

Public Document Pack

JOHN WARD

Head of Finance and Governance Services

Contact: Philip Coleman, Member Services Manager
Tel: 01243 534655 Email: pcoleman@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 8 March 2016 at 9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr B Finch, Mrs P Hardwick, Mrs G Keegan and Mrs S Taylor

SUPPLEMENT TO AGENDA APPENDICES TO CABINET REPORTS

- 6 **Recommendations of the Grants Task and Finish Group** (Pages 1 - 22)
To consider the recommendations of the Grants and Concessions Panel, relating to revisions of various grants policies, priorities and funding.
Appendices to report
- 7 **Replacement Telephone System** (Pages 23 - 34)
Further to minute 67 of 6 October 2015, to approve and award the contract for the replacement of the Council's current telephone system, subject to a recommendation to Council to release funding from the Asset Replacement Programme.
Tender Evaluation Appendix to report
- 8 **Revised Local Development Scheme 2016-2019** (Pages 35 - 47)
To recommend the Council to approve the revised Local Development Scheme.
Appendix to report
- 10 **Wisborough Green Neighbourhood Plan** (Pages 48 - 56)
To publish the Decision Statement and agree that the Wisborough Green Parish Neighbourhood Plan should proceed to referendum.
Decision Statement Appendix to report
- 12 **Private Sector Housing Renewal Strategy 2016-2021** (Pages 57 - 76)
To approve the Private Sector Housing Renewal Strategy 2016-2021 and adjust financial provision for it.
Appendix to report
- 14 **Coastal West Sussex and Greater Brighton Local Strategic Statement Adoption (LSS2)** (Pages 77 - 168)
To approve an updated Coastal West Sussex and Greater Brighton Local Strategic Statement.
Appendix to report
- 16 **Financial Monitoring 2015-16** (Pages 169 - 187)
To consider the quarterly Financial Monitoring report.
Appendices to report

Appendix 1to Agenda Item 6 Chichester District Council

Grants and Concessions Panel

21 January 2016

Repurposing of the Low Carbon Chichester District Fund to the Chichester Warm Homes Initiative

1. Contacts

Report Author:

Liz Reed, Environmental Housing Manager

Tel: 01243 534816 E-mail: lreed@chichester.gov.uk

2. Recommendation

- 2.1. That the panel agree to transfer £77,843 from the Low Carbon Chichester District Fund to the Private Sector Renewal Budget for the Chichester Warm Homes Initiative.**

3. Background

- 3.1. The Housing Act 2004 requires local authorities to regularly review the condition of their housing stock. In March 2015 the Council commissioned the Building Research Establishment to undertake a house condition stock modelling exercise to assess the standard of the housing stock within the district.
- 3.2. There were several key findings including:
- The highest level of fuel poverty and cold homes are concentrated in the central and northern parts of the district and these are high compared to the national averages.
 - 14% of the private sector stock in Chichester has a category 1 hazard for Excess Cold compared with 7% in the rest of England as identified by the English House Condition Survey 2011.
- 3.3. The issues in relation to excess cold and fuel poverty including poor energy efficiency are of real concern as these matters can significantly impact on a resident's health and well-being.
- 3.4. Following the survey the Council has developed a new Private Sector Housing Renewal Strategy to help prioritise limited resources. As part of the strategy it is proposed to introduce the Chichester Warm Homes Initiative to provide efficient whole-house heating systems to the most vulnerable residents who are either experiencing fuel poverty, have a category 1 hazard for excess cold or living in a property with a very low Energy Performance Certificate rating.
- 3.5. In order to deliver this initiative additional funding is required. It is proposed that monies from the Low Carbon Chichester District Fund be redirected to the Chichester Warm Homes Initiative.

4. Outcomes to be achieved

- 4.1. Providing the repurposing of funding can be agreed the most vulnerable residents living in the poorest housing in the district could be provided with an adequate and efficient heating system.
- 4.2. All applications for funding will be assessed to ensure that applicants meet the qualifying criteria and expenditure will be monitored on a monthly basis. All works carried out will be inspected prior to payment to ensure they have been carried out to a satisfactory standard.

5. Proposal

- 5.1. As a result of recent changes to government regulations, applications for low carbon funding no longer receive government or state funding and are also unable to claim the Feed in Tariffs (FiTs) for electricity generated by low carbon technology. Due to these changes, it is envisaged that applications to the Low Carbon Chichester Fund will continue to decline, which is consistent with the Annual Report of the Grants and Concessions Panel which proposed that the funding be re-purposed.
- 5.2. The proposal therefore is to redirect £77,843 from the Low Carbon Chichester District Fund to the Private Sector Housing Renewal Budget to finance the Chichester Warm Homes Initiative.

6. Alternatives that have been considered

- 6.1. No other potential funding sources have been identified.

7. Resource and legal implications

- 7.1. The cost of delivering the Chichester Warm Homes Initiative has been calculated at approximately £300,000 over a 5 year period. The existing budget available is £212,000 leaving a deficit. It is therefore proposed to reallocate the entire Low Carbon Chichester District Fund of £77,843 to fulfil the shortfall.
- 7.2. The monies will be used to fund the installation of efficient heating systems and thermal insulation for the most vulnerable residents in the district once all other funding sources including Your Energy Sussex have been exhausted.
- 7.3. The Chichester Warm Homes Initiative will be delivered by the Council's existing Energy Visiting Officers who are able to identify vulnerable clients who have an inadequate heating system.

8. Consultation

- 8.1. The Private Sector Housing Renewal Strategy including the Chichester Warm Homes Initiative was discussed at November's Overview and Scrutiny Committee, who were supportive of the initiative. Furthermore Your Energy Sussex and Chichester District Council's Health and Well-being Manager and the Environmental Co-ordinator have been consulted and agree this to be a worthwhile project.

8.2. Furthermore a full consultation in relation to the strategy is currently being undertaken with a wide range of partners.

9. Community impact and corporate risks

- 9.1. The risk is believed to be low and from the information provided by the Energy Visiting Officers it is anticipated there will be a high uptake of applications.
- 9.2. The Energy Visiting Officers are currently funded by the well-being funding the Council receive from West Sussex County Council. However there is a risk that this funding will be reduced in future years and an alternative source of funding may then need to be sought.
- 9.3. To date applications for the Low Carbon Chichester District Fund have been low. However this proposal would ensure the funding would be committed and directed to the most vulnerable residents in the community.

10. Other Implications

	Yes	No
Crime & Disorder		√
Climate Change: The introduction of the Chichester Warm Homes Initiative has the potential to have a positive but small impact on climate change by improving the energy efficiency of homes.	√	
Human Rights and Equality Impact: The Chichester Warm Homes Initiative is likely to have a positive impact on human rights and equality because financial resource will be targeted at improving housing conditions for the most vulnerable people including people of retirement age, disabled people and low income families.	√	
Safeguarding		√

11. Background Papers

Annual report from grants panel

- 11.1. Chichester Stock Modelling Report 2015
- 11.2. Grants and Concessions Panel - Annual Report Financial Year 2014-15

Appendix 2

NEW HOMES BONUS (PARISH ALLOCATIONS) POLICY

1 Why does Chichester District Council disperse New Homes Bonus monies?

- 1.1 New Homes Bonus (NHB) is a source of local government funding from Government that is paid in expectation that it rewards communities that have taken Housing growth. The Government has also stated that Councils should consult their communities on how it is used.
- 1.2 In December 2013, Chichester District Council approved amendments to the New Homes Bonus (Parish Allocations) Policy that, subject to application, passes New Homes Bonus monies to Parish Councils for locally identified projects. This is in addition to the existing Grants and Concessions available to a wider range of businesses, groups and organisations.
- 1.3 The amount of money to be made available in any financial year will be confirmed by Cabinet in advance, and will be subject to receipt of New Homes Bonus from Government.
- 1.4 Chichester District Council has made a clear commitment to work closely with Parish Councils. They are well placed to advocate the needs and aspirations of their respective communities and have the probity and transparency necessary for project delivery.
- 1.5 The intention of this policy is to define what Chichester District Council seeks to achieve by dispersing these funds to communities, and the means of doing so in a fair and transparent manner.

2 What are the Aims and Objectives of funding Parish led projects through NHB?

- To improve quality of life for the community, and stimulate cohesive and vibrant communities
- To allocate monies and reward communities where significant development has occurred
- To facilitate infrastructure where there are deficits within a community or area
- To enhance local facilities available to new and existing residents
- To encourage communities to identify their needs and work collaboratively to address them

3 Who is this Policy for?

This New Homes Bonus (Parish Allocations) Policy will continue to be the reference point for future decision making, and is therefore of relevance to:

- Council Members and Officers in determining how decisions are made
- Parish Councils applying for funds
- Local residents, to see how government funding / public monies are invested back into their communities
- Local partners and other funding bodies, to outline our intentions and achieve mutual clarity

4 Background

- 4.1 In 2013, Council allocated approximately £450,000 of NHB monies to Parishes. An experimental process was developed, with significant flexibility in what money could be used for when compared with the Council's existing discretionary grants. The onus was on Parishes to identify local projects and consult to determine local support for them. The existing Grants and Concessions Panel were recognised as having practical experience in considering requests for funding from community based initiatives and were tasked with formally considering NHB requests at a special meeting in October 2013.
- 4.2 The trial was successful in bringing forward project proposals and allocating funds. It was then used as the basis for the New Homes Bonus (Parish Allocations) Policy approved in 2014, which saw allocations of approximately £280,000 in 2014 and £270,000 in 2015.
- 4.3 A review undertaken by a Task and Finish Group of the Grants and Concessions Panel was initiated in 2015, to consider the potential long term role of New Homes Bonus (Parish Allocations) in the face of increasing uncertainty of receipt from Government. In light of this and the level of approved projects in the preceding years, it was recommended to reduce the annual allocation to £250,000 (subject to the annual budget approval by Cabinet).

5 How decisions will be made

- 5.1 The decisions of Chichester District Council are made by the Cabinet, who meet regularly to make decisions relating to all areas of the Council's work. To provide sufficient scope for full consideration of the requests for allocation of NHB, the Grants and Concessions Panel have been authorised to take on that additional task (See Section 10 Delegation List)
- 5.2 The Council have approved this Policy. Specifically, they have approved the additions to the Terms of Reference of the Grants and Concessions Panel which effectively sets the parameters in which they work.
- 5.3 The Grants and Concessions Panel will hold a special meeting annually to consider requests for NHB funding. While NHB monies are not grants but the dispersal of monies linked to new homes, it is recognised that the Panel have valuable knowledge and experience which could be pertinent to determining the viability of projects.
- 5.4 Well in advance of the annual meeting of the Grants and Concessions Panel that considers bids, parishes will be contacted and invited to identify projects for consideration, and a closing date will be set. The specifics of the information required to support projects will be confirmed by Grants and Concessions Panel, along with appropriate guidance (see section 8 below).

- 5.5 To facilitate informed discussion of NHB proposals, officers will be tasked ahead of the annual meeting to review applications against policy and guidance and summarise key points in a report for Grants and Concession Panel consideration.
- 5.6 Transparent decision making requires reference and adherence to a significant amount of detail, which could make this Policy very lengthy and complicated. To avoid the bureaucracy of revising the Policy each time, the detail of application and decision processes is contained within separate guidance documents provided to Parish Councils annually. Changes to these guidance notes will be considered and approved by the Grants and Concessions Panel (See section 9 Delegation list)

6 How decisions will be notified

- 6.1 Parish Councils will be notified of the Panel's decision, including any caveats to funding, in writing. The amount of NHB to be given to a parish and a description of the project/s will be publically available information.
- 6.2 Information provided by Parishes in support of bids, including all financial information will remain confidential at all times both before and after the decision. Accordingly, the special Panel meeting is not open to the public.
- 6.3 If a project is to be funded (in whole or in part) with NHB funds then the Parish Council will be issued with a funding agreement committing them to the delivery of the project, and outlining their responsibilities or those they delegate to the partners they chose to work with. Non-compliance with the agreement could affect the outcome of bids in subsequent years.

7 Financial support available

- 7.1 Cabinet have agreed an allocation of £250,000 for the financial year 2016-17. The programme remains subject to receipt from Government, so will be confirmed annually by Cabinet and reported in its minutes. Any changes will be specifically highlighted in the annual call for projects from Parishes.
- 7.2 Given the fundamental link between NHB and new homes built, the allocation of funds to parish projects will be informed by the data the Council holds on new occupations (the point at which someone moves into a newly built home). To allow for peaks and troughs, occupations for the preceding three years will be identified and the £250,000 (or annual allocation if revised) will be split in proportion to the number of occupations per parish.
- 7.3 In this indicative allocation, Parishes who have seen less than 5 new homes built in the past three years will not be eligible for New Homes Bonus, but will still be eligible to apply to the Councils discretionary grant programme. The City of Chichester has a capped indicative allocation of £100,000.
- 7.4 This figure does not form an allocation to the parish. It should be considered by the Parish as an indication of the likely funds available and guide their consultation with residents in the identification of projects. The Panel will use the figures in their consideration of projects but could agree to reasonable variation if a good case is made.

7.5 While it is hoped that the process will ensure full dispersal of the allocation each year, if a significant underspend is left after bids considered, the Panel could consider a further round within the financial year, or roll forward monies to extend the programme in future years.

8 Governance

8.1 The Grants and Concessions Panel is further directed by Cabinet to:

- Make decisions in accordance with the direction set by Cabinet, and the New Homes Bonus Policy.
- [Review and update the application process, documentation and supporting guidance.](#)
- Meet at least once a year to consider applications from Parish Councils.
- Detail a process for Parishes to follow to identify projects for consideration with any supporting guidance necessary to assist.
- Highlight exemplar projects that typify the anticipated use of NHB funds

9 Delegation summary

9.1 Council will annually approve the budget available for NHB allocations, any changes to Policy in order to achieve the Councils preferred use of these monies, and any adjustments to delegations to achieve efficiency and transparency.

9.2 The Cabinet Member for [Community Services](#) (as chair of the Grants and Concessions Panel, and in consultation with that Panel) is delegated to approve, subject to the terms of the New Homes Bonus (Parish Allocations) Policy and associated criteria:

- Awards of up to £25,000 for any single project or where the total value of multiple projects from the same Parish does not exceed £25,000.
- Agreement of the detail of application process, documentation and supporting guidance.
- Subsequent variation to application process, documentation and supporting guidance to ensure the continued effectiveness of the process and consistency with the New Homes Bonus Policy.

9.3 For the avoidance of doubt, where a request exceeds the delegation, a recommendation will be made to Cabinet. Where the Cabinet Member for [Community Services](#) has a prejudicial interest, then the Cabinet Member for [Finance](#) is delegated to approve all items as identified above.

Appendix 1 – Guidance Documents

- 1 Eligibility/criteria
- 2 How to complete the application
- 3 How the Grants and Concessions Panel consider applications
- 4 Guidance for Ward Member involvement

What and who is eligible for New Homes Bonus (Parish Allocations)?

Allocations

Chichester District Council has confirmed an allocation of New Homes Bonus for 2016/17 of £250,000 for bids. Intended as a reward for communities that have received housing growth, Parishes are encouraged to engage with their residents and identify what the local priorities are, and develop projects around them.

Projects could look to bring forward infrastructure requirements previously highlighted through the District Council's Infrastructure Delivery Plan, or identify other issues or priorities within the community, or wider local area. Parish Councils are encouraged to work in partnership with neighbouring Parishes so that monies can be used to best effect and in the shortest period of time.

NHB allocations could be considered to have greater flexibility than other grant sources, including projects that this Council might otherwise consider to be the responsibility of another funder or statutory body. However, funding sought for projects identified within the Council's Infrastructure Delivery Plan to be delivered by another funding source would need to justify why the project is being brought forward ahead of the anticipated sources of funding.

Chichester District Council will not fund projects that are for the sole benefit of:

- a belief or group of believers
- a Political organisation
- an organisation in dispute with Chichester District Council
- Private individuals
- National appeals
- Loan repayments
- Retrospective costs incurred
- residents or businesses outside of the Parish (although applications in partnership with neighbouring parishes are encouraged – see “General Information”)

Determination Process

- The Cabinet has delegated the distribution of NHB monies to the Grants and Concessions Panel. A special meeting of the Grants and Concessions Panel has been called for September 2016, and it is hoped to allocate the full balance at that meeting.
- The Grants and Concessions Panel consists of eight elected Council Members, chaired by the Cabinet Member for Community Services.
- To be considered by the Panel, applications and supporting documentation must be submitted by the 29th July 2016.
- Council officers may, in certain circumstances, contact the applicant with questions relating to the submitted application. This is in order to provide the Panel with the best supporting information to determine the application. They will not be able to assist with improving an application at this stage.

- If you would like any advice or guidance with regard to a prospective application, then please speak with your local District Councillor, or contact the Communities Team community@chichester.gov.uk 01243 534864
- Completed applications will be assessed against the following considerations, prior to presentation to the Grants and Concessions Panel:
 - **The amount and impact of development in the Parish.** Applications may also reflect on the impact of new development in neighbouring parishes, if that impact can be seen within the Parish.
 - **The Infrastructure Needs** identified by the Parish within the Infrastructure Delivery Plan
 - **The sustainability of the project.** What local commitment is there to its delivery, and on-going support? NHB should be viewed as a one off allocation and not create a dependency on future grant provision.
 - **The level of financial contribution.** How is the project funded, what is the level of local financial support, what other funders are committed?
 - **Value for Money.** Projects must demonstrate the appropriate use of public funds.

Where the project has not previously been listed or highlighted for inclusion of the Council's Infrastructure Business Plan, the Panel will also consider:

- **The expected benefit of the proposed project**
- **The evidence of community need**
- **The level of public support** for the Parishes nominated project, and the process of identifying local priorities.

General Requirements

Applicants must:

- Complete all sections of the application form. The forms have been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes. For requests above £10,000, a project or service delivery plan, or a business plan covering the period of grant applied, should be included.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.
- If the Parish is not directly delivering the project, then the delivery partner will need to be identified, and a copy of their constitution and last two years accounts provided.
- Only spend a successful award on the purpose applied for.
- Notify Chichester District Council as soon as possible should a grant or any part of, not be required.
- If successful, sign an agreement with commitments to the Parish Council in regard to the delivery of the project, monitoring of the spend and reporting back to the District Council on success, to support evaluation and wider learning.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable. However, significant projects may be given an “offer of award” conditional on getting the necessary permissions.
- Supply an independent survey for renovation projects.
- Provide a full breakdown of costs and, where an external contractor for ground or building works will be used, supply three quotes.
- Create public access to sites of interest where appropriate.

General Information

- As a benchmark, an indicative distribution of the NHB monies by Parish, based on levels of development over the last three years, has been set out (see appendix 1). Monies will only be allocated to successful applicants, so this is not a pre-approved allocation. Parishes are welcome to consider bids in excess of the amounts shown, but will need to make a stronger case about the impact of development from outside of the Parish. The Panel will consider variation up to 10% over the indicative figure (capped at £2000)
- Allocations of NHB monies have no bearing on any applications the Parish may also wish to make to the Council’s existing Grants programme **2016-17** (full details available on the Council’s website www.chichester.gov.uk/grants), but should not duplicate.
- Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants must await a written decision on their application before undertaking any associated works.
- Volunteer time and support in kind can be taken into consideration as part of the calculation of the total value or cost of the project.
- **Applications must make the connection between their community and the proposed benefit of the project. Projects that have users from a wider geographic area may be eligible, and applications where Parishes collaborate or co-ordinate on bids are strongly encouraged.**
- The expectation is that projects should be deliverable within the following 12 months, and applications will need to outline the delivery timescale. Where the Panel is happy to make the award available where delivery may extend beyond that period, an “offer of award” would be valid for three years from the date on which the grant was allocated. Any request for extension or revision of terms of the grant would be subject to review by the Grants and Concessions Panel.
- Payments will be made directly to the Parish Council who will be obligated to ensure the delivery of the project, and any specific conditions set by the Grants and Concessions Panel.
- For construction projects, payment of the grant may be paid by installment against the progress of works, if this is considered appropriate. This would be at the discretion of the Grants & Concessions Panel, and subject to the value of works exceeding grant made at each stage.
- Should the total cost of a project reduce at any time during the life of the project, the amount of award may be reduced on a pro rata basis.

Grants and Concessions Policy

1 Why does Chichester District Council give grants and concessions?

- 1.1 The development of the Council's Corporate Plan recognises the role that Chichester District Council plays in achieving the aspirations for the local area, shared by both the people that live and work here and the organisations that serve them. Working to achieve these aspirations is best done through co-operation or partnership. The District Council has identified the areas where it can contribute most effectively, reflecting both the statutory responsibilities we hold and the best interests of local tax payers.
- 1.2 Chichester District Council has a long history of awarding appropriate and timely financial support to local businesses, community groups and voluntary organisations and we want to continue this, despite increasing financial constraints.

2 What is the purpose of the Council's Grants and Concessions Policy?

- recognise that there are other organisations that are better or uniquely placed, to achieve certain outcomes.
- define what Chichester District Council seeks to achieve by giving financial support
- have a single and transparent process for how we give financial support.
- To improve outcomes and quality of life for the community
- To target funding where it will have the greatest benefit, and address inequalities

3 Who is this Policy for?

- 3.1 This updated Grants and Concessions Policy will continue to be the reference point for future decision making, and is therefore of relevance to:
 - Council Members and Officers in determining how decisions are made
 - Applicants to the Council for financial support, to understand what they may be able to receive. Applying "Organisations" are typically businesses, charities, community or voluntary groups located in and serving the needs of the local area.
 - Local residents, to see how elements of the Council Tax they pay is invested back into their communities
 - Other grant giving bodies, to outline our intentions and achieve mutual clarity

4 Review 2015

- 4.1 Since inception the Grants and Concessions Policy has been regularly reviewed. Annual reporting provides an opportunity for review and continuous improvement, but formal reviews were implemented in 2011 and most recently in Autumn 2015 (looking specifically at Grants). Grants have been sustained since 2009 primarily through the use of the Council's Capital reserves, and (looking ahead to a time when these are exhausted) it was felt timely to look to the long term continuance of Grants.
- 4.2 The Review concluded that cumulatively, the total level of grant funding made available would need to reduce, but critically this was with a view to sustaining Grant giving into the longer term.
- 4.3 The Review also concluded that in order to make best use of the resources available, the Council needs to be much clearer about what it is looking to fund – and by omission what it will not.
- 4.4 The Priorities and Principles for Grants and Concessions funding have also been reviewed, and will be reviewed and published annually (and considered appended to this Policy).

5 The West Sussex Compact

- 5.1 In reviewing this Policy, Chichester District Council has observed The West Sussex Compact, which it signed up to in 2005. The Compact is an agreement between statutory organisations and the voluntary and community sector, which seeks to improve relationships. The document contains a set of commitments made by both sides.

6. How decisions will be made

- 6.1 The decisions of Chichester District Council are made by the Cabinet, who meet monthly to make decisions relating to all areas of the Council's work. To provide sufficient scope for full consideration of the requests the Council receives for financial support, the Cabinet has established the Grants and Concessions Panel.
- 6.2 The Cabinet and full Council have approved this Policy (and specifically the Terms of Reference of the Panel) which effectively set the parameters in which they work.
- 6.3 The Grants and Concessions Panel will meet regularly to consider applications. In order to make timely decisions, the Chair of Panel is a Cabinet Member and has delegated powers to approve or decline applications. To facilitate a timely response to small grant applications (below £1001) outside of the Panel meeting cycle, the Chair/Cabinet Member can use their delegated power in consultation with two other Panel members.
- 6.4 To facilitate informed discussion and decision making at Panel meetings, officers are tasked ahead of Panel meetings to assess individual applications and prepare reports that comment on a range of issues (without recommendation).

- 6.5 There are some areas of decision making (such as discretionary rate relief) where successful applicants must conform to clear criteria. In such circumstances, the administrative task of determining if an applicant meets those criteria is delegated to officers. Applications that fall outside this criteria (such as higher value applications, or those requiring discretion) are taken to the Panel for a decision.
- 6.6 Annually, the Panel will receive (and subsequently present to Cabinet) an annual Monitoring Report, that will identify all financial assistance made to organisations in the past year. This report will consider allocations against various indicators, such as the priorities for funding, location in the District, type of organisation etc. Consideration of report will determine the success of Grants and Concessions, and identify any actions required.
- 6.7 Transparent decision making requires reference and adherence to a significant amount of detail. The detail of application and decision processes is contained within a publicly available framework of guidance documents (summarised at Appendix 1). Changes to these guidance notes will be considered and directed by the Grants and Concession Panel, avoiding the requirement for regular Policy amendments by Cabinet.

7 How decisions will be notified

- 7.1 Applicants will be notified of the Panel's decision, including any caveats to awards, in writing. For all requests, the amount of the application, the name of the recipient and its specific purpose will be publically available information. For all successful applicants, the amount of the award will also be recorded. For grants, recipients will be required to specifically identify the award in their accounts.
- 7.2 Where a Grant award is agreed, the successful applicant will be offered a "Funding Agreement" which will detail standard conditions and any specific conditions of grant agreed by the Panel. This will need to be formally accepted by the applicant before any payment is made.
- 7.3 Information contained within application forms, including all financial information, will remain confidential at all times both before and after the decision on an application. Accordingly, Panel meetings are not open to the public. In the exceptional circumstance that matters were referred on to Cabinet, the item would be heard in Part II.

8 Types of financial support

- 8.1 This section identifies the different types of financial support available to organisations, and those who can apply. Reference should be made to the relevant guidance documents where appropriate.

9 Grants

- 9.1 Two types of Grants can be applied for:
- Grants for up to £1,000 can be submitted at any time and will be considered outside of Panel meetings.
 - Grants over £1,000 will be considered at the regular Panel meetings, and closing dates will precede these by approximately one month. Dates will be advertised on the Council's website.
- 9.2 Separate guidance notes set out:
- The Priorities and Principles for Grants, reviewed annually, which identifies the types of applications the Council is keen to attract.
 - The specifics of completing application forms and supporting documentation.
 - The advice and guidance provided by Funding Advisers in response to enquiries
 - How applications will be assessed by Funding Advisers after submission, the reporting format to Panel and the scoring and peer review/moderation used to ensure consistency across the organisation.

10 Funding Agreements

- 10.1 Chichester District Council maintains a number of ongoing financial arrangements with Voluntary Organisations, which are conditional upon performance against a Funding Agreement which sets out the duration and purpose of the funding and the expected outcomes. Monitoring and renewal of these Funding Agreement is undertaken by officers, but will be referred to the Grants and Concessions Panel where, for instance, performance issues require consideration of the continuance of funding. Details of all Funding Agreements will be provided in the Annual Monitoring Report.

11 Concessionary Rents

- 11.1 Where the Council has ownership of land or property, the income it derives provides the means to deliver services to local residents. However, financial assistance can be given to occupiers by letting at a subsidised or concessionary rent.
- 11.2 Small start up businesses can secure accommodation at St James Industrial Estate at a concessionary rent for the first two years of occupation: year one at 50% of market rent and year two 75% of market rent (full rent from year three onwards). Applications for occupation and rent reviews that meet these criteria are delegated to officers, and requests for further discretion are referred to the Grants and Concessions Panel.
- 11.3 The remainder of the Council's property portfolio is as diverse as the organisations that occupy them (from Chichester Festival Theatre to Scout huts), but typically these are historic arrangements. Consequently there are no processes for applying for concessionary accommodation. Officers are tasked to manage the tenancies of occupied properties including the reduction in the size of concession provided, and therefore the renewal of leases that

meet those **criteria** are delegated to officers. Details of all concessionary rents will be provided in the Annual Monitoring Report.

12 Discretionary Rate Relief

- 12.1 Non-Domestic Rates (“Business Rates”) are payable on any property that is not residential or domestic. There are a number of mandatory discounts that are nationally applicable and not a matter for Council Policy. However there are further discounts that have been agreed by Chichester District Council. Some have clear **criteria** and can be administered under delegation to officers, and some require consideration of the circumstances of the applicant and require the discretion of the Grants and Concessions Panel.
- 12.2 **Charities** and Community Amateur Sports Clubs (**CASCs**) are entitled to 80% mandatory relief. The Grants and Concessions Panel will receive applications for relief on the remaining 20% where Charities can demonstrate exceptional circumstances, for which specific guidance has been written.
- 12.3 Other **not for profit organisations** can apply for discretionary relief of up to 75%. Where this relief meets the **criteria** set (and the cost to the Council is no more than £500) then the application for relief can be agreed by officers. Applications where the cost to the Council will be greater than £500, or where the applicant is claiming exceptional circumstances to claim additional relief, will be presented to the Grants and Concessions Panel for consideration.
- 12.4 Chichester District Council recognises that some **Rural Businesses** are vital to the sustainability of our communities and require specific support to ensure their survival. Subject to specific **criteria**, businesses such as village shops and Post Offices can claim relief of up to 100%, using delegated powers to officers. However, all awards are subject to review every two years and are included in the annual report to the Grants and Concessions Panel.
- 12.5 Government also appreciates that ratepayers may go through genuine **Hardship** that would affect their ability to pay for a time. Therefore Chichester District Council has the power to reduce or remit the amount payable where it is satisfied that there is genuine hardship, and with consideration to the interests of local residents. More detailed **criteria** is available, but each application would be considered on its merits by the Grants and Concessions Panel at the time. It is considered that should such instances occur, these would have an impact on more than one ratepayer (for instance, an environmental disaster). It would therefore be appropriate for the Panel to consider the general impact as well as the individual case.
- 12.6 Effective from 1 April 2012, the Council will also consider applications for discretionary rate relief from other ratepayers for which specific guidance has been written.

13 Terms of Reference for the Grants and Concessions Panel

13.1 The Grants and Concessions Panel is formed of 8 District Councillors, appointed by Cabinet and Chaired by the Cabinet Member for Community Services.

13.2 The Grants and Concessions Panel is directed by Cabinet to:

- Identify the most appropriate means to financially support external organisations in the voluntary, community and business sectors in achieving the Councils priorities, within the means available.
- Make decisions in accordance with the direction set by Cabinet, and the Grants and Concessions Policy.
- Meet regularly to consider grant applications based on Council priorities and principles, set by Cabinet.
- Determine the number and frequency of Panel meetings each year, adequate to balance the available funds with providing timely decisions to applicants.
- Correspond electronically to facilitate the timely determination of grant applications of up to £1,000.
- Consider applications for relief for all or part of the amount of non-domestic rates payable
- Consider new applications for Concessionary Rents and recommend such applications to the Cabinet
- Consider the performance of Service Level Agreements as appropriate
- Receive reports from officers on grants, rent concessions and rate concessions decided by delegated powers
- Receive the annual report and identify any alterations to Criteria, and document any findings for the continuous improvement of decision making.
- Recommend to Cabinet any changes to Priorities and Principles annually, and any changes to Policy as appropriate.

14 Delegation summary

14.1 Cabinet will annually approve the budgets available to the Grants and Concessions Panel, the Priorities and Principles to be used to encourage applications, and any adjustments to delegations to achieve efficiency and transparency.

14.2 The Cabinet Member for Community Services, as Chairman of the Grants and Concessions Panel, is delegated to approve, subject to the terms of the Grants and Concessions Policy and associated criteria:

- Grants greater than £1,000, in consultation with the Grants and Concessions Panel at their regular meetings.
- Grants of up to £1,000, in consultation with two other members of the Grants and Concessions Panel by electronic or other documented means on an ongoing basis.
- Concessions against rent payable on Chichester District Council owned premises or land

- Concessions against Business Rates collected by Chichester District Council

14.3 The Cabinet Member for Finance is delegated to act for the Cabinet Member for Community Services where that member has a prejudicial interest or is otherwise unavailable.

14.4 Officers are directed to, under delegation and subject to the criteria:

- Return Grant applications on receipt where there has been no prior contact with a Funding Adviser.
- Approve Concessionary Rents at St James Industrial Estate for up to two years
- Approve the renewal of leases at Council owned premises where concession reductions have been achieved
- Approve Rate Relief for not for profit organisations, up to 75% and where the cost to the Council is not greater than £500.
- Approve Rate Relief for Rural businesses

Appendix 1 - Criteria Documents

Grants

- 1 What are Chichester District Council's Priorities and Principles for Funding?
- 2 What and who is eligible for Grants?
- 4 Funding Agreement Guidance
- 5 How to complete the Grant Application Form:
 - i) Small Applications – up to £1,000
 - ii) Applications over £1,000
- 6 How Funding Advisers assess applications
- 7 How the Grants and Concessions Panel consider applications

Rent Concessions

- 8 Criteria for Start Up Businesses at St James Industrial Estate
Rent Concessions for Council owned premises

Discretionary Rate Relief

- 9 Who is eligible for Discretionary Rate Relief, and how applications are considered

General

- 10 Guidance for Member involvement

Appendix 5 to Agenda Item 6

What and who is eligible for Grants?

Funding Priorities

Chichester District Council's priorities for grant funding are reviewed annually to ensure that the discretionary funds available continue to address the issues that the Council sees as most important. These are published and are intended to guide applicants to the types of grants that may be awarded.

In addition, Chichester District Council has identified some key factors that are considered to make a strong bid or project. These "principles" of funding are also published, and applicants are encouraged to reflect on these NUMBER areas in the applications they make. Please refer to "What are Chichester District Council's Priorities and Principles of Funding?"

What Chichester District Council will not fund:

- Projects run by faith organisations for the sole purpose of promoting or benefiting a belief or group of believers
- Applications by Political organisations
- Applications from organisations in dispute with Chichester District Council
- Private individuals (for the avoidance of doubt, this does not preclude sole trader businesses from applying in respect of their business)
- National appeals
- Loan repayments
- Retrospective costs incurred
- Activities where Central Government, the Health Authority or County Council are the most appropriate funding agency (including projects within the District Council's Infrastructure Business Plan that are identified to be funded through other sources)
- Where the primary benefit is not to Chichester District residents or businesses

Determination Process

- The Cabinet meeting in December of each year will set the specific priorities for the distribution of grants and concessions in the next financial year within the overall setting of the Council's strategic plans. The February meeting of the Cabinet will set the total budget. The available funds and priorities will be published on the Council's website.
- The Grants and Concessions Panel, which will consist of eight elected Council Members, intends to meet four times a year. The dates of the Panel meetings will be published and updated on the Council's website. To be considered by Panel, completed applications with supporting documentation must be received by the

submission deadline, also advertised on the Councils website. These precede the Panel meetings by around 5 weeks.

- Applications for sums up to £1,000 will be considered electronically by three members of the Grants and Concessions Panel, within six weeks of receipt. Accordingly, there are no advertised deadlines and applications can be submitted at any time.
- Funding Advisers may, in certain circumstances, contact the applicant with questions relating to the submitted application. This is in order to provide the Panel with the best supporting information to determine the application. Funding Advisers will not be able to assist with improving an application at this stage.
- Completed applications will be assessed and scored against the Council's priorities and principles of funding, and will be subjected to a financial assessment, prior to presentation to the Grants and Concessions Panel.

General Requirements

Applicants must:

- Speak to a Funding Adviser to talk through the project to be funded and its fit with the advertised Council Priorities and Principles of funding, before submitting an application. This should assist the applicant in making the best application possible; failure to do so will result in an application being returned without being heard by the Panel.
- Complete all sections of the relevant application form (Small applications up to £1,000, Applications over £1,000). The two forms have been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes. For larger grant requests, a project or service delivery plan, or a business plan covering the period of grant applied, should be included.
- State the amount of funding sought, including costings of the project, and the governance arrangements to monitor the spend and progress of the project.
- Supply a copy of the organisation's constitution, or provide evidence of a constituted group who will act as referee and is able to hold funds on the group's behalf.
- Provide appropriate evidence regarding the organisation's financial position, such as current balance sheet, or equivalent income and expenditure records for small or newly formed groups. Where audited accounts exist, these should be provided for the **last two years**.

Successful applicants will also be required to:

- Enter into formal agreement with the Council regarding the use of any award, and be bound by those conditions (including any specific conditions imposed by the Panel).
- Only spend a successful award on the purpose applied for.

- Notify the Funding Adviser as soon as possible should a grant or any part of, not be required.
- If successful, agree to a monitoring process in order to report back to Panel on the spend and success to support evaluation and learning.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from the owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable. However, significant projects may be given an “offer of grant” conditional on getting the necessary permissions.
- Provide a full breakdown of costs and, where an external contractor for ground or building works will be used, supply three quotes.
- Create public access to sites of interest where appropriate.

General Information

- The maximum grant size awarded for projects will not normally exceed 50% of the estimated project cost and would not normally exceed £15,000. Where an application is for up to £1,000, it will be considered by a “fast-track” route.
- If a successful applicant makes subsequent fast-track bids in the same financial year (and the cumulative value is over £1,000), these will be deferred to the next Grants and Concessions Panel meeting irrespective of the amount requested.
- It is envisaged that grants will primarily be for one off costs or start up costs for financially sustainable initiatives.
- Grants cannot be sought retrospectively for projects that have already started (or completed). Applicants must await the written decision on their application before undertaking any associated works.
- Volunteer time and support in kind can be taken into consideration as part of the calculation of the total value or cost of the project.
- Applications must be for schemes or projects that primarily benefit residents of Chichester District. Projects that cover other areas may be eligible, but the amount requested must be proportional.
- Applicants must not have outstanding disputes (including payment arrears) with Chichester District Council
- Successful applicants may be asked to include Chichester District Council branding on any published material associated with the project.
- Grant awards will typically be made as an offer of grant, which allows the fund to be drawn on for a period of one year from the date of decision. Applicants who can justify why monies would not be spent in that timeframe can request that the offer is varied to an extended period, but this would not exceed three years from the date of decision. Any further request for extension or revision of terms of the grant would be subject to a new application.
- Payments will be made in line with the “Funding Agreement” issued to successful

applicants, but would typically require the production of receipted invoices, or other evidence of spend.

- Should the total cost of a project reduce at any time during the life of the project, the amount of grant available will be reduced on a pro rata basis.

Appendix 6 to Agenda Item 6

What are Chichester District Council's Priorities and Principles for Funding?

Priority Areas:

Applications must meet one of the following areas

- **Economy**
Helping viable start-up businesses and existing independent businesses to implement projects that create jobs, help business to grow, and benefit the local economy. MAXIMUM £2,500
- **Improving Living Places and Spaces**
Improvements to publicly owned space or built assets that enhance the wellbeing of local residents, or the habitats of the District's wildlife.
- **Targeted Projects**
Projects where the primary benefit is to those in greatest need. Priority would be given to projects benefiting "Think Family Neighbourhoods": Chichester East, Chichester South, Tangmere and Selsey North.

Principles

In addition to the Priorities, Chichester District Council has adopted six Principles that it considers important in developing appropriate projects for financial support. Applications will be assessed against the following considerations:

- Will the project increase participation or employment?
- Does the project demonstrate working with others?
- Does the project have clear objectives and outcomes?
- Does the project demonstrate Value for Money?
- Is there evidence that the project is needed or addresses a recognised gap in provision?
- Is the project ready for implementation?

Project Documentation

Tender Evaluation

Replacement Telephony System Project

Release:	Final
Date:	09-02-16
Author:	Daniel Bramley
Approved by:	Jane Ryan 16-02-2016

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
09-02-16	1.0	1 st Draft	DB
10-02-16	1.1	Additional sections completed	DB
15-02-16	1.2	Amendments made following meeting with JD	JD/JR/DB
22-02-16	1.3	Amendments made by SLT	SLT

Glossary of Terms

ARP – Asset Replacement Programme – the Council’s forward funded and budgeted programme for replacing capital assets as they end their useful life

IP - The Internet Protocol (IP) is the principal communications protocol in the Internet protocol suite for relaying data across network boundaries.

ISDN - A set of communication standards for simultaneous digital transmission of voice, video, data, and other network services over the traditional circuits of the public telephone network.

PBX – Private Branch Exchange. A telephone exchange that serves a business or organisation

PCI – Payment Card Industry. Security compliance standard for credit card industry

PSN – Public Service Network. Infrastructure and compliance standard run by the Cabinet Office for local authorities connection to government departments.

PSTN – A traditional public telephone network.

SIP - Session Initiation Protocol - a signalling protocol used to create, manage and terminate sessions in an IP based network. A session could be a simple two-way telephone call or it could be a collaborative multi-media conference session.

UC – Unified Communications. The ability to use different ways of communicating through software applications. E.g. receive voicemail in email or video conference via a phone or office software.

WAN – Wide Area Network. Provided by West Sussex County Council. It is data connection between East Pallant House and all area offices.

1. PURPOSE OF DOCUMENT

This Tender evaluation provides the methodology used to analyse the tenders received for the Council's replacement telephone system.

2. PROJECT DESCRIPTION

This project is to replace the current telephone system with an on-site solution capable of supporting a shared solution with Arun District Council or other external partner. The full project description is contained within the PID, provided as a background paper. The PID was approved by Cabinet on 6 October 2015.

3. BACKGROUND

In October 2015 Cabinet approval was granted to undertake a tender exercise to:

- Replace the Council's telephone system with an on-site solution
- Procure a system capable of supporting a shared solution with Arun District Council.

The process of specifying the technical requirements and business needs has been a joint exercise between Chichester and Arun District Councils, incorporating senior managers, technical staff and procurement. In addition an independent technical consultant has overseen the technical elements to ensure the proposed solutions have met with our requirements and that we are adopting a fit for purpose system that is up-to-date and future proofed for new ways of working.

3.0 Evaluation Methodology

Following approval to enter the tender stage and under the guidance of the procurement team, the specification was formalised into the "Invitation To Tender Questionnaire" and detailed specification. It was from these that responses would be evaluated, scored and shortlisted.

In essence the proposed solutions have been required to provide:

- Ability to provide voice contact to and from the council via a main number
- Ability to route calls to the right person or team
- Mitigate the exposure to risk from end of life hardware/software
- Mitigate the exposure to risk through the failure of inbound lines
- Address existing inability to provide business continuity for the telephone system
- Address limited mobility options
- Simplify the directory system
- Provide reliable and accurate reports for trend analysis and usage statistics.
- Introduce more flexible and agile telephony, for example routing calls to remote workers without incurring traditional call costs.
- Operate either standalone or as part of joint system between Chichester and Arun District Councils.

- Provide resilience and disaster recovery.

3.1 Scope of the proposed solution

In order to get the best fit for both councils budget, decisions were made on what was essential and what was desirable.

Essential requirements:

- Core telephone system and extension licences
- Handsets
- Reporting
- Connection to contact centre systems
- Ability to share a resilient single system
- Voicemail
- Installation and training
- Ongoing Support and Maintenance

Desirable requirements:

- Software Phones and Unified Communications (messaging / desktop sharing / conference calls with third parties)
- Headsets
- Voice Recording

Each supplier was requested to show the costs of the above separately and also respond to each question demonstrating how they meet the criteria.

3.2 Process

Tenders were invited on a single stage, “open” tender basis. This was through the OJEU framework. Other frameworks were considered, but OJEU gave the greatest range of suppliers and solutions.

The tender documentation was published on the 14th October. The deadline for returns was the 20th November. The evaluation period has covered from the 23rd November to the 5th February 2016, incorporating any clarifications and presentations.

3.3 Tender Evaluation Methodology

All submissions were evaluated by the project teams at both Chichester and Arun and jointly between the two teams, our external consultant and overseen by our shared Procurement Officer.

The outcome of the tender was decided on the Most Economically Advantageous Tender (MEAT) basis using the following weighting:

- a) Price of the tender = 40%
- b) Service and Product Questionnaire Response = 40%

c) Main Questionnaire = 20%

The Main questionnaire of each tender was scored using the following scale of awarding marks between 0 and 5:

Scoring - Quality Criteria	
Rating of Response	Score
Very Good or Fully Compliant Submission - which meets all requirements and is fully explained in comprehensive detail.	5
Good or Fully Compliant Submission - which meets all the requirements and is explained in reasonable detail.	4
Satisfactory or Compliant Submission - which meets the essential requirements and is explained in adequate detail.	3
Weak or Partially Compliant (Minor issues) Submission - which in some areas falls short of requirements and is poorly explained.	2
Unacceptable or Non-Compliant (Major issues) Submission which fails to meet requirements and is not explained.	0 – 1

4. Evaluation

The evaluation was made up of 3 sections.

Label	Criteria	Percentage score
Quality.	Experience, capability, methodology and support	40%
Price.	Based on individual requirements for each Council. 5 year total cost of ownership.	40%
Technical	Ability to meet system requirements	20%

5. Evaluation Results

In total 14 submissions were received.

The capital cost of the proposals (with both authorities purchasing the same system) ranged from £133,063 at the lower end to £753,575 for Chichester and £105,623 to £405,876 for Arun. Proposals provided a suite of functionality individually costed.

Following the evaluation process, not all of this functionality was proceeded with e.g. call recording. Therefore, the final solution costs have taken these reductions into account.

The overall scores ranged from 47.14 to 86.17 (out of a possible 100). The winning bidder scored 26.29% for Quality, 19.88% for Technical and 40% for Price totalling 86.17/100, with a tender price of £149,849 for Chichester District Council. Full details of all bidders, their identities and scores can be made available to Cabinet but this will require discussion and debate in private session. The preferred bidder scored top for both Arun and Chichester.

The project team has attended two presentations to further clarify the solution and are confident that the preferred solution will meet all essential and desirable requirements.

The Project budget for Chichester District Council is £300,000 capital and £23,300 revenue.

6. Cost of proposed solution.

The costs provided for Chichester and Arun separately are set out in the table below. The revenue increases as more features are added. Chichester figures are based on a maximum 800 users/extensions and Arun 500 users/extensions. The number of users and extensions will be verified by the profiling exercise to be undertaken (see para 5.2 of the covering report) and might well reduce as a result.

	Comment	Capital Costs	Annual Revenue Costs	5 Year Total Cost Of Ownership
Chichester Costs – Basic	<i>Includes basic system, voicemail, handsets, training, implementation, basic software client, and reporting</i>	128,376	13,833	
Chichester Costs – Plus Unified Communications (UC) (Recommended)	<i>As above, but with standard client (replacing Lync)</i>	21,473	2,112	
Chichester Total Basic + UC		149,849	15,945	229,574
Arun Costs – Basic		103,388	8,426	
Arun Costs – Plus Unified Communications		13,420	1,320	
Arun Total Basic + UC		116,808	9,746	165,538

The overall project budget provides for integration between the two solutions for Chichester and Arun District Councils. Additional phases (set out in the Table below) will need to be undertaken to enable this integration. Associated costs would be met from the residual funds within the approved project budget and will be subject to a separate report to Cabinet.

Item	Description	Funding	Benefits
1. SIP Lines for main phone number(s)	Replaces legacy copper cables. Will also provide greater business continuity and control 24 x7	Cost of fibre (SIP lines) to be off-set by savings on existing copper lines	Enables voice to be provided over internet. Supports flexible business continuity, enabling system to be directed at partner site
2. Area Office ⁱ Hardware	Additional hardware for business continuity at area offices	Subject to separate report	Provides resilience for BC. Enables some CDC infrastructure to be located off-site at partner site
3. Partnership Network Connectivity	Ability to connect Chichester and Arun networks together must include: WAN connections (via WSCC CAPITA) Network consultancy to design and implement shared network infrastructure Domain and Active Directory Consultancy	Subject to separate report	Provides connectivity between CDC and ADC sites for telephone systems. Enables potential for shared working with Arun DC. Allows staff to be located at partner site, accessing and sharing files. This would be subject to a separate project. This phase would be considered alongside the outcome of the shared services business case.
4. Local Network Connectivity	Increase bandwidth and quality of service	Subject to separate report	May be required if voice and data traffic are routed across shared network to ensure speed of line and quality of voice service.

7. Important Considerations and Decisions

As part of this project the original PID highlighted areas that would need to be addressed before the chosen solution and procurement is undertaken:

7.1 Partnership Working

One of the objectives and outcomes for the project was to support partnership working and a shared telephone system is seen as a key enabler in achieving this outcome.

7.2 New Ways of Working

The replacement system must contain features to support a flexible workforce working from a variety of locations e.g. conference calls, single number

contact, mobile device collaboration and providing the most appropriate device to a member of staff according to their role and working practices.

7.3 Unified Communications

The Council currently use Microsoft's unified communications (Microsoft Lync) in a limited capacity to identify an officers' presence and availability. To extend this product to provide video and telephone conferencing and 'follow-me' functionality outside of the building would add an additional £30,548 revenue to the authority's existing Microsoft Enterprise Agreement. Tenderers were invited to quote for this functionality as a separate cost and as shown within the cost analysis it is significantly cheaper to achieve this functionality by purchasing the preferred supplier Unified Communications package.

7.4 Change of current phone circuits to SIP

A migration from traditional copper lines to fibre will offer not only call cost reduction but also a greatly expanded business continuity benefit. This is an essential pre-requisite, the costs of which will be funded from savings on existing circuit costs.

7.5 Resilience of area offices.

It is anticipated at go-live there will be fewer area offices (resulting from the Leisure tender). The key sites will require some backup if connection is lost to East Pallant House. These will be scoped in the initial planning phase.

7.6 Engagement of third parties

Careful scheduling will be required for integration into systems such as the Macfarlane customer service system.

7.7 Allocation of resources and timescales for Go-live.

This will be an intensive project and will require dedicated resources. The council relies on telephony as a primary means of communication, as such planning will need to take into account any significant corporate projects or events such as elections / referendum when scheduling its launch.

7.8 Testing

Thorough testing will be required of the core system and functions as part of the implementation plan. Staff will be consulted and engaged as part of this process.

7.9 Enhanced support

Basic support provided will be 8.30 to 5.30 Monday to Friday. The council may decide that a greater level of support is required, particularly if flexible and partnership support demand it. This would, however incur a higher revenue cost.

8. Review of Project Objectives and Success Criteria

The PID identified the following Outputs and Outcomes from the project. Following the tender evaluation exercise the preferred contractors' solution provides those outputs and outcomes identified with a tick.

8.1. Outputs

- ✓ Installation of New PBX System
- ✓ Connection to SIP phone Lines
- ✓ Reduction in server space required + Power reduction
- ✓ Deployment of full IP Telephony
- ✓ Integration with Customer Service Centre Switch
- ✓ Ability to make calls from handset and 'soft phones' on IT equipment, for
 - Example calling a contact from the laptop, PC or a conference call with multiple people from a single directory.
 - Integration with Microsoft Lync for collaboration and remote working Eg. conference calls and video conferencing. This integration will not be required since the functionality will be delivered using the preferred bidders Unified Communications solution (see para 7.3 above).
- ✓ Improved reporting on call handling, volume and use.

8.2. Outcomes

The expected outcomes that will occur as result of the outputs are:

- ✓ Deployment of integrated software and hardware to enable Flexible working and unified communications (UC) (if optional standard licences are purchased)
 - Presence (note this element is a limitation in the proposed client)
 - Instant Messaging
 - File share
 - Shared directory access
 - Video
 - Federation with Lync

These features are a key component in flexible working. The system will also allow:

- ✓ Unified Messaging – The ability to use email, software phones, video conference and text from a single system.
- ✓ Desktop Sharing and Hot Desking
- ✓ Home Remote Working – allow routing of calls to home workers devices
- ✓ Conference Calls (voice) – avoid unnecessary traveling with more convenient
 - conferences for discussions and collaboration
- ✓ Web Conferencing (video) as above but with video

- Use of ‘Soft Phones’ – these are software phones that allow the user to call
- from their laptop or mobile device, would allow home and mobile working
- ✓ Installation of a scalable and future proof solution.
 - Disaster Recovery and Business Continuity – by sharing a system calls could be routed to the partner site at Arun DC
 - Partnership Solution and shared working – The proposed solution will allow for a shared system that can be hosted and backed up by both partners. The infrastructure to allow this would also enable a closer degree of shared working. (as outlined in paragraph 6 above)
 - Clear reporting and statistical information will also enable recharges to be administered to service areas for usage and identify trends.
- ✓ Financial – Greater budgetary forecasting and control over call costs when routing to mobile workers and partners. Reduced conference costs, telephone line costs and call costs to sites.

8.3. Outcome Measures

- Replacement telephone system on time and within budget
- To have a telephone system capable of supporting a partner site
- Ability to re-route calls to alternative destination in the event of system failure
- Provision of software phones that run on a user’s laptop or PC
- Ability to conduct web conference calls and voice calls
- Increase in the number of staff working remotely on a regular basis
- Increase the number of staff ‘hot desking’, removing barriers to sharing desks to achieve the ability to work to a 7:10 ratio by December 2016

9. PROJECT PLAN

Task No.	Task / milestone	Target Date	Responsible	Dependency
Stage 1 – Procurement				
1.1	Place OJEU and issue Invitation to Tender	October 14 th 2015 Complete	CDC/ADC	Approval
1.2	Last date for questions relating to the tender process	November 13 th Complete	CDC/ADC	Approval
1.3	Return of Tenders	November 20 th Complete	Tenderers	
1.4	Initial evaluation completed	December 18 th Complete	CDC/ADC	Tender return
1.5	Presentations	12 th / 13 th January 2016 Complete	CDC / shortlisted tenders	
1.6	Evaluation complete	22 nd January	CDC/ADC/Cons	

		2016 Complete	ultant	
1.7	Approval by Council Executive	March 8 th 2016	CDC	Completed evaluation
1.8	Standstill period complete	March 2016	CDC	
1.9	Award contract	April 2016	CDC	Approval by CE
Stage 2 – Installation Phase 1				
2.1	First project meeting	April 2016	CDC / Supplier	Stage 1 completion
2.2	SIP Connectivity commences	March 2016	CDC / Supplier	Order and survey completion
2.3	Finalise WAN Change Request	March 2016	CDC / WSCC	Partnership agreement
2.4	Conduct Profiling study	April	CDC / Supplier	
2.5	PBX Installation commences	April 2016	CDC / Sup	Contract
2.6	POC period commences	May 2016	CDC / Sup	Resources
2.7	Sign Off POC	May 2016	CDC	
Stage 3 – Installation Phase 2				
3.1	Installation Phase 2	May 2016	CDC / Sup	
3.2	Training	June 2016	CDC / Sup	
3.4	Sign Off	June 2016	CDC / Sup	UAT
3.5	Cut Over to New System – Go – Live	June / July 2016	CDC / Sup	UAT sign off – Corporate priorities
Stage 4 – Installation Phase 3				
5.1	Partner Integration – Arun Installation	TBC	CDC/ADC/Sup	Strategic Agreement

10. PROJECT TEAM

Chichester District Council

Jane Dodsworth	Senior Responsible Officer
Jane Ryan	Project Manager
Karen Parsons	Operations Manager
Fiona Delahunty	Customer Services Manager
Daniel Bramley	ICT Project Co-ordinator
Matthew Fletcher	Communications and Network Officer
Mike Noyce	Unix and Network Administrator
Mike Cannings	Citrix and Microsoft Administrator
Rod Walters	Procurement Officer
Finance Accountant	TBC
Legal	Sherri Golds

Arun District Council

Chris Lawrence	
Debbie Friesen	Project Manager Arun
Nigel Quinlan	

Jackie Follis
Lisa Emmens

External

Sandy Spink Project Consultant

11. COMMUNICATION

- Weekly project briefings and updates, including review of tasks, phases, risks and issues
- Covalent reporting for SLT and Members
- Reporting and updates to Business Improvement Board, NWoW Project Team meetings and Channel Shift sub-group.

12. EXIT STRATEGY

The specification has been designed to implement this replacement alone or in partnership with Arun District Council. Therefore, should Arun District Council choose not to proceed at this time or to implement the system at a later date, this will not interfere with Chichester District Council's ability to replace their telephone system. Arun District Council's Cabinet will consider this decision at their next meeting on 21 March 2016.

ⁱ Whilst we no longer have area offices this proposal includes the cost of providing a service to our off-site premises such as Careline, The Novium Museum and the Depot

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1 . Introduction

1.1 The Local Development Scheme (LDS) identifies and timetables the planning documents that the council will prepare to plan for development in its area. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish an LDS. This enables local communities and stakeholders to find out which planning documents are to be prepared for the area within a rolling three year timeframe. This LDS covers the period from 2016–2019, and updates the previous LDS published in July 2015.

1.2 This LDS reflects the progress made in preparing the Local Plan. It provides information on the future Development Plan Documents (DPD) that the Council intends to produce and the timetable for their production.

1.3 The LDS has two purposes:

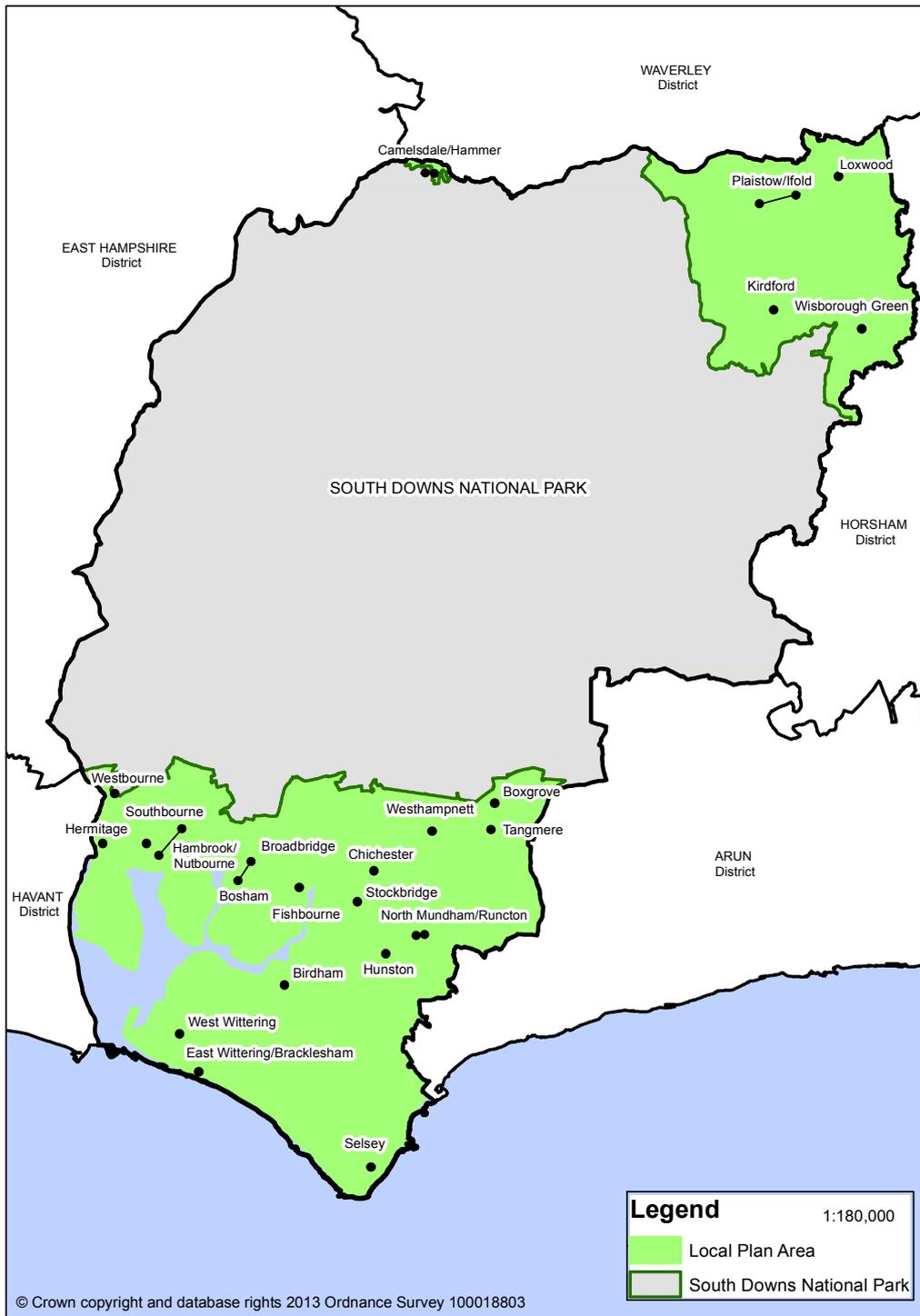
- It enables the local community and stakeholders to find out about the planning policies for their area;
- It sets out the timetable for the production of DPDs, including key production and public consultation stages.

1.4 The LDS will be published and kept up to date on the Council's website: www.chichester.gov.uk/planningpolicy

2 . Geographical Coverage of the Chichester Local Plan

2.1 The Local Plan covers Chichester District excluding the area within the South Downs National Park (SNDP) (see map 2.1). The South Downs National Park Authority is the Local Planning Authority for the SDNP area.

Map 2.1 Local Plan Area



3 . The Planning System

3.1 The National Planning Policy Framework (NPPF) was published on 27 March 2012 and came into immediate effect.

3.2 Whilst the NPPF is a material consideration, the weight given to it relative to the Development Plan is left to the decision taker. The NPPF confirms that the planning system is “plan-led” which means that planning applications have to be determined in accordance with the Development Plan unless material considerations indicate otherwise.

3.3 The NPPF also confirms that the policies in emerging plans will gather more weight as development plans progress towards adoption.

3.4 The Planning Practice Guidance (PPG) web-based resource was launched online by the Department for Communities and Local Government (DCLG) on 6 March 2014. The guidance is an indication of the Secretary of State's views and is intended to assist practitioners.

4 . The Current Development Plan

4.1 On publication of this LDS in May 2016, the Development Plan comprises:

- The Chichester Local Plan: Key Policies 2014 - 2029
- The West Sussex Waste Local Plan April 2014
- The 'saved policies' of the West Sussex Minerals Local Plan 2003
- The Kirdford Parish Neighbourhood Plan 2014
- The Loxwood Parish Neighbourhood Plan 2015
- The Southbourne Parish Neighbourhood Plan 2015
- The Fishbourne Parish Neighbourhood Plan 2016

4.2 West Sussex County Council (WSCC) is the local planning authority for minerals and waste planning. A new Minerals Plan is currently under preparation. In the meantime the weight given to the 'saved policies' of the West Sussex Minerals Local Plan 2003 will depend upon the degree to which they conform with the NPPF. For more information please visit the WSCC website: <https://www.westsussex.gov.uk/about-the-council/strategies-plans-and-policies/environment-planning-and-waste-plans-and-policies/minerals-and-waste-policy/new-minerals-local-plan/>

4.3 The preparation of Neighbourhood Development Plans (NDP) is not compulsory, however, when adopted, they are a statutory document which will form part of the Development Plan. NDPs put in place policies to guide the future development of the area. They are prepared in a timescale that is set by the Parish Councils. Chichester District Council (CDC) has a legal duty to support the preparation of any NDP which must generally conform with 'strategic policies' in the Local Plan and national policies. Prior to its adoption, it must be subject to a referendum. If over 50% of the votes are in favour the local planning authority has a duty to 'make' the NDP.

4.4 The Kirdford Neighbourhood Plan was made by the Council in July 2014. The Loxwood Neighbourhood Plan and Southbourne Neighbourhood Plan was made by the Council in July and December 2015, respectively. The Fishbourne Neighbourhood Plan was made by the Council in May 2016.

4.5 As at May 2016 there are 21 Neighbourhood Plan Designated Areas in the District. Further information on neighbourhood planning can be found via www.chichester.gov.uk/neighbourhoodplan

5 . Interim Statements

5.1 The Council has produced a number of Interim Statements. These are non statutory planning documents that set out the Council's updated position on aspects of policy set out in the Local Plan 1999 and are treated as a material consideration when determining planning applications. They are:

- Affordable Housing; and
- Development and Disturbance of Birds in Special Protection Areas and Identified Compensatory Habitats.

5.2 In the Chichester Local Plan area, excluding those parts of the District within the SDNP, both Interim Statements have been withdrawn. The Interim Statement on Affordable Housing was withdrawn upon adoption of the Chichester Local Plan: Key Policies 2014-2029 whilst the Interim Statement on Development and Disturbance of Birds in Special Protection Areas and Identified Compensatory Habitats was withdrawn upon the adoption of the Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) 2016.

5.3 The Interim Statement on Affordable Housing and the Development and Disturbance of Birds in Special Protection Areas and Identified Compensatory Habitats remain a material consideration when determining planning applications in those parts of the District within the SDNP.

6 . Development Plan Documents - Timetable

6.1 The following tables set out the DPDs and SPDs that Chichester District Council will prepare over the next three years to 2019.

6.2 A profile for each document is provided below, setting out the scope of the document and the proposed timetable for preparation. It is difficult at the outset to be precise about the timetable for the production of various stages of work, and thus the timings should be regarded as indicative. The timetable will be kept under review and will be regularly updated.

Chichester Local Plan Review

Overview	
Role and Subject	The Chichester Local Plan Review document will provide the overall planning framework for the District for the period to 2034. It will set out the overall strategy for the whole Plan area; area-based strategic policies; and strategic delivery policies. It will provide the policy context for Neighbourhood and other community-led planning documents. A revised Policies Map will be submitted with the Chichester Local Plan Review document.
Geographical Area	Chichester District, except for the area covered by the South Downs National Park.
Status	Development Plan Document

Key milestones:	Dates
Approval of consultation on strategy options	Cabinet - 10 January 2017 Council - 24 January 2017
Consultation on strategy options	Consultation: February - March 2017 (6 weeks)
Approval of Preferred Approach DPD for consultation	Cabinet - July 2017 Council - July 2017
Consultation on Preferred Approach (Reg 18)	Consultation: September - October 2017 (6 weeks)
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	Cabinet - January 2018 Council - January 2018
Statutory Public Consultation document (Reg 19) (Pre-Submission)	Consultation: January - March 2018 (6 weeks)

6 . Development Plan Documents - Timetable

Key milestones:	Dates
Submission to Secretary of State	May 2018
Examination Hearing	October 2018
Adoption	July 2019

Site Allocation Development Plan Document

Overview	
Role and Subject	The Site Allocations DPD will identify non-strategic sites such as housing, employment, Settlement Boundaries and other development requirements in conformity with the Chichester Local Plan. It will cover those parts of the Plan area where local communities have not chosen to identify sites through neighbourhood plans over the lifetime of the Plan.
Geographical Area	Chichester District, except for the area covered by the South Downs National Park.
Status	Development Plan Document

Key milestones:	Dates
Approval of Preferred Approach DPD for consultation	Cabinet - 1 December 2015 Council - 15 December 2015
Consultation on Preferred Approach (Reg 18)	Consultation: 7 January - 18 February 2016 (6 weeks)
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	Cabinet - 3 May 2016 Annual Council - 17 May 2016
Statutory Public Consultation document (Reg 19) (Pre-Submission)	Consultation: 26 May - 7 July 2016 (6 weeks)
Submission to Secretary of State	September 2016
Examination Hearing	January 2017
Adoption	May 2017

6 . Development Plan Documents - Timetable

Surface Water and Drainage Supplementary Planning Document

Overview	
Role and Subject	<p>The Surface Water and Drainage SPD expands on the vision, objectives and policies of the Chichester Local Plan: Key Policies 2014-2029. Sustainable development is central to the planning system. In order to deliver this growth sustainably and in a timely manner, the proper management of water resources and an understanding of whether existing infrastructure can cope with an increased demand is important, especially in light of the following:</p> <ul style="list-style-type: none"> • There is a limit to the amount of wastewater that can be safely returned to rivers and the sea without a negative environmental impact. • Extreme rainfall can overwhelm drains. Climate change will impact upon the patterns of rainfall, e.g. more extreme events. <p>This document will be in conformity with the Chichester Local Plan.</p>
Geographical Area	Chichester District excluding the area covered by the South Downs National Park
Status	Supplementary Planning Document

Key milestones:	Dates
Approval of SPD document for consultation	Cabinet - 9 February 2016 Council - 1 March 2016
Consultation on SPD (Reg 12 Public Participation)	Consultation: 10 March - 21 April 2016 (6 weeks)
Approval of document for adoption	Cabinet - 6 September 2016 Council - 20 September 2016
Estimated date of Adoption (Reg 14)	September 2016

Chichester Harbour Supplementary Planning Document

Overview	
Role and Subject	<p>The Chichester Harbour SPD is being produced in conjunction with the Chichester Harbour Conservancy and Havant Borough Council. All the authorities have an interest in planning within the Chichester Harbour Area of Outstanding Natural Beauty (AONB). The SPD provides further detail as to how</p>

6 . Development Plan Documents - Timetable

Overview	
	<p>policies in the local plans will be applied and expands on the aims of the Chichester Harbour AONB Management Plan 2014-2029. As the SPD goes through a consultation process it gains more weight in planning decisions.</p> <p>This document will be in conformity with the Chichester Local Plan.</p>
Geographical Area	Chichester Harbour Area of Outstanding Natural Beauty
Status	Supplementary Planning Document

Key milestones:	Dates
Approval of SPD document for consultation	<p>Cabinet - 3 May 2016</p> <p>Council - 17 May 2016</p>
<p>Consultation on SPD</p> <p>(Reg 12 Public Participation)</p>	<p>Consultation: June - July 2016</p> <p>(6 weeks)</p>
Approval of document for adoption	<p>Cabinet - 1 November 2016</p> <p>Council - 22 November 2016</p>
Estimated date of Adoption (Reg 14)	November 2016

Policies Map

7.1 The existing Proposals Map (including inset maps), forms part of the adopted Chichester Local Plan: Key Policies 2014 - 2029.

7.2 The Policies Map which is available on line identifies policy designations, proposals, and sites allocated for particular land uses in the Local Plan. It will be updated when the following documents are adopted:

- Site Allocations DPD;
- West Sussex Minerals DPD; and
- West Sussex Waste DPD.

Community Infrastructure Levy

7.3 A brief description of the role, coverage and relevant planning documents relating to the Community Infrastructure Levy (CIL) and the Planning Obligations and Affordable Housing SPD are outlined below.

7.4 The CIL Charging Schedule sets out standard charge(s) that the Council will levy on specified types of development to contribute towards required infrastructure. It will apply to Chichester District with the exception of the area covered by the SDNP. It will be supported by the Infrastructure Delivery Plan (IDP), which will show what infrastructure is needed within the Plan area over the lifetime of the Plan, when it will be needed and how much it will cost.

7.5 The CIL Charging Schedule and Planning Obligations and Affordable Housing SPD were adopted by the Council in January 2016 and came into force on 1 February 2016.

Sustainability Appraisal incorporating Strategic Environmental Assessment

7.6 A Sustainability Appraisal (incorporating Strategic Environmental Assessment) will be undertaken for all DPDs, and where required for SPDs. This will ensure that the social, economic and environmental effects of policies are understood and fully taken into consideration. This is particularly important in the appraisal of reasonable options. A Sustainability Appraisal report will accompany each published stage of a DPD, including the final Submission version.

Appropriate Assessment

7.7 An Appropriate Assessment will also be prepared at each published stage of a Development Plan, to show whether the policies will have a significant effect on sites subject to the constraints of the Habitats Regulation Assessment of European Importance.

Monitoring and Review – The Authority’s Monitoring Report

7.8 Local planning authorities are required to publish a report that monitors the implementation of the LDS and whether adopted planning policies are delivering their objectives. The current version is published on the Council’s website: www.chichester.gov.uk/studies.

7 . Other Documents

Evidence Base

7.9 A number of studies will be prepared to support the evidence base for the Chichester Local Plan Review. Other evidence is being or will be prepared to support DPDs as relevant. These will either be published on the Council's website or where too large to be published this way, will be made available in an alternative format. Studies are available at www.chichester.gov.uk/studies.

Duty to Cooperate

7.10 Procedures/protocols are being put in place under the 'duty to cooperate', which show how local authorities and other public bodies have cooperated with each other in the production of DPDs, particularly where the issues span across district council boundaries. The Council will work in conjunction with the other members of the Coastal West Sussex and Greater Brighton Strategic Planning Board on strategic planning issues, particularly focusing around housing, economic growth and infrastructure. In addition, it will collaborate with other authorities on specific issues as necessary.

Council Procedures and Reporting Protocols

7.11 The preparation of DPDs will be informed and monitored by CDC through:

- The Council's Corporate Management Team, headed by the Chief Executive;
- The Council's Development Plan and Infrastructure Panel, which comprises, the Leader of the Council, the Housing and Planning Portfolio holder, and other councillors;
- The Council's Cabinet; and
- The full Council, to formally consider the submission version of the Local Plan and other DPDs; to agree submission to the Secretary of State, and to adopt following receipt of the Inspector's report.

Resources

7.12 The following officers of the Council are preparing the Local Development Documents:

- Planning Policy Conservation and Design Service Manager
- 3 Principal Planning Officers
- 3 Planning Policy Officers (two full time and one part time)
- Neighbourhood Planning Officer

Risk Assessment

7.13 Contingency arrangements will need to be put in place in the event that insufficient resources are available to progress the DPDs in line with this LDS. For example, staff shortages may occur through sickness, or through job turnover. Contingency actions are as required:

- Additional legal resources may be required to be procured in periods of heavy workload;
- Consultants may be appointed on short-term contracts to undertake specialised technical studies;

7 . Other Documents

- Joint working will take place with neighbouring authorities, where deemed appropriate which will help spread the workload;
- Staff from elsewhere in the Council may be required to help out with matters for example publicity and consultation, and inputting responses to public consultations;
- Advice on procedural matters may be sought from the Planning Advisory Service and the Planning Inspectorate; and
- Implementation of the Council's Business Continuity Plans.

Chichester District Council



Chichester District Council Local Planning Authority

Wisborough Green Neighbourhood Plan 2014-2029

DECISION STATEMENT

1. Introduction

- 1.1 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of Neighbourhood Plans and Orders and to take plans through a process of examination, referendum and adoption. The Localism Act 2011 (Part 6 Chapter 3) sets out the local planning authority's responsibilities under Neighbourhood Planning.
- 1.2 This report confirms that the modifications proposed by the examiner's report have been accepted, the draft Wisborough Green Neighbourhood Plan has been altered as a result of it and that this plan may now proceed to referendum.

2. Background

- 2.1 The Wisborough Green Neighbourhood Plan relates to the area that was designated by Chichester District Council as a neighbourhood plan area on 6 November 2012. This area is coterminous with the Wisborough Green Parish Council boundary that lies almost entirely within the Chichester District Council local planning authority area. A small part of the neighbourhood plan area lies within the South Downs National Park Authority (SDNPA) area.
- 2.2 Following the submission of the Wisborough Green Neighbourhood Plan to the Council, the plan was publicised and representations were invited. The publicity period ended on 11 June 2015.
- 2.3 Mr Paul McCreery was appointed by Chichester District Council, with the consent of Wisborough Green Parish Council, to undertake the examination of the Wisborough Green Neighbourhood Plan and to prepare a report of the independent examination.
- 2.4 The examiner's report concludes that, subject to making modifications recommended by the examiner, the Plan meets the basic conditions set out in the legislation and should proceed to a Neighbourhood Plan referendum.

2.5 Having considered each of the recommendations made in the examiner's report, and the reasons for them, the Parish Council has decided to make the modifications to the draft plan referred to in Section 3 below, to ensure that the draft plan meets the basic conditions as set out in the legislation.

3. Decision

3.1 The Neighbourhood Planning (General) Regulations 2012 require the local planning authority to outline what action to take in response to the recommendations of an examiner made in a report under paragraph 10 of Schedule 4A to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to a neighbourhood development plan.

3.2 Having considered each of the recommendations made by the examiner's report, and the reasons for them, Chichester District Council in consent with Wisborough Green Parish Council, has decided to accept the modifications to the draft plan. The SDNPA has been informed and agrees. Table 1 below outlines the alterations made to the draft plan under paragraph 12(6) of Schedule 4B to the 1990 Act (as applied by Section 38 A of the Act) in response to each of the examiner's recommendations and the justification for them.

Table 1: Recommendations by the Examiner agreed by Chichester District Council in consent Wisborough Green Parish Council

POLICY	MODIFICATION RECOMMENDED	JUSTIFICATION
After the Submission Version of the Plan was prepared in April 2015 the Chichester Local Plan: Key Policies 2014-2029 was adopted by Chichester District Council on 14 th July 2015 and now forms part of the Development Plan.	Recommend that the Plan should be updated throughout to reflect this change.	For clarity and updating.
All text	An up to date Local Plan is now in place. Where it is recommended that all or part of a Neighbourhood Plan policy is deleted it is because that subject matter is covered by a Local Plan policy which will apply in any event. Recommend that to accommodate the changes in the Policies of the Plan, it will be necessary to make consequential changes to the supporting text.	For completeness.

References to English Heritage	References to English Heritage should be amended to Historic England (see page 12, paragraph 12, for example).	For updating.
Figure 5, page 21.	In the Submission Version, one of the numbers is missing from Figure 5, page 21.	For completeness.
Policy OA4: Windfall Sites	<p>Recommend that Policy OA4 be redrafted as follows:-</p> <p>Policy OA4: Windfall Sites <i>Small Scale Housing Sites</i></p> <p>The Wisborough Green Neighbourhood Plan will support proposals for 'windfall' <i>small scale housing</i> development, defined as schemes of 5 or fewer dwellings, within the settlement boundary, provided that,</p> <p>a. The total of dwellings and site coverage do not cause overdevelopment of the plot in comparison with the characteristics of neighbouring plots.</p> <p>b. The scheme will not adversely affect any heritage assets.</p> <p>c. The scheme will not result in the lost-loss of valuable trees, hedges or other natural features that form part of the character of the Parish and the biodiversity is maintained or enhanced.</p> <p>d. The development is well integrated within the existing village and maintains the residential amenity of neighbours.</p>	To meet the Basic Conditions.
Figure 8	Recommend that Figure 8 be redrawn to show more clearly the settlement boundary, the local gaps and the site allocations. In redrafting, care should be taken to make sure the local gap adjacent to Winterfold, Durbans Road does not encroach into the area allocated for the housing.	For clarity.
Policy EN2: Landscape Character and Open Views	<p>Recommend policy EN2 be redrafted as follows:-</p> <p>Policy EN2: Landscape Character and Open Views</p>	To meet the Basic Conditions.

	<p>Any development should maintain the local character of the landscape and should not cause any <i>unacceptable</i> loss or diminution of significant views that currently provide open field aspects or views from the village centre or other open spaces.</p> <p>Where development has an a <i>harmful</i> impact on landscape character or open views, the development will not be permitted unless the proposal can demonstrate that mitigation can be achieved <i>on land</i> within the applicant's control and will reduce any harm impact to low or negligible <i>to an acceptable level</i>.</p> <p>Particular views identified in this policy are: south from the Church, east from Harsfold Lane, north from the village Green through 'The Park' and views as identified in Figure 10.</p>	
Policy EN4: Conserving and Enhancing the Heritage Environment	Policy EN4 contains (at point 1, second bullet point) a reference to buildings of local importance, including locally listed and positive buildings. If that reference is to remain in the policy, recommend that the Plan should contain guidance as to where the details of such buildings can be found.	For clarity.
Policy EN6: Local Open Spaces	Recommend that areas LOS4, LOS5 and LOS6 be deleted from the list of Local Open Spaces designated through Policy EN6.	To meet the Basic Conditions.
Policy CD1: Use of Section 106 and Community Infrastructure Levy	Recommend that Policy CD1 be deleted in its entirety.	To meet the Basic Conditions.
Policy HO1: Local Occupancy Conditions	Recommend that Policy HO1 be deleted in its entirety.	To meet the Basic Conditions.
Policy HO2: Housing Need	Examiner recommend that Policy HO2 be redrafted, with the agreement of Chichester District Council. In the agreed redrafting of Policy HO2 reference should be	To meet the Basic Conditions.

	<p>made to the housing mix proposed within site allocations SS1, SS3 and SS4.</p> <p>Redrafted Policy:</p> <p>In order to achieve a balanced community and maintain a choice of dwellings in the Parish, new housing development should favour smaller dwellings to help address the current imbalance of a high proportion of larger dwellings. The housing mix should be based on information contained in the current or most up to date Strategic Housing Market Assessment (SHMA) information for the area.</p> <p>For market housing, the SHMA Update (November 2012) recommends a housing mix of 35% of dwellings to be 1 and 2 bed, 50% 3 bed and 15% 4 bed. For affordable housing the mix should be determined using the SHMA recommendations, housing register figures and the existing housing stock and turnover figures.</p> <p>This policy will apply to all new developments unless a robust justification can demonstrate why an alternative mix will achieve a more appropriate balance in the Parish.</p>	
Policy HO3: Agricultural Occupancy	Recommend that the last paragraph of Policy HO3 be deleted in its entirety.	To meet the Basic Conditions.
Policy DS4: Provision of Off-Road Parking for New Developments	Recommend that Policy DS4 be deleted in its entirety.	To meet the Basic Conditions.
Policy IN1: Surface Water Management	Recommend that Policy IN1 be deleted in its entirety.	To meet the Basic Conditions.
Page 64, paragraph 12	Paragraph 12 contains an error in that Figure 14 is on page 65.	For accuracy
Policy SS1: Land South of Meadowbank, Petworth Road	Recommend Policy SS1 be amended to read as follows:-	To meet the Basic Conditions.

	<p>Policy SS1: Land South of Meadowbank is allocated for 25 dwellings for the period 2015-2020 in accordance with outline planning consent 14/00748/OUT. (agreed in principle but not issued). Proposals for the site shall include:</p> <p>Dwellings mix in accordance with outline sent as follows: 2 x 1 bed, 8 x 2 bed, 10 x 3 bed, 5 x 4 bed. Affordable dwellings shall comprise 7 affordable rent and 3 shared ownership.</p> <p>Notwithstanding condition 3 of outline consent 14/00748/OUT the <i>The</i> layout shall <i>should</i> be designed to accord with the pattern of development within the village and in particular must avoid an over suburbanised aesthetic. Dwellings proposed along the existing Petworth Road Frontage shall face the road and must respect the scale and rhythm of the existing street pattern.</p> <p>Access to the site was secured through outline planning consent 14/00748/OUT and is <i>should be</i> from a single point on the Petworth Road. A footway of 1.8 m width <i>will should be</i> provided along the northern boundary. Visibility splays of 2.4m by 70m are required.</p> <p>The site <i>will should</i> be developed with sensitively designed properties, no more than two storeys, with pitched roofs. The design and style of dwellings will <i>should</i> take into account the proximity to the Conservation Area, and the Village Design Guide, which provides advice on detailing and appropriate materials.</p> <p>A number of pre-commencement conditions require significant further work before development can commence. Including the following: details of materials and finishes, access details are required in line with the stage 1 safety audit</p>	
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	<p>for the site, details of a surface water drainage scheme, management and maintenance of SUD's, details of foul sewage disposal and protection of public sewers in the vicinity of the site, site level details, follow up badger survey, details of external lighting, details of screen walls, fences and planting, details of bin and cycle storage facilities to be provided, details of a construction method statement.</p> <p>An archaeological investigation is to <i>should</i> be carried out in advance of any building works.</p> <p>A scheme of mitigation plan for reptiles (slow worms) on the site for trapping and relocation and enhancement of existing habitat and buffer strips <i>should be put in place in advance of any building works.</i></p> <p>10% of the energy used in the dwellings must be from on-site renewable sources to comply with condition 26. The dwellings will comply with Code 4 of the Code for Sustainable Homes as a minimum to comply with condition 27.</p> <p>A play space will <i>should</i> be provided on site.</p> <p>The existing tree belt along the western boundary will <i>should</i> be retained and the proposal shall include details of enhancement to biodiversity adjacent to the retained tree belt include details of bird boxes to be installed.</p> <p>Section 106 payments as agreed with Chichester District Council.</p> <p><i>Affordable housing should be provided in accordance with the District Council's policy.</i></p>	
Policy SS3: Clarke's Yard Billingshurst Road	Recommend that the Issues section (page 70) be redrafted as follows:-	To meet the Basic Conditions and to allow the site to be

	<p>Issues</p> <ul style="list-style-type: none"> • Access is narrow and may limit size of development • Mitigation available from adjacent land to widen • Potential loss of employment; mitigation by alternative local site 	delivered.
Policy SS3: Clarke's Yard Billingshurst Road	Recommend that Policy SS3 be retained as drafted in the Plan but with the deletion of the second to last paragraph.	To meet the Basic Conditions.
Policy SS4: Winterfold, Durbans Road	Recommend the deletion of the words "period 2025-29" and insertion of the words "period 2015-20" in Policy SS4.	To meet the Basic Conditions
Policy SS4: Winterfold, Durbans Road	Recommend the deletion of the second to last paragraph.	To meet the Basic Conditions.
Policy SS4: Winterfold, Durbans Road	<p>Recommend the following additional paragraphs be added at the end of Policy SS4:</p> <p>Before planning permission is granted a scheme shall be prepared in consultation with the Parish Council (the Scheme), showing how the public open space is to be laid out. The Scheme shall include:-</p> <ol style="list-style-type: none"> i. Provision for access and parking (to County Council standards); ii. Provision for active uses (located so as not to give excessive noise or disturbance to new or existing residents); iii. An area for biodiversity (including provision for the protection of protected species). <p>The area of public open space that will comprise the Scheme shall be not less than the area shown hatched pink and green in Figure 14 and described as a new green area for recreational space.</p>	To meet the Basic Conditions

	<p>Any planning permission for residential development shall ensure that provision is made to secure:-</p> <ul style="list-style-type: none"> i. The implementation of the Scheme in full by the development; ii. The transfer of all the land comprising the Scheme to an appropriate public body (which may be the Parish Council) to secure its provision as public open space in perpetuity; and iii. The payment of an appropriate commuted sum to secure the long term maintenance of the Scheme. 	
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4. Conclusion

- 4.1 The Authority (Chichester District Council) confirms that the Wisborough Green Neighbourhood Plan 2014-2029, as revised, meets the basic conditions mentioned in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act and complies with the provisions made by or under Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004. The Wisborough Green Neighbourhood Plan can now proceed to referendum.
- 4.2 It is recommended that the Wisborough Green Neighbourhood Plan 2014-2029 should proceed to referendum based on the neighbourhood plan area defined by Chichester District Council 6 November 2012.
- 4.3 This decision has been made according to the advice contained in the above report in response to the recommendations of the examiner made in a report under paragraph 10 of Schedule 4B to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to the Neighbourhood Development Plan.

Private Sector Housing Renewal Strategy

2016-2021

Introduction

This document sets out the Council's strategy for dealing with housing conditions within the district. It acknowledges the need for housing renewal and aims to demonstrate how this need will be met over the next 5 years.

Based on evidence recently gathered, the Private Sector Housing Renewal Strategy 2016-2021 identifies key areas that require resources to bring about improvements. This will replace the previous housing renewal strategy.

Housing within Chichester District

Our location as part of the South Downs National Park and proximity to London make the district an extremely desirable place to live, consequently there is a very high demand for housing. Unfortunately, this demand has pushed house prices up beyond the reach of local households earning typical rural wages, which has placed a tremendous pressure on the private rented sector.

The availability of affordable and suitable housing has also been affected by:

- The Right to Buy;
- Planning controls restricting opportunities for new housing developments in rural areas within the South Downs National Park;
- Reductions in housing stock as cottages are converted to holiday lets or second homes;
- The extension of smaller homes thereby increasing their value;
- Under-occupied family housing, and;
- An increasing aging population requiring accommodation to meet their physical and medical needs.

Additionally there are a number of recent government proposals which will have a direct impact on the districts affordable housing stock:

- The proposals to extend the Right to Buy policy to housing association tenants, and;
- Reduction in the levels of public grant, together with the proposals to reduce registered provider rents, both of which restrict the registered housing provider's ability to develop new affordable rented housing.

The proposed extension to the Right to Buy scheme further emphasises the Government's intention to increase the number of property owners, who will subsequently become responsible for the maintenance of their property at their own expense.

The importance of a suitable, safe, healthy home

It has long been acknowledged that poor housing has a direct link on health and mental wellbeing and this has been shown in several research papers over the years, which have highlighted the central role the home plays in improving health and reducing inequality.

A suitable, safe, settled, home is the cornerstone on which individuals and families build a better quality of life, access the services they need and gain greater independence. In contrast poor housing causes inequalities to multiply which negatively affect long-term physical and mental health. The health effects of poor housing disproportionately affect vulnerable people including older people living isolated lives, the young, those without a support network and adults with disabilities.

In particular cold homes with poor energy efficiency and high fuel costs make it difficult for many to maintain a comfortable home environment. A cold home has a significant impact on health and increases the risks of cardiovascular, respiratory and rheumatoid diseases as well as worsening mental health conditions. Furthermore cold homes are a significant contributor to the level of excess winter deaths in the UK every year. On average, there are around 25,000 excess winter deaths each year in England with 10% being attributable to fuel poverty and approximately 20% are linked to the coldest quarter of homes.

Disappointingly after significant improvements to the energy performance of the UK's housing stock through a whole range of government backed schemes, in 2015 there are still 2.35 million households in fuel poverty. Households are considered to be in fuel poverty if they have required fuel costs that are above average (the national median level) and if they were to spend that amount they would be left with a residual income below the official poverty line. This is referred to as the Low Income High Costs indicator.

Why is Private Sector Housing Renewal needed?

In 2010 the Building Research Establishment (BRE) demonstrated the correlation between poor housing and health when it published the results of a research project which sought to quantify the cost of people living in poor housing in England to the National Health Service. BRE gathered information and evidence from the English Housing Survey on the risk of a home incident occurring and its likely impact on health, measured through the Housing Health and Safety Rating System (HHSRS), combined with information from the NHS on treatment costs. At that time it was estimated that the NHS was spending approximately £600m per annum on the first year of medical treatment for those living in the poorest housing in England where no improvements to the property were made.

In 2015 BRE updated their model to use a wider definition of 'poor housing' to include all 'sub-standard' housing and treatment and care costs were calculated beyond the first year. Furthermore information was gathered from the 2011 English Housing Survey and 2011 indicative NHS treatment costs. The conclusion of their research now estimates the cost to the NHS of all homes with

significant health and safety hazards in England at £2.0 billion per annum. To put this in to context, the cost to the NHS of substandard housing compared with other common health hazards suggests that poor quality housing has a similar impact on health as smoking or alcohol.

Aside from poor quality housing, unsuitable housing that fails to meet an individual's needs can be just as damaging and costly to public services. It is crucial that accommodation for these members of our communities is suitable, or can be made appropriate with disabled adaptations at a reasonable cost.

Local Issues

Housing Renewal has a key role in the delivery of several of the Council's strategies and local policies including:

- **Corporate Plan 2015-2018**

The Corporate Plan sets out the Council's four key priorities for the District including the following:

- Improve the provision of and access to suitable housing.
- Support our communities.
- Manage our built and natural environments.
- Improve and support the local economy

Private sector housing renewal plays an invaluable part in achieving the first priority whether it is through the facilitation of disabled facilities grants or providing financial assistance to landlords and homeowners to improve their properties.

- **Housing Strategy 2013-2018**

The priorities for action contained within the Housing Strategy include making the most effective use of the existing stock. This is vitally important at a time when the demand for housing is so high. In particular by focussing on improving and maintaining the condition of the existing stock, private sector housing renewal ensures empty properties and those living in unsatisfactory conditions are kept to a minimum. Additionally by working closely with housing colleagues we can ensure those with specific housing needs, including those who require a smaller home or one with disabled adaptations, are able to occupy a property which is suitable for them, thereby freeing up much needed larger family homes.

- **Homelessness Strategy**

The District Council's Homelessness Strategy 2015-2020 focuses on the need for working collaboratively with other departments and organisations to fulfil the Council's homelessness duty. The Environmental Housing team will play a pivotal role in ensuring a good supply of quality housing is available within the stock, included adapted properties.

- **Local Plan**

The recently confirmed Chichester Local Plan 2014-2029 acknowledges the sharp increase in student numbers, and the effect this has had on the private rented sector. Whilst we are unable to influence these numbers directly, this strategy looks to ensure accommodation available to this sector is safe and of a good standard.

Local Housing Conditions

In accordance with the requirements of the Housing Act 2004, local housing authorities are required to regularly review housing conditions within their districts. In March 2015 Chichester District Council commissioned BRE to undertake a desktop housing stock modelling exercise to assess the condition of the stock within the district.

There were a number of significant findings which are summarised below:

(Please note a category 1 hazard is one which has been identified as a serious health and safety hazard and there is likely to be an adverse effect on the occupants health and safety. Such hazards will have a rating score of over a 1000 when assessed with the Housing Health and Safety rating System.)

- *1844 dwellings in the private rented sector have category 1 Housing Health and Safety Rating System (HHSRS) hazards equating to 22% of properties in the private rented sector.*
- *The highest concentrations of fuel poverty in the private sector stock are fairly evenly distributed across central and northern parts of the district. Higher levels of excess cold are also concentrated in these areas; furthermore the levels of excess cold in Chichester District are high compared to the national averages.*
- *14% of the private sector stock in Chichester has a category 1 hazard for Excess cold compared with 7% in the rest of England as identified by the English House Condition Survey 2011.*
- *The highest concentrations of all HHSRS hazards in the private sector are found in the wards of Bury, Rogate and Wisborough Green and generally in the central and northern parts of the district. The more urban areas of Chichester and Selsey have relatively lower levels of hazards.*
- *The average SimpleSAP rating for all private sector dwellings in Chichester is 51, which is worse than England (55). For the owner occupied stock in Chichester the figure is 52 and for the private rented sector it is 49. SimpleSAP is a simplified version of the standard assessment procedure for assessing the energy efficiency of a dwelling. It provides a numerical score for energy efficiency with 0 being the worst and 100 the best.*
- *The total cost of mitigating category 1 hazards in Chichester's private sector stock is estimated to be £27.1 million.*

Strategy for Private Sector Housing Renewal

In order for this strategy to achieve meaningful outcomes, it is essential that the Council forms sustainable relationships with a variety of partners listed below. In the case of the Citizens Advice Bureau, West Sussex Fire & Rescue, Your Energy Sussex and Health professionals they will be pivotal in identifying and referring the most vulnerable residents in our district which will ensure monies are targeted appropriately.

- Private Sector Landlords

In a District where house prices are out of reach for a large proportion of local people, the value of the private rented sector cannot be under-estimated as landlords provide an invaluable supply of affordable accommodation for many. The concern, however, is that the standard of accommodation in this sector is poorer than the private sector overall, with 22% of dwellings having a category 1 housing health and safety hazard. It is, therefore, fundamental that the Council invests time and funding, and engages with landlords to bring about improvement.

- Higher Education Institutions

In recent years the educational establishments within the District have expanded at a considerable rate, which has positively contributed to the local economy. The University of Chichester in particular has invested heavily in new halls of residence to provide accommodation for all first year students, which has seen empty buildings within the city brought back in to use. The increase in students has, however put pressure on an already over-subscribed private rented sector, and in order to reap the financial rewards landlords who are able to house students are choosing to do so, instead of housing families. Whilst we are unable to influence landlords with regards to the tenants they choose we will as a Council strive to ensure the accommodation provided is of a good standard.

- Citizens Advice Bureau (CAB)

In their position of advising the public of their rights and responsibilities the Council will work in partnership with the CAB to raise tenants' awareness to legislative changes, in particular with regard to retaliatory eviction.

Furthermore in a time when there is a lot of pressure on resources it is important that the Council encourages a 'self-serve' culture by providing tenants with the tools to question and challenge their landlords where necessary. By signposting tenants to the CAB they can utilise a valuable service which it is hoped will bring about improvements to housing in this sector.

- Independent Living Service - West Sussex County Council Adult Services

The Independent Living Service provides assistance and support to those who need help to remain independent in their homes. The Council has always had a very good working relationship with the Occupational Therapists who make formal recommendations to the District Council for disabled adaptations to be undertaken.

In 2015 West Sussex County Council's budget for health and care was placed into one fund known as the Better Care Fund. This funding is also available for external parties to bid for when developing new health related projects providing it can be demonstrated that a reduction in hospital admissions can be achieved. As this funding is still in its infancy it is understood that the criteria for applying for funding is particularly stringent, however, this could be explored in the future.

- West Sussex Fire and Rescue Services

The Council has always had a good relationship with the Fire Service, which has historically seen excellent joint working. Unfortunately in recent times with extensive cuts from Central Government the size of the service has been reduced. However all authorities Sussex work to a joint protocol which ensures that residential accommodation has appropriate measures to warn and protect occupiers should a fire occur.

- The Hyde Group

In 2001 the Council transferred all its housing stock to Chichester Community Housing, which subsequently changed its name to Martlet Homes. Since then there have been many changes and Martlet homes are now part of a large housing association known as the Hyde Group who own and manage approximately 5,700 within the District. Due to the relocation of some posts to their London office some local relationships have been lost. We have, however been fortunate to retain a local Housing Adaptations Manager, who attends joint site visits and meetings to discuss applications for Disabled Facilities Grants. The Council also has a Service Level Agreement with Hyde relating to the delivery of adaptations within their properties, which has seen them contribute 40% of the cost of all adaptations within their properties. It is vital this relationship is maintained and enhanced to ensure Council funding for adaptations can help a larger proportion of clients in the future.

- Your Energy Sussex

Your Energy Sussex (YES) is a partnership of 15 local councils and Carillion. Through the Energy Company Obligation funding provided by the Home Heating Carbon Reduction Obligation (HHCRO), YES work with local installers to provide a boiler replacement scheme and an insulation installation service to qualifying households on certain income-related benefits. This is open to homeowners and tenants in privately rented accommodation. YES also provide top-up funding to householders who do not qualify for full funding towards the cost of a boiler replacement. The availability of YES funding is discussed further on page 11.

- Rural Estate Landlords

In the north of the District a substantial number of dwellings are owned by large rural estate landlords and occupied by a wide range of tenants including workers or past workers of the estates, keyworkers, and disabled or vulnerable occupants thereby providing a valuable housing supply to isolated rural communities. Historically council officers have not visited or inspected these properties so little is known about their condition. However due to the age and historic nature of the housing in the north of the district, it is appreciated that maintenance and repairs are difficult and extremely costly. Aside from this as these landlords own a large portion of stock it is important we

work with them and offer advice and assistance where appropriate to ensure their tenants are provided with a good standard of accommodation. After recently meeting with some of the estate landlords, the Council would like to continue to build stronger working relationships with them in order to support this key housing supply.

- Arun District Council

The Environmental Housing team has worked closely with colleagues in Arun District Council since 2007 in relation to the Landlord Accreditation Scheme, which has been successful in certifying 450 dwellings across both districts.

Aside from this, improving properties in relation to excess cold and reducing fuel poverty is also a priority for our neighbour, which will provide the perfect opportunity to explore further partnership working. This may allow resources to be pooled and knowledge shared which could bring a reduction in the overall costs of any project for Chichester District Council.

- Health Professionals

As has been highlighted a good standard of housing is vital to bring about health improvement. It is crucial therefore that we work in close partnership with as many health professionals as possible in the district so residents can be referred to us. In order to communicate the help we can offer it will be necessary to develop some informative literature to be given to all customer-facing services.

- Letting Agents & Property Managers

The Council recognises that letting agents and property managers provide a much needed supply of affordable housing for those who are unable to buy their own property. This sector has sometimes proved to be challenging for inspecting officers when trying to build relations as there is sometimes a reluctance to work with the Council. It is thought this hesitancy is due to the perception that local authorities are unsympathetic and use enforcement action unnecessarily. However with the advent of new regulation to raise standards in this area, this is the perfect opportunity to work with this sector and inform them of legislative changes and financial help the Council can offer which can then be passed on to landlords. In addition, to engage landlords further in June 2015 the Council re-launched its Landlords Forum in partnership with the National Landlords Association.

Strategy Priorities

Taking into consideration the main headlines of the housing condition report, local housing need and national policy the strategy will focus on the following three priorities for action:

1. Improving the standard of accommodation in the private rented sector

The standard of the private rented sector within the district requires improvement and this picture is reflected across the country. The Government have begun to acknowledge this by introducing some legislative changes to aid tenants and provide them with increased security of tenure with further changes expected in the near future. The role of the Environmental Housing team will be to promote these changes to both letting and managing agents and tenants to ensure all are fully aware of a tenant's right to occupy a safe and well managed property.

- **Retaliatory eviction**

According to research conducted by Shelter it is claimed that over 213,000 renters across England have been evicted or served with an eviction notice in the last year because they complained to their landlord, letting agent or local authority about a problem in their home.

In response the Government is to introduce new legislation preventing landlords evicting tenants in response to local authority intervention about the condition of a property. In particular landlords will be unable to serve a no-fault 'Section 21' eviction notice for 6 months following the issue of a local authority improvement or hazard awareness notice relating to a health and safety matter.

- **The Smoke and Carbon Monoxide (England) Regulations 2015**

The Royal Society for the Prevention of Accidents reports that there are approximately 50 deaths per year and over 1100 hospital admissions annually as a result of carbon monoxide poisoning in the UK. Statistics show that residents of privately rented accommodation account for a much greater proportion of annual carbon monoxide incidents than that associated with any other housing sector. From 1st October 2015 all rental properties in England are required by law to have working smoke alarms installed on every floor and carbon monoxide alarms in every room with a solid fuel heating system.

- **Redress Schemes for Lettings Agents and Property Managers**

The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 came into force on 1 October 2014 and places new enforcement responsibilities on local authorities to ensure all letting and managing agents are members of a government backed Ombudsman scheme. The new requirements will ensure tenants and leaseholders have a clear defined route to report complaints about poor working practices to an approved body, giving increased protection against unscrupulous agents.

- **Changes to Energy Performance Certificate (EPC) legislation expected in April 2016**

Almost 10% of England and Wales' 4.2m privately rented homes currently fall below an 'E' energy efficiency rating. The Government have therefore decided to introduce changes to EPC regulations, which will mean that from 1 April 2016, tenants living in properties with a very poor energy rating (F & G) will have the right to request to make energy efficiency improvements to their homes and landlords will be unable to unreasonably refuse.

Additionally from April 2018, landlords will be required by law to ensure their properties reach an energy efficiency rating of at least Band "E" and those failing to comply will be prohibited from renting out their properties.

The Council's strategy for improving the Private Rented Sector – Landlord Accreditation

Historically the Council has been proud to have an ethos of engaging and encouraging landlords to work with us to improve their properties, rather than using formal enforcement action which can be costly and time-consuming. This policy has been extremely successful and has seen nearly 400 landlords voluntarily joining our Landlord Accreditation scheme bringing their properties up to the standard set by the Council. The scheme has facilitated the development of successful working relationships with a great number of landlords and new applications are being regularly received. The scheme has given landlords the tools and confidence to successfully self-regulate throughout a 5 year accreditation period, resulting in the number of justified complaints associated with accredited properties being extremely low.

To date the scheme has primarily focussed on student landlords; however in recent months word of the scheme has spread to private landlords who have been applying to join the scheme. It is acknowledged that the focus must now turn to these landlords through advertising and raising the awareness of tenants to the Landlord Accreditation scheme. It will however be vital to continue to provide a financial incentive to encourage these landlords to engage with the Council, and by forming good working relationships with them we can work towards bringing about meaningful improvements in the private rented sector.

Details of the Landlord Accreditation Assistance scheme are set out in appendix 1.

2. Reducing the level of hazards in the private sector stock

Since the introduction of the Housing Health and Safety Rating system under the Housing Act 2004, the way in which property inspection is undertaken has changed to a risk assessment based methodology. If hazards including excess cold, damp and mould, fire and electrical safety are considered to be a serious category 1 hazard the Council has a duty to take appropriate action. In addition until recently it has been necessary for the Council to report to government on the number of properties that have been made 'decent' but this has now ceased. A decent home is one which is wind and weather tight, warm and has modern facilities.

The previous private sector renewal strategy offered financial assistance in the form of a Home Trust Loan facilitated by Parity Trust to homeowners who required works to meet the requirements of both the Housing Act and the Decent Homes Standard. However, unfortunately since its introduction in 2006 the Home Trust Loan has had limited success, which has resulted in high running costs. This includes the Council providing 75% of the capital of each loan, subsidising the interest rate and paying £8000 in annual membership fees.

The feedback that has been received has focussed on resident's apprehension of taking credit later in life. Furthermore those that are in the greatest financial need have been assessed as unable to support a loan so this option has not provided a satisfactory resolution. In cases where a customer has been deemed ineligible for a Home Trust Loan, the Council has provided the finance to pay for the required works on the condition that monies are repaid when the property is sold.

The Council's strategy for reducing the levels of hazards in the private sector – Home Repair Assistance

With budgets under increasing pressure it is necessary for the Council to prioritise the financial help it offers homeowners, who are fully responsible for the maintenance of their own property. The financial help given must be targeted at those in most need and where the most serious category 1 health and safety hazards exist. Furthermore in the case of disabled clients where it is not possible to offer grant funding for adaptations if a serious hazard is present, help would be offered.

By offering finance to remedy serious category 1 hazards only, it is hoped homeowners with numerous home repairs that may not be serious enough to attract funding will reconsider whether they can feasibly remain in their property, or whether it would be sensible to move to a more suitable, manageable home.

Details of the Home Repairs Assistance scheme are set out in appendix 1.

3. Decreasing the high level of fuel poverty and excess cold

The housing stock condition modelling exercise identified that 14% of dwellings in the private sector stock in the district had a category 1 hazard for excess cold compared with 7% in England, as identified by the 2011 English House Condition Survey. Furthermore the level of fuel poverty seen in the private rented sector in Chichester district stands at 22%. The concentration of these homes are particularly prevalent in the central and northern parts of the district, which is thought to be due to the existence of larger, older homes where little work has been done by the occupiers and landlords to improve energy performance. Furthermore it's acknowledged that there are significant challenges associated with improving the energy efficiency of older homes as many are deemed hard-to-treat. In order to bring about notable improvements in this area it is vital the Council develops a strategy which provides adequate resources for delivering a package of energy efficiency works to alleviate fuel poverty and keep homes warm.

Before developing a strategy to tackle these issues, it would be prudent to identify the principal challenges the Council will face based on previous knowledge of this sector. From experience, one of the main difficulties has been identifying the poorest properties and encouraging those residents in most need to come forward. Furthermore for many tenants the concern is that such improvements would result in a rent increase. Aside from this it has also been hard to offer a form of financial assistance, which is attractive.

The previous strategy for dealing with cold homes has focussed on the use of Landlord Accreditation Assistance for landlords and Home Trust Loans facilitated by Parity Trust for homeowners. Even though the preference is to encourage landlords to become accredited many choose not to engage with the Council and similarly with Home Trust Loans, these have proved unattractive to many homeowners.

To begin to tackle the lack of efficient and affordable heating systems in these homes it is necessary to commit financial resources to this area of work to develop an appealing package of measures with least financial burden for both the owner-occupiers and landlords, which may prevent rent increases.

As already mentioned the Council is part of a partnership consisting of 15 local councils and Carillion known as Your Energy Sussex (YES) and their aim is to work with householders to create energy efficient buildings thereby saving money and cutting carbon emissions. Therefore before offering householders any monetary support from the Council, YES will assess whether other sources of funding are available whether it be through a government scheme, the energy companies or YES themselves.

Unfortunately as a result of regular government reviews and changes to legislation YES funding is frequently changing, which sometimes results in uncertainty around the help they can offer. Furthermore in recent times the focus of their funding has been on the provision of solar panels, solar PV and large scale projects in urban areas where they can demonstrate economies of scale. Nevertheless they are committed to signposting homeowners to funding schemes including ECO (energy company obligation) for energy efficiency improvements and providing top-up funding for those who do not qualify for a full cost of a boiler replacement. However large gaps in this funding have been identified which would impact on the residents of Chichester. For example those residents who have no form of whole-house heating system at all do not qualify for any funding and furthermore YES top-up funding will only meet the cost of a replacement boiler which excludes the cost of the radiators and pipework resulting in a shortfall in monies.

The Council's strategy for reducing fuel poverty and ensuring homes are warm in the private sector – Chichester Warm Homes Initiative

Partnership working will hold the key to ensuring this local project is successful by ensuring it operates at the lowest cost with all funding streams being utilised and valuable referrals made.

It is envisaged the Council's existing Energy Visiting Officers will help deliver the initiative which would require them to identify qualifying residents whether it be in answer to an advert or a Social Services or Health referral and visit them at home to identify the required works.

Officers would then liaise with YES to exhaust all funding options before Council funding would be considered. The financial assistance provided by the Council to owner-occupiers would be in the form of a 0% loan which would be repaid on sale of the property. Funding would be available for installation of a whole-house heating system and thermal insulation. Homeowners would be eligible for £5000 worth of assistance. In the case of landlords they must pay the first £1000 before being eligible for £4000 thereafter.

Details of the Chichester Warm Homes Initiative are at appendix 1.

4. Providing adaptations to meet the needs of our residents with disabilities

The provision of mandatory disabled facilities grants will continue to be administered by the Environmental Housing team in accordance with the relevant legislation, the aim being to continue to maximise the effectiveness of Disabled Facilities Grants, an aim of the Housing Strategy.

However, in order to ensure this is as efficient as possible we will continue to put resource into ensuring clients are living in a property which best meets their needs at the lowest cost. This will be achieved by ensuring the links with housing are strengthened to ensure all disabled clients are given adequate advice and support if it is necessary to move to a more suitable home. For example if a customer is under-occupying their property and agrees to move to a smaller home, which could be adapted more easily and at a cheaper cost, funding would be available to help with removal costs.

Also when clients are planning to move to a more suitable property, officers from the Environmental Housing team will continue to attend feasibility visits to advise prospective tenants on the limitations of properties in relation to adaptations, to try to ensure the home they choose will meet their needs for the future.

In the case of Hyde tenants who require adaptations but are residing in a property with a category 1 hazard for overcrowding, there is no simple solution. It is often impossible to find them a more suitable property, which is large enough and can be easily adapted. In these instances the funding already allocated to extending these properties will continue to be used as before. In these cases the Council will provide a maximum disabled facilities grant of £30,000 plus a maximum of £35,000 to allow the property to be extended. In such cases the Hyde Group will provide matched funding of up to £65,000.

The importance of Disabled Facilities Grants cannot be under-estimated as for many they have a life-changing effect by ensuring a householder with assessed needs can remain at home. This not only reduces the burden on hospital admissions but also gives individuals a sense of independence and contributes towards their overall well-being.

The Council's strategy for providing adaptations to meet the needs of our residents with disabilities

The Council will continue to work with its partners to ensure that we provide cost effective adaptations that fully meet the needs of the clients. The objective is to ensure that the client can live independently in a home that meets their needs for as long as possible.

The details of the disabled facilities grant scheme are set out in appendix 1.

Work plan

Action	Start Date	Partners	Target
Promote Landlord Accreditation and Homefinder to private landlords	1 April 2016	Private Sector Landlords Letting Agents & Property Managers Rural Estate Landlords	200 properties to be accredited throughout the strategy period
Promote changes in legislation to landlords and tenants	1 April 2016	Private Sector Landlords Citizens Advice Bureau Higher Education Institutions Rural Estate Landlords	
Develop and implement the Chichester Warm Homes Initiative	1 April 2016 with scheme to be in place by 1 October 2016	Private Sector Landlords Letting Agents & Property Managers Health Arun District Council Health Professionals Your Energy Sussex	75 properties to be improved throughout the strategy period
Continue to facilitate Disabled Facilities Grants and monitor provision through the Disabled Adaptations Strategy Group	1 April 2016	Hyde Housing West Sussex County Council Adult Services Homemove Team	
Introduce Home Repair Assistance	1 April 2016	Health Professionals Citizens Advice Bureau	25 properties to be improved throughout the strategy period

Resources – Budget 2016-2021

Scheme	Capital funding at 31 st March 2016 (Figures in £,000)	Source of funding (Figures in £,000)
Landlord Accreditation and Home Repair Assistance	717	Existing budget
Disabled Facilities Grants	3,675	Existing Budget ring-fenced for mandatory disabled facilities grants
Home Extensions to reduce overcrowding	157	Existing budget
Under-Occupied Hyde Martlet Properties (Apr 09).	26	Existing budget
Chichester Warm Homes Initiative	323	208 from first phase equity loan scheme (subject to Council approval) 95 vired from the Low Carbon Chichester Fund (subject to Council approval) 20 vired from Care & Repair budget (subject to Council approval)

The stock modelling survey identified the cost of mitigating category 1 hazards in Chichester's private sector stock is estimated to be £27.1 million. Unfortunately the amount of investment required to tackle these hazards does not reflect the amount of resource available, it is therefore essential that the amount of financial assistance available to residents is suitably prioritised. Furthermore the importance of partnership working cannot be emphasised enough as this may bring additional resources, which would ensure the Council's limited funds are supplemented.

Appendix 1

Financial Assistance

1. Improving the standard of accommodation in the private rented sector - Accreditation Assistance

Financial assistance is available to landlords applying to join the Landlord Accreditation Scheme in order to ensure their properties meet the scheme standards. The assistance will be 50% of the cost of the works up to a maximum of £4,000 throughout a 5 year period. Should the landlord for any reason be refused membership of the accreditation scheme or have their membership revoked within 5 years, for example if they fail to accredit their remaining properties then the total amount of assistance must be repaid.

Financial assistance will also be available to landlords who wish to accredit an empty property. In this case the landlord will receive 100% of the cost of works up to a maximum of £10,000 throughout the 5 year accreditation period. It will be a requirement for these properties to be let through the Council's Homefinder Gold scheme, or in the case of rural estate landlords it will be necessary for any prospective tenant to have a local connection to the parish in which the property is located and the property to be let at the local housing allowance rate. In this instance assistance would be available at 50% of the cost of the works up to a maximum of £10,000.

Applicant Qualification Criteria

- Applicants must be at least 18 years old;
- Applicants must be freeholders (owner in fee simple absolute) or leaseholders with at least 10 years to expiry of lease, and with responsibility for carrying out eligible work; and
- Applicants must be landlords who have applied to join the Chichester Landlord Accreditation Scheme.

Property Qualification Criteria

- The dwelling must have been built or converted more than 10 years before application date;
- The works must not be those which could be subject to an insurance claim;
- The dwelling must not be owned by a Registered Social Landlord, a local authority, or any other public body; and
- In the case of empty properties, the dwelling must have been empty for a minimum of 12 months.

Eligible Works

- The eligible works are those required to ensure the property meets the minimum accommodation standards for the Chichester Landlord Accreditation Scheme.

Maximum Amount of Assistance

- The maximum amount of assistance will be 50% of the cost of the works up to a maximum of £ 4,000 throughout a 5 year period or,

- In the case of an empty property 100% of the cost of the works up to a maximum of £10,000 throughout the 5 year accreditation period provided that the property is let through the Council's Homefinder Gold scheme. In the case of rural estate landlords it will not be necessary for them to let through the Homefinder Gold scheme provided that any prospective tenants have a local connection to the parish in which the property is located and the property is let at the local housing allowance rate. Assistance in this case will be 50% of the cost up to a maximum of £10,000.

Pre-completion Conditions

- All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension.
- All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council.
- The applicant must retain a qualifying interest in the property during the course of the works.
- Landlords must ensure all works required to meet the Council's minimum standards are carried out.
- Only one application shall be made per property to be accredited.
- All approval conditions will be a local land charge.

Post Completion Conditions

- The landlord will remain a member of the Landlord Accreditation Scheme for 5 years. Should the landlords application to join the Landlord Accreditation Scheme be refused / revoked the full amount of assistance shall be repaid.
- The landlord must throughout the 5 year accreditation period conduct regular property checks to ensure the standards are maintained.
- All assistance will be repayable on sale of the dwelling if the sale occurs within 5 years of the certified completion date of the eligible works.

2. Reducing the level of hazards in the private sector stock – Home Repair Assistance

Assistance is available to owner-occupiers including those of park homes and long leaseholders in financial hardship to enable them to remedy category 1 hazards in their property.

Home Repair Assistance consists of a loan with no interest charged, up to a maximum of £30,000 for owner-occupiers, which is repayable on sale of the property.

In relation to park homes funding will be available in the case of emergencies for example a boiler breakdown or serious roof leak. Funding would be limited to a maximum of £3,000 and would be in the form of a grant.

Applicant Qualification Criteria

- Applicants must be at least 18 years old;
- Applicants must be freeholders (owner in fee simple absolute) or leaseholders with at least 5 years to expiry of lease, and with responsibility for carrying out eligible work;

- Applicants must have owned and occupied the property for at least one year as their only or main residence; and
- Applicants must EITHER be in receipt of a means tested benefit, Disabled Living Allowance or Personal Independence Payment
OR
- The household income is less than £20,000 pa and the applicant has less than £16,000 in savings.

Property Qualification Criteria

- The dwelling must have been built or converted more than 10 years before application date;
- The works must not be those which could be subject to an insurance claim; and
- Category 1 hazards must have been identified at the property.

Eligible Works

- The eligible works are those required to remedy all category 1 hazards in a dwelling.

Maximum Amount of Assistance

- The maximum amount of financial assistance available is £30,000 or £3000 for park homes.
- The Council must be satisfied that where the assistance provided does not cover the full cost of the eligible works the owner has financial arrangements in place to meet the full cost of the works.

Pre-completion Conditions

- All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension.
- All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council.
- The applicant must retain a qualifying interest in the property during the course of the works.
- All approval conditions will be a local land charge.

Post Completion Conditions

- Properties must remain as the applicant's only residence until sold.
- Householders shall ensure the property is covered by suitable buildings insurance.
- All assistance will be repayable on the sale of the dwelling or if it is no longer used as the applicants only residence

3. Decreasing the high level of fuel poverty in the private rented sector and excess cold in the private sector stock – Chichester Warm Homes Initiative

Assistance is available to homeowners and private tenants who have low income and a modest amount of savings, and landlords when the work will benefit a vulnerable tenant. In the case of tenants, landlords must consider the works as a ‘tenant improvement’ and must therefore not implement a rent increase. Funding would be available to provide an EPC (for homeowners only) and a whole-house efficient heating system with thermal insulation.

Applicant Qualification Criteria

- Applicants must be at least 18 years old;
- Available to tenants and homeowners (owner in fee simple absolute) or leaseholders with at least 10 years to expiry of lease, and with responsibility for carrying out eligible work;
- Available to private sector tenants except excluded tenants (those with a resident landlord)
- Landlords may apply for funding for an empty property provided that the property is let through the Homefinder Gold scheme on completion.
- Owners/tenants must EITHER be in receipt of a means tested benefit, Disabled Living Allowance or Personal Independence Payment
OR
have less than £16K in savings and an income of less than £20K per annum;

Property Qualification Criteria

- The dwelling must have been built or converted more than 10 years before application date;
- The works must not be those which could be subject to an insurance claim;
- The dwelling must not be owned by a Registered Social Landlord, a local authority, or any other public body;

Eligible Works

- Funding is available for the cost of an Energy Performance Certificate (EPC) (for homeowners only), a whole-house, efficient heating system with thermal insulation where a category 1 hazard for excess cold exists OR the occupier is experiencing fuel poverty and occupies a property with an EPC rating of F or G. If the applicant is experiencing fuel poverty, they would have to be referred by the Home Energy Visiting Officers.

Maximum Amount of Assistance

- Assistance would only be available for those who do not qualify for other forms of funding including ECO funding or Your Energy Sussex top-up funding.
- Owners would be eligible for the full cost of the required works, up to a maximum of £5K or £8K in areas that are off-gas.
- Landlords must pay the first £1K and the remaining £4K for gas boilers or £7K for off-gas properties would be funded by the Council.

Pre-completion Conditions

- All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension.
- All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council.
- The applicant must retain a qualifying interest in the property during the course of the works.
- Only one application shall be made per property.
- All approval conditions will be a local land charge.

Post Completion Conditions

- Owner occupiers are required to repay the financial assistance on sale of the property.
- In order to encourage landlords to work with the Council the conditions attached to their assistance would only require repayment if the property was sold within 10 years of approval being issued. Throughout the 10 year condition period, the property must remain tenanted.

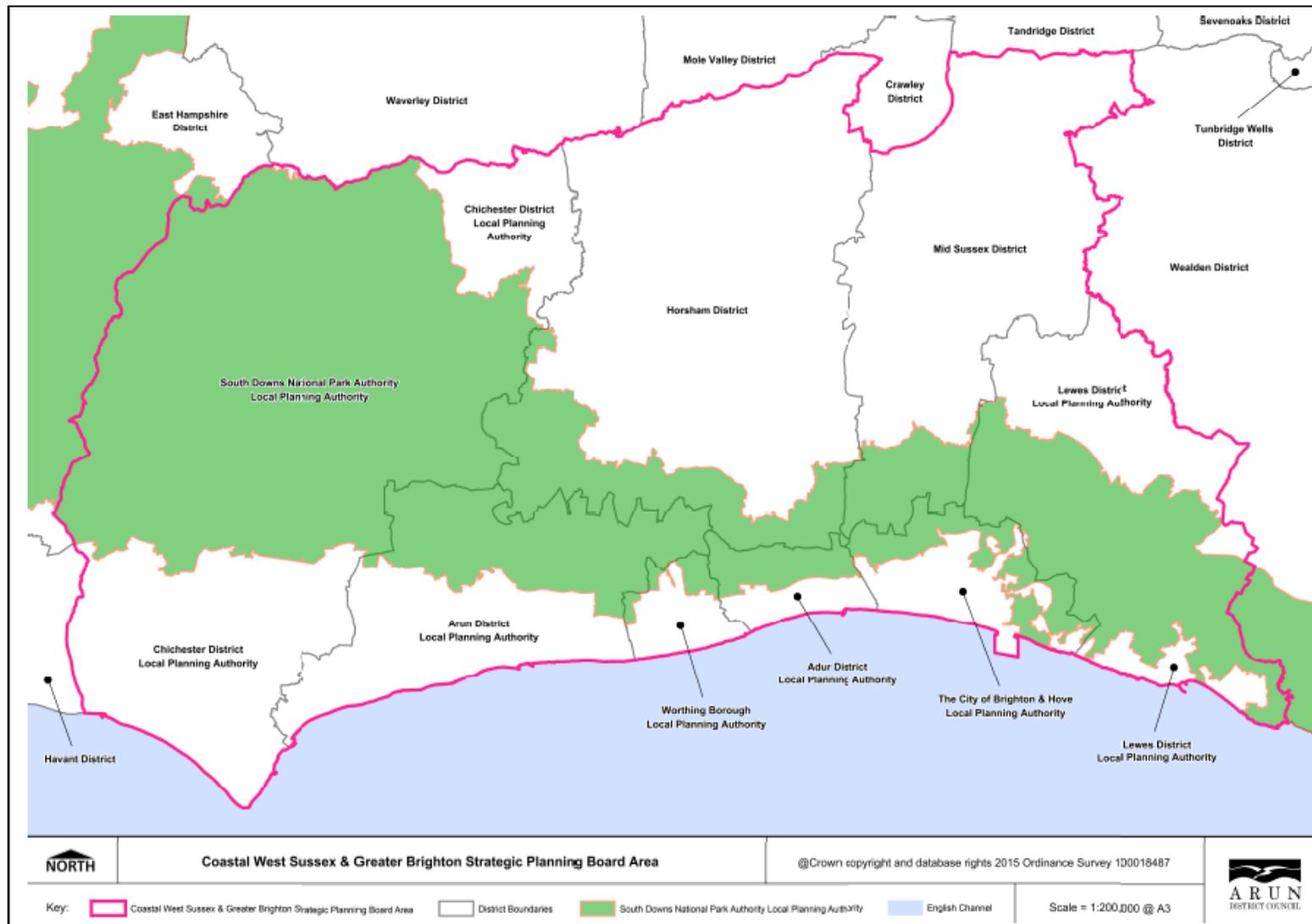
4. Mandatory Disabled Facilities Grant

- Mandatory Disabled Facilities Grants will be administered as per existing legislation and will be available to the current legally specified maximum amount subject to the statutory terms and conditions.

**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

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/>)

the short to medium term. Many are already being addressed through the planning system albeit at very different 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

⁴ Excludes Horsham and Mid Sussex

⁵ Excludes Brighton & Hove, Lewes, Horsham and Mid Sussex

⁶ Excludes Horsham

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’ 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

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*.

- 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 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.

⁸ <http://www.legislation.gov.uk/ukpga/2011/20/section/110/enacted>

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.qpxuJRpP.dpbs>

- 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 publicly owned land and 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

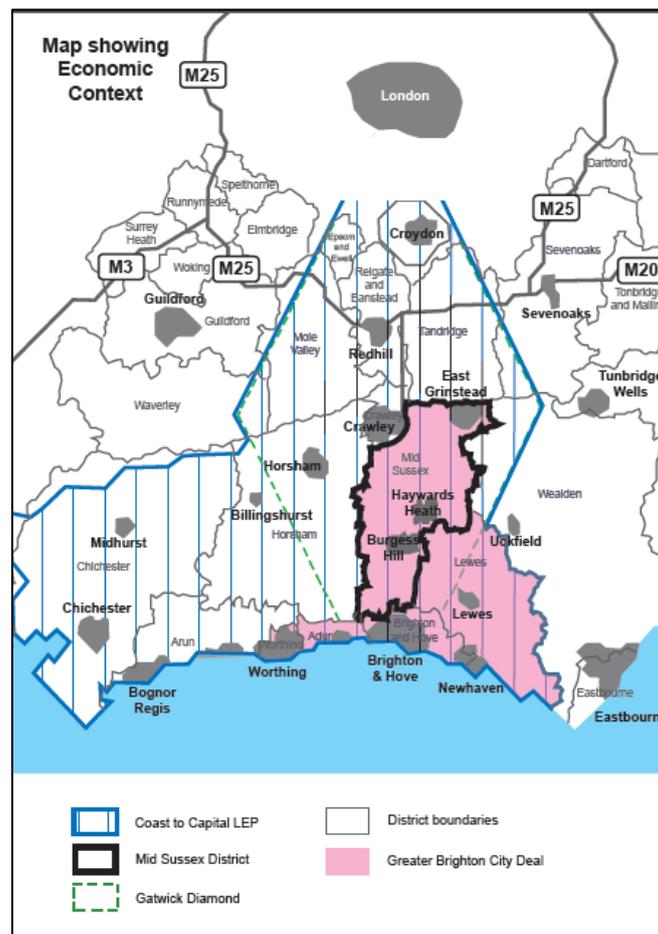
¹² The Greater Brighton City Deal local authority partners are Brighton & Hove City Council, Adur, Lewes and Mid Sussex District Councils, Worthing Borough Council and East & West Sussex County Councils

¹³ <http://www.southdowns.gov.uk/national-park-authority/our-work/key-documents/partnership-management-plan/>

- 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.

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 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 improve accessibility and journey times to main

¹⁵ Newhaven Enterprise Zone was established in late 2015

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_44000.aspx.

towns within and 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 peak services for example on routes to and from London.

- 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

¹⁸ 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/>

¹⁹ <https://www.gov.uk/government/news/new-measures-to-breathe-life-into-empty-buildings-and-boost-growth>

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 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

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]

sub-region makes to support growth and help identify (and protect) the supply and type of employment land needed to support their particular needs.

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 housing 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)	Average Completions 2010/11-2014/15 (net, dpa)	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	3,147	3,782

* 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

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.

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.

- 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 where DfT have identified capacity, reliability, severance, air quality and road safety issues which will constrain growth in the future²⁵. Since the LSS was initially agreed, some progress has

²⁵ Highways Agency, 2014, A27 Corridor Feasibility Study

been made with work underway to deliver improvements on the A27 at Chichester, Arundel and Worthing. Improvements are planned for the A24 (between Ashington & Southwater), A29 (to improve access between A27 and Bognor Regis), A284 (Lyminster Bypass to deliver better communications between Arundel and Littlehampton) and A259 (to relieve congestion between Littlehampton and Angmering). 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 prerequisite 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 adequate 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 (and Greater

- Brighton Pipeline), Housing & Property Investment Plan and skills strategy as they are developed.
- (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.²⁶ 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

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.

²⁶ 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

- 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
- 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*.

COASTAL WEST SUSSEX & GREATER BRIGHTON STRATEGIC PLANNING BOARD

Terms of Reference

September 2015

1. Aims and Objectives

(1) The Strategic Planning Board will identify and manage spatial planning issues that impact on more than one local planning area within Coastal West Sussex and the Greater Brighton area.²⁷

- 1.1 Local Planning Authorities are required by law through the Duty to Cooperate to *'engage constructively, actively and on an on-going basis'* on planning matters that impact on more than one local planning area ('strategic planning matters'). This duty is further amplified in the National Planning Policy Framework (NPPF) which sets out the key 'strategic priorities' that should be addressed jointly²⁸.
- 1.2 The Strategic Planning Board (SPB) is responsible, on behalf of the CWS and Greater Brighton Authorities, for identifying the sustainable development issues that impact on more than one local planning area and agreeing how these should be prioritised and managed (covering the whole local plan cycle from plan-making, through to delivery and monitoring)
- 1.3 As part of this process, the SPB should review existing 'strategic priorities' being progressed through the current local plans and identify areas which are likely to be vulnerable in the legal tests applied under the Duty to Cooperate.

(2) The Strategic Planning Board will support better integration and alignment of strategic spatial and investment priorities in the Coastal West Sussex and Greater Brighton area, ensuring that there is a clear and defined route through the statutory local planning process, where necessary.

- 1.4 In order to maximise development potential and investor confidence in the wider CWS and Greater Brighton area there should be a clear strategic planning vision which helps integrate spatial and infrastructure investment priorities. The SPB will be responsible for developing the vision and will work jointly on the economic regeneration with the Coastal West Sussex Partnership Board and Greater Brighton Economic Board to integrate with long term investment priorities and ensure that these are aligned with other public and private sector investment plans.
- 1.5 The Board will also work closely with the CWS Partnership Board and the Greater Brighton Economic Board (GBEB) on any work that is already underway and is relevant to the Board's strategic planning role.

²⁷ The Coastal West Sussex and Greater Brighton area covers the local planning areas of Adur, Arun, Chichester, Worthing, the South Downs National Park Authority, West Sussex County Council, Brighton and Hove, Mid Sussex and Lewes.

²⁸ 'Strategic priorities' that Local Planning Authorities have a Duty to Cooperate on are defined in Paragraph 156 of the National Planning Policy Framework (NPPF).

2. Membership and Accountabilities

- 2.1 The Strategic Planning Board provides a forum for Local Planning Authorities to manage issues that impact on more than one local planning area, developing the necessary evidence base and ensuring wider corporate and other relevant matters are fully taken into account. Although there is a clear emphasis on reaching a common approach on key strategic policies, the SPB is an advisory body, therefore any decisions on taking forward outputs from its work programme (e.g. shared evidence or research) will be the responsibility of individual Local Planning Authorities and the statutory planning process.
- 2.2 Core membership of the SPB will comprise representatives from Adur, Arun, Chichester, Worthing, Lewes, West Sussex County Council, Brighton & Hove City Council, Horsham, Mid Sussex and the South Downs National Park Authority. Each authority will be invited to contribute to the work programme and to consider strategic planning issues that impact on the wider area. Others may be invited to attend on an occasional basis if an issue being considered is likely to have a significant impact on the authority's planning area. Each constituent authority will be represented on the SPB by the relevant holder of the planning portfolio to ensure confidence of authority and commitment to resources.
- 2.3 Regular feedback and briefings to the constituent members' political and corporate leadership should be used as a way of ensuring wider ownership and support for the Strategic Planning Board's work as it progresses. There should also be appropriate liaison between the Local Planning Authorities representatives of the SPB, the CWS Partnership Board and the GBEB.
- 2.4 The Chairman of the Board will be elected on an annual basis to ensure fair and equal opportunities amongst the constituent member authorities. The Chairman may stand for re-election but may only stand for a maximum of two years. Given the potential close working between the SPB and the CWS Partnership Board, the chairman should have a place on the CWS Partnership Board, should he or she desire, to provide a link between the two bodies.

3. Ways of Working

- 3.1 Refer to Diagram in Annex 1 for details of working arrangements. The SPB will agree a work programme, including steering and management arrangements for each project, on an annual basis. This could include setting up 'task and finish' groups for specific projects, either reporting directly to the SPB or on a shared basis with the CWS Partnership Board and GBEB. The SPB will meet four times a year at times to best suit the work programme. Additional meetings may be called if workload justifies. In the interests of transparency, notes of the Strategic Planning Board's meetings will be publically available.
- 3.2 The CWS & GB Planning Officer Group will work on behalf of the CWS & GB Strategic Planning Board, the CWS Partnership Board and the GBEB to provide either direct advice, support or to deliver agreed projects.

- 3.3 Good project management principles should be applied, such as risk management, particularly around political sensitivities and funding, and keeping the work programme under review to ensure that it is meeting the agreed objectives and the identified priorities remains relevant.

4. Key relationships

- 4.1 **CWS Partnership Board and Greater Brighton Economic Board:** The SPB will work closely with the CWS Partnership Board and the GBEB to ensure the long term integration of strategic planning and investment priorities. Local Planning Authority leaders and chief executives should be invited to attend periodically arranged meetings to ensure corporate buy-in for the priorities and work programme.
- 4.2 **Coast to Capital LEP:** The LEP plays a key support role on economic development and regeneration and is responsible for major funding streams, such as the Local Growth Fund. It is also identified in Local Planning Regulations as a body that Local Planning Authorities need to take account of in meeting its 'Duty to Cooperate' obligations. Although the C2C LEP's role in strategic planning has yet to be determined, any support provided to the Local Planning Authorities is likely to use the existing local partnership areas, such as Coastal West Sussex. Through the CWS Partnership Board and the GBEB, the SPB should ensure regular liaison with the LEP Board and provide advice on strategic planning and investment priorities for the CWS & GB area, particularly through the preparation and delivery of a strategic planning and investment framework.
- 4.4 **Other Key Partners:** A number of key bodies and organisations will be necessary to support the work of the SPB either through direct support/advice or through joint projects. Most of these will be subject to the legal requirements of the 'Duty to Cooperate' and may well already be involved in the other partnerships mentioned above. Key bodies include the Environment Agency, Highways Agency, Homes and Communities Agency. Private sector infrastructure providers, particularly utility companies, will also be key partners particularly in terms of ensuring alignment between investment plans and priorities.

5 Technical Support

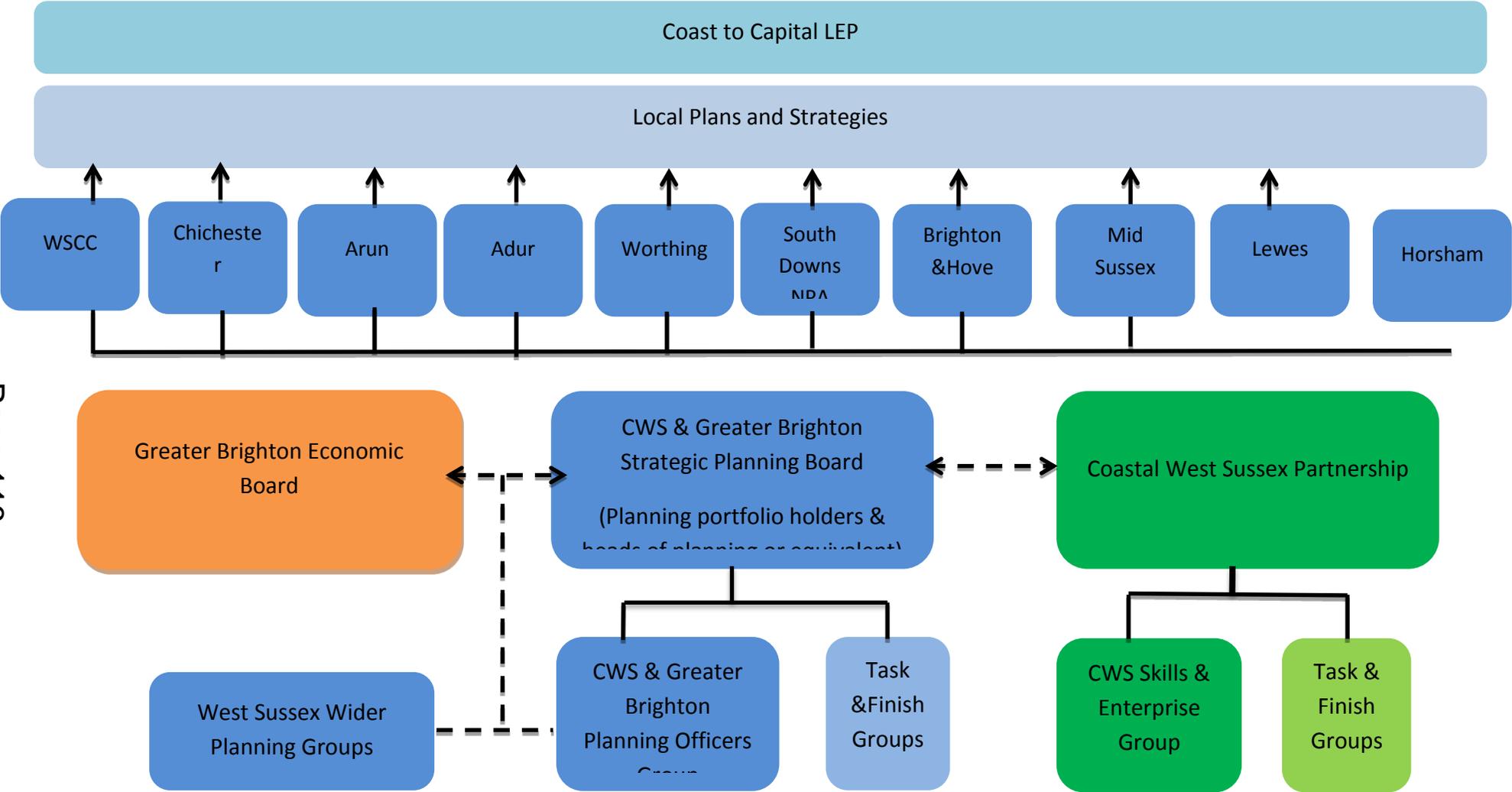
- 5.1 The SPB will be supported by an officer group with representatives from each of the constituent Local Planning Authorities. The group will act as a steering group for each identified project and will establish suitable technical support and project management arrangements for each. This may involve the use of 'task and finish' groups and could include the use of external expertise e.g. from key statutory bodies identified in paragraph 3.6 above or the use of consultants. The group will therefore also be responsible for any necessary joint procurement arrangements. Where joint projects with the CWS Partnership Board and or GBEB are commissioned, appropriate joint steering and technical arrangements should be established with clear lines of responsibility and accountability.
- 5.2 A representative of the officer group will attend the Strategic Planning Board meetings and provide regular progress updates on the work programme to the Chairman. A

representative(s) of the officer group will also be identified as the main liaison with key partners.

- 5.3 In establishing the new support arrangements, the opportunity should be taken to identify where key skills and expertise lie within the Local Planning Authorities and partners, and share these where it is practical to do so. The identification of 'lead' experts can be used to develop a relationship with other organisations on behalf of the partners.

6. Review

- 6.1 It is important to keep arrangements flexible to respond to changes in planning policy, changes in priorities and work programmes and to move forward from plan policy development stages to implementation which may require changes.



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COASTALWEST SUSSEX & GREATER BRIGHTON²⁹ AUTHORITIES

MEMORANDUM OF UNDERSTANDING²

INTRODUCTION

This Memorandum of Understanding establishes a framework for co-operation between the ten Local Planning Authorities with respect to strategic planning and development issues.

Local Planning Authorities are required by law through the Duty to Cooperate to '*engage constructively, actively and on an on-going basis*' on planning matters that impact on more than one local planning area ('strategic planning matters'). The duty is further amplified in the National Planning Policy Framework (NPPF) which sets out the key 'strategic priorities' that should be addressed jointly³.

PARTIES TO THE MEMORANDUM

The Memorandum is agreed by the following Local Planning Authorities:

- Arun District Council
- Adur District Council
- Brighton and Hove City Council
- Chichester District Council
- Horsham District Council
- Mid Sussex District Council
- South Downs National Park Authority
- Lewes District Council
- West Sussex County Council
- Worthing Borough Council

LIMITATIONS

The Local Planning Authorities recognise that there will not always be full agreement with respect to all of the issues on which they have agreed to cooperate. For the avoidance of doubt, this Memorandum will not restrict the discretion of any of the Local Planning Authorities in the determination of any planning application, or in the exercise of any of its statutory powers and duties, or in its response to consultations, as this MoU is not intended to be legally binding.

²⁹ The Coastal West Sussex and Greater Brighton area covers the local planning areas of Adur, Arun, Chichester, Worthing and the South Downs National Park Authority with West Sussex County Council, Brighton and Hove, Mid Sussex and Lewes.

² This paper is based on work from the Gatwick Diamond

³ 'Strategic priorities' that Local Planning Authorities have a Duty to Cooperate on are defined in Paragraph 156 of the National Planning Policy Framework (NPPF).

OBJECTIVES

The Memorandum has the following broad objectives:

- To help secure a broad but consistent approach to strategic planning and development issues across the Coastal West Sussex and Greater Brighton area.
- To identify and manage spatial planning issues that impact on more than one local planning area within Coastal West Sussex and the Greater Brighton area.
- To ensure that the local planning and development policies prepared by each Local Planning Authority are where appropriate informed by the views of other Local Planning Authorities across the Coastal West Sussex and Greater Brighton area.
- To ensure that decisions on major applications, that are larger than local planning applications are informed by the views of other Local Planning Authorities across the Coastal West Sussex and Greater Brighton area.
- To support better integration and alignment of strategic spatial and investment priorities in the Coastal West Sussex and Greater Brighton area, ensuring that there is a clear and defined route, where necessary, through the statutory local planning process.

STRATEGIC PLANNING AND DEVELOPMENT ISSUES

The Local Planning Authorities will jointly:

- Prepare, maintain and update a Local Strategic Statement which provides a broad strategic direction for the Coastal West Sussex and Greater Brighton area and establishes areas for inter-authority cooperation on strategic issues.
- Develop and implement a programme for jointly addressing strategic planning and development issues.
- Maintain liaison with the Local Enterprise Partnership(s) on the work they are undertaking.
- Consider the options for more formalised mechanisms and processes for strategic planning.

POLICY DOCUMENTS

Each Local Planning Authority will:

- ❖ Notify the Councils party to the MoU at each consultation stage in the preparation of its local development documents and in the case of a County Council, City Council and the National Park Authority, plans relevant to their statutory functions; Waste and Minerals and local transport.
- ❖ Notify the Councils of consultation on any other policy document which, in its view, would have a significant impact on strategic planning or development within the Coastal West Sussex & Greater Brighton area.
- ❖ If requested, meet with and discuss any issues raised by one or more of the other Local Planning Authorities and take into account any views expressed on those issues.

Any response from the Coastal West Sussex Partnership Board or the Greater Brighton Economic Board will be made by the Chairman and is independent from the individual Local Planning Authorities.

DEVELOPMENT MANAGEMENT

Each Local Planning Authority will:

- ❖ Notify the Council's party to the MoU of any major planning applications, from within its area or on which it is consulted by a Local Planning Authority from outside its area, which would, in its view, have a significant impact on the strategic planning and development of the Coastal West Sussex & Greater Brighton area, having particular regard to the Local Strategic Statement agreed by the Councils and take into account any views expressed in determining the application.

Any response from the Coastal West Sussex Partnership Board or the Greater Brighton Economic Board will be made by the Chairman and is independent from the individual Local Planning Authorities.

LIAISON

The Members of the CWS & Greater Brighton Strategic Planning Board will meet quarterly, or more frequently when appropriate, in order to;

- ❖ Maintain and update the Local Strategic Statement and the joint work programme.
- ❖ Monitor the preparation of policy documents across the Coastal West Sussex & Greater Brighton area and discuss strategic issues emerging from them.
- ❖ Review work undertaken jointly by the Coastal West Sussex & Greater Brighton Local Planning Authorities.

The CWS & Greater Brighton Planning Officer Group will work on behalf of the CWS & Greater Brighton Strategic Planning Board and the CWS Partnership Board to deliver the agreed work programme.

TIMESCALE

The SPB have reviewed the MoU and this revised document is intended to run for a year from January 2016 to be reviewed in January 2017.

Name Cllr

Date / / 2015

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): XXXXXXXXXXX</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): XXXXXXXXXXX</p>
Chichester	<p>Original LSS (Oct 2013):</p> <p>Cabinet: 7 January 2014 http://www.chichester.gov.uk/index.cfm?articleid=22978</p>

	<p><u>Decision:</u> 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><u>Decision:</u> 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): XXXXXX</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)	86 (including 9 pitches at Westhampnett transit site)	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 (policy 36) 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 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 - B1 uses net loss of 4077sqm B2 uses net loss of 400sqm B8 use – net gain of 370sqm</p>	<p>Criteria/ safeguarding based policy within Core Strategy. Target set within Core Strategy.</p>
Coastal - Adur	<ul style="list-style-type: none"> Shoreham Airport – allocation for 15,000sqm of employment generating 	<p>2013/14 – 22,088sqm of gross employment floorspace delivered</p>	<p>Seeking provision within strategic allocations (revised Draft Adur Local Plan 2013 (Reg 18 stage).</p>

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	2014/15
			Delivery
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
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>

		<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>

	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;

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
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>

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>

		<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>
<p>3. Littlehampton</p>	<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>

	<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

	<p>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.</p>	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)

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

Strategic Objectives			
Implementation Priorities	Key Implementation Tools & Strategies	Specific Projects & Timescale	Key Partners
<p>SO1: Delivering Sustainable Growth The Strategic Planning Board will work with its partners to:</p> <p>(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.</p> <p>(2) Assess the role and character of all main settlements and their particular contribution to supporting growth within the sub-region.</p> <p>(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.</p> <p>(4) Identify any barriers to the delivery of key strategic sites and potential options for addressing these.</p>			CWS&GB LAs; SDNPA; CWSP; GBEB; C2CLEP
Strategic Objective 2: Meeting Strategic Housing Needs			CWS&GB LAs; SDNPA; CWSP; GBEB; C2CLEP;

<p>The Strategic Planning Board will work with its partners to:</p> <ol style="list-style-type: none"> (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. 			<p>HCA; House Builders.</p>
<p>Strategic Objective 3: Investment in Infrastructure</p>			<p>CWS&GB LAs; SDNPA; CWSP; GBEB; C2CLEP;</p>

<p>The Strategic Planning Board will work with its partners to:</p> <ol style="list-style-type: none"> (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. 			<p>ESCC; HE; NR; Rail Operating Companies; EA; Southern Water</p>
<p>Strategic Objective 4: Managing Environmental Assets and Natural Resources</p>			<p>CWS&GB LAs; SDNP; CWSP; GBEB; C2CLEP;</p>

<p>The Strategic Planning Board will work:</p> <ol style="list-style-type: none"> (1) With the Sussex Local Nature Partnership to develop a robust approach to conserving, enhancing and expanding the Natural Capita 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. 			<p>EA; NE; Sussex LNP</p>
<p>Spatial Priorities</p>			

<p>Spatial Priority 1: Shoreham Harbour and Shoreham Airport</p> <p>The Strategic Planning Board will:</p> <ol style="list-style-type: none"> (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. 			<p>Brighton CC; Adur DC, Worthing BC; WSCC; CWSP; GBEB; C2CLEP; EA; HE; HCA</p>
<p>Spatial Priority 2: Chichester City/Tangmere/Bognor Regis</p>			<p>Arun and Chichester DCs; WSCC; CWSP; C2CLEP; EA; HE;</p>

<p>The Strategic Planning Board will:</p> <ol style="list-style-type: none"> (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. 			<p>Southern Water</p>
<p>Spatial Priority 3: Littlehampton</p> <p>The Strategic Planning Board will:</p> <ol style="list-style-type: none"> (1) Support the LPA in taking forward these priorities 			<p>Arun DC; WSCC; CWSP; C2CLEP; EA;HE</p>

<p>through the Arun Local Plan.</p> <p>(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.</p> <p>(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.</p>			
<p>Spatial Priority 4: Worthing’s Key Town Centre Sites</p> <p>The Strategic Planning Board will:</p> <p>(1) Work with the LPA in taking forward these priorities through the Worthing Local Plan review.</p>			<p>Worthing BC; Brighton CC; WSCC; CWSP; GBEB; C2CLEP; EA; HE</p>

<p>(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.</p> <p>(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.</p> <p>(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.</p>			
<p>Spatial Priority 5: Greater Brighton City Region</p> <p>The Strategic Planning Board will:</p> <p>(1) Work with the LPA in taking forward these priorities through the Local Development Plans and any subsequent reviews</p>			<p>Greater Brighton Authorities; GBEB; C2CLEP; EA; HE; HCA</p>

<p>(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.</p> <p>(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.</p>			
<p>Spatial Priority 6: Brighton - Seafront and Central Brighton</p> <p>The Strategic Planning Board will:</p> <p>(1) Work with the LPA in taking forward these priorities through the Local Development Plans and any subsequent reviews.</p>			<p>Brighton CC; GBEB; C2CLEP; EA;</p>

<p>(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.</p> <p>(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.</p>			
<p>Spatial Priority 7: Burgess Hill</p> <p>The Strategic Planning Board will:</p> <p>(1) Work with the LPA in taking forward these priorities through the Mid Sussex District Plan.</p> <p>(2) Work with the Greater Brighton Economic Board to ensure that the strategic priorities are delivered</p>			<p>Mid Sussex DC; WSCC; GBEB; C2CLEP; HE</p>

<p>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.</p> <p>(3) 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.</p> <p>(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.</p>			
<p>Spatial Priority 8: Newhaven Port</p> <p>The Strategic Planning Board will:</p> <p>(1) Work with the LPA in taking forward these priorities through the Lewes District Local Plan.</p> <p>(2) 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</p>			<p>Lewes DC; Brighton CC; ESCC; C2CLEP; SELEP; EA; HE</p>

<p>developed.</p> <p>(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.</p>			
<p>Spatial Priority 9: Rural Sussex</p> <p>The Strategic Planning Board will:</p> <p>(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</p>			<p>CWS&GB LAs; WSCC; ESCC; CWSP; GBEB; C2CLEP; SRP</p>

<p>as part of the implementation of Strategic Objective 1.</p> <p>(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.</p>			
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Acronyms:

- SDNP: South Downs National Park
- ESCC: East Sussex County Council
- WSCC: West Sussex County Council
- CWSP: Coastal West Sussex Partnership
- GBEB: Greater Brighton Economic Board
- C2CLEP: Coast to Capital Local Enterprise Partnership
- SELEP: South East Local Enterprise Partnership
- SRP: Sussex Rural Partnership
- HE: Highways England
- EA: Environment Agency
- NE: Natural England
- HCA: Homes & Communities Agency

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015

	Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations
	£	£	£	£	
Variations funded from Council Tax					
All Services					
- Provision for Municipal Mutual Insurance Settlement claw back	0	50,000	50,000	0	<p>Municipal Mutual Insurance Ltd (MMI), the Council's previous insurer, was the predominant insurer of public sector bodies prior to ceasing its underwriting operations in September 1992 having suffered substantial losses. The Council and most of MMI's public sector members elected to participate in a 'Scheme of Arrangements' effectively becoming 'Scheme Creditors', meaning they may have to pay back part of all claims for which they have received settlements since 1993 in the event of the Scheme of Arrangements being triggered.</p> <p>The decision of the Supreme Court on 28 March 2012 on the 'mesothelioma trigger litigation' has placed additional financial pressures on the residual funds of MMI. It also increased the potential for a claw-back on settlements the Council has received from MMI since 1993. On 13 November 2012 the 'Scheme of Arrangements' was triggered. The Scheme provides that following the occurrence of a Trigger Event a Levy may be imposed on all Scheme Creditors. During 2013-14 the Council was required to make a Levy payment of £37,000 representing 15% of the value of total claims payments carried forward at 31 March 2013. No Levy is raised on the first £50,000 of claims payments.</p> <p>Recent communication from the Scheme Administrator has identified the potential for a second Levy. This is as a result of the need to strengthen the provisions for future claims, particularly in relation to mesothelioma and child abuse. Any Levy amount will follow the actual position at 31 March 2016, with collection from Scheme Creditors such as the Council in April 2016.</p> <p>For these reasons it is prudent for the Council to set aside a sum as a provision for any future Levy payments under this scheme.</p>
	0	50,000	50,000	0	

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Finance & Governance Services**Accountancy Services**

- Staffing

422,100 379,000 -43,100 9,500

2015-16 variance - Currently have 1.5 FTE assistant accountant roles vacant in the new structure. These will be recruited in the next few months. The forecast underspend will be requested to be carried forward to fund additional staff resources for project work on Civica asset register and budget modules and supporting the move to a new bank provider with effect from 1 April 2016.

2016-17 variance - The Accountancy Services review identified the need to create a more fit for purpose service that would focus on areas that add value rather than administrative processes. As a result of introducing this new service the savings generated by the review fell slightly short of the target.

Democratic Services

- Printing

23,500 3,500 -20,000 -18,000

The budget relates mainly to spending on printing for the Planning Committee. The spend in 2013/14 was £8,994, and in 2014/15 was £5,342. Therefore it would appear that a recurring saving is available here of approximately £18,000.

Legal

Agenda Item 16

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015	Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations
	£	£	£	£	
- Staffing	381,400	369,400	-12,000	0	There is some £3,000 of current in-house assistance expenditure not charged, now being invoiced. There has been a reduction in in-house assistance the present workload having reduced. The likely underspend will be around £ 12,000. This budget will be reviewed in 2016.
Elections					
- Staffing	183,400	144,500	-38,900	-12,000	There have been 2 maternity leave related vacancies in the team during 2015/16 (one part time post and one full time post). The part time post will not be filled as the officer has decided not to resume their position, and since call handling has been transferred to the Contact Centre the salary budget for the part time post has been removed as a recurring saving.
Council Tax					
- Printing	33,800	5,400	-28,400	-28,000	Budgets for printing and stationery need to be reviewed and reduced. This is partly due to the move to greater use of electronic communication.
Housing Benefits					
- Benefits Staffing	643,400	473,800	-169,600	0	Service carrying staff vacancies at present, restructure underway, will establish more robust budget requirements
- Printing	27,200	5,300	-21,900	-22,000	Budgets for printing and stationery need to be reviewed and reduced. This is partly due to the move to greater use of electronic communication.
- Bad Debt Provision	100,000	200,000	100,000	0	We are experiencing a reduction in Housing Benefit (HB) expenditure as the government's welfare reform changes impact on the amounts paid to HB recipients. Currently we are forecasting total HB payments for 2015-16 to be around £35.8m against an original budget estimate of £37.7m. This will result in a reduced amount of HB subsidy support being paid to the Council by the government. Therefore this reduction will have very little impact on the Council's base budget position. Unfortunately as a result of the Real Time Information Initiative that compares the records held by the Council to those held by HMRC, the Council has seen a significant increase in the value of identified HB overpayments. Additional overpayments to the value of some £500,000 have resulted as a consequence of this exercise alone. The Council has a bad debts provision of £1.7m for HB overpayments. Currently the value of HB overpayments stands at almost £3.29m (up from £2.8m at 31 March 2015). It would therefore be prudent to transfer a further £200,000 to the bad debts provision, £100,000 more than envisaged in the base budget.
	1,814,800	1,580,900	-233,900	-70,500	
Contract Services					
Waste, Cleansing and Recycling Services					
- Trade Waste income	-1,253,400	-1,373,500	-120,100	-48,800	Increased customer numbers by 30. Improved economic climate generated additional waste collections.
- Vehicle Workshop staffing	199,400	152,800	-46,600	0	Anticipated need to increase vehicle fitter establishment from two to three did not materialise. Maintenance requirements across the fleet (50 vehicles) contained within the capacity of current staff levels.
- Grounds Maintenance Staffing	336,500	310,100	-26,400	0	Funds transferred to cover cost of A27 road cleaning and cemetery building structural surveys.

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015

	Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations
	£	£	£	£	
- Domestic Waste Staffing	1,576,400	1,492,500	-83,900		0 Introduction of zone working for green waste service plus domestic waste collection round reconfiguration, which is on-going, reduced overtime and improved staff productivity.
- Cemeteries income	-87,400	-70,000	17,400		0 Number of burials reducing annually. This year a reduction from 34 to 26. Ashes increased by two from 25 to 27 over the same period.
	771,500	511,900	-259,600	-48,800	

Housing & Environment Services

Housing

- Housing initiatives officer vacancy	525,900	381,200	-144,700		0 Variance has occurred due to staff vacancies. A slightly revised structure is being considered to ensure resources are allocated in accordance with demand and recruitment will take place when changes agreed.
- Private rented sector officer / Tenancy Sustainability officer vacancy	60,400	38,600	-21,800		0 There have been two vacancies within the Homefinder Team this financial year. One vacancy has been filled and recruitment will take place shortly to fill the second vacancy. At the present time a temporary member of staff is filling the vacancy.
- Homeless Hostel Income	-327,400	-411,400	-84,000	-40,000	Westward House operated at near capacity during the first quarter of the financial year meaning that income is higher than anticipated. Budgeted at 60% occupancy the first two quarters have averaged occupancy 75%. This would be a full year effect. Occupancy levels have been assumed at 67% for 2016-17.
- Land Charges	0	-100,000	-100,000		0 During 2013-14 the Council set up a Land Charges New Burden (Revocation of the Personal Search Fee) Reserve to provide for any future settlement following a national litigation claim against local authorities relating to personal search fee element of the Land Charges Fee. The settlement figure relating to this claim has been fully funded by central government, therefore this resource is no longer required for this purpose and can be returned to the Council's General Fund.
Pest Control					
- Income	-69,800	-40,800	29,000		0 Pest Control is being outsourced to an appointed contractor. The team has been operating with reduced staff members for some time and the service was provided by a contractor and continues to be up until transfer. The reduction in income reflects the reduced service and the costs reflect having to pay a contractor and a staff member during the procurement process.
	189,100	-132,400	-321,500	-40,000	

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015

Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations	
£	£	£	£		
Planning Services					
Development Management					
- Staffing	1,245,900	1,181,400	-64,500	198,300	This is due to a number of vacant posts, some of which have been filled, however three posts remain vacant, resulting in an additional underspend of approximately £8,200 pcm. £20,000 will be vired to indirect employee expenses to cover previous and upcoming recruitment costs. A proportion of this underspend will be used to fund current temporary and agency staff for the remainder of the financial year that will be required as a result of vacant posts and a resultant higher number of applications on hand
- Professional services	89,700	135,000	45,300	0	Overspend is as a direct result of a higher number of major planning applications. As income is projected to be £160,000 higher than budget it is proposed to vire the necessary amounts to cover these costs in February 2016
- Advertising	52,000	83,100	31,100	0	Overspend is as a direct result of a higher number of major planning applications. As income is projected to be £160,000 higher than budget it is proposed to vire the necessary amounts to cover these costs in February 2016
- Planning Application income	-989,600	-1,202,600	-213,000	-100,000	The rise in the number of Major planning applications submitted in 2015/16 has lead to a significant increase in income. Major applications workload forecasting is being carried out to assess whether this trend is likely to continue in to 2016. It is also proposed that the income budget is increased by £100,000 in 2016/17.
Enforcement					
- Staffing	340,800	307,800	-33,000	0	This underspend is to be used to fund two contract staff starting on 1.02.15 to cover vacant officer posts.
Building Control					
- Building Control Income	-451,300	-416,800	34,500	0	As per December Projected income monitoring. One BC officer post remains frozen and part of the value of this post will help offset the income position. There is also currently a significant surplus on the trading account over the rolling 3 year period (to March 2015). Consideration will also be given to the need to adjust BC fees at year end for the following year.
	287,500	87,900	-199,600	98,300	

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Business Improvement Services

ICT, Public Relations & Human Resources

- IT Manager	0	64,000	64,000	0	The appointment of a new ICT Manager post was made on the basis that the new postholder would restructure the service to cover the cost of this new post to avoid growth in the staffing budget for IT. This restructure is underway and will be complete by end of May 2016.
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Customer Service Centre

- Staff vacancy	441,200	425,000	-16,200	0	Vacancies within Customer Service Centre, post now appointed. Variance to date
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Corporate Policy

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015

- Secondment of Corporate Information officer

Public Relations

- Staffing

Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations
£	£	£	£	
126,300	106,300	-20,000		0 This underspend is partly due to the 12 month secondment of a member of the Corporate Policy Team to assist with the Depot project.. This secondment has now ended and the member of staff has been appointed to a permanent post in the Depot. This post will now be considered for advertising.
142,800	160,300	17,500		0 This variance is due to the need to employ a temporary post to assist with the advertising and sponsorship initiative whilst the permanent member of staff was away on long term sickness. This postholder has now returned to work.
710,300	755,600	45,300	0	

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015

Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations
£	£	£	£	
Commercial Services				
Museums & TICs				
- Novium Staffing	290,200	251,500	-38,700	0 Staff turnover has resulted in staffing budget savings. All posts have now been recruited
- Novium services	55,900	13,700	-42,200	0 A number of service contracts are still to come through.
- Novium trading account income	-67,300	-47,700	19,600	0 Income down against budget, secondary spend is improving and the retail offer has been refined
- Novium Equipment, Furniture and Materials	45,600	66,700	21,100	0 Additional equipment purchases to be covered by underspend in services
- Chichester TIC Trading Account	-54,500	-31,100	23,400	0 Income figures are down against the target budget, the service has introduced an accomodation list and the commission related to bed bookings is increasing. Further development work is planned.
Leisure Centres				
- Westgate cafe sales	-262,300	-213,100	49,200	0 This income stream is the cafe income at Westgate. The secondary spend income has not been as high this year . The cafe menu has recently changed and this resulted in a reduced Q3 variance when compared with the Q2.
- Westgate Chariots fitness room income	-1,040,300	-990,100	50,200	0 Direct Debit and fitness room income are both below budget. Dired debit members are lower than anticipated and personal training sessions are also underperforming when compared with budget. Recent marketing and sales in January indicate that the DD numbers have increased. The last quarter of the financial year is always the strongest for direct debit membership and it is expected for membership numbers (and income) to increase for the final three months.
- Westgate Pool income	-599,500	-561,900	37,600	0 Casual swim income is down on last year , other areas of wetside activity ie swimming lessons are performing well.
- Westgate Chariots Staff	94,400	54,300	-40,100	0 There have been a number of staff vacancies in the fitness area and these have not been backfilled by casual staff.
- Westgate Premises Staff	442,200	391,900	-50,300	0 The centre Manager post has been vacant since July 2015, It is not intended to recruit to this post and discussions will take place with the appointed contractor on the role going forward.
- Grange Centre Cafe Sales	-149,500	-135,900	13,600	0 Income is down against budget , new menus have been introduced and there should be additional income from the events programme in Quarter 4.
- Bourne Chariots fitness room income	-205,700	-195,400	10,300	0 Bourne's DD membership is down on budget but is expected to increase in the final quarter of the year.

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015

	Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations
	£	£	£	£	
Car Parks & CCTV					
- Car Parks income projections	-5,556,300	-5,894,200	-337,900	-385,000	Increase due to increase in charges and voulme within the car parks
- Car Park Smart Cards income	0	-37,100	-37,100	-40,000	Additional income generated not budgeted in this financial year
- Staff restructure parking enforcement	396,900	326,100	-70,800		0 The review of Parking Services has meant that there is a salary underspend as a result of staff vacancies and saving linked to the new structure.
Estates					
- Plot 12 Terminus Road income	-28,600	-70,400	-41,800	-46,300	Notice has been given to the tennants and the building was vacated in December. In planning for site redevelopment for the Enterprise Centre.
- Plot 12Terminus Road Recoverable	-23,400	19,800	43,200		0 Notice has been given to the tennants and therefore the service charge income has reduced.
- Chichester Market Trading	-140,700	-110,000	30,700	30,700	Licence fee income has reduced reflecting economic conditions
- Midhurst Area office Income	-33,100	-10,300	22,800		0 Property partly vacant, currently being marketed
- Misc Buildings Repairs and Maintenance	52,800	3,300	-49,500		0 Part of the building services repairs and maintenance programme Works to due to be completed.
- Terminus Road income	-239,500	-416,100	-176,600		0 Mis coding of income from Woodruff Centre to be corrected by a journal. Adjust ment has now been made 9.02.16
- Investment Property, Crane Street	0	-151,000	-151,000	-151,000	New investement -Income received as expected
- Investment property woodruff centre	0	-100,800	-100,800	-100,800	New investment - Income received as expected
- St James recoverable services	-17,800	1,600	19,400		0 This service charge budget shows a shortfall as the income is now coded to a new budget
	<hr/> -7,040,500	<hr/> -7,836,200	<hr/> -795,700	<hr/> -692,400	

Projected Revenue Budget Variations 2015-16 & 2016-17

Position as at 31st Decemeber 2015

- Tunstall Disaster recovery

Budget 2015-16	Projected Outturn 2015-16	Projected Variance 2015-16	Further Projected Variance 2016-17	Service Managers Explanations
£	£	£	£	
12,500	26,500	14,000	0	0 There has never been any contingency funding in place for the replacement of alarm units which have reached their end of life. To date all equipment costs have been met from the equipment budget allocated to Careline and the budget has not reflected the additional amounts required to maintain existing stock levels. For the past five years Careline has tried to reduce spending costs on the equipment budget to close the deficit at the end of each year. For 2015/16 this has caused a problem as for this financial year, extra units had to be bought due to the age of those units out in the clients homes. (Each alarm unit has a life expectancy of approximately 7 years). The asset replacement programme is now in place for 2016/17 budget so the over spend on the equipment budget should not occur again due to these measures being put into place.
12,500	26,500	14,000	0	
-3,254,800	-4,955,800	-1,701,000	-753,400	

Total variations funded from Council Tax 2015-16

Projects & Capital Schemes Index

Generated on: 18 February 2016

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Rows are sorted by Status, Current Due Date

Cabinet Member: Commercial Services

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
Plot 21, Terminus Road - Demolition & Construction / Patrick Harrison	£1,925,000.00	£49,695.00	30-Jun-2016	
Develop a new Tourism Strategy / Steve Oates	£65,000.00		31-Mar-2017	
Enterprise Gateway Development - Plot 12 Terminus Road / Peter Legood	£6,245,900.00	£148,541.00	30-Jun-2018	
Pay on exit system installed in the Avenue de Chartres car park and review / Tania Murphy	£156,800.00	£157,031.00	03-Mar-2016	
Leisure Management Procurement / Jane Hotchkiss / Sarah Peyman	£110,800.00	£60,281.00	01-Apr-2016	
A 'Vision' for Chichester City Centre / Steve Oates	£50,000.00	£58.00	31-Mar-2017	
Tower Street: Overall Scheme - Defects period / Cathy Hakes	£6,905,000.00	£6,859,236.00	31-Jan-2016	

Cabinet Member: Commercial Services; Cabinet Member: Support Services

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
Westgate Centre Carbon Trust Initiative - Defects period / John Bacon	£1,790,600.00	£1,751,073.00	31-May-2013	
Westgate Major Repair Programme / John Bacon	£78,300.00	£75,710.00	31-Mar-2015	
Westgate Centre Carbon Trust - Engine Replacement and Supplementary Boiler Provision - Practical Completion / John Bacon	£375,000.00	£177,595.00	31-Jul-2016	

Cabinet Member: Environment

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
Beach Management Plan Works (EA Element) / David Lowsley	£1,000,000.00	£843,000.00	31-Mar-2016	

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
New Trade Waste Information and Communication Technology (ICT) system / Bob Riley	£28,900.00	£14,250.00	31-Mar-2016	
Phase 2 of the BMP (2016/21) / David Lowsley			31-Mar-2021	

Cabinet Member: Environment; Cabinet Member: Support Services

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
Authorised Testing Facility (ATF) at Westhampnett Depot / John Bacon / Rod Darton	£515,000.00	£13,458.00	31-Mar-2018	

Cabinet Member: Finance & Governance

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
Financial Management System (FMS) Upgrade / John Ward / Helen Belenger	£268,300.00	£195,873.00	31-Jan-2017	
Westgate Energy Efficiency – Paul Over	£32,800.00	£31,871.00	31-Mar-2016	

Cabinet Member: Housing & Planning

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
Grants for Community Based Energy Efficiency Projects using remaining HECA funds to be allocated by the Grants and Concessions Panel (Low carbon chichester district grants)/ Tom Day	£137,500.00	£93,468.00	31-Mar-2015	
Rural Housing fund / Linda Grange	£1,500,000.00	£1,040,546.00	31-Mar-2015	
Discretionary Private Sector Renewal Housing Loans 2014-15 allocation / Rob Dunmall	£150,000.00	£47,062.71	31-Mar-2016	
Disabled Facility Grants 2014-15 allocation / Rob Dunmall	£650,000.00	£492,874.81	31-Mar-2016	
Disabled Facility Grants 2015-16 allocation / Rob Dunmall	£750,000.00	£418,546.14	31-Mar-2016	
Rural Enabler Post (Homefinder Scheme) / Linda Grange	£105,000.00	£58,050.00	31-Mar-2017	
Affordable Housing Delivery Fund / Linda Grange	£3,108,000.00	£480,387.00	31-Mar-2019	
Under Occupied Hyde Martlet Properties / Liz Reed	£66,000.00	£40,204.00	31-Mar-2019	
Parity Trust Equity Loans Scheme / Ian Owen	£257,200.00	£53,122.00	31-Mar-2019	
Exacom Software / Andrew Frost	£19,000.00		31-Mar-2016	
Housing Condition Stock Modelling / Rob Dunmall	£18,000.00	£17,980.00	30-Jun-2014	

Cabinet Member: Support Services

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
WAN Project (Jane Dodsworth) 12/13 IT02	£36,100.00	£30,502.00	01-Aug-2014	
ARP Intranet Mapping Replacement 13/14 - IT04	£21,200.00	£27,714.00	18-Dec-2015	
Website Enhancements/Channel Shift (Lead Officer: Jane Dodsworth) Formally 10/11 IT04	£114,700.00	£103,255.00	18-Dec-2015	
Upgrade of Heating and Ventilation Systems, SW, EPH – John Bacon	£186,300.00	£9,450.00	30-Jun-2017	
New Ways of Working - Electronic Document Management / Jane Dodsworth	£38,000.00	£7,381.00	31-Mar-2016	
Multi-agency Agreement for the Management of Encampments across West Sussex and the Provision of a Transit Site / John Bacon	£151,400.00	£43,615.00	30-Jun-2016	
Customer Relations Management Stage 2 Rollout / Jane Dodsworth	£54,400.00	£20,284.00	31-Oct-2016	
CRM Stage 2 – Temporary IT Analyst Post / Jane Dodsworth	£40,000.00	£10,872.00	31-Mar-2016	
NWOW - New Staff Lockers / John Bacon	£11,200.00	£13,911.00	31-Mar-2016	
New Ways of Working - Wifi / Jane Dodsworth	£41,000.00	£41,864.00	21-Dec-2015	
Enterprise Software for Uniform – workflow' 14/15 CP IT10	£23,500.00	£23,500.00	11-Jan-2016	

Cabinet Member: Wellbeing & Community Services

Project Title	Project Budget	Cost To Date	Due Date	Status Icon
Petworth Leisure Facilities (remaining funds to be used to develop a Skatepark) / Sarah Peyman	£811,900.00	£761,940.00	30-Sep-2013	
Bracklesham Community Hall - Use of S106 / Sarah Peyman	£1,986,700.00	£1,931,946.00	31-Mar-2015	
Grants Portal 2015/16 allocation / Steve Hansford	£250,000.00	£87,229.00	31-Mar-2016	
New Homes Bonus Scheme Awards 2013/14 allocation / Steve Hansford / David Hyland	£400,000.00	£314,515.00	31-Mar-2019	
New Homes Bonus Scheme Awards 2014/15 allocation / Steve Hansford / David Hyland	£400,000.00	£280,660.00	31-Mar-2019	
New Homes Bonus Scheme Awards 2015/16 allocation / Steve Hansford / David Hyland	£400,000.00	£271,755.00	31-Mar-2019	



Projects & Capital Scheme Monitoring (AMBER)

Cabinet Member: Commercial Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Plot 21, Terminus Road, Chichester / Patrick Harrison Page 180	02-Jun-2015	£1,925,000.00	£49,695.00	£1,925,000.00	15-Jan-2016 Planning Permission has been granted for both a scheme of 5 units (outline) and a single unit (detailed) however the detailed planning permission was subject to a further application being made for the discharge of conditions. This has been submitted and registered and is likely to be determined early February. This will provide for demolition in April 2016. At present we do not have a pre-let but are continuing marketing. It is proposed to report to Cabinet at April meeting for consideration of proceeding with speculative scheme for 5 units. Marketing of pre-let can continue while detailed planning permission is sought for the 5 unit scheme.

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Enterprise Gateway Development - Plot 12 Terminus Road / Peter Legood	01-Apr-2014	£6,245,900.00	£148,541.00	£6,245,900.00	29-Jan-2016 A preferred operator has been selected by OJEU tender. Outside solicitors selected to act for Council in entering into a management agreement with the operator. Solicitors will proceed if Cabinet approve project to go follow. Contractor provisionally selected and interviewed following OJEU tender. Report prepared for Cabinet 8 March 2016. Subject to Cabinet approval selected contractor to proceed to final design and costing. Subject to this being within budget figure approved by Cabinet on 7 July 2015/8

					March 2016 a design and build contract to be entered into with the contractor MILESTONES TO BE CHANGED - Date to Appoint design and build contractor now 11 April 2016 Amend first 'Appoint' Operator' to 'Select Operator (no change of date) - Amend second 'Appoint operator' to Appoint Operator (Contract) and amend the date to 30 June 2016.
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Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Develop a new Tourism Strategy / Steve Oates Page 18	01-Jan-2015	£65,000.00		£65,000.00	29-Jan-2016 This project as originally proposed is on hold, while we undertake research and other background work as part of the Coastal West Sussex (CWS) project. The recommencement of our project as originally proposed will depend on the outcomes of the CWS work. Therefore, subject to approval, please amend the milestone to reflect this, as follows: - Delete the last two existing milestones - Replace with: Review project following Coastal West Sussex work - 31 Dec 2016.

Cabinet Member: Commercial Services; Cabinet Member: Support Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Westgate Centre Carbon Trust - Engine Replacement and Supplementary Boiler Provision - Practical Completion / John Bacon	24-Sep-2013	£375,000.00	£177,595.00	£375,000.00	12-Jan-2016 The new CHP has been assembled off site. Details of the vesting agreement have been approved by Legal Services and the signed agreement and commissioning details are awaited from the contractor. Works on site commenced in January 2016. The completion date for the reinstatement of CHP at Westgate remains 7th March 2016. This requires the current milestones for this project to be amended.

Cabinet Member: Environment

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Beach Management Plan Works (EA Element) / David Lowsley	01-Apr-2011	£1,000,000.00	£843,000.00	£1,000,000.00	11-Jan-2016 Tender has been awarded to LES SEARLE BUILDERS following Mini Competition under Minorworks Framework. EA have confirmed an extra £250k of funding. Full Council resolution required under Constituional rules for this spend. Urgent decision obtained by HOS w/c 4th Jan 16, and report to Full Council end of Jan. Contract will be direct call off Minorworks Framework to LES SEARLE due to timescale to complete works by end Mar 16.

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
PSW Trade Waste Information and Communication Technology (ICT) System / Bob Riley	07-Apr-2015	£28,900.00	£14,250.00	£28,900.00	19-Feb-2016 Financial integration tested and accepted. Information pack informing customers of the change to invoicing frequency issued and includes notification of price changes to those customers affected. Training to crew and back office staff continues. On target for 01 April 2016 to commence new invoicing.

Cabinet Member: Environment; Cabinet Member: Support Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Authorised Testing Facility (ATF) at Westhampnett Depot / John Bacon / Rod Darton	25-Feb-2014	£515,000.00	£13,458.00	£515,000.00	12-Jan-2016 Discussions with Planning Officers on the new planning application are progressing. A further noise assessment has been requested by the Local Planning Authority. Revised details on vehicle parking and surface water drainage are being prepared.

Cabinet Member: Finance & Governance

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Financial Management System (FMS) Upgrade / John Ward / Helen	01-Apr-2011	£268,300.00	£195,873.00	£268,300.00	18-Feb-2016 The status on this project is unchanged from that reported in November 2015. Implementation

Belenger					of the asset register and budget modules are timetabled for early Summer 2016 in time for next year's budget cycle
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Cabinet Member: Support Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Upgrade of Heating and Ventilation Systems, EPH – John Bacon	09-Sep-2015	£186,300.00	£9,450.00	£186,300.00	12-Jan-2016 The Planning Application for this scheme has been validated by the Local Planning Authority. The design is now being finalised by the Designers which will include details of noise mitigation from the new external Air Handling Unit. Tender process to follow.



Projects & Capital Scheme Monitoring (RED)

Cabinet Member: Commercial Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Tower Street: Overall Scheme - Defects period / Cathy Hakes	01-Apr-2006	£6,905,000.00	£6,859,236.00	£6,905,000.00	22-Jan-2016 All defects completed. Latent defect associated with front door mechanism, is being investigated by Vinci. £20k has been withheld from final payment to cover any associated costs related to this.

Cabinet Member: Commercial Services; Cabinet Member: Support Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Westgate Centre Carbon Trust Initiative - Defects period / John Bacon	10-Mar-2009	£1,790,600.00	£1,751,073.00	£1,790,600.00	12-Jan-2016 Cabinet report on the legal position relating to the original contract was presented to Cabinet in February 2016.

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Westgate Major Repair Programme / John Bacon	11-Mar-2008	£78,300.00	£75,710.00	£78,300.00	09-Oct-2015 No further action to date. Project to be closed.

Cabinet Member: Housing & Planning

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Grants for Community Based Energy	05-Jul-2011	£137,500.00	£93,468.00	£137,500.00	22-Feb-2016 Grants and Concessions Panel on 21 st

Efficiency Projects using remaining HECA funds to be allocated by the Grants and Concessions Panel (Low carbon Chichester district grants)/ Tom Day					January 2016 have requested Cabinet to re-purpose the Low Carbon fund to the Warm Homes Initiative which forms part of the Private Sector Housing Renewal Strategy 2016-2021. This is considered elsewhere on today's agenda.
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Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Rural Housing fund / Linda Grange	01-Apr-2007	£1,500,000.00	£1,040,546.00	£1,500,000.00	12-Jan-2016 Hyde are still considering requesting the Council to compulsory purchase the final site included in the Rural Housing Partnership.

Cabinet Member: Support Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
ARP Intranet Mapping Replacement 08/14 - IT04	02-Nov-2012	£21,200.00	£27,714.00	£21,200.00	19-Jan-2016 Live and in use. Final action is to decommission legacy system and ensure the Customer Services Centre can access new site.

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Website Enhancements/Channel Shift (Lead Officer: Jane Dodsworth) Formally 10/11 IT04	06-Oct-2010	£114,700.00	£103,255.00	£114,700.00	19-Jan-2016 Software deployed to enable Planning Officers to access back office systems whilst out on site. Currently using laptops to access. Next phase to issue tablet device. Web mapping now live, final milestone is to decommission legacy system. Extended final completion date to reflect these actions to January 30th

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
WAN Project (Jane Dodsworth) 12/13 IT02	03-Jul-2012	£36,100.00	£30,502.00	£36,100.00	17-Jan-2016 No change - Backup circuits to be completed by Capita. Hardware to be configured to prepare for installations. No dates from Capita to date

Cabinet Member: Wellbeing & Community Services

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Petworth Leisure Facilities (remaining funds to be used to develop a Skatepark) / Sarah Peyman	09-May-2006	£811,900.00	£761,940.00	£811,900.00	28-Jan-2016 A report was considered by Cabinet on 9th February regarding approval for the skatepark to be developed in the Sylvia Beaufoy car park subject to planning permission, full occupational terms and site management arrangements. PTC have been asked to reconsider the site/use proposed

Title	Approval Date	Project Budget	Cost to date	Expected Outturn	Project Update
Bracklesham Community Hall - Use of S106 / Sarah Peyman	01-Apr-2005	£1,986,700.00	£1,931,946.00	£1,986,700.00	28-Jan-2016 The contractor has visited site but due to the wet ground conditions, installation of the shelter has not yet commenced. It is hoped that works will begin in the next few weeks.



Projects & Capital Scheme Monitoring (COMPLETED)

Cabinet Member: Housing & Planning

Title	Approval Date	Completed Date	Project Budget	Final Outturn	Project Update
Housing Condition Stock Modelling / Rob Dunmall	10-Apr-2012	08-Feb-2016	£18,000.00	£17,980.00	22-Feb-2016 The results of the Stock Modelling have informed the draft Private Sector Housing Renewal Strategy 2016-2021.

Cabinet Member: Support Services

Title	Approval Date	Completed Date	Project Budget	Final Outturn	Project Update
New Ways of Working - Wifi / Jane Dodsworth	05-Mar-2013	17-Jan-2016	£41,000.00	£41,864.00	09-Feb-2016 Broadband line for guests installed. User Acceptance Test successful and Log on portal configured.

Title	Approval Date	Completed Date	Project Budget	Final Outturn	Project Update
Enterprise Software for Uniform - workflow' 14/15 CP IT10	05-Nov-2014	18-Jan-2016	£23,500.00	£23,500.00	17-Jan-2016 Awaiting final sign off from EH. Uniform 10 upgrade to provide full functionality, scheduled for February 2016