee resolved to approve the Coastal West Sussex and Greater Brighton Local Strategic Statement including the ToR and MoU</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p> |
| Chichester | <p>Original LSS (Oct 2013):</p> <p>Cabinet: 7 January 2014 http://www.chichester.gov.uk/index.cfm?articleid=22978</p> |

| | |
|----------------|---|
| | <p>Decision: Cabinet resolved the Coastal West Sussex and Greater Brighton Local Strategic Statement be agreed.</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p> |
| Horsham | <p>Original LSS (Oct 2013): NA</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p> |
| Lewes | <p>Original LSS (Oct 2013):</p> <p>Cabinet: 6 January 2014 http://cmispublic.lewes.gov.uk/Public/Meeting.aspx?meetingID=657</p> <p>Decision: Cabinet agreed to endorse the Coastal West Sussex and Greater Brighton – Local Strategic Statement.</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p> |
| Mid Sussex | <p>Original LSS (Oct 2013): NA</p> <p>Updated LSS (Jan 2016): Council: 27 Jan 2016</p> |
| SDNP | <p>Original LSS (Oct 2013):</p> <p>Endorsement of LSS delegated to Director of Planning</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p> |
| West Sussex CC | <p>Original LSS (Oct 2013):</p> <p>Executive Decision: 23 January 2014 http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/executive_decisions.aspx</p> <p>Cabinet Member for Highways and Transport agreed the LSS on behalf of the Council</p> <p>Updated LSS (Jan 2016): XXXXXXX</p> |

ANNEX 4

Coastal West Sussex and Greater Brighton

Local Strategic Statement (2013) for Coastal West Sussex and Greater Brighton

Monitoring and Delivery Framework (Update January 2016)



Contents

1: Governance

SECTION 1: MONITORING FRAMEWORK

2: Housing Supply and Delivery

3: Gypsy and Traveller Site

4: Commercial Supply and Delivery

5: Infrastructure Delivery

6: Environmental Assets and Natural Resources

7: Spatial Priorities

SECTION 2: LOCAL PLAN PROGRESS

SECTION 3: DELIVERY FRAMEWORK

1 Introduction

- 1.1 Since the adoption and agreement of the LSS there has been further work that has been carried out by the Board through joint working on objectively assessed housing needs and the provision of a Transit site for Gypsy and Traveller communities. Additionally, there has been agreement to jointly commission studies relating to Transport, Employment and demographics to update Objectively Assessed Need for Housing.
- 1.2 On 23 June 2014, the bid placed by Coast to Capital was successful in terms of gaining money from the growth fund. This was linked to projects that had been identified in the Strategic Economic Plan. On the 18 June 2014, West Sussex County Council as the Highways Authority also agreed their funding prioritisations over the coming couple of years and awarded money through the Local transport Fund.
- 1.3 At the Board meeting of the 9th October 2014, consideration and membership was extended to include Mid Sussex Council, due to its role within the Greater Brighton Economic Board. The travel to work evidence also supports the strong relationship between the Coastal authorities and Mid Sussex. The paper presenting the case, along with the minutes of the meeting, can be found in Appendix 1.
- 1.4 In late 2014/early 2015 Coastal West Sussex and Greater Brighton Strategic Planning Board and GBEB jointly commissioned background studies for the two overlapping areas. The studies related to Employment, Housing and Transport. The purpose of these was to collate information across the area to help inform an update of the LSS. These were completed in May 2015.
- 1.5 In May 2015 consultants were commissioned to update the Local Strategic Statement following the inclusion of Mid Sussex in the area, with the support of additional information from the joint background studies and the successful bid for growth fund. This is due to be adopted in April 2016.
- 1.6 At the Board meeting in July 2015 will consider the inclusion of Horsham District within the CWS and GB Spatial Planning Board area.

Section 2: Monitoring Report 2015

2.1 The Local Strategic Statement was approved by the Joint Strategic Planning Board of Coastal West Sussex and Greater Brighton in October 2013. This report contains the first monitoring of the actions carried out and their impact on the progression of the achievement of the aims within the Local Strategic Statement for Coastal West Sussex and Greater Brighton. The following discussion is split into the following areas:

1. Housing Land Supply and Delivery
2. Gypsy and Traveller Sites
3. Commercial Land Supply and Delivery
4. Infrastructure Delivery
5. Spatial Priorities

2.2 As set out in the Local Strategic Statement (LSS) and its accompanying sustainability appraisal, the monitoring of the aims and actions of the document will be through reporting to the Coastal West Sussex Strategic Planning Board. This will include reporting against the Spatial Priorities.

(1) Housing Land Supply and Delivery

2.3 **Strategic Objective 2: Meeting Strategic Housing Needs** – The target is to provide for a minimum of 2,410 dwellings per annum between 2013 and 2031. Within the Coastal West Sussex area, this is both through respective Local Plans and also through a high level of coverage of neighbourhood development plans.

2.4 Work to address shortfall between the planned provision and the assessed needs of 2905dpa through infrastructure investment to enable the delivery of Spatial Priorities and maximise the potential existing opportunities.

Table of identified housing need and delivery across Coastal West Sussex and Greater Brighton (as at 31st March 2015)

| Authority | Requirement – Objectively Assessed Need (OAN) | Supply Proposed | Completions 2013/4 | Completions 2014/15 | Delivery |
|-------------------------------|--|-----------------------------|------------------------------------|------------------------|--|
| Brighton and Hove | 1506 (from 2015 study) | 660 | 436 (of which 101 were affordable) | 545 | City Plan Part One – a number of strategic allocations in the Development Areas and one on Seafront (King Alfred site). City Plan Part Two – allocations Planning briefs and SPDs where needed. |
| Coastal - Adur | 291 (from OAN Housing Study 2015) | 181 | 93 (net) | 96 (net) | An OAN Housing Report for Adur has recently been published and work is on-going to assess how the identified need can be met. The emerging Local Plan identifies two strategic allocations and one broad location which will go some way to meeting this need. However a shortfall will still remain to be met through the Duty to Co-operate. |
| Coastal - Arun | 550 | 580 | 397 | 642 | |
| –Chichester (excluding | 530-650 (650dpa top end of OAN | 435 (outside National Park) | 202 | 351 | Local Plan allocates 4 strategic development locations to deliver 3250 homes. Local Plan provides for a further |

| | | | | | |
|----------------------------------|------------------------------------|-------------------------------------|-----------|-----------|---|
| SDNP) | range used in total) | 70 (assumed for National Park area) | | | 1490 homes on non-strategic sites to be identified in neighbourhood plans and/or a Site allocations DPD. Remaining housing to be met through existing planning permissions and small windfall sites. |
| Coastal - Worthing | 636 (OAN Housing Study July 2015) | 250 | 245 (net) | 351 (net) | The published OAN for housing is significantly higher than the housing provision currently being planned for in the adopted Core Strategy. A Local Plan review has commenced to consider how this need can be met. However, given the constraints and lack of available land, there is no realistic prospect of meeting the full OAN so the Duty to Co-operate will be used to see if it can met elsewhere within the sub-region. |
| Lewes | 490 - 520 | 345 | 113 | 277 | Spatial Policy 2 sets out how the housing requirement will be met, including through extant commitments, proposed Strategic sites identified within the Local Plan, non-strategic site allocations identified through Local Plan Part 2, windfall allowance and neighbourhood plans. |
| South Downs National Park | 225-244** | 162 | 73 | 171 | Lewes JCS sets out how the housing requirement for the Lewes part of the National Park will be met. The South |

| | | | | | |
|--------------|-----------|------|------|------|--|
| | | | | | Downs Local Plan: Preferred Options sets requirements for villages and towns across the Coastal West Sussex area. The figures relate only to that part of the National Park within the Coastal West Sussex area. |
| TOTAL | 4228-4397 | 2613 | 1559 | 2433 | |

Dpa unless otherwise stated

** The closest approximation for OAN in the SDNP within the Coastal West Sussex HMA based on the SDNPA 2015 SHMA is 225-244 dpa. However, this figure should be treated with caution. It is important to avoid double counting as the OAN for the National Park is incorporated into the local authority figures set out in the table above.

(2) Gypsy and Traveller Sites

- 2.5 The Gypsy and Traveller Accommodation Assessment was produced and finalised in April 2013. As set out within its methodology, this was done in line with the requirements of the Planning for Traveller Sites Policy (March 2012).
- 2.6 In December 2013 it was agreed to enter a multi-agency partnership to develop a transit site. In October 2014, £630, 000 was awarded to West Sussex Councils from the Homes and Communities Agency to help deliver this. In April 2014 a transit site was approved for the whole of West Sussex at Westhampnett under application WH/14/00533/FUL. The transit site officially opened in May 2015.
- 2.7 At the time of preparing the joint evidence base, it was identified that the results of this work would not fit with the preparation timetable for the various Local Plans. Therefore, the majority of authorities are proposing to address their specific public needs through production of Supplementary Planning Documents. This remains the case as further work is required to complete the jointly commissioned GTAA as well as undertake further local evidence gathering as part of a site assessment exercise.
- 2.8 Lewes district forms part of the jointly commissioned 2014 East Sussex and South Downs National Park Gypsy and Traveller Accommodation Assessment (GTAA). The 2014 GTAA update has informed the level of need for permanent and transit pitches set out within the Lewes District Council (LDC) and South Downs National Park Authority (SDNPA) Joint Core Strategy proposed modifications. Specific site allocations will be identified within LDC's Local Plan Part 2 and the SDNPA's Local Plan.
- 2.9 The table that follows also identifies those sites that have been delivered in each authority, as of April 2015.

Table of identified need and delivery across Coastal West Sussex (as at April 2015)

| Authority | Total provision (pitches) (*including SDNP) | Assessed requirement | Current provision detail (* within SDNP) | Delivery |
|--|---|---|--|--|
| Brighton and Hove (excluding SDNP) | 23 transit pitches* (planning permission for 12 permanent pitches) | 23 additional permanent pitches to 2018 and a further 9 permanent to 2028 (GTAA 2014 findings including SDNP) | 23 transit pitches* at Horsdean, single site in SDNP | Criteria/ safeguarding based policy within Core Strategy. Target set within City Plan Part One (CP22) Planning permission for 12 permanent pitches in SDNP – consent to be commenced 2015 at Horsdean |
| Coastal - Adur | 12 | 4 (2012-2027) | 1 x public sites (12 pitches) | Seeking provision within strategic allocations (revised submission Adur Local Plan 2014 (Reg 19 stage). Local Plan criteria based and safeguarding policy |
| Coastal - Arun | 26 (35*) | 18 (2012-2027) | 1 x public site (12 pitches) 12 private pitches 11 pitches* | Target set in Local Plan – delivery through subsequent DPD |
| – Chichester (excluding SDNP) | 84 (85*) | 59 G&T pitches (2012-2027) 18 travelling show people plots (2012-2027) | Permissions granted (excl SDNP) 36 G&T pitches 11 travelling show people plots 1 G&T transit site | Target identified in Local Plan along with criteria based approach. Currently close to meeting 5 year requirement. Council intends to prepare G&T Site Allocations DPD to identify additional sites |

| Authority | Total provision (pitches) (*including SDNP) | Assessed requirement | Current provision detail (* within SDNP) | Delivery |
|----------------------------------|---|--|--|--|
| | | | | required. |
| Coastal - Worthing | 0 | 0 (2012-2027) | 0 sites | A criteria based policy will be incorporated into the emerging Worthing Local Plan |
| Lewes | Permanent pitches 8 (13*) 8 transit pitches within East Sussex area, including National Park area. | 13 permanent pitches to 2030 8 transit pitches within the East Sussex GTAA area | 1 x public transit site (9 pitches) 2 x private sites* (4 permanent pitches, 1 temporary pitch) | Target identified within Local Plan Core Policy 3, along with criteria based policy. Will allocate specific, deliverable sites through Local Plan Part 2 (Site Allocations and Development Management DPD) and the SDNPA Local Plan. |
| South Downs National Park | Coastal: 12 MSDC: 0 (1 temporary) | Coastal: 4 (2012-2027) MSDC: 1 (2013-2031) | Coastal: 12 MSDC: 0 (1 temporary) | Need but not requirement identified in Local Plan: Preferred Options. The requirement and allocations as necessary will be set out in the Publication Local Plan – consultation summer 2015. |

(3) Commercial Land Supply and Delivery

2.10 The level of employment land needed is set out within the Spatial Priorities and their supporting text of the LSS. These briefly include:

- Brighton Airport, Shoreham: Priority for securing new employment floorspace and job opportunities
- Co-ordination of improvements required to help stimulate and maximise investment opportunities in Bognor Regis Town Centre and Seafront
- The delivery of new employment floorspace on currently contaminated land at Decoy Farm to potentially relocate existing businesses at Shoreham Harbour and encourage new business growth and investment
- The local authorities within the Greater Brighton City Region will work with their partners to support a network of Growth Hubs focusing on creative and technology innovation.
- Employment allocations at New Monks Farm and Shoreham Harbour,

2.11 Approvals for commercial floorspace have been approved in individual authorities, but the most significant to the wider sub-region has been those approved at Oldlands Farm, Bognor Regis, under application BE/73/14/PL. This included industrial/distribution units providing 38,099 gross internal floorspace.

Table showing the amount of supply and delivery of employment space across Coastal West Sussex and Greater Brighton

| Authority | Supply Proposed | Completions (sqm) | Delivery |
|--------------------------|--|---|--|
| | Spatial Priorities/Allocations | 2013/14 2014/15 | |
| Brighton and Hove | <p>Forecast need – 112,240 B1a/b Planned for - 91,000-96,000sqm</p> <p>Forecast need 43,430sqm B2/B8</p> <p>Planned for- 9,500 B2/B8</p> <p>Main Strategic Allocations in City Plan Part One/Growth Hubs:</p> <p>Circus Street – 3600sqm office, 4600sqm academic – growth fund secured</p> <p>New England Quarter – 5 mixed use allocated sites and 3 extant consents – 20,000sqm employment space</p> <p>Preston Barracks – 10,600sqm including employment floorspace and business school</p> | <p>2013/14 - 4953sqm employment floorspace delivered</p> <p>2014/15 -</p> <p>B1 uses net loss of 4077sqm</p> <p>B2 uses net loss of 400sqm</p> <p>B8 use – net gain of 370sqm</p> | Criteria/ safeguarding based policy within Core Strategy. Target set within Core Strategy. |
| Coastal - Adur | <ul style="list-style-type: none"> Shoreham Airport – allocation for 15,000sqm of employment generating | 2013/14 – 22,088sqm of gross employment floorspace delivered | Seeking provision within strategic allocations (revised Draft Adur Local Plan 2013 (Reg 18 stage). |

| Authority | Supply Proposed | Completions (sqm) | Delivery |
|--------------------------------------|---|---|---|
| | Spatial Priorities/Allocations | 2013/14 2014/15 | |
| | <p>floorspace (to include mix of B class uses) in PSALP 2014</p> <ul style="list-style-type: none"> • New Monks Farm – allocation for 10,000sqm of employment generating floorspace in PSALP 2014 • Shoreham Harbour – 16,000sqm of employment generating floorspace (inc B1) (PSALP 2014) • Additional floorspace through existing employment areas. • Total 41,000sqm allocations | 2014/15 – 9,851sqm of gross employment floorspace delivered | Local Plan includes criteria based and safeguarding policy |
| Coastal - Arun | 81.35 Ha | 2013/14: 1490 sqm 2014/15: 16,775sqm | Target set in Local Plan Local Development Order in preparation for key employment sites in Bognor Regis |
| – Chichester (excluding SDNP) | 25ha (2014-2029) comprising c5 ha office space and c20ha industrial and warehousing space | Net completed floorspace (excl SDNP): 2013/14: 7,667 sq.m 2014/15: 5,347 sq.m | Target identified in Local Plan along with criteria based approach. Around 9 ha land proposed in draft Local Plan. Remaining sites will be identified in Site Allocations DPD currently in preparation. |
| Coastal - | Identified need – | No completions – | Safeguarding policy |

| Authority | Supply Proposed Spatial Priorities/Allocations | Completions (sqm) | |
|----------------------------------|--|---|---|
| | | 2013/14 | Delivery |
| | | 2014/15 | |
| Worthing | 78,000sqm B2/B8 and 24,000sqm B1a/b to 2026 | 2013/14 2014/15 – 1,772sqm of gross employment floorspace delivered | included in Core Strategy which is supported by Sustainable Economy SPD. Core Strategy identifies some opportunities and site that will be reviewed through new local plan. ELR update expected Dec 2015. |
| Lewes | Identified need is 74,000 sq. m for the period 2012 – 2031. This need is to be met through the existing supply of employment sites This supply includes; Denton Island, Newhaven; Eastside, Newhaven; Malling Brooks, Lewes; and Hoyle Road, Peacehaven. | Net completed floorspace; 2013/14; 71.4 sq.m 2014/15; -772 sq.m (losses generally attributed to office to residential pd). 17.4ha (as at April 2014) | Target set in Local Plan Spatial Policy 1: Provision of Housing and Employment Land. LP also contains safeguarding policy: Core Policy 4: Encouraging Economic Development and Regeneration. Local Plan mixed use allocations |
| South Downs National Park | | | Local Plan consultation proposed early 2014. |

(4) Infrastructure Delivery

- 2.12 The Infrastructure requirement needs are set out both under Strategic Objective 3: Investing in Infrastructure and within the Spatial Priorities. Those identified focused on highways, wastewater and flood defences, as well as briefly touching on the natural environment.
- 2.13 Delivering the new and improved infrastructure required to support the *Spatial Priorities*, strategic priorities.
- Improvements to road infrastructure aimed at providing faster, more efficient east-west movement along the A27/ A259 Corridor and north-south linkages between them, and better access to strategic sites and Growth Hubs identified in the Greater Brighton City Deal proposal.

See spatial priorities below for detailed improvements secured in West Sussex Brighton & Hove

Vogue Gyratory: In 2014, works continued to enable completion of the Lewes Road scheme by reconfiguring and redesigning this busy junction to enable safer journeys, especially for cyclists and pedestrians.

20mph Phase 3: consultation began in 2014 to include a further 24,000 households living in the city's outer and more suburban areas, including Portslade to the west and Rottingdean and Saltdean to the east of the city. The principal elements of the extension were approved, other than in the Woodingdean area.

Lewes Road LSTF Phase 2: a funding bid to extend the Lewes Road scheme towards the city centre adjacent to The Level park was successful and work will begin in 2015.

Cycling Ambition Fund: £450,000 worth of additional funding has been secured from the Government to further invest in 2015 in the 'Transforming Cycling in the South Downs National Park' project. It will significantly improve a popular cycling route from the edge of Brighton Racecourse, near Whitehawk, to the hugely popular new cycle path created as part of the project that runs from Woodingdean down to Falmer Station and Brighton and Sussex Universities.

Valley Gardens: is a key area in the centre of the city which is currently a series of traffic islands and unconnected green spaces which are difficult to use and move around by any form of transport. The council aim to open up the spaces, improving routes for all and making the area and attractive and safe space. Funding from the LSTF (revenue) and LGF (capital) has been approved to invest in the area and the scheme will start in 2015.

Strategic Local Growth Fund [LGF] Projects

A number of potential transport infrastructure projects and proposals were developed in outline, in order to support the development of the LEP's SEP and help unlock or improve access to housing, jobs and additional employment floorspace. These included some existing, planned projects in addition to new ones specifically linked to the 4 Primary Development Locations identified in the SEP – the Seafront; the Lewes Road corridor; the New England Quarter and Valley Gardens. Primary schemes that have been put forward include those summarised below under headings that reflect the transport priorities within the SEP.

Connectivity and capacity schemes

Valley Gardens Phases 1 & 2: significant improvements to the public realm and movement and flow of people and traffic along and across a complex section of the A23 which will regenerate the local area economically, socially and environmentally

Valley Gardens Phase 3: continuation of improvements to public realm and people/vehicle movement along southern section of treatment of main A23 corridor between the Royal Pavilion and the A259, including the Old Steine.

A259 improvements: improvement to movement and flow of people and traffic along and across the main coast road to reduce congestion, maintain and improve the attraction of the seafront environment and increase opportunities for economic and recreational activity.

A23 London Road/Preston Circus: redesign of approaches and junction where A23 (north-south) intersects with A270 (east-west) to improve access to the New England Quarter and London Road and reduce severance to local movements.

Shoreham Harbour Transport Strategy (joint with WSCC): development and delivery of transport measures that will provide cross-boundary benefits and support the City Region priorities and facilitate the regeneration of the Shoreham Harbour area.

Toad's Hole Valley transport infrastructure: could provide contribution to support the provision of necessary, safe and sustainable access and routes into and through a significant development site providing increased employment and housing opportunities for the city.

Lewes District (East Sussex CC) Regarding the A27, the DfT's Roads Investment Strategy identified that around £75 million had been set aside for improvements to the east of Lewes. Consultants Atkins has been appointed to take forward the development of the small scale capacity improvements and sustainable transport improvements using the available funding. Atkins will be engaging with East Sussex County Council and other stakeholders over the next few months on potential options for how the available funding could be spent. ESCC will continue lobbying Government for further funding towards delivering an offline dual carriageway between Lewes and Polegate.

In terms of the A259, the Council's IDP and Reg 123 list identify the need for improvements on the A259 Newhaven ring road, and junction with Telscombe Cliffs Way and Sutton Avenue in Peacehaven.

- Enhanced rail service infrastructure, including the removal of level crossings and new interchanges along the Coastway Rail Line and north towards major destinations in the South East, particularly London and Gatwick Airport.
 - Rolling Stock – Thameslink Class 700 new trains to be provided on the cross-London Thameslink routes from Brighton and other Sussex Coast destinations beginning to be introduced in Spring 2016. Rolling stock renewal programmes are resulting in the removal of 27-year old Class 319 trains from the Brighton-Bedford route. New Class 387 Gatwick Express trains with on-board wifi are also expected to be introduced in Spring 2016 and two of these services per hour will operate throughout the day from Brighton calling at Gatwick Airport and London Victoria.

- Timetable plans – Further phased timetable improvements are planned from December 2015 through to the completion of the Thameslink Programme in 2018 to create more evenly spaced services on the Brighton Main Line, improve resilience and to provide additional capacity and new direct routes from the Brighton Main Line (Brighton and other Sussex Coast destinations) and Gatwick Airport through London to Cambridge and Peterborough. The rail operator GTR will consult on plans for the post-Thameslink Programme completion December 2018 timetable in due course.
- Gatwick Airport – A £120 million project is planned to redevelop Gatwick Airport station with a substantial increase in capacity proposed which is planned to be complete by 2020.
- Station interchanges - Local authorities continue to liaison with the Train Operating Company (TOC) and Network Rail regarding station access and interchange improvements at other stations, including at Three Bridges (planned interchange improvements) and Haywards Heath (significant changes to access under construction). Opportunities will continue to be explored through the new combined Thameslink rail franchise to develop interchange and access improvements at stations, particularly where this supports access from new development.
- Level crossings – Local authorities continues to work with Network Rail to explore opportunities to remove level crossings along the Coastway rail line where development related highway infrastructure provides opportunities. This includes projects at Woodgate on the A29, and at the Toddington Lane development north of Littlehampton. Other projects can be explored as part of any masterplanning for any other strategic development or town centre redevelopment opportunities that come forward.
- Strategic improvements – Network Rail has published its Sussex Area Route Study to inform decisions on potential funding for strategic rail infrastructure improvements in rail industry Control Period 6 (2019-2024) and beyond. This includes measures to improve capacity on the Brighton Main Line into London to serve routes from the Sussex coast, as well as potential improvements to journey times along Coastway routes, for example along the West Coastway route between Brighton, Southampton and further west. Local authorities are continuing to explore the potential of these improvements with Network Rail.

In terms of an update on the Arun Valley Line, recent re-signalling of the northern section of the line has improved the reliability of services operating the route. Timetable changes in December 2015 are expected to reduce off-peak journey times on the route for services between Portsmouth and Southampton, the Arun Valley, and London Victoria, by removing stops at Redhill. Local authorities will continue to liaise with the rail industry over future timetable plans, including regarding the provision of peak-time stops at Gatwick Airport for Arun Valley services which currently do not all stop at the Airport.

In the March 2015 budget, it was announced that the Government had set aside £100,000 for a further study into the potential reopening of the Lewes to Uckfield

railway line. In the most recent budget statement it was stated that “the government will extend the scope of the Lewes-Uckfield study to look at improving rail links between London and the south coast, including upgrades to existing routes, consideration of the Brighton Main Line corridor, and re-examination of the DfT’s feasibility study on BML2”. We understand that the DfT are to shortly commission consultants to undertake this work.

In summer 2015 the new public transport interchange at Newhaven Town railway station was completed.

- Roll-out of superfast broadband across Coastal West Sussex & Greater Brighton

Brighton & Hove

- Connection Vouchers: 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.
- Public wifi: Free public access to the internet and improved digital inclusion via the wifi hotspots in council buildings.
- Brighton Digital Exchange: Any interested business in New England House 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, storage and the development of innovative collaborations, products and services.
- Voucher Connection Scheme opened Feb 2014.
- Wi-Fi in 40 public buildings went ‘live’ April 2015. Wi-Fi at Royal Pavilion, Brighton Museum and Old Court House to go ‘live’ during September 2015.
- Completion of Brighton Digital Exchange at New England House, end of June 2015.
- The BDX was formally opened in July 2015.

Lewes District

Go East Sussex Project (led by ESCC with DCMS) is rolling out superfast broadband across East Sussex achieving 95% coverage by 2020.

- To support changes in travel behaviour by increasing opportunities for sustainable modes of transport that can compete effectively with private cars

Brighton & Hove

Cycling Ambition Network: focused on improvements to identified gaps in the current cycle network on two east–west transport corridors - Old Shoreham Road and Marine Parade - and measures will reallocate road space using high quality design and materials.

Bike Share/Hire: comprises 430 bikes and 50 docking stations within the central area with bikes available for use across the scheme area, with the opportunity to provide further extensions to the system over time.

Sustainable Transport Package: proposals to increase the availability of measures in line with the LTP capital programme, focussed primarily on locations where benefits will help to unlock or support development sites for housing and jobs.

Gateway to the Sea: improvements to the Queen's Road/West Street connection linking the improved Brighton Station Gateway southern entrance/exit with the seafront via the city centre and Clock Tower junction.

Old Town public realm improvements: measures to reduce the impact of traffic to create a more attractive environment and revitalise the accessibility and attraction of this key destination between the city centre and the seafront for residents and visitors.

Lewes District (East Sussex CC) The Council's IDP and Reg. 123 list identifies the need for demand management measures along the A259 to encourage a greater use of public transport, including Phase 2 of the bus corridor on the A259. The demand management measures will include increased frequency of bus services on the A259 and on the feeder routes serving the residential areas of Peacehaven, and a cycle route alongside the A259 between Peacehaven and Newhaven. Such measures are expected to be implemented alongside the planned residential development in Peacehaven and Newhaven over the coming 15 years.

- Facilitate delivery of both waste water treatment and sewerage network capacity to overcome constraints, and address poor surface water drainage which adversely impacts on the performance of the infrastructure.
- Improving coastal and river flood defences and surface water management.

The implementation of the Newhaven Flood Alleviation Strategy – construction is due to commence in April 2016 and is due for completion in 2019. The total cost of the project is around £8 million.

The implementation of the Shoreham Adur Tidal Walls Strategy - construction is due to commence in early 2016 and is due for completion in 2018. The total cost of the project is £25.5 million.

- Enhancing the provision of Green Infrastructure, particularly where it plays an important 'strategic gap' role, and linking networks across CWS&GB.

Adur DC has commissioned further work to support Policy 4 of the emerging Adur Local Plan, which seeks to retain Local Green Gaps in order to retain the separate identities and character of Adur's settlements.

Since the LSS has been prepared the 'Centenary Park' at Peacehaven has been completed and opened.

Worthing BC has commissioned a Landscape and Biodiversity study (expected Dec 15) which will include the consideration of settlement pattern, 'gaps' and green infrastructure links.

(5) Environmental Assets and Natural Resources

- Managing and investing in the high quality environmental assets and nationally designated landscapes that make a significant contribution to the overall quality of life in the area and to its economic success.
- Reducing the environmental and ecological impact of growth where development is necessary.
- Protecting and enhancing the character and distinctiveness of individual settlements.

| Authority | Measures – invest in and manage important environmental assets | Measures/Policies – to reduce environmental and ecological impacts | Measures/Policies to protect and enhance character of settlements |
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| Brighton and Hove | <p>Biosphere Reserve</p> <p>Downland Initiative Strategy</p> <p>Council Asset Management</p> <p>Joint working SDNPA</p> <p>City Plan policies – Urban Fringe (SA4), The South Downs (SA5), Biodiversity (CP10)</p> | <p>City Plan Part One Policies –Biodiversity (CP10), Open Space (CP16), Flood Risk (CP11)</p> <p>Saved Local Plan policies</p> | <p>City Plan Part One Policies – Urban Design (CP12), Public Streets and Spaces (CP13), Heritage (CP15)</p> |
| Coastal – Adur | <p>Shoreham Adur Tidal Walls Scheme</p> <p>Council Asset Management</p> <p>Joint working with SDNPA</p> | <p>Proposed Submission Adur Local Plan (2014) policies:</p> <p>Policy 13: Adur’s Countryside and Coast</p> <p>Policy 20: Decentralised Energy and Stand-alone Energy Schemes</p> | <p>Proposed Submission Adur Local Plan (2014) policies:</p> <p>Policy 14: Local Green Gaps</p> <p>Policy 15: Quality of the Built Environment and Public Realm</p> |

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| | | <p>Policy 31: Green Infrastructure</p> <p>Policy 32: Biodiversity</p> <p>Policy 33: Open Space, Recreation and Leisure</p> <p>Policy 35: Pollution and Contamination</p> <p>Policy 36: Water Quality and Protection</p> <p>Policy 37: Flood Risk and Sustainable Drainage</p> <p>Saved Adur Local Plan 1996 policies</p> | <p>Policy 16: A Strategic Approach to the Historic Environment</p> <p>Policy 17: The Historic Environment</p> <p>Saved Adur Local Plan 1996 policies</p> |
| Coastal – Arun | <p>Inclusion of policy ENV DM2 within emerging plan to provide protection to Pagham Harbour SPA; Ramsar and Marine Conservation Zone. A Strategic approach has also been agreed with Chichester, RSPB and NE for contributions to be collected towards an overall mitigation strategy including wardens; dog project; including provision of information such as Codes of Conduct; interpretation/signage</p> | <p>Current policies – AREA 10-13 (may well be others as well but was not able to get plan from under folders)</p> <p>Emerging plan – SD SP3; C SP1; GI SP1; LAN DM1; LAN DM2; SO DM1; OSR SP1; OSR DM1; ENV SP1; ENV DM1; ENV DM2; ENV DM3; ENV DM4; ENV DM5; W DM1; W DM2; W DM3; W DM4; QE SP1; QE DM1; QE DM2; QE DM3; QE DM4</p> | <p>Current – AREA10-13;</p> <p>Emerging plan – SD SP3; C SPI SP1; LAN DM2;1; D DM1; HWB SP1; OSR SP1; HER SP1; HER DM1; HER DM2; HER DM3; HER DM4; HER DM5; HER DM6</p> |

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| | and monitoring. Provision also included in emerging plan around landscape and biodiversity in Chapters 7 and 17. | | |
| Coastal – Chichester | Chichester Local Plan: Key Policies: Policy 22 – Integrated Coastal Zone Management for the Manhood Peninsula; Policy 43 – Chichester Harbour Area of Outstanding Natural Beauty; Policy 50 – Development and Disturbance of Birds in Chichester and Langstone Harbours SPAs; Policy 51 - Development and Disturbance of Birds in Pagham Harbour SPA; Policy 52 – Green Infrastructure | Chichester Local Plan: Key Policies: Policy 40 - Sustainable Design and Construction; Policy 42 – Flood Risk and Water Management; Policy 43 – Chichester Harbour Area of Outstanding Natural Beauty; Policy 44 – Development around the Coast; Policy 45 – Development in the Countryside; Policy 48 – Natural Environment; Policy 49 – Biodiversity; Policy 50 – Development and Disturbance of Birds in Chichester and Langstone Harbours SPAs; Policy 51 - Development and Disturbance of Birds in Pagham Harbour SPA; Policy 52 – Green Infrastructure; Policy 22 – Integrated Coastal Zone Management for the Manhood Peninsula | Chichester Local Plan: Key Policies: Policy 7- Masterplanning Strategic Development; Policy 47 – Heritage and Design; |

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| Coastal – Worthing | Council Asset Management Joint Working with SDNPA | Core Strategy adopted 2011 Policy 13 – The Natural Environment and Landscape Character Policy 14 – Green Infrastructure Policy 15 – Flood risk and sustainable water management Policy 17 – Sustainable construction Policy 18 – Sustainable Energy Policy 19 – Sustainable Travel | Core Strategy adopted 2011 Policy 16 – Built environment and design |
| Lewes | | Core policies 8, 9, 12, 13 and 14 from the Joint Core Strategy | Core Policies 2, 10 and 11 from the Joint Core Strategy, together with saved Local Plan policies. |
| South Downs National Park | All work carried out by SDNPA. | South Downs National Park Local Plan: Preferred Options: all policies | South Downs National Park Local Plan: Preferred Options: policies SD1-SD9, SD14, SD18, SD29, SD34, SD35-41, SD43-45, SD51-56. |

(6) Spatial Priorities

This is framework for investment and strategic planning for the period 2013-2020. They are considered to be achievable within the next 5-7 years with a coordinated and flexible approach to delivery. It includes a long term spatial priority (2020-31) for CWS&GB to work with neighbours on the long term development needs in the wider area.

| Spatial Priority | Priorities | Progress – what and by when |
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| 1. Shoreham Harbour and New Monks Farm / Shoreham Airport | <p>Shoreham Harbour:</p> <p>Delivery of key housing and employment sites to be facilitated by:</p> <ul style="list-style-type: none"> · Improved road access to and from the A27 and A259 and to local transport infrastructure. ● Improved flood defences. <p>Shoreham Airport/ New Monks Farm:</p> <p>Delivery of key housing, new employment floorspace and job opportunities to be facilitated by:</p> <ul style="list-style-type: none"> ● improved road access from the A27 (Shoreham Airport and New Monks Farm) ● improved flood defences (Shoreham Airport) | <p>Flood defences:</p> <ul style="list-style-type: none"> ● Adur Tidal Walls £6m growth fund secured ● Shoreham Harbour Flood Defences £3.5. Growth Fund secured. <p>Transport Strategy has been prepared to support the regeneration of Shoreham Harbour. The draft strategy identifies mitigation measures for the highway network and aims to promote sustainable travel behaviours.</p> <p>Growth Fund secured - £9.5m allocated to Shoreham flood defences.</p> <p>Shoreham Airport: Developer discussions have been undertaken with Highways England to establish the most suitable access arrangements and mitigation measures.</p> |

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| 2. Chichester City/Tangmere/Bognor Regis | <p>Delivery of key housing and employment sites to be facilitated by:</p> <ul style="list-style-type: none"> • Improvements to junctions on the A27 Chichester Bypass. • Improvements to north-south links on the A284 and the A29. • Co-ordination of improvements required to help stimulate and maximise investment opportunities in Bognor Regis Town Centre and Seafront. • Support and facilitate delivery of infrastructure schemes identified in the Chichester area to provide wastewater treatment capacity for new development, and meet water quality objectives. • Improved surface water management, particularly around Bognor Regis and the southern part of Chichester, including the Manhood Peninsula. | <p>A27 Chichester improvement is identified as a committed road scheme in the DfT Road Investment Strategy for 2015/16 – 2019/20. Highways England is currently reviewing options to be presented for public consultation in Spring 2016.</p> <p>A284 Lyminster Bypass: please see Littlehampton section.</p> <p>A29 realignment: WSCC is currently procuring consultants to develop a transport business case. This will start with transport modelling work by developing and expanding the Chichester Area Transport Model and result in the production of a transport business case for consideration by the Local Transport Body. Local growth funding (£13m) which has been allocated in principle as part of the Government's Growth Deal with Coast to Capital LEP, will be accessed following confirmation of deliverability and value for money through a transport business case. Delivery of the scheme is currently expected to commence in 2018 although this is dependent on, among other things, the timing of development at Barnham, Eastergate and Westergate.</p> <p>The A259 Bognor Regis Relief Road is under construction, with the North Bersted section having opened to traffic in December 2014 and the A29-Flansham section now expected to open in March 2016. This road was fully funded by housing developers prior to the Growth Deal, but provides essential access to the Enterprise at Bognor Regis site which is currently the subject of an LDO</p> |

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| | | <p>application.</p> <p>Tangmere Growth Scheme - scheme to upgrade and expand Tangmere Wastewater Treatment Works - will provide capacity to serve 3,000 additional dwellings in the Chichester city to Tangmere area. Scheme included in Southern Water Business Plan for 2015-2020 (AMP6). SW have undertaken feasibility and design work and are programming to complete WwTW upgrade by 31 December 2017.</p> <p>Manhood Peninsula Surface Water Management Plan published July 2015. https://www.westsussex.gov.uk/media/5607/manhood_peninsula_swmp_final_report.pdf</p> <p>SWMP for West Chichester, including Fishbourne and Parklands is in preparation.</p> |
| 3. Littlehampton | <p>Delivery of key housing and employment sites to be facilitated by:</p> <ul style="list-style-type: none"> • Construction of the Lyminster Bypass (southern and northern sections) and improvements to the A259. • Improvements to rail connections along the Arun Valley and to London. • Improvements to River Arun flood defences. | <p>A284 Lyminster Bypass northern section: Local growth funding (£3m) for this scheme is allocated in principle in the Government's Growth Deal with Coast to Capital LEP and it is planned to be completed in December 2017. A transport business case has been completed, which shows the scheme to achieve very high value for money. A planning application has also been submitted for the scheme, which the County Council will determine. There is currently a funding gap due to increases in scheme cost between feasibility and preliminary design cost estimates and WSCC is currently</p> |

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| | <ul style="list-style-type: none"> ● Further consideration of the strategic development potential at West Bank. | <p>working to show how this funding gap will be filled, to secure local growth funding which has been allocated in principle. £3.75m has been secured from developer contributions.</p> <p>A284 Lyminster Bypass southern section: This is due to be directly provided by developers of the North Littlehampton site. Design work is underway with revised junction designs at the A259 and the Toddington development access agreed with WSCC (preliminary design stage) and pavement design in progress as of summer 2015. The changes to junction design will have to be included in an upcoming planning application to Arun District Council. WSCC is also discussing with the developer minor changes to the S106 and implementation of access infrastructure including the Mill lane/ Lyminster Road roundabout. The scheme is to be completed during 2017.</p> <p>A259 improvements: This scheme has been accepted into the SEP under the title of the A259 East Arun Corridor Improvements. A Transport Business Case is under preparation for consideration by the Local Transport Body. The scheme has attracted local growth funding in principle (£7.5m), as part of the Government's Growth Deal with Coast to Capital LEP, but there is a significant funding gap. The scheme is divisible which may enable it to be part-delivered using available funding and options for doing this are currently being investigated by WSCC. The funding gap is intended to be filled, at least in part, through additional developer contributions</p> |
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| | | (from sites in Arun and Worthing). £4.85 million from developer contributions has been secured towards the Roundstone Bypass dualling. The scheme is currently programmed for completion by 2018. |
| 4 Worthing's Key Town Centre Sites | <p>Priorities to help secure sustainable economic regeneration and improve economic performance will include:</p> <ul style="list-style-type: none"> ● Regeneration of the seafront and improved linkages with the town centre. ● Regeneration of key gateway sites in and around the town centre including Union Place and Teville Gate ● Increased vitality in the town centre, including creating new flexible retail floorspace. ● Improved levels of accessibility and connectivity. ● The delivery of new employment floorspace on currently contaminated land at Decoy Farm to potentially relocate existing businesses at Shoreham Harbour and encourage new business growth and investment. | <ul style="list-style-type: none"> ● Regeneration of Worthing seafront (Active Beach Zone) continues with delivery of Splash Pad and other leisure activities. ● Teville Gate has been sold (June 15) to an investment company who remain committed to the project. ● WBC is working with the new owners of Union place to ensure that the development helps to deliver wider objectives. An application for a mixed use (retail / residential and leisure scheme is being prepared). ● A number of prospective users have expressed an interest in moving to Decoy Farm – discussions are continuing. Contamination tests being progressed. <p>Local Growth Fund to the value of £800,000 has been allocated to Phase 1 of Montague Place, including the removal of the Rotunda, creating an area for market and social events, and strengthening the link between the main shopping area and the seafront. Once constructed, the improvements are expected to have an estimated design life of 40 years.</p> |
| 5. Greater Brighton City Region | The local authorities within the Greater Brighton City Region will work with their partners to co-ordinate and deliver the infrastructure and transport investment needed to support a network of Growth Hubs focusing | Growth Fund – to improve junctions on the strategic road network, Brighton Circus Street/Edward Street Quarter, Skill Capital, Newhaven Port Access Road, Brighton Valley Gardens, Preston Barracks Central Research Lab. Funding secured for Ultrafast Broadband and flood defences at Newhaven and Shoreham |

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| | on creative and technology innovation. Priorities for supporting the Hubs will be established through the City Region's 10 year Growth Plan but include improvements generally to the A27 and to flood defences. | Harbour. |
| Longer Term spatial priorities – 2020-31 | <ul style="list-style-type: none"> • Consideration of housing opportunities arising in Arun District as a consequence of the Arundel Bypass • Work with neighbouring authorities to CWS&GB | Mid Sussex DC and Horsham DC have joined the CWS&GB Strategic Planning Area |

SECTION 2: LOCAL PLAN PROGRESS (as at Dec 2015)

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| Adur Local Plan | Preparation of the draft plan is underway but the timetable is currently being reviewed. http://www.adur-worthing.gov.uk/adur-ldf/adur-local-plan/ |
| Arun Local Plan | Local Plan Examination currently suspended to allow more work on meeting increased housing needs. http://www.arun.gov.uk/local-plan-examination |
| Brighton & Hove City Plan | Adoption of the City Plan is expected imminently following consultation on further proposed modifications. http://www.brighton-hove.gov.uk/content/planning/local-development-framework/city-plan |
| Chichester Local Plan | Local Plan Key Policies adopted July 2015. http://www.chichester.gov.uk/newlocalplan Site Allocation Development Plan Document: Preferred Approach subject to consultation January-February 2016. Adoption anticipated Summer 2017 |
| Horsham District Planning Framework | Planning Framework adopted November 2015. https://www.horsham.gov.uk/planningpolicy/planning-policy/horsham-district-planning-framework |
| Lewes Core Strategy | Consultation on proposed Main Modifications Summer 2015, adoption of CS expected by the end of 2015. http://www.lewes.gov.uk/corestrategy/index.asp |
| Mid Sussex District Plan | Draft Plan to be submitted to Government for Examination Spring 2016 http://www.midsussex.gov.uk/districtplan |
| Worthing Core Strategy | Core Strategy Adopted April 2011. Review initiated 2015 with adoption expected 2018. http://www.adur-worthing.gov.uk/worthing-ldf/worthing-core-strategy/ |
| South Downs National Park LP | Preferred Options for LP covering whole NP - consultation September 2015 with submission for Examination expected Spring 2016. http://www.southdowns.gov.uk/planning/planning-policy/local-plan |

SECTION 3: DELIVERY FRAMEWORK

To be finalised

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|--------------------------|--|--|---------------------|
| Subject: | Local Aggregates Assessment for East Sussex and Brighton & Hove | | |
| Date of Meeting: | 10 March 2016 | | |
| Report of: | Executive Director Environment, Development & Housing | | |
| Contact Officer: | Name: | Steve Tremlett | Tel: 29-2108 |
| | Email: | Steve.tremlett@brighton-hove.gov.uk | |
| Ward(s) affected: | All | | |

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report sets out to the Economic Development & Culture Committee the outcome of the joint Local Aggregate Assessment 2015 for the Mineral Planning Authorities (MPAs) of Brighton & Hove City Council, East Sussex County Council and the South Downs National Park Authority.
- 1.2 The National Planning Policy Framework requires MPAs to produce an annual Local Aggregate Assessment (LAA) to monitor the demand for and supply of aggregates in their area, and to then assess the future balance between supply and demand. The LAA is based on the Plan Area for the East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan which was adopted in February 2013. The Plan Area covers the administrative areas of East Sussex and Brighton & Hove including those parts which lie within the South Downs National Park.

2. RECOMMENDATIONS:

- 2.1 That the Economic Development & Culture Committee:
 - i) Approves and agrees to the publication of the Local Aggregate Assessment 2014/15 for East Sussex and Brighton & Hove.
 - ii) Delegates authority to the Executive Director Environment, Development & Housing, to approve and publish future annual Local Aggregate Assessments and report the findings to the Committee.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The National Planning Policy Framework states that Mineral Planning Authorities should plan for a steady and adequate supply of aggregates by preparing an annual LAA. It is important to maintain an adequate supply of aggregates to ensure there is sufficient material available for construction activities and to facilitate economic growth in the city.

- 3.2 The National Planning Practice Guidance indicates that a LAA should contain three elements:
- A forecast of the demand for aggregates based on the rolling average of 10 year sales data and other relevant local information;
 - An analysis of all aggregate supply options;
 - An assessment of the balance between demand and supply, and the economic and environmental opportunities and constraints that might influence the situation. It should conclude if there is a shortage or surplus of supply and, if the former, how this is being addressed.
- 3.3 The 2014 LAA found that requirement for land-won aggregates of 0.1 million tonnes per annum is more than met by existing planning permissions in the far east of the Plan area. It also found that there is a more than adequate supply of marine dredged aggregates to meet demand if land-won sources were depleted, as long as sufficient wharf capacity was maintained.
- 3.4 It is not considered that any of the main components in supply and demand have altered since the 2014 LAA was agreed by the Committee, although there have been some minor changes. Changes relevant to Brighton & Hove are as follows:
- Imports of marine aggregates at Shoreham Port have slightly increased. With the current demise of marine dredged aggregate imports at Newhaven, East Sussex and Brighton & Hove remain very dependent on imports at Shoreham.
 - The agreement of a Statement of Common Ground on safeguarding minerals wharfage at Shoreham Port sets the framework for positive co-operation between the relevant authorities to safeguard sufficient wharf capacity at the port to maintain important marine-won aggregates.
 - The Proposed Submission East Sussex, South Downs and Brighton & Hove Waste and Minerals Sites Plan published October 2015 emphasises the importance of safeguarding wharves and railheads for aggregate imports.
- 3.5 The adopted Waste & Minerals Plan includes a commitment that the relevant policy in the Plan will be reviewed if it appears that sufficient aggregates supply is not being maintained. The Authorities will continue to monitor the situation in this regard.
- 3.6 Approval is also sought for the Committee to delegate authority for the agreement and publication of future Local Aggregate Assessments to the Executive Director Environment, Development & Housing. Given the lack of mineral resources in Brighton & Hove, and relatively small amount in East Sussex, future LAAs are considered unlikely to raise any concerns for members.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 LAAs could continue to be taken to the Economic Development & Culture Committee, but given the uncontentious nature of the LAA which is likely to continue into the future, this is not considered to be a good use of Committee time.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 A draft LAA was circulated to neighbouring Mineral Planning Authorities, the Marine Management Organisation and the Mineral Products Association for comments.
- 5.2 The South East England Aggregates Working Party (SEEAWP) was consulted on the draft LAA. The LAA was circulated to SEEAWP members and was considered by SEEAWP at its meeting on 10 November 2015, where the draft LAA was approved.

6. CONCLUSION

- 6.1 The City Council, as a Mineral Planning Authority is required by the National Planning Policy Framework to produce a Local Aggregate Assessment. The LAA has been produced jointly with East Sussex County Council and the South Downs National Park Authority to reflect the Plan Area of the adopted Waste and Minerals Plan.
- 6.2 The LAA concludes that existing planning permissions and marine reserves should be sufficient to maintain an adequate supply of aggregates to support development in East Sussex and Brighton & Hove until 2026. The situation will be monitored.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations in this report. The costs to the council of producing the annual Local Aggregate Assessment is funded from existing revenue budgets within the Planning service.

Finance Officer Consulted: Steven Bedford

Date: 24/02/16

Legal Implications:

Local Aggregate Assessments are not statutory documents and there are no direct legal implications arising from the report.

Lawyer Consulted:

Name Hilary Woodward

Date: 24/2/16

Equalities Implications:

- 7.2 None arising directly from this report.

Sustainability Implications:

- 7.3 The planning system has a clear purpose to contribute towards the achievement of sustainable development. A steady and adequate supply of aggregates facilitates the new development required to support economic growth in the city.

- 7.4 The LAA notes that there are moves to increase utilisation of recycled aggregates.

Any Other Significant Implications:

- 7.5 The City Council, as a Minerals Planning Authority is required by the National Planning Policy Framework to produce a LAA. Failure to do so would risk inadequately planning for the steady and adequate supply of aggregates required to support future development.

SUPPORTING DOCUMENTATION

Appendices:

1. Local Aggregate Assessment for East Sussex County Council, Brighton & Hove City Council and the South Downs National Park Authority 2015 (in members' rooms)

Documents in Members' Rooms

None

Background Documents

1. East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan (February 2013)

