



Cabinet

Thursday, 24th March, 2016 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:	Ray Dawe	Leader
	Jonathan Chowen	Deputy Leader and Leisure and Culture
	Philip Circus	Housing and Public Protection
	Roy Cornell	Waste, Recycling and Cleansing
	Brian Donnelly	Finance and Assets
	Gordon Lindsay	Local Economy
	Kate Rowbottom	Community and Wellbeing
	Claire Vickers	Planning and Development

You are summoned to the meeting to transact the following business

Tom Crowley
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	1 - 12
To approve as correct the minutes of the meeting held on 28 th January 2016	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Cabinet	
4. Announcements	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. Public Questions	
To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	
6. Report of the Cabinet Member for Planning and Development on the Local Enforcement Plan	13 - 34
7. Report of the Cabinet Member for Local Economy on the West Sussex Local Authority Parking Enforcement Agreement	35 - 40
8. Report of the Cabinet Member for Planning and Development on the Coastal West Sussex and Greater Brighton updated Local Strategic	41 - 138

Statement for Delivering Sustainable Growth 2015-31

9. **Report of the Cabinet Member for Leisure and Culture on Leisure Centres - contract extensions** 139 - 144
10. **Scrutiny & Overview Committee**
To consider any matters referred to Cabinet by the Scrutiny & Overview Committee – There are no matters currently outstanding for consideration
11. **Forward Plan** 145 - 152
To note the Forward Plan
12. **To consider matters of special urgency**
13. **To consider the following exempt or confidential information:** 153 - 154
Appendix 2 to the report of the Cabinet Member for Leisure and Culture on Leisure Centres – contract extensions

THE CABINET
28TH JANUARY 2016

Present: Councillors:

Ray Dawe	Leader
Jonathan Chowen	Leisure and Culture
Philip Circus	Housing and Public Protection
Roy Cornell	Waste, Recycling and Cleansing
Brian Donnelly	Finance and Assets
Kate Rowbottom	Community and Wellbeing
Claire Vickers	Planning and Development

Apologies: Gordon Lindsay Local Economy

Also present: Councillors: Andrew Baldwin, John Blackall, Alan Britten, Karen Burgess, Peter Burgess, John Chidlow, Paul Clarke, Leonard Crosbie, Matthew French, Ian Howard, Nigel Jupp, Tim Lloyd, Christian Mitchell, Mike Morgan, Godfrey Newman, Stuart Ritchie, Jim Sanson, David Skipp, Simon Torn, Michael Willett, Tricia Youtan

EX/33 **MINUTES OF THE MEETING OF 23RD NOVEMBER 2015**

The minutes of the meeting of the Cabinet held on 23rd November 2015 were approved as a correct record and signed by the Leader.

EX/34 **DECLARATIONS OF INTEREST**

Councillor Philip Circus advised that although he had been a member of the steering committee of the 'Keep Sunday Special' campaign, he had been advised by the Monitoring Officer that this did not constitute a declarable interest in relation to the item on the agenda regarding proposed car parking charges for Sundays and Bank Holidays.

EX/35 **ANNOUNCEMENTS**

There were no announcements.

EX/36 **PUBLIC QUESTIONS**

No questions had been received.

**REPORT BY THE CABINET MEMBER FOR WASTE, RECYCLING AND
CLEANSING**

EX/37 **Recycling Payments Mechanism – Memorandum of Understanding**

The Cabinet Member for Waste, Recycling and Cleansing reported that the Council had formally entered into the West Sussex Waste Partnership Memorandum of Understanding (MOU) agreement in 2004. The MOU incorporated a mechanism to cover recycling payments made by West Sussex County Council (WSSCC) to each Collection Authority based on tonnages of material collected and delivered to the WSSCC transfer stations. The mechanism agreed in 2004 favoured this Council at the time due to its high recycling rates and provided in 2015/16 a payment of £1,044,000.

In light of changes to waste collections and recycling markets over the last ten years, a new MOU had been developed by the District/Borough Councils and West Sussex County Council which was geared towards the collection of quality recycling materials that had a significant commodity value. The revised Recycling Payment Mechanism (RPM) also gave a financial incentive to Collection Authorities to encourage more recycling in an attempt to achieve EU recycling targets of 50% by 2020. The Council's current recycling rate was just under 45%.

The RPM would be reviewed on an annual basis to account for fluctuations in commodity values and other associated trends within each authority area such as new housing stock.

It was noted that there would be a significant financial consequence for the Council given that the original agreement had favoured this authority. However, the proposed base support allocation plus the incentive package to encourage greater recycling and reduce contamination provided an opportunity to enhance the recycling payments over the next five years.

The Cabinet Member and the Director of Community Services answered a number of Members' questions regarding the reliability of the calculation of the RPM; the possible impact of increased recycling on the value of the materials collected; the need for continuing education/information about what can and cannot be put in the recycling bins for collection; and materials rejection.

RESOLVED

That the 2016 West Sussex Waste Partnership MOU Recycling Payment Mechanism be approved as detailed in the report.

REASON

The MOU and associated repayment mechanism should be adopted in order to drive recycling performance and receive an equitable payment for recycling materials collected.

REPORT BY THE CABINET MEMBER FOR LOCAL ECONOMY

EX/38 Proposed car parking charges for Sundays and Bank Holidays

The Cabinet Member for Finance and Assets, on behalf of the Cabinet Member for Local Economy, reminded Cabinet that, in October 2011, the Council had approved a strategy for town centre car parks. One of the objectives of this strategy was to ensure funds were available to invest in Town Centre car parks in order to be able to provide a quality user experience for shoppers and visitors and for funds to be reinvested back into parking infrastructure.

The provision of car parking was a discretionary service. In order to continue funding on-going improvements and recover running and operating costs it was necessary to generate sufficient revenue that could be reinvested back into car parks and contribute towards the Council's Mid-Term Financial Strategy.

The number of motorists now using the town centre multi-storey car parks on a Sunday and Bank Holidays meant it was no longer viable for them to be unmanned. In order to cover staffing costs the introduction of a Sunday and Bank Holiday tariff throughout Horsham town was therefore proposed. It was noted that Sunday parking charges had been introduced in most peer towns.

Staffing the car parks on Sundays and Bank Holidays would also enable the Council to operate the Shopmobility service, to undertake parking enforcement of dangerous and unsafe parking and to assist with town events.

Approval was therefore sought for the introduction of Sunday and Bank Holiday (off-street) car parking charges in Horsham town car parks.

It was noted that Horsham Unlimited (a partnership of town centre businesses) was not supportive of the proposal as part of their marketing of Horsham's unique offer was the availability of free parking on Sundays. Also, Horsham Denne Neighbourhood Council did not support the proposed changes as they were concerned about the possible impact on on-street car parking. If approved, the relevant Parking Orders would be subject to a further period of consultation.

Members' comments included considerable support for the proposal, particularly in view of the usage statistics which indicated that the number of cars per hour using the multi-storey car parks on a Sunday were comparable with those on Saturdays. It was also noted that many visitors now expected to pay for parking on Sundays as this was the norm in many other areas and there was a need for staff to be present to manage service as it was increasingly perceived as a normal trading day.

Comments in opposition to the proposal included the likely increase of the charge in future years; the impact on church-goers who currently benefitted from free

EX/38 Proposed car parking charges for Sundays and Bank Holidays (cont.)

parking on Sundays; the possible impact on residents close to the town centre who might be affected by an increase in on-street parking on Sundays; and a possible reduction in the number of visitors to the town on Sundays if a charge was introduced.

RESOLVED

- (i) That the introduction of Sunday and Bank Holiday parking charges at a £1.50 flat fee from 1st April 2016 in all Horsham town surface and multi-storey car parks be approved.
- (ii) That the Parking Services Manager be authorised to give appropriate notice of any revised charges pursuant to the Off-street Parking Places Order 2015 and the Road Traffic Act 1984.

Note: *Councillor Philip Circus requested that his abstention from this vote be recorded.*

REASONS

- (i) Given that parking demand on Sundays is almost at a similar level to that of Saturdays, it is necessary to manage car parking in the town and the charge will finance the extra costs of providing this service.
- (ii) The multi storey and surface town centre car parks require considerable capital investment and over the past six years up to 2014/15 the council has spent £1.45m on enhancing car parking infrastructure, with an additional £1.093m budgeted for 2015/16 and 2016/17.
- (iii) Over the years the Council has been moving to a "user pays" approach to the provision of discretionary services and this proposal fits with this philosophy.

REPORT BY THE CABINET MEMBER FOR WASTE, RECYCLING AND CLEANSING

EX/39 **Appointment of Building Contractor – Hop Oast Depot**

The Cabinet Member for Waste, Recycling and Cleansing reminded Cabinet that, on 26th March 2015, it had approved the redevelopment of the waste depot at Hop

EX/39 Appointment of Building Contractor – Hop Oast Depot (cont.)

Oast (Minute No. EX/51 (26.2.15) refers) and the necessary budget had been approved by Council on 29th April 2015 (Minute No. CO/86 (29.4.15) refers). The project had now reached the stage where it was necessary to appoint a building contractor to undertake the development.

The professional team had advised that the most suitable form of contract for the project would be a two stage design and build contract, where a contractor would be brought into the team at an early stage to help develop the design and to agree the most appropriate methodology for phasing the work in order to minimise the impact on the operational service, which was critical to a successful outcome. At this stage, the contractor's financial bid would be for their preliminary costs and their overheads and profit.

The final fixed price would be obtained when the design development had been completed and the majority of the various sub-contractor packages had been tendered. At that point, Cabinet approval would be sought for a fixed price and the contract placed.

The framework route was chosen as the most appropriate procurement option for selecting a contractor for this project and the Sussex Cluster Contractor Framework had been selected as the most suitable framework as it included contractors of the appropriate size and with the track record to undertake the proposed construction works.

Of the seven contractors approached, four expressed an interest in tendering. Tenders were therefore sought and received from those four companies. The cost and quality elements of the tenders were marked and it was concluded that Company B should be selected as contractors for the proposed project.

RESOLVED

That the tender received from Company B be accepted and that Company B be formally appointed as the building contractor for the project.

REASON

Following analysis of the tender submissions the company was considered to have the relevant experience and capability and to offer the best balance of cost and quality.

REPORT BY THE CABINET MEMBER FOR PLANNING AND DEVELOPMENT

EX/40 Horsham Place Plan (Part of the West Sussex Growth Plan)

The Cabinet Member for Planning and Development referred to the continuing pressure on the budgets of all public bodies to deliver investment in essential infrastructure which was needed to facilitate the new homes and businesses that were also needed. It was therefore important that all existing and proposed commitments were brought together in a comprehensive approach amongst stakeholders. For this reason, and to maximise investment, West Sussex County Council was developing a Growth Plan which could be used to prioritise investment and as a lobbying tool that would hopefully secure additional funding as it became available.

Within the Growth Plan there would be a section for each local authority called a 'Place Plan' which identified and prioritised key issues and a delivery and investment plan for that area. The Horsham Place Plan had been produced in close cooperation with this Council and brought together existing projects and requirements. The Cabinet Member emphasized that there were no new proposals in the Place Plan, they were all already allocated, had planning permission in the development plan or met identified priorities such as the provision of high speed broadband to support the rural economy.

If endorsed by Cabinet, the Horsham Place Plan would be included by West Sussex County Council in the West Sussex Growth Plan.

In response to comments by Members, the Cabinet Member indicated that, if approved, she would use her ability to agree minor editorial changes to ensure that:

- it was clear that the housing figure in the table relating to the growth offer for Horsham Town did not refer solely to the Novartis site;
- that the list of other stakeholders engaged during the process included the Horsham Neighbourhood Councils and Horsham Blueprint;
- the table of housing and employment trajectories was checked to ensure that the jobs estimate in respect of Shipley was correct.

Other issues discussed included the accessibility of the other business and employment space identified north of Horsham, particularly around Langhurstwood Road; and education issues including the need for more primary schools and the role of Forest School in meeting secondary education needs.

RESOLVED

- (i) That the proposed Horsham Place Plan, including the identified key issues and priorities for Horsham District, be endorsed.

EX/40 Horsham Place Plan (Part of the West Sussex Growth Plan) (cont.)

- (ii) That the Cabinet Member for Planning and Development be authorised to agree minor editorial changes.

REASON

Horsham District Council through the Growth Board has identified the key issues and priorities for Horsham District. The Horsham Place Plan is the result of this joint work.

REPORT BY THE LEADER

EX/41 **Corporate Plan 2016 to 2019**

The Leader reported that, prior to the local elections in 2015, it had been agreed that the Council's 2011 to 2015 District Plan priorities would be revised following the elections. To enable budgets and service plans for 2015/16 to be set the priorities in the District Plan had been carried forward for the current financial year. In recent months Cabinet Members had discussed revisions to the District Plan with the Senior Leadership Team and had identified a set of draft priorities, which were set out in the report.

Following consideration by Cabinet, the draft priorities would be recommended to Council on 24th February 2015 alongside the Budget recommendations and, once agreed, these would both form the basis for the 2016/17 departmental service plans.

The priorities were grouped and presented under four broad headings, which covered the Council's economic, environmental, social and organisational responsibilities. These four themes would replace the six contained in the last District Plan and would help put individual priorities and the routine work of the Council in context. It was noted that the timescale for the delivery of the new Broadbridge Heath Leisure Centre would be amended to 'by Spring 2018'.

RECOMMENDED

That Council adopts the draft Corporate Plan as submitted.

REASON

To ensure that Corporate Priorities for the remainder of the current Council are clarified and form the basis of service plans and related activity across the Council.

REPORT BY THE DIRECTOR OF CORPORATE RESOURCES

EX/42 The 2016/17 Budget and the Medium Term Financial Strategy to 2019/20

The Leader reminded Members that this was the Director of Corporate Resources' last meeting before she left to take up her new post at West Sussex County Council. He therefore took the opportunity of thanking her for all her hard work over the last four years and wishing her well in her new role.

The Director of Corporate Resources presented a report which set out details of the proposed 2016/17 revenue and capital budgets and reviewed the Medium Term Financial Strategy. It was noted that the Council was able to set a balanced budget for 2016/17.

Owing to the continuing drive to reduce Government debt, the pressure on Council finances remained strong and the Comprehensive Spending Review in the Autumn Statement in November 2015 had made it clear that the policy to significantly reduce funding to local authorities would continue. The settlement in December 2015 had confirmed a 23.9% reduction in Settlement Funding Allocation in 2016/17 and a 62.3% cumulative reduction by 2019/20 when compared to funding of £3,549,000 in 2015/16. The current estimate for the future deficit for the Council was approximately £1,500,000 for 2017/18, rising to £2,400,000 in 2018/19 and approaching £3,900,000 in 2019/20.

The Council expected to deliver savings and income generation to tackle the deficit over the period 2017/18 to 2019/20 through a combination of a range of measures including a refreshed operating model, commissioning, shared services, procurement, income generation and other efficiency measures. In addition, consideration would need to be given to the possibility of some reductions to discretionary services.

The report also set out a series of prudential indicators that were a statutory requirement to demonstrate that the Council's capital programme was affordable and prudent in the context of the Council's overall finances. In accordance with Section 25 of the Local Government Act 2003, the Director of Corporate Resources also reported on the robustness of estimates and the adequacy of reserves.

Details of the provisional funding available for a four year settlement had been announced in the Local Government Finance Settlement on 17th December 2015. It was noted that the Government had qualified the offer by stating that final grant determinations in future years would still be subject to change. The Government had not yet indicated how Councils were to request the four year settlement or details of the efficiency plans required. Once these details were known a decision on whether or not to accept the settlement would need to be made. It was proposed that this decision should be delegated to the Cabinet Member for Finance and Assets, in consultation with the Section 151 Officer.

EX/42 The 2016/17 Budget and the Medium Term Financial Strategy to 2019/20 (cont.)

The report was based on the assumption that, after five years without an increase, Council Tax would be increased by 1.2% in 2016/17, reflecting RPI to December 2015, which would increase the Council Tax from £135.54 to £137.17 for a Band D property.

As a result of the changes to council tax benefits, the tax base of the unparished area had reduced in 2013/14. To ensure comparability with the funding of the parishes, an element of the Council Tax Support Grant (£6,148) needed to be attributed to the unparished area. It was currently proposed that the Special Charge for 2016/17 should be set at £23.93, raising a sum of £264,762. This, with the addition of the grant, would be sufficient to fund the proposed Special Expenses. A small increase in the special charge had been discussed with the Neighbourhood Councils in November 2015 and January 2016.

Cabinet Members supported the proposals in the report and expressed their thanks to officers for their efforts in delivering a balanced budget for 2016/17.

The Director of Corporate Resources responded to questions regarding New Homes Bonus and business rates.

The Leader confirmed that, whilst it would be possible for the Council to raise Council Tax by £5 for a Band D property in 2016/17, an increase of only 1.2% was being proposed in accordance with the Conservative pledge at the last elections that any rise would be no more than RPI.

RECOMMENDED

- (i) *That the level of Council Tax for 2016/17 be increased from £135.54 by 1.2% to £137.17 at Band D.***
- (ii) *That the net revenue budget for 2016/17 of £12.55m be approved, as submitted.***
- (iii) *That Special Expenses of £270,909 and a Band D charge of £23.93 be agreed in respect of the unparished area for 2016/17.***
- (iv) *That the capital programme for 2016/17 be approved as submitted and that the indicative capital budgets in the programme for future years be noted.***

EX/42 The 2016/17 Budget and the Medium Term Financial Strategy to 2019/20 (cont.)

- (v) *That the projected future deficits on the revenue account be noted and the Medium Term Financial Strategy continue to be reviewed and refined to ensure that decisions are taken to develop a balanced budget in 2017/18 and subsequent years.*
- (vi) *That the Minimum Revenue Provision Statement be approved, as submitted.*
- (vii) *That the prudential indicators and limits for 2015/16 to 2018/19 be approved, as submitted.*
- (viii) *That the statement on the robustness of the level reserves be noted.*
- (ix) *That a further £2,000,000 of New Homes Bonus Reserve be allocated towards the Broadbridge Heath Leisure Centre capital project.*
- (x) *That the decision to accept the proposed four year settlement be delegated to the Cabinet Member for Finance and Assets, in consultation with the Section 151 Officer, once the detail of the four year settlement has been finalised and the results of the consultation announced.*

REASON

To meet the Council's statutory requirement to approve the budget and the prudential indicators before the start of a new financial year.

EX/43 SCRUTINY & OVERVIEW COMMITTEE – MATTERS REFERRED TO CABINET

There were no matters currently outstanding for consideration.

EX/44 FORWARD PLAN

The Forward Plan was noted.

EX/45 **MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 7.45pm having commenced at 5.30 pm.

LEADER

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Report to Cabinet

24th March 2016

By the Cabinet Member for Planning and Development



**Horsham
District
Council**

DECISION REQUIRED

Not Exempt

Local Enforcement Plan

Executive Summary

The Planning Compliance Team undertake investigations into alleged breaches of planning legislation, and it holds discretionary powers to take action where appropriate and in the public interest.

The Local Enforcement Plan sets out how these decisions are made and provides a number of standards within which the service will operate.

To seek approval from the Council's Cabinet for the implementation and adoption of the Local Enforcement Plan

Recommendations

The Cabinet is recommended to:

- i) Agree to the content of this report and approve the adoption of the Local Enforcement Plan as Council Policy.

Reasons for Recommendations

- i) Paragraph 207 of the National Planning Policy Framework (March 2012) states that:

Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so.

- ii) An adopted Local Enforcement Plan would assist the Council to effectively mitigate any legal challenges made against the decision as to whether or not to take formal enforcement action on individual cases and provide clarity to all those involved within the Compliance process what to expect from the service

Background Papers

National Planning Policy Framework (March 2012)

Planning Practice Guidance 'Ensuring Effective Enforcement' (1st September 2015)

Local Enforcement Plan (March 2016)

Wards affected: All.

Contact: Madeleine Hartley, Planning Compliance Team Leader, Extn 5168.

Background Information

1 Introduction and Background

- 1.1 The Local Enforcement Plan seeks to provide guidance to Councillors, businesses and members of the public with regards issues of non-compliance with planning control, by setting out the principles and the standards the service will work to in enforcing breaches of planning control. The Plan explains how complaints are investigated, how they are prioritised, and what enforcement tools are available, should enforcement action be deemed necessary.
- 1.2 Planning Practice Guidance gives guidance on how Councils should respond to suspected breaches of planning control and recognises enforcement action as important to:
 - tackle breaches of planning control which would otherwise have unacceptable impact on the amenity of the area;
 - maintain the integrity of the decision-making process;
 - help ensure that public acceptance of the decision-making process is maintained.

2 Relevant Council policy

- 2.1 Whilst the Council has agreed Performance Indicators, which are used to monitor the performance of the Planning Compliance Team which are reported monthly to the Senior Leadership Team, and quarterly to the Finance and Performance Working Group using Covalent, there is no adopted Local Enforcement Plan to provide any further detail or background to these.
- 2.3 A priority of the Environment section of the District Plan 2011-15 seeks to retain the special character of our District through effective planning policies, by ensuring that the impact of development proposal is minimised through reviews of the implementation of planning policy. Clear and effective planning compliance is key to achieving this aim also.

3 Details

- 3.1 The Local Enforcement Plan will set out the Council's policy for the enforcement of planning control within the District. Its purpose is to identify local priorities for enforcement action, so that the Council's resources are put to best use in dealing with breaches of planning control that threaten the quality of the local environment or the amenities of all the residents of the District.
- 3.2 The full detail of how workload will be prioritised is found within the Plan itself, which is appended to this report. However, it provides commitments to how quickly the Compliance Team will visit the site within, as well as details to ensure those involved with investigations are appropriately updated throughout the course of the investigation.

4 Next Steps

- 4.1 Subject to the approval by the Cabinet of the Local Enforcement Plan, it will be brought to full Council with a recommendation to formally adopt the Plan.

5 Outcome of Consultations

- 5.1 Consultations have been undertaken with the Council's Head of Legal & Democratic Services to ensure legal and financial probity and with the Cabinet Member for Planning and Development.

6 Other Courses of Action Considered but Rejected

- 6.1 Not to progress with a Local Enforcement Plan. This however will not assist with a greater understanding of the work of the Compliance Team, nor will it enable legibility of the process and could lead to inconsistencies within the service.

7 Financial Consequences

- 7.1 There are no financial consequences associated with this report. However, there are temporary financial benefits as there is a time limited fund from Central Government to assist with covering the legal costs associated with prosecuting those who have not complied with Enforcement Notices.

8 Legal Consequences

- 8.1 The Local Enforcement Plan reflects best practice and will minimise the risk of legal challenge to enforcement action taken and decisions made on dealing with issues of non-compliance.

9 Staffing Consequences

- 9.1 There are no staffing consequences associated with this report.

10 Risk Assessment

- 10.1 There are no risks associated with the proposal.

Appendix 1

Consequences of the Proposed Action

<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>Section 17 of the Crime and Disorder Act 1998 requires the Council to do all that it reasonably can to reduce crime and disorder. There are no crime and disorder implications as a result of this report.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>Article 6 (Right to a fair trial) and Article 1 of The First Protocol (Protection of property) of the Human Rights Act 1998 are relevant to the consideration of the draft Local Enforcement Plan.</p> <p>Article 6 – In respect of Article 6, in individual case when considering whether an enforcement notice should be issued, the applicant will have a right of appeal and therefore the opportunity to exercise his/her right to a fair and public hearing and to have the matter considered by the Planning Inspectorate, which is independent and impartial.</p> <p>Article 1 – It is accepted that the taking of enforcement action will affect the landowners' property rights however, taking into consideration the local plan policies, and the requirements of the Town and Country Planning Act 1990, the breach of planning control must be remedied. It is considered that the alternative of taking no further action would not be expedient and would set an undesirable precedent for the wider area.</p> <p>Accordingly, it is considered that the proposed course of action is acceptable with regard to Article 6 and Article 1 of the First Protocol of the Human Rights Act 1998.</p>
<p>What is the impact of the proposal on Equality and Diversity?</p>	<p>The main laws around equality and diversity are the Equality Act 2010, and the Human Rights Act 1998 to protect people from discrimination, harassment and victimisation on the grounds of:</p> <ul style="list-style-type: none"> • Race (caste may be a protected aspect of race from 2015 onwards) • Age • Sex • Disability • Sexual orientation • Religion or belief • Gender reassignment • Pregnancy and maternity status • Being married or in a civil partnership <p>The Equality Act 2010 brings about an obligation upon the Council as a public authority to have due regard to the need to:</p> <p>a) Eliminate unlawful discrimination, harassment and</p>

	<p>victimisation;</p> <p>b) Advance equality of opportunity between different groups; and</p> <p>c) Foster good relations between different groups.</p> <p>In this case there is not considered to be an impact on Equality and Diversity.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>The taking of enforcement action will seek to regularise development which is not considered to be sustainable.</p>

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Horsham
District
Council

Local Enforcement Plan

March 2016



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1.0 Introduction

This document sets out Horsham District Council's policy for the enforcement of planning control within the district. Its purpose is to identify local priorities for enforcement action, so the council's enforcement resources are put to the best use in dealing with breaches of planning control that threaten the quality of the local environment or the amenities of the residents of the district.

The document has been devised in accordance with the advice contained within the National Planning Policy Framework (NPPF)(March 2012) issued by the Department for Communities and Local Government which states:

“Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so.”

What is development?

Development is defined in Section 55 of the Town and Country Planning Act 1990 (as amended) as the ‘carrying out of building, engineering, mining or other operations in, on, over or under land or the making of any material change in the use of any buildings or other land.’

What is development control?

It is a process which regulates the development and use of land to ensure that changes to our physical surroundings (buildings and land) are appropriate for their purpose and location.

What is planning compliance?

The Planning Compliance team investigates possible breaches of planning control and aims to resolve these using the most appropriate means of action. The integrity of the planning service depends on the council taking enforcement action when appropriate. The council is committed to providing an effective planning enforcement service and it is understood that public perception of the planning system can be undermined when unacceptable development is allowed to proceed, or to remain, without any apparent attempt by the council to intervene. Even when development is considered to be acceptable the council has a role to explain to the public why the development is considered to be suitable and to encourage a planning application to be submitted so it can be fully assessed, public comments considered, and appropriate conditions attached, if necessary.

1.0 Introduction continued

What is a breach of planning control?

A breach of planning control is defined in the Town and Country Planning Act 1990 as “the carrying out of a development without the required planning permission, or failing to comply with any condition or limitation subject to which planning permission has been granted”.

Whether something requires planning permission is not straightforward and while there are some fairly obvious breaches, such as building a new house without planning permission, many others are more difficult to define or less well known. For example:

- Building work, engineering operations and material changes of use that are carried out without first obtaining planning permission;
- Development that has planning permission but is not carried out in accordance with the approved plans;
- Failure to comply with conditions or the terms of a legal agreement attached to a permission or consent;
- The unauthorised demolition of a building within a conservation area without planning permission;
- Works carried out to a listed building (both internal as well as external), which affect its historic character or setting, without listed building consent being granted;



- The unauthorised felling or carrying out of works to a tree which is protected by a Tree Preservation Order or which is within a Conservation Area;
- The display of a sign or advertisement without first obtaining advertisement consent;
- Fly posting;
- Failure to properly maintain land so that it affects the amenity of the area;
- Failure to comply with the requirements of enforcement notices, breach of conditions notices and stop notices.

It should be noted that a breach of planning control becomes immune from enforcement action if no formal action has been taken within the time limits set out in the Town and Country Planning Act 1990 (as amended).

Essentially these are:

- Four years from the substantial completion of a building or other operational development and for the change of use of any building to a dwelling house;
- Ten years for all other breaches (ie changes of use of land or buildings and breaches of conditions).

1.0 Introduction continued



- Boundary disputes – disputes about ownership are a private matter and cannot be controlled under planning legislation;
- Deeds and covenants are a private matter between the signatories to the documents;
- Loss of value to a neighbouring property;
- Insertion of windows in houses or bungalows – once a building has been occupied windows can normally be inserted into existing walls provided that there is not a planning condition to prevent the insertion of additional windows;
- Where development is 'permitted development' under the Town and Country Planning (General Permitted Development) Order 2015.

Similarly, planning enforcement action can only be pursued where works have taken place without the benefit of, or are inconsistent with, planning permission. Thus, domestic extensions, regardless of their impact on neighbours, are immune from planning enforcement action if they fall within permitted development rights; and those commenced during the standard life of a permission and built as approved also are beyond further control, even though a neighbour, perhaps new to the area, was not consulted.

It follows that no action is possible in respect of anticipated breaches, regardless of how reliable the rumour – action can only be taken once unauthorised development has commenced.

What is not a breach of planning control?

Many issues can require consent to be given by a landowner or a third party but do not require planning permission. In such cases, the council cannot get involved in issues that are between two private parties, as those are considered to be civil matters. Other matters may be of genuine concerns and may be covered by other legislation but are not issues that the council as Local Planning Authority can get involved with. Some of these are:

- Internal works to a non-listed building;
- Matters controlled by other legislation such as Building Regulations/ public nuisance/ Highways/ or the Environment Agency;
- Competition from another business;
- On street parking of commercial vehicles in residential areas;
- Obstruction of a highway or public right of way (the Police or Highways Authority may be able to get involved);
- Parking a caravan within the residential boundary of a property provided that its use is ancillary to the dwelling;
- Clearing land of overgrowth, bushes and trees (provided they are not subject to a Tree Preservation Order, within a Conservation Area or owned by the council);
- Operating a business from home where the residential use remains the primary use;

2.0 How the planning compliance team will deliver the service

If you are concerned that a development or activity is taking place without planning permission or does not comply with a planning permission already granted, you can report this to the Compliance Team by using our on-line complaint form.

When reporting an alleged breach of planning control, it would be helpful if you could provide:

- The exact address of the site complained about as well as the location of the activity/building works within the site (a sketch plan is often useful);
- Precise details of the nature of the activity including the number of vehicular movements/vehicle registration numbers, opening hours, number and times of deliveries, or what time work commenced (as appropriate);
- Details of the alleged contravener (if known);
- Details of the effect that the alleged breach is having upon you in terms of noise, traffic, smells, overshadowing etc.

In many instances the assistance of the general public can be crucial to the success of enforcement action. For instance, council officers cannot continually monitor sites. Accordingly, the council relies upon the general public, residents associations and amenity societies to both report and monitor alleged breaches of planning control.

Complainants' details are treated confidentially and the council will always seek to protect the identity of those making complaints, however in rare circumstances the council may be required to divulge details (usually through legal action). We will advise anyone of this before it happens and it is

extremely rare. If you are concerned about your details being used then try contacting a local residents group, your parish council or your district councillor, as they may be prepared to make the complaint on your behalf.

Please note: Whilst we appreciate that for many reasons you may prefer not to give us your details and remain anonymous, clearly we will be unable to contact you to inform you of the progress of the investigation or to seek additional information from you, unless you give us your full details.

The council reserves the right not to investigate anonymous complaints, especially if they are considered to be vexatious or when workloads are high.

When a complaint is received:

- We will promptly register every case and acknowledge receipt either by letter or by email within three working days. You will be given the name of the Enforcement Officer dealing with your complaint so you know who to contact, together with a reference number.
- We will then carry out some initial checks (usually including a site visit) in accordance with the priority given to the case, but in any event within fifteen working days.
- Complainants will be updated by telephone, email, visit, or formally in correspondence within a further fifteen working days of our initial site visit and given the opportunity to comment on our initial findings.
- When cases take a long time ie on-going monitoring is required, we will ensure complainants are updated at each significant stage

of the process. Thus, for instance, complainants will be consulted if a retrospective planning application is submitted and will be notified if an enforcement notice is issued and the relevant dates, for compliance.

- Complainants will be advised when cases are closed, and the reason. We will endeavour to resolve enquiries within three months of their receipt, however should further action be required, such as the issue of Enforcement Notices, clearly this timescale will not be possible.

It is important to remember that often the success of a case relies on the complainant working with the council to provide details of the breach, to give evidence where possible, and potentially to act as a witness. The council will discuss this with you if it is required and any refusal to be more involved than you are comfortable with will not stop the investigation of a case (unless evidence cannot be gathered as a result).

Enquiries will only be acted upon if they are motivated by planning harm. A number of enquiries can be malicious or motivated by neighbour or business disputes which have nothing to do with planning. The pursuit of such enquiries not only diverts resources away from serious breaches of planning control but also can give rise to serious harm and may even infringe human rights. If there is evidence that such issues motivate an enquiry it will not be registered or pursued.

In addition to the above, we undertake pro-active work (see section 7 of this Policy).

3.0 Principles of good enforcement

Standards

The team must perform to the agreed standards as set out in this Policy.

Openness

We will provide clear advice in plain language, which will include what action needs to be taken, why and by what date.

Helpfulness

We will provide a courteous and efficient service and our staff will identify themselves by name.

We will provide a contact point and telephone number for further dealings with us and we will encourage members of the public to seek advice/information from us.

Complaints about service

Complaints about the service will be considered in line with the council's corporate complaint procedures.

Proportionality

Any action taken should be proportionate to the level of harm involved and should take into

account relevant circumstances where it is expedient and necessary to do so.

Consistency

We will carry out our duties in a fair, equitable and consistent manner.

4.0 Priorities and timescales

Investigating alleged breaches of planning control is often complex and time consuming. In order to make the most effective use of staff resources, it is usually necessary to give priority to those cases where the greatest harm is being caused, as it would be inappropriate to investigate and pursue all allegations with equal priority and intensity. Therefore each case is prioritised according to the seriousness of the alleged breach. This priority is decided by officers, and subsequently reviewed after an initial site visit. The scale of priorities with a list of examples, is shown below:

Priority 1 – Immediate investigation

- Unauthorised works (demolition) with respect to listed buildings;
- Unauthorised works to protected trees (TPO's) or trees in conservation areas;
- Removal of landscape features protected by condition;
- Certain types of demolition in a Conservation Area;
- Unauthorised tipping operations;
- Gypsies or travellers on council-owned land.

Priority 2 – investigation within two working days

- Certain breaches of conditions attached to a planning permission eg wheel washing and materials (where a building is under construction);
- Accesses onto classified roads.

Priority 3 – investigation within seven working days

- Buildings not constructed in accordance with approved plans;
- Certain breaches of conditions of a planning permission eg hours of work, parking provision and access requirements;
- Unauthorised erection of buildings or works to land;
- Unauthorised changes of use which are considered to be materially harmful to local residents;
- Unauthorised residential use of mobile homes/caravans.

Priority 4 – investigation within 15 working days

All others including:

- Other changes of use including businesses being operated from residential properties;
- Advertisements;
- New fences;
- Floodlighting and the erection of satellite dishes;
- Any other breaches of conditions of a planning permission.

5.0 General approach to planning compliance



The integrity of the development control process depends on the council's readiness to take enforcement action when it is required to do so.

Parliament has given local planning authorities the primary responsibility for taking whatever enforcement action is necessary within their area and the council will always exercise its planning enforcement powers rigorously when it is considered expedient to do so.

In considering enforcement action, the council will have regard to:

- Whether the breach of planning control unacceptably harms public amenity, or the existing use of the land and buildings merits protection in the public interest.
- Ensuring any enforcement action is commensurate with the breach of planning control to which it relates. Enforcement action will not normally be taken to remedy trivial or technical breaches of planning control which are considered to cause no harm to amenity.

- Ensuring that, if initial attempts to persuade an owner or occupier of a site to voluntarily remedy the harmful effects of unauthorised development or an unauthorised use fail, enforcement action may be required to make the development acceptable on planning grounds, or to require it to cease.
- Statutory time limits for taking enforcement action.
- Relevant planning policies and other material considerations, including where appropriate, the individual circumstances of the person, business, or other organisation in breach of planning control.

Where significant harm to amenity can clearly be demonstrated, then the council will usually contact the person causing the breach to talk about the problem they have created. This will often result in a planning application being submitted or where something is considered to be unacceptable, there will be a discussion about removing it. Only if the person causing the breach is refusing to talk to the council or to resolve in an acceptable manner, will the council take enforcement action.

Enforcement action is discretionary. The council has discretion as to whether to take enforcement action and it is not a mandatory duty to do so- just because something constitutes a breach of planning control this is not, in itself, a reason to take enforcement action. Even when it is technically possible to take action the council is required to decide if such formal action would be "expedient" in the public

interest. There needs to be harm actually being caused that is of sufficient detriment to warrant action being taken. In other words, it must consider whether the breach of planning control unacceptably affects public amenity or safety, or whether the existing use of land or buildings merit protection in the public interest. As such a judgement has to be made in each case on its own planning merits, as to the seriousness of the breach and the level of any harm that it causes.

Apart from some listed building and advertisement cases, it is not a criminal offence to undertake works without the relevant consents. Whilst the council will not condone wilful breaches of planning control, even if it is aware that someone is going to carry out works that require planning permission, it does not automatically follow that the unauthorised works will be stopped. There would have to be considerable harm for the council to seek to stop an unauthorised development taking place. It is recognised that this can be very frustrating for complainants but the council must operate within the legislative framework. The council reserves the right to take into account what benefits someone has made by carrying out unauthorised development. Any breach of the requirements of a formal Notice (see list of formal Notices below) issued by the council will constitute a criminal offence. Should this happen, the council has the ability to seek to recover profits made either under the Town & Country Planning Act 1990 and/or under the Proceeds of Crime Act 2002 and will consider such an application to the courts for deliberate breaches.

5.0 General approach to planning compliance continued

Where informal resolution cannot be achieved, there are a variety of formal tools available to the council. The council has given delegated authority to its officers to exercise the legislative powers available to it for breaches of planning control. These tools are as follows:

- **Planning Contravention Notice** – this requires persons to provide information in respect of the development and/or activities taking place on the land. These notices are often served as a first step to gain information from the person carrying out the development and/or activity before determining whether it is expedient to serve other formal enforcement notices
- **Enforcement Notice** – this is the principal tool to remedy a breach of planning control. It will specify what the alleged breach is, the steps that must be taken to remedy it, and a time period in which to carry out those steps. It cannot come into effect until at least 28 days after it is served. Within that period, the recipient of the Notice has a right of appeal to the Planning Inspectorate, which suspends the requirements of the Notice until the appeal is determined (or withdrawn). If any person is later found to be in breach of an enforcement notice that has come into effect, the council will consider whether to prosecute (see below), since failure to comply with such a Notice is an offence. In addition, the Notice will appear on the Land Charges Register (LCR) as it runs with the land, and remains effective even once complied with.
- **Listed Building Enforcement Notice** – this is the equivalent Notice available under the listed building legislation, with the advantage that action is not subject to the four-year rule. As such, there is no time scale under which action may be taken against such breaches. As with a normal enforcement notice, recipients do have the right of appeal.
- **Breach of Condition Notice** – available in the event of non-compliance with a condition attached to a planning permission, and can require full or part compliance with the relevant conditions. Such a Notice would state the steps required to remedy the breach, and must allow a minimum of 28 days in which to comply with the requirements. There is no right of appeal, and any person found to be in breach of such a Notice will be guilty of an offence with a maximum fine currently not exceeding £1,000 on conviction.
- **Stop Notice** – when considered expedient to do so, the council can serve a Stop Notice requiring activities to cease immediately. Such a Notice is generally served at the same time as, or after the service of an Enforcement Notice, and is most commonly used to deal with breaches of planning control that are seriously affecting the amenity of nearby residents or to prevent serious or irreversible harm to the environment. There are limitations to this Notice and additionally compensation for losses directly attributable to the prohibition may be payable by the council in some circumstances if the recipient of the Notice makes a successful appeal. It is used very selectively and is not necessarily an instant solution.
- **Temporary Stop Notice** – this fairly recently-introduced measure has a number of advantages; it is effective immediately and does not require the prior service of an enforcement notice. Moreover, the risks of liability for compensation are negligible. However, it can subsist only for a maximum of 28 days (and cannot be renewed).
- **Untidy Land (s.215) Notice** – where the condition of buildings or land causes serious harm to the visual amenity of an area, the council can, where considered expedient to do so, serve a Notice on the owner and occupier, under Section 215 of the Town and Country Planning Act 1990. Such a Notice would require steps for remedying the condition of the land or buildings and specify a period of time for doing so. This period cannot be less than 28 days. Appeals are to the Magistrates' Court and, if found guilty, constitutes a criminal offence for which recipients may be prosecuted with a maximum fine of £1,000 upon conviction.
- **Court Injunction** – Although they are rarely used, legal powers are available for the council to apply to the High Court or the County Court for an injunction to stop an actual or alleged breach of planning control. Injunctions are a discretionary power and the legislation requires an assessment of the likely outcome prior to the commencement of proceedings. Injunctions can be used to require someone to stop doing something or to require them to carry out something, however there would have to be serious harm arising before the council decides on this course of action. Failure to comply with an Injunction can lead to an unlimited fine and/or imprisonment.

5.0 General approach to planning compliance continued



- **Prosecution** – the council can pursue prosecution proceedings against any person who carries out unauthorised works to trees that are protected by a Tree Preservation Order or are within a Conservation Area, unauthorised works to Listed Buildings, and certain unauthorised works of demolition works within Conservation Areas. Additionally, offenders may be prosecuted for non-compliance with a temporary stop notice, stop notice, enforcement notice and breach of condition notice. If found guilty, that person will be liable on conviction in the Magistrates Court to a maximum fine of £20,000. More serious cases may be heard in the Crown Court, where the level of fine is unlimited.
- **Direct Action (with costs recovery)** – failure to comply with the requirements of a Notice may result in the council using powers available to it to enter land and carry out such works that are required by an Enforcement Notice. All costs incurred in carrying out such works can be recovered from the landowner. Where costs are not recovered, they can be registered as a charge on the land.
- **Advertisements** – the legislation (Town and Country Planning (Control of Advertisements) Regulations 2007) which deals with advertisements is separate from that dealing with general planning matters. The display of an advertisement without formal consent is an offence, and the council does have the power to prosecute the person displaying it, if it considered that it harms the amenity of the area or public safety. There is no need for an enforcement notice, or similar, to be served. If a person is found guilty of an offence, he or she could be liable to a fine up to a maximum of £1,000.
- **Article 4 Direction** – The General Permitted Development Order 2015 permits the temporary use of land and buildings for specified purposes of limited duration. If the use causes harm to the local environment and continues beyond the time limit set out in the General Permitted Development Order, then an Article 4 Direction may be issued to restrict such uses.

6.0 What happens if someone complains about you?

If you are contacted about an alleged breach of planning control, you are entitled to know what the allegation is (but not who made it) and to have the opportunity to explain your side of the case. We are aware that sometimes people make complaints due to neighbour disputes, as such we will always seek to work with you to understand the true facts of the case.

Initially a member within the Planning Compliance Team will visit the site. Due to time constraints, this is usually without any prior warning to the owner or any tenants / employees at the site. Officers are authorised to visit

a site to investigate and will show identification when they arrive. Planning Compliance officers also have powers to obtain a warrant of entry where access is refused or refusal is anticipated. Wilful obstruction of a person exercising a right of entry is an offence so you should always seek to work with the Planning Compliance Officer. However, we are required to give 24 hours notice to insist on entry to a residential property but if you are happy to allow us access then we will usually take up that offer.

In the event of a breach being established, your co-operation will be sought to correct the breach either by removing or modifying the unauthorised development

or by ceasing the unauthorised use or activity prohibited by a planning condition. A reasonable period of time, which will depend on the nature of the breach, will be allowed for you to do this.

In some circumstances you may be invited to submit a retrospective planning application or, other appropriate application if it is considered that consent may be granted or, an application for a Certificate of Lawfulness of Use or Development may be invited in the event that you can show that the breach is immune from enforcement action and therefore lawful.

7.0 What other services does planning compliance provide?

As well as investigating enquiries into possible breaches of planning control, the planning compliance service is pro-active in:

- Ensuring compliance when formal action has been taken;
- Monitoring planning conditions to ensure that they are being carried out as required;
- Monitoring compliance to ensure that the development accords with the planning approval;
- Monitoring Legal Agreements attached to planning permissions to ensure that they are being carried out as required;
- Ensuring that works subject to Building Regulation that require planning permission have made the necessary application.

8.0 What happens if you are not happy with our service?



The council aims to provide an efficient and effective service for everyone it deals with and to maintain good relations with those who use our services. Planning enforcement is a complicated area of law and care must be taken to arrive at a correct and appropriate course of action related to alleged breaches of planning control.

If you are aggrieved with the service offered to you, there is a complaints procedure, where complaints can be investigated. Details of this procedure are available on the council's website. If you remain dissatisfied, the matter can be investigated by the Local Government Ombudsman. They will make an independent investigation of whether maladministration has occurred by the district council and if it has, recommend what remedy ought to take place.

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Report to Cabinet

24th March 2016

By the Cabinet Member for Local Economy

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

West Sussex Local Authority Parking Enforcement Agreement

Executive Summary

The existing Agency Agreement between West Sussex County Council and Horsham District Council for the delivery of on street parking services, introduced in 2006 is due to expire at the end of March 2016.

This report seeks approval from the Cabinet to enter into a new Agency Agreement with West Sussex County Council for the management and operation of Civil Parking Enforcement (CPE) and management of the Horsham and Billingshurst Controlled Parking Zones (CPZ).

The new Agency Agreement does not seek to amend the current operation of the service, but does give the opportunity to achieve financial savings against Horsham's current contributions.

Recommendations

That the Cabinet is recommended:

- i) To enter into the new Agency Agreement with West Sussex County Council with regard to Civil Parking Enforcement and management of the Controlled Parking Zones.

Reasons for Recommendations

- i) To ensure that the service can be managed in an efficient and cost effective way;
- ii) Ensuring that Horsham District Council has control over parking enforcement processes;
- iii) Matching operations against strategic objectives.

Wards affected: All Wards

Contact: Ben Golds, Parking Services Manager, EX5055

Background Information

1 Introduction and Background

- 1.1 In January 2006 West Sussex County Council in its capacity as the Highway Authority took on responsibility of on-street parking enforcement through the introduction of Local Authority Parking Enforcement (LAPE). The introduction of LAPE shifted the responsibility of on-street parking enforcement away from the Police (criminal) to the Highway Authority (civil).
- 1.2 The County Council has the power to delegate responsibility for some functions of both on and off street parking management to district and borough councils through the use of an Agency Agreement.
- 1.3 The County Council entered into an agency agreement with Horsham District Council in March 2006. The agreement, in summary, is to enable the discharge of the on street parking enforcement service; and allow for the provision of a Controlled Parking Zone (CPZ) management service in Horsham and Billingshurst.
- 1.4 Both services under the existing agreement have run very successfully. They have been extended to their full contract term (5 + 5years), and the agreement is now due to expire on 31st March 2016.
- 1.5 Approval is being sought for Horsham District Council to enter into a new 5 + 4year Agency Agreement with West Sussex County Council. The agreement will delegate authority for the procurement, management and operation of Civil Parking Enforcement (CPE) and operational management of the Horsham and Billingshurst Controlled Parking Zones (CPZ).
- 1.6 The new agency agreement will be broadly similar to the current agreement, although updated to reflect changes to the legislative framework and current best practice. The present division of responsibility for on and off street management will remain unaltered.

2 Relevant Council policy

- 2.1 This report supports the Corporate Plan, in particular the Economic key objective by ensuring parking spaces are made available to ensure access to the districts towns and village economic centres.

3 Details

- 3.1 The proposal is as outlined in section 1.1 of this report; which is for Horsham District Council to agree to a new Agency Agreement with West Sussex County Council which will allow Horsham District Council to deliver Civil Parking Enforcement and manage the Controlled Parking Zones within the Horsham District.
- 3.2 Horsham District Council has to manage Civil Parking Enforcement within their off-street parking places to ensure compliance and maximum return on our assets. It is within Horsham's best interest to manage on-street enforcement to ensure operational delivery meets our strategic objectives. Additionally, the most efficient

way to manage both off-street and on-street Civil Parking Enforcement is through one service.

- 3.3 All other Local Authorities within West Sussex that administer Civil Parking Enforcement and Controlled Parking Zones, manage the on-street and off-street parking enforcement through an Agency Agreement.

4 Next Steps

- 4.1 The next step after agreement of the proposal would be to sign and action the new Agency Agreement.

5 Outcome of Consultations

- 5.1 The comments of the Head of Financial Services, the Head of Legal and Democratic Services and the Director of Community Services have been incorporated in the report.

6 Other Courses of Action Considered but Rejected

- 6.1 The only other option for consideration is that we do not move forward with the proposed Agency Agreement with West Sussex County Council. This option was rejected because:
- Department for Transport (DfT) Operational Guidance notes state that in some cases the County Council carries out on-street parking enforcement directly and District Councils enforce off-street parking. They point out that this approach seems likely to be less efficient than having one enforcing authority. There should be significant efficiency gains in having a unified civil parking enforcement operation between the two authorities. West Sussex County Council would have to engage their own on-street parking enforcement contractor that would not be accountable to Horsham District Council or the Council's aspirations nor would it provide local tax payers with value for money.
 - The Operational Guidance says that Non-metropolitan district councils in England are not able to apply for designation orders (CPE powers). DfT Operational Guidance makes it clear that it is important that there should be very close co-operation between district councils and their county councils.
 - For the above reasons this option would appear to be a much less favourable option for the Council.

7 Financial Consequences

- 7.1 Within the 2006 agreement Horsham District Council's contribution was set as an annual amount which had an annual indexed increase. West Sussex County Council would then pay the cost of the difference between Horsham District Council's contribution, any Penalty Charge Notice (PCN) income and the total cost of delivering the enforcement function.

7.2 In the budget year of 2014/15 (the last full year) the costs were split:

Total Cost of the Service	£545,000
Income	£219,000
Horsham District Council contribution	£232,000
West Sussex County Council contribution (difference)	£94,000

7.3 Within the 2006 agreement any savings or improvements in performance benefitted West Sussex County Council, whilst Horsham's contribution remained the same (indexed link growth each year).

7.4 Within the new agreement costs (after income) will be split dependent on the percentage number of PCN's issued on-street and off-street. For example, if 60% of PCN's have been issued off-street then Horsham District Council would pay 60% of the remaining costs and West Sussex County Council would contribute 40% of the costs for the on-street PCN's.

7.5 This arrangement should reduce Horsham District Council's contribution and therefore be more beneficial for Horsham District Council if there is an overall reduction in the costs of the service, improved performance, reduced PCN cancellation rates, and increased debt collection.

7.6 Within the 2016/17 budget we have included an annual saving of £5,000; this is likely to increase over the following years due to even more service efficiency savings.

7.7 Whilst not directly related to the Agency Agreement itself, it is worth noting that income and expenditure for on-street parking is required by law to be contained within the County Council's on-Street Parking Account. This account must be self-contained and held separately from the County Council's other accounts. The purpose for which any surplus might be utilised, should a surplus be generated, is ring-fenced by Section 55 of the Road Traffic Regulation Act, 1984 (RTRA) as amended. In summary, these are:

- to repay any funds for parking measures that have been borrowed from the general rate fund;
- to contribute towards the provision or maintenance of parking facilities;
- to contribute towards improvements to passenger transport services or infrastructure; and,
- to contribute towards other highway improvements.

8 Legal Consequences

8.1 A draft Agency Agreement between Horsham District Council and West Sussex County Council for delivering parking enforcement has been sent to Horsham District Council by the County Council for our approval. The principle terms have been agreed and the final draft is awaited by the Council's Legal Services. The agreement is intended to be legally binding on the Council and the Council's Legal Services will need to approve the detailed terms and conditions to ensure that the Council's interests are properly protected.

9 Staffing Consequences

- 9.1 Horsham District Councils Parking Services team manages the running and enforcement of Horsham off-street car parks; and (on behalf of West Sussex) under this agreement manage the running and enforcement of the on-street function.
- 9.2 The department is staffed to manage both elements; if this agreement was not agreed then the staffing levels would have to be reviewed. Only the off-street function would need to be resourced. Ultimately this would mean a reduction in parking staff.

10 Risk Assessment

- 10.1 The risks within this proposal are minimal as there are no operational changes from the current Agency Agreement that has been running successfully since 2006.

Appendix 1

Consequences of the Proposed Action

<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>Through this agency agreement we will be providing uniformed enforcement staff that patrol by foot and in vehicles around the district. These highly visible officers act as eyes and ears to the authority reporting on any issues or suspect behaviour, as well as deterring any potential opportunist crime.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>The proposal is considered to be consistent with the provisions of the Human Rights Act.</p>
<p>What is the impact of the proposal on Equality and Diversity?</p>	<p>.The proposal is considered to be consistent with the Council's policies on Equality and Diversity and with relevant legislation.</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>Ensuring that traffic is free flowing through town centres and trunk roads contributes to the reduction of carbon dioxide emissions and road user/pedestrian safety which is consistent with the Council's policies on Sustainability.</p> <p>Additionally, enforcing on-street parking bays ensures that spaces are made available to visitors and shoppers who contribute to the local economy.</p>

Report to Cabinet

24th March 2016

By the Cabinet Member for Planning and Development

INFORMATION REPORT



**Horsham
District
Council**

Not Exempt

Coastal West Sussex and Greater Brighton updated Local Strategic Statement for Delivering Sustainable Growth 2015 – 2031 (LSS2)

Executive Summary

It is important to identify and deliver priorities for strategic planning, development and infrastructure. A mechanism for doing this, in the absence of Regional Planning and to meet the duty to cooperate, has been the production of non-statutory Local Strategic Statements across local planning authority areas. The Coastal West Sussex and Greater Brighton (CWS&GB) Local Strategic Statement (LSS) has been prepared by the local planning authorities (LPAs) in the sub-region to provide the context for delivering sustainable growth over the period 2013-2031. The northern part of Horsham District is covered by the Gatwick Diamond Local Strategic Statement whilst the southern area did not have any LSS coverage. When the Coastal West Sussex and Greater Brighton authorities decided to update their existing LSS Horsham District were invited to join their Strategic Planning Board (SPB) and take part in drafting the updated LSS. An updated LSS has now been produced which now includes the context and delivery priorities for the southern part of Horsham District.

The purpose of this report is to present the Coastal West Sussex and Greater Brighton Local Strategic Statement and seek its endorsement.

Recommendations

Cabinet is asked to approve the following recommendations:

- i) That the updated Coastal West Sussex and Greater Brighton Local Strategic Statement (LSS2) including Annexes 1-3 be endorsed.
- ii) That Annex 4, the Coastal West Sussex and Greater Brighton Monitoring and Delivery Framework (Update January 2016), be noted.

Reasons for Recommendations

- i) The LSS is important evidence to demonstrate that the requirements of Duty to Cooperate have been met and have been an integral part of plan-making across the area.
- ii) Annex 4 will remain a living document and updated so it is only noted.

Background Papers

Coastal West Sussex and Greater Brighton Local Strategic Statement (Updated January 2016) attached at Appendix 2

Wards affected: All.

Contact: Dr Chris Lyons, Director of Planning, Economic Development & Property.

Background Information

1 Introduction and Background

- 1.1 The report seeks the endorsement of an update to the Coastal West Sussex and Greater Brighton (CWS&GB) Local Strategic Statement (LSS) which now extends into and covers the southern part of Horsham District. The LSS is an important mechanism for local authorities in the area to identify and deliver priorities for strategic planning, development and infrastructure.
- 1.2 The Coastal West Sussex and Greater Brighton (CWS&GB) Local Strategic Statement (LSS) is a non-statutory strategic planning document prepared by the local planning authorities (LPAs) in the sub-region to provide the context for delivering sustainable growth over the period 2013-2031. The updated LSS (LSS 2) was formally agreed by the Strategic Planning Board on 18 January 2016 and is appended to this report.
- 1.3 The Local Strategic Statement is also further evidence to support our approach to the Localism Act and its 'Duty to Co-operate'.

2 Relevant Council policy

- 2.1 The Horsham District Planning Framework (HDPF) is the relevant plan that sets out how growth and development will take place in the district. The LSS reflects the strategy and planned development for long term sustainable growth in the HDPF. 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.

3 Details

- 3.1 When the Coastal West Sussex and Greater Brighton authorities decided to update their existing LSS Horsham District were invited to join their Strategic Planning Board (SPB) and take part in drafting the updated LSS. An updated LSS has now been produced which now includes the context and delivery priorities for the southern part of Horsham District.
- 3.2 The refreshed Coastal West Sussex and Greater Brighton LSS 2015-2031 is appended to this report. It sets out four strategic objectives:
 - a. Delivering Sustainable Economic Growth
 - b. Meeting Strategic Housing Needs
 - c. Investing in Infrastructure
 - d. Managing Environmental Assets and Natural Resources
- 3.2 These objectives are largely the same as in the original LSS. They are considered to be appropriate objectives in line with national policy and the approach set out in the Horsham District Planning Framework (HDPF).

3.3 The LSS Refresh also identifies nine spatial priorities, where major development and infrastructure investment will be directed. These are:

1. Shoreham Harbour and Brighton Airport
2. Chichester City / Tangmere / Bognor Regis
3. Littlehampton
4. Worthing's Key Town Centre Sites
5. Greater Brighton City Region
6. Brighton – Seafront and Brighton City Centre
7. Burgess Hill
8. Newhaven
9. Rural Sussex

3.4 The spatial priority of relevance to Horsham District is the Rural Sussex spatial priority, which states:

“The local authorities and the South Downs National Park Authority will work together with partners to ensure that the rural parts of the sub-region benefit from long term sustainable growth through:

- Supporting delivery of affordable housing;
- Improving connectivity between the priority sectors of the rural economy, including tourism, leisure, agriculture and horticulture;
- Identifying priority infrastructure needs to support rural businesses, including home-workers, particularly in relation to communications infrastructure which improves accessibility to the main employment centres within the sub-region;
- Facilitating a good supply of small business, retail and community facilities to support the sustainability of rural communities;
- Supporting existing and proposed land management and land based businesses that protect and enhance the landscape character of the countryside;
- Identifying priority infrastructure needs to support rural businesses, including home-workers, particularly in relation to communications and digital infrastructure which improves accessibility markets and customers.
- Safeguarding mineral sites and areas with potentially economically viable minerals from alternative forms of development to ensure a steady supply of minerals for use in construction and industrial purposes
- Improving access to the South Downs National Park particularly by sustainable modes of transport from key gateway locations”.

3.5 This spatial priority is consistent with strategic and rural policies in the HDPF. Its inclusion will demonstrate that the local authorities are working cooperatively on these matters and will support bids for grant funding to support investment in the rural area, including rural villages and settlements in the south part of the district.

4 Next Steps

4.1 Once endorsed the refreshed Coastal West Sussex and Greater Brighton Local Strategic Statement 2015-2031 will support the Council's strategy for development and the policies within the HDPF. It will also help to demonstrate that the Council has met its duty to cooperate in the production of the District Plan and intends to continue good partnership working on strategic planning issues into the future. The statement reflects an interim position and a report setting out options for a full

review to take account of the next round of Local Plans will be considered by the Strategic Planning Board in April.

5 Outcome of Consultations

- 5.1 The preparation of the updated LSS has been steered by the Strategic Planning Board, which comprises lead Councillors from each of the LPAs which works in an advisory capacity with all decision-making through the individual member authorities.
- 5.2 No formal consultation has been undertaken in preparing the updated LSS. Inputs have been provided mainly by officers from the CWS&GB local authorities. A stakeholder workshop was held in November 2015, which was attended by planning and economic development portfolio holders, council officers and representatives from other key strategic organisations.
- 5.3 The Monitoring Officer and the Director of Corporate Resources have been consulted during the preparation of the updated LSS.

6 Other Courses of Action Considered but Rejected

- 6.1 An alternative would be not to endorse the LSS but this would make it difficult to make joint funding bids to deliver the priorities identified and may adversely affect the ability to demonstrate how the Duty to Cooperate has been fulfilled.

7 Financial Consequences

- 7.1 The costs to the council associated with updating the Statement and the Memorandum have been funded from existing revenue budget, as will any future review to assist with future plan reviews. Where technical studies are required the costs are split equally between Board members.
- 7.2 The LSS is an important mechanism for local authorities in the area to identify and deliver strategic priorities for housing delivery, development and infrastructure planning. It is anticipated that the Statement will assist in making funding applications for external resources and the development of joint funding bids to deliver the priorities identified.

8 Legal Consequences

- 8.1 The work to develop the LSS and its ongoing use to inform strategic will help the Council to demonstrate that it has met the legal 'Duty to Cooperate' as set out in the Localism Act 2011.

9 Staffing Consequences

- 9.1 There are no establishment staffing consequences resulting from this decision.

10 Risk Assessment

- 10.1 There are no risks associated with this proposal.

Appendix 1

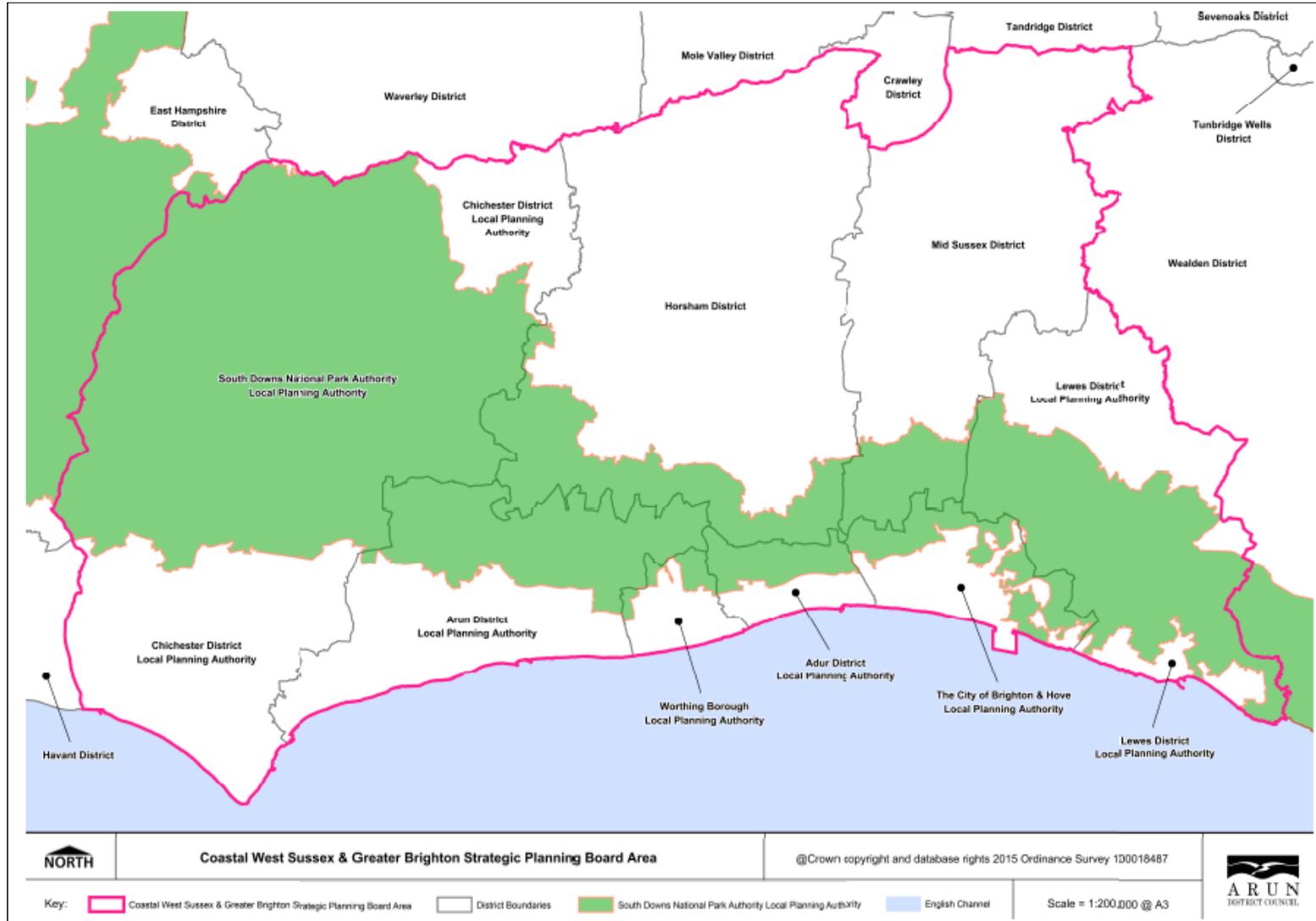
Consequences of the Proposed Action

How will the proposal help to reduce Crime and Disorder?	There are no crime and disorder implications as a result of this report.
How will the proposal help to promote Human Rights?	None directly but each of the priorities and associated projects would be considered on a case by case basis.
What is the impact of the proposal on Equality and Diversity?	None directly but each of the priorities and associated projects would be considered on a case by case basis.
How will the proposal help to promote Sustainability?	The updated LSS is informed by the Horsham District Planning Framework (HDPF) which seeks to ensure that development which takes place in the future meets the needs of current and future residents and those working in the District.

**Coastal West Sussex and
Greater Brighton
Local Strategic Statement
(Updated January 2016)**

Delivering Sustainable Growth 2015-31





Coastal West Sussex and Greater Brighton Local Strategic Statement for Delivering Sustainable Growth 2015-2031

1. Introduction

- 1.1 In October 2012 the local planning authorities (LPAs) in Coastal West Sussex, together with Brighton & Hove City Council and Lewes District Council (CWS&GB) agreed to establish a new Strategic Planning Board to facilitate joint work on strategic planning priorities. The Board's remit (see Annex 1 for Terms of Reference) is to:
- (1) identify and manage spatial planning issues that impact on more than one local planning area within CWS&GB; and
 - (2) support better integration and alignment of strategic spatial and investment priorities in CWS&GB, ensuring that there is a clear and defined route through the statutory local planning process, where necessary.
- 1.2 In 2015 the area covered by the Board expanded to include both Mid Sussex and Horsham Districts, reflecting the functional strategic relationship these areas have with Coastal West Sussex and Greater Brighton.
- 1.3 The Board, which comprises lead councillors from each of the LPAs¹ works in an advisory capacity with all decision-making through the individual member authorities (Memorandum of Understanding is attached as Annex 2). Working closely with the Coastal West Sussex Partnership (CWSP) and the Greater Brighton Economic Board², the Board's role is to ensure that strategic planning and investment issues are addressed locally through the relevant local authorities and organisations, and within a wider context, particularly through the Coast to Capital Local Enterprise Partnership (C2CLEP).³ It also has responsibility for providing a framework for aligning strategic spatial and investment priorities with the business plans of other public and private sector bodies operating in the CWS&GB area.
- 1.4 The *Local Strategic Statement for Coastal West Sussex and Greater Brighton (LSS)*, is the main vehicle for taking forward the Board's work on behalf of the LPAs. This sets out the long term *Strategic Objectives* and the *Spatial Priorities* for delivering these in the short to medium term. Many are already being addressed through the planning

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/>)

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 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.

⁴ Excludes Horsham and Mid Sussex

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

⁶ Excludes Horsham

- 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
 - 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

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*.

- 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.
- 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

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>

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

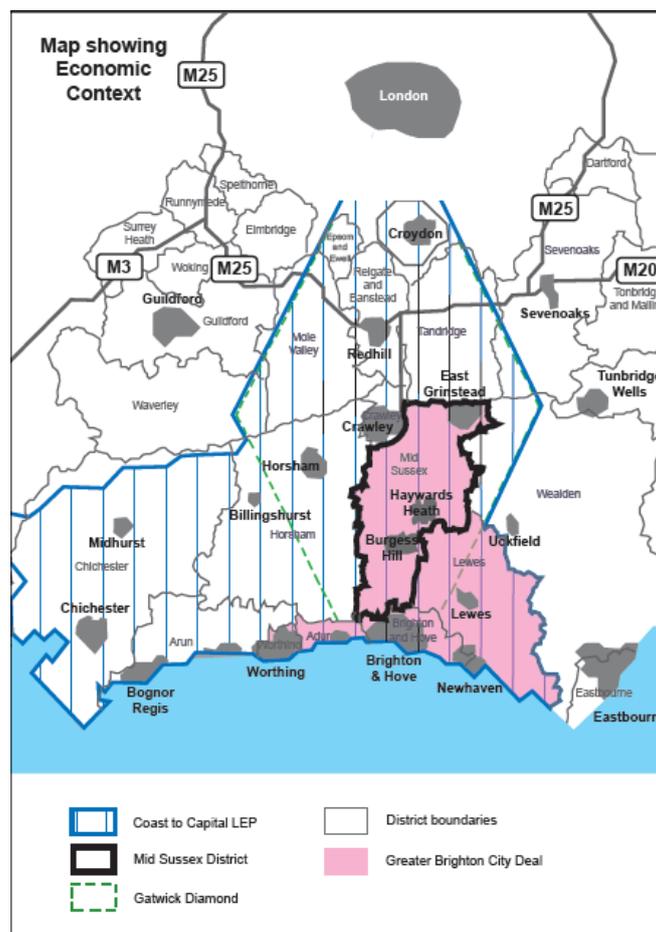
the Greater Brighton part of the wider sub-region, it has enabled opportunities to support the regeneration and sustainable growth of the whole CWS&GB area.

- 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
- 1.22 Contributing to the strategic planning priorities is a core objective of the Sussex Local Nature Partnership (SLNP). The high quality environmental and ecological assets of CWS&GB are recognised as having a valuable role in supporting the health and well-being of the local community as well as sustainable economic growth. The LPAs will work with SLNP on an on-going basis to ensure that investment in the area's natural capital continues to be a priority.

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

2. Coastal West Sussex & Greater Brighton: The Place

- 2.1 The Coastal West Sussex and Greater Brighton sub-region comprises a number of settlements along the coast, bounded by Chichester in the west and Seaford in the east, and Horsham and Burgess Hill to the north, beyond the South Downs National Park (SDNP). The sub-region has experienced significant population growth in recent years, with migration from London playing a big part. The resident population is just over 1 million and is forecast to grow by at least 15% over the next 20 years.
- 2.2 The main urban areas vary in size and character, with the offer to residents and employers different in each. The largest settlement is the vibrant and cultural city of Brighton with a population of 281,600¹⁴. Other centres include the historic places of Arundel, Chichester and Lewes, the growth area of Burgess Hill, the villages of Horsham district at the foot of the Downs, the seaside places of Bognor Regis, Littlehampton, Shoreham by Sea along with its successful commercial port, Worthing and the “Seahaven” area of Lewes District which includes the Port of Newhaven.
- 2.3 Mid Sussex and Horsham Districts also have a strong relationship with the Gatwick Diamond sub-region to the north, particularly Horsham Town itself and Burgess Hill which has strong links north and south along the A23 / London-Brighton mainline corridor.



¹⁴ Population based on 2012 Sub-national population projections

- 2.4 The area boasts a very high quality environment, with the SDNP covering a large part of the northern CWS&GB and a high concentration of other national landscape, ecological and environmental designations, including the Chichester Harbour and High Weald AONBs and several SSSIs and SPAs. These distinguishing assets make a major contribution to the attractiveness of the area as a place to live and work. They are also highly regarded by local businesses and are key factors in decisions to invest or locate in the area.
- 2.5 The sub-region is relatively well served by both roads and public transport with rail services connecting the main towns along the coast, as well as providing good connections north towards London and Gatwick Airport, particularly from Brighton and Worthing. However, the road network along the main east-west routes, is heavily congested restricting access to the main centres during peak periods. As this has had a major impact on the regeneration and investment potential of CWS&GB, tackling the main bottlenecks is a priority for all those that live and work in the area.
- 2.6 Like its towns, the coastal economy is diverse with a wide range of businesses servicing different sectors. The area is home to some of the country's leading companies in advanced manufacturing and horticulture as well as Shoreham Harbour and Newhaven Port which are two of the region's most successful commercial ports. The tourism and culture sectors are also major contributors to the area's economic success, with the SDNP on its doorstep and several seaside resorts, including Brighton which is the biggest employment centre in the area and also has a growing high-tech and media industry which impacts on a large proportion of the sub-region (Greater Brighton).
- 2.7 However, the level of skills and educational attainment of the resident workforce is generally lower on average than that of the wider South East which has restricted access to jobs for many. Average household income also reflects this and with house prices generally in line with the wider area, access to the housing market is restricted, particularly for younger people and families. This relatively unique position within the affluent South East has been the subject of successive strategic and local policy interventions aimed at regenerating the coastal communities. These have aimed to improve accessibility within the area, harness the area's high quality environmental assets; reflect the distinctiveness character and roles of the different parts of CWS&GB; improve the overall quality of the built environment; and increase opportunities for residents to access both housing and jobs.

Opportunities and Challenges

- 2.8 CWS&GB offers considerable opportunities for residents and businesses. Local authorities and partners are keen to promote CWS&GB as an area that is 'open for business'. Proposals to transform the economy are highlighted in both the devolution deals covering the area as well as CWSP's Strategy. These include the major regeneration of Shoreham Harbour, and the new business opportunities at Brighton

Airport, Shoreham and Enterprise Bognor Regis, as well as the newly created Enterprise Zone at Newhaven¹⁵.

- 2.9 However, many of the opportunities now and in the future also bring challenges; ensuring development is properly supported by the right infrastructure is one; transforming the area 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 will therefore form a key plank of its implementation as they are taken forward 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.

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

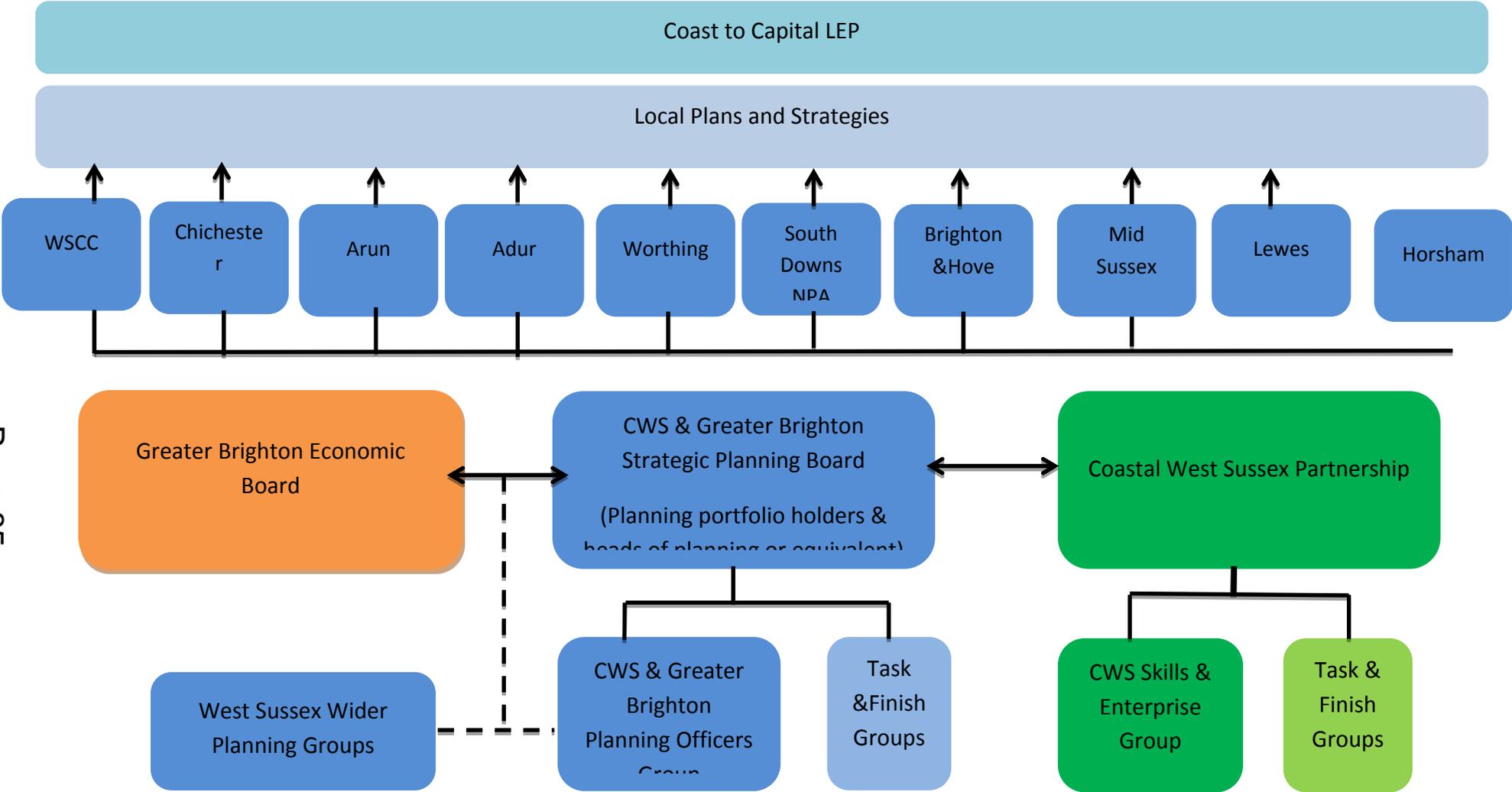
- 5.1 The SPB will be supported by an officer group with representatives from each of the constituent Local Planning Authorities. The group will act as a steering group for each identified project and will establish suitable technical support and project management arrangements for each. This may involve 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.

Signed by the CWS & Greater Brighton Strategic Planning Board parties

Adur District Council	
Signed by	
Name Cllr	Date / / 2015
Arun District Council	
Signed by	
Name Cllr	Date / / 2015
Brighton and Hove City Council	
Signed by	
Name Cllr	Date / / 2015
Chichester District Council	
Signed by	
Name Cllr	Date / / 2015
Horsham District Council	

Signed by

Name Cllr

Date / / 2015

Lewes District Council

Signed by

Name Cllr

Date / / 2015

Mid Sussex District Council

Signed by

Name Cllr

Date / / 2015

South Downs National Park Authority

Signed by

Name Cllr

Date / / 2015

West Sussex County Council

Signed by

Name Cllr

Date / / 2015

Worthing Borough Council

Signed by

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): XXXXXXXXXX</p>
Arun	<p>Original LSS (Oct 2013):</p> <p>Full Council: 8 January 2014 http://www.arun.gov.uk/mediaFiles/downloads/83329178/Minutes_080114_2014_Final.pdf</p> <p><u>Decision:</u></p> <p>The Council resolved that the Coastal West Sussex and Greater Brighton Local Strategic Statement be adopted.</p> <p>Updated LSS (Jan 2016):</p> <p>Local Plan Sub-Committee: 19 January 2016</p>
Brighton & Hove	<p>Original LSS (Oct 2013):</p> <p>Economic Development & Culture Committee: 23 January 2014 http://present.brighton-hove.gov.uk/Published/C00000705/M00004664/\$\$\$Decisions.doc.pdf</p> <p><u>Decision:</u></p> <p>The Committee resolved to approve the Coastal West Sussex and Greater Brighton Local Strategic Statement including the ToR and MoU</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p>
Chichester	<p>Original LSS (Oct 2013):</p> <p>Cabinet: 7 January 2014 http://www.chichester.gov.uk/index.cfm?articleid=22978</p>

	<p>Decision: Cabinet resolved the Coastal West Sussex and Greater Brighton Local Strategic Statement be agreed.</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p>
Horsham	<p>Original LSS (Oct 2013): NA</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p>
Lewes	<p>Original LSS (Oct 2013):</p> <p>Cabinet: 6 January 2014 http://cmispublic.lewes.gov.uk/Public/Meeting.aspx?meetingID=657</p> <p>Decision: Cabinet agreed to endorse the Coastal West Sussex and Greater Brighton – Local Strategic Statement.</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p>
Mid Sussex	<p>Original LSS (Oct 2013): NA</p> <p>Updated LSS (Jan 2016): Council: 27 Jan 2016</p>
SDNP	<p>Original LSS (Oct 2013):</p> <p>Endorsement of LSS delegated to Director of Planning</p> <p>Updated LSS (Jan 2016): XXXXXXXXXX</p>
West Sussex CC	<p>Original LSS (Oct 2013):</p> <p>Executive Decision: 23 January 2014 http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/executive_decisions.aspx</p> <p>Cabinet Member for Highways and Transport agreed the LSS on behalf of the Council</p> <p>Updated LSS (Jan 2016): XXXXXXX</p>

ANNEX 4

Coastal West Sussex and Greater Brighton

Local Strategic Statement (2013) for Coastal West Sussex and
Greater Brighton

Monitoring and Delivery Framework (Update January 2016)



Contents

1: Governance

SECTION 1: MONITORING FRAMEWORK

2: Housing Supply and Delivery

3: Gypsy and Traveller Site

4: Commercial Supply and Delivery

5: Infrastructure Delivery

6: Environmental Assets and Natural Resources

7: Spatial Priorities

SECTION 2: LOCAL PLAN PROGRESS

SECTION 3: DELIVERY FRAMEWORK

1 Introduction

- 1.1 Since the adoption and agreement of the LSS there has been further work that has been carried out by the Board through joint working on objectively assessed housing needs and the provision of a Transit site for Gypsy and Traveller communities. Additionally, there has been agreement to jointly commission studies relating to Transport, Employment and demographics to update Objectively Assessed Need for Housing.
- 1.2 On 23 June 2014, the bid placed by Coast to Capital was successful in terms of gaining money from the growth fund. This was linked to projects that had been identified in the Strategic Economic Plan. On the 18 June 2014, West Sussex County Council as the Highways Authority also agreed their funding prioritisations over the coming couple of years and awarded money through the Local transport Fund.
- 1.3 At the Board meeting of the 9th October 2014, consideration and membership was extended to include Mid Sussex Council, due to its role within the Greater Brighton Economic Board. The travel to work evidence also supports the strong relationship between the Coastal authorities and Mid Sussex. The paper presenting the case, along with the minutes of the meeting, can be found in Appendix 1.
- 1.4 In late 2014/early 2015 Coastal West Sussex and Greater Brighton Strategic Planning Board and GBEB jointly commissioned background studies for the two overlapping areas. The studies related to Employment, Housing and Transport. The purpose of these was to collate information across the area to help inform an update of the LSS. These were completed in May 2015.
- 1.5 In May 2015 consultants were commissioned to update the Local Strategic Statement following the inclusion of Mid Sussex in the area, with the support of additional information from the joint background studies and the successful bid for growth fund. This is due to be adopted in April 2016.
- 1.6 At the Board meeting in July 2015 will consider the inclusion of Horsham District within the CWS and GB Spatial Planning Board area.

Section 2: Monitoring Report 2015

2.1 The Local Strategic Statement was approved by the Joint Strategic Planning Board of Coastal West Sussex and Greater Brighton in October 2013. This report contains the first monitoring of the actions carried out and their impact on the progression of the achievement of the aims within the Local Strategic Statement for Coastal West Sussex and Greater Brighton. The following discussion is split into the following areas:

1. Housing Land Supply and Delivery
2. Gypsy and Traveller Sites
3. Commercial Land Supply and Delivery
4. Infrastructure Delivery
5. Spatial Priorities

2.2 As set out in the Local Strategic Statement (LSS) and its accompanying sustainability appraisal, the monitoring of the aims and actions of the document will be through reporting to the Coastal West Sussex Strategic Planning Board. This will include reporting against the Spatial Priorities.

(1) Housing Land Supply and Delivery

2.3 **Strategic Objective 2: Meeting Strategic Housing Needs** – The target is to provide for a minimum of 2,410 dwellings per annum between 2013 and 2031. Within the Coastal West Sussex area, this is both through respective Local Plans and also through a high level of coverage of neighbourhood development plans.

2.4 Work to address shortfall between the planned provision and the assessed needs of 2905dpa through infrastructure investment to enable the delivery of Spatial Priorities and maximise the potential existing opportunities.

Table of identified housing need and delivery across Coastal West Sussex and Greater Brighton (as at 31st March 2015)

Authority	Requirement – Objectively Assessed Need (OAN)	Supply Proposed	Completions 2013/4	Completions 2014/15	Delivery
Brighton and Hove	1506 (from 2015 study)	660	436 (of which 101 were affordable)	545	City Plan Part One – a number of strategic allocations in the Development Areas and one on Seafront (King Alfred site). City Plan Part Two – allocations Planning briefs and SPDs where needed.
Coastal - Adur	291 (from OAN Housing Study 2015)	181	93 (net)	96 (net)	An OAN Housing Report for Adur has recently been published and work is on-going to assess how the identified need can be met. The emerging Local Plan identifies two strategic allocations and one broad location which will go some way to meeting this need. However a shortfall will still remain to be met through the Duty to Co-operate.
Coastal - Arun	550	580	397	642	
–Chichester (excluding	530-650 (650dpa top end of OAN)	435 (outside National Park)	202	351	Local Plan allocates 4 strategic development locations to deliver 3250 homes. Local Plan provides for a further

SDNP)	range used in total)	70 (assumed for National Park area)			1490 homes on non-strategic sites to be identified in neighbourhood plans and/or a Site allocations DPD. Remaining housing to be met through existing planning permissions and small windfall sites.
Coastal - Worthing	636 (OAN Housing Study July 2015)	250	245 (net)	351 (net)	The published OAN for housing is significantly higher than the housing provision currently being planned for in the adopted Core Strategy. A Local Plan review has commenced to consider how this need can be met. However, given the constraints and lack of available land, there is no realistic prospect of meeting the full OAN so the Duty to Co-operate will be used to see if it can met elsewhere within the sub-region.
Lewes	490 - 520	345	113	277	Spatial Policy 2 sets out how the housing requirement will be met, including through extant commitments, proposed Strategic sites identified within the Local Plan, non-strategic site allocations identified through Local Plan Part 2, windfall allowance and neighbourhood plans.
South Downs National Park	225-244**	162	73	171	Lewes JCS sets out how the housing requirement for the Lewes part of the National Park will be met. The South

					Downs Local Plan: Preferred Options sets requirements for villages and towns across the Coastal West Sussex area. The figures relate only to that part of the National Park within the Coastal West Sussex area.
TOTAL	4228-4397	2613	1559	2433	

Dpa unless otherwise stated

** The closest approximation for OAN in the SDNP within the Coastal West Sussex HMA based on the SDNPA 2015 SHMA is 225-244 dpa. However, this figure should be treated with caution. It is important to avoid double counting as the OAN for the National Park is incorporated into the local authority figures set out in the table above.

(2) Gypsy and Traveller Sites

- 2.5 The Gypsy and Traveller Accommodation Assessment was produced and finalised in April 2013. As set out within its methodology, this was done in line with the requirements of the Planning for Traveller Sites Policy (March 2012).
- 2.6 In December 2013 it was agreed to enter a multi-agency partnership to develop a transit site. In October 2014, £630, 000 was awarded to West Sussex Councils from the Homes and Communities Agency to help deliver this. In April 2014 a transit site was approved for the whole of West Sussex at Westhampnett under application WH/14/00533/FUL. The transit site officially opened in May 2015.
- 2.7 At the time of preparing the joint evidence base, it was identified that the results of this work would not fit with the preparation timetable for the various Local Plans. Therefore, the majority of authorities are proposing to address their specific public needs through production of Supplementary Planning Documents. This remains the case as further work is required to complete the jointly commissioned GTAA as well as undertake further local evidence gathering as part of a site assessment exercise.
- 2.8 Lewes district forms part of the jointly commissioned 2014 East Sussex and South Downs National Park Gypsy and Traveller Accommodation Assessment (GTAA). The 2014 GTAA update has informed the level of need for permanent and transit pitches set out within the Lewes District Council (LDC) and South Downs National Park Authority (SDNPA) Joint Core Strategy proposed modifications. Specific site allocations will be identified within LDC's Local Plan Part 2 and the SDNPA's Local Plan.
- 2.9 The table that follows also identifies those sites that have been delivered in each authority,as of April 2015.

Table of identified need and delivery across Coastal West Sussex (as at April 2015)

Authority	Total provision (pitches) (*including SDNP)	Assessed requirement	Current provision detail (* within SDNP)	Delivery
Brighton and Hove (excluding SDNP)	23 transit pitches* (planning permission for 12 permanent pitches)	23 additional permanent pitches to 2018 and a further 9 permanent to 2028 (GTAA 2014 findings including SDNP)	23 transit pitches* at Horsdean, single site in SDNP	Criteria/ safeguarding based policy within Core Strategy. Target set within City Plan Part One (CP22) Planning permission for 12 permanent pitches in SDNP – consent to be commenced 2015 at Horsdean
Coastal - Adur	12	4 (2012-2027)	1 x public sites (12 pitches)	Seeking provision within strategic allocations (revised submission Adur Local Plan 2014 (Reg 19 stage). Local Plan criteria based and safeguarding policy
Coastal - Arun	26 (35*)	18 (2012-2027)	1 x public site (12 pitches) 12 private pitches 11 pitches*	Target set in Local Plan – delivery through subsequent DPD
– Chichester (excluding SDNP)	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>	Criteria/ safeguarding based policy within Core Strategy. Target set within Core Strategy.
Coastal - Adur	<ul style="list-style-type: none"> Shoreham Airport – allocation for 15,000sqm of employment generating 	2013/14 – 22,088sqm of gross employment floorspace delivered	Seeking provision within strategic allocations (revised Draft Adur Local Plan 2013 (Reg 18 stage).

Authority	Supply Proposed	Completions (sqm)	Delivery
	Spatial Priorities/Allocations	2013/14 2014/15	
	<p>floorspace (to include mix of B class uses) in PSALP 2014</p> <ul style="list-style-type: none"> • New Monks Farm – allocation for 10,000sqm of employment generating floorspace in PSALP 2014 • Shoreham Harbour – 16,000sqm of employment generating floorspace (inc B1) (PSALP 2014) • Additional floorspace through existing employment areas. • Total 41,000sqm allocations 	2014/15 – 9,851sqm of gross employment floorspace delivered	Local Plan includes criteria based and safeguarding policy
Coastal - Arun	81.35 Ha	2013/14: 1490 sqm 2014/15: 16,775sqm	<p>Target set in Local Plan</p> <p>Local Development Order in preparation for key employment sites in Bognor Regis</p>
– Chichester (excluding SDNP)	25ha (2014-2029) comprising c5 ha office space and c20ha industrial and warehousing space	<p>Net completed floorspace (excl SDNP):</p> <p>2013/14: 7,667 sq.m</p> <p>2014/15: 5,347 sq.m</p>	<p>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.</p>
Coastal -	Identified need –	No completions –	Safeguarding policy

Authority	Supply Proposed Spatial Priorities/Allocations	Completions (sqm)		Delivery
		2013/14	2014/15	
Worthing	78,000sqm B2/B8 and 24,000sqm B1a/b to 2026	2013/14 2014/15 – 1,772sqm of gross employment floorspace delivered		included in Core Strategy which is supported by Sustainable Economy SPD. Core Strategy identifies some opportunities and site that will be reviewed through new local plan. ELR update expected Dec 2015.
Lewes	Identified need is 74,000 sq. m for the period 2012 – 2031. This need is to be met through the existing supply of employment sites This supply includes; Denton Island, Newhaven; Eastside, Newhaven; Malling Brooks, Lewes; and Hoyle Road, Peacehaven.	Net completed floorspace; 2013/14; 71.4 sq.m 2014/15; -772 sq.m (losses generally attributed to office to residential pd). 17.4ha (as at April 2014)		Target set in Local Plan Spatial Policy 1: Provision of Housing and Employment Land. LP also contains safeguarding policy: Core Policy 4: Encouraging Economic Development and Regeneration. Local Plan mixed use allocations
South Downs National Park				Local Plan consultation proposed early 2014.

(4) Infrastructure Delivery

- 2.12 The Infrastructure requirement needs are set out both under Strategic Objective 3: Investing in Infrastructure and within the Spatial Priorities. Those identified focused on highways, wastewater and flood defences, as well as briefly touching on the natural environment.
- 2.13 Delivering the new and improved infrastructure required to support the *Spatial Priorities*, strategic priorities.
- Improvements to road infrastructure aimed at providing faster, more efficient east-west movement along the A27/ A259 Corridor and north-south linkages between them, and better access to strategic sites and Growth Hubs identified in the Greater Brighton City Deal proposal.

See spatial priorities below for detailed improvements secured in West Sussex Brighton & Hove

Vogue Gyratory: In 2014, works continued to enable completion of the Lewes Road scheme by reconfiguring and redesigning this busy junction to enable safer journeys, especially for cyclists and pedestrians.

20mph Phase 3: consultation began in 2014 to include a further 24,000 households living in the city's outer and more suburban areas, including Portslade to the west and Rottingdean and Saltdean to the east of the city. The principal elements of the extension were approved, other than in the Woodingdean area.

Lewes Road LSTF Phase 2: a funding bid to extend the Lewes Road scheme towards the city centre adjacent to The Level park was successful and work will begin in 2015.

Cycling Ambition Fund: £450,000 worth of additional funding has been secured from the Government to further invest in 2015 in the 'Transforming Cycling in the South Downs National Park' project. It will significantly improve a popular cycling route from the edge of Brighton Racecourse, near Whitehawk, to the hugely popular new cycle path created as part of the project that runs from Woodingdean down to Falmer Station and Brighton and Sussex Universities.

Valley Gardens: is a key area in the centre of the city which is currently a series of traffic islands and unconnected green spaces which are difficult to use and move around by any form of transport. The council aim to open up the spaces, improving routes for all and making the area and attractive and safe space. Funding from the LSTF (revenue) and LGF (capital) has been approved to invest in the area and the scheme will start in 2015.

Strategic Local Growth Fund [LGF] Projects

A number of potential transport infrastructure projects and proposals were developed in outline, in order to support the development of the LEP's SEP and help unlock or improve access to housing, jobs and additional employment floorspace. These included some existing, planned projects in addition to new ones specifically linked to the 4 Primary Development Locations identified in the SEP – the Seafront; the Lewes Road corridor; the New England Quarter and Valley Gardens. Primary schemes that have been put forward include those summarised below under headings that reflect the transport priorities within the SEP.

Connectivity and capacity schemes

Valley Gardens Phases 1 & 2: significant improvements to the public realm and movement and flow of people and traffic along and across a complex section of the A23 which will regenerate the local area economically, socially and environmentally

Valley Gardens Phase 3: continuation of improvements to public realm and people/vehicle movement along southern section of treatment of main A23 corridor between the Royal Pavilion and the A259, including the Old Steine.

A259 improvements: improvement to movement and flow of people and traffic along and across the main coast road to reduce congestion, maintain and improve the attraction of the seafront environment and increase opportunities for economic and recreational activity.

A23 London Road/Preston Circus: redesign of approaches and junction where A23 (north-south) intersects with A270 (east-west) to improve access to the New England Quarter and London Road and reduce severance to local movements.

Shoreham Harbour Transport Strategy (joint with WSCC): development and delivery of transport measures that will provide cross-boundary benefits and support the City Region priorities and facilitate the regeneration of the Shoreham Harbour area.

Toad's Hole Valley transport infrastructure: could provide contribution to support the provision of necessary, safe and sustainable access and routes into and through a significant development site providing increased employment and housing opportunities for the city.

Lewes District (East Sussex CC) Regarding the A27, the DfT's Roads Investment Strategy identified that around £75 million had been set aside for improvements to the east of Lewes. Consultants Atkins has been appointed to take forward the development of the small scale capacity improvements and sustainable transport improvements using the available funding. Atkins will be engaging with East Sussex County Council and other stakeholders over the next few months on potential options for how the available funding could be spent. ESCC will continue lobbying Government for further funding towards delivering an offline dual carriageway between Lewes and Polegate.

In terms of the A259, the Council's IDP and Reg 123 list identify the need for improvements on the A259 Newhaven ring road, and junction with Telscombe Cliffs Way and Sutton Avenue in Peacehaven.

- Enhanced rail service infrastructure, including the removal of level crossings and new interchanges along the Coastway Rail Line and north towards major destinations in the South East, particularly London and Gatwick Airport.
 - Rolling Stock – Thameslink Class 700 new trains to be provided on the cross-London Thameslink routes from Brighton and other Sussex Coast destinations beginning to be introduced in Spring 2016. Rolling stock renewal programmes are resulting in the removal of 27-year old Class 319 trains from the Brighton-Bedford route. New Class 387 Gatwick Express trains with on-board wifi are also expected to be introduced in Spring 2016 and two of these services per hour will operate throughout the day from Brighton calling at Gatwick Airport and London Victoria.

- Timetable plans – Further phased timetable improvements are planned from December 2015 through to the completion of the Thameslink Programme in 2018 to create more evenly spaced services on the Brighton Main Line, improve resilience and to provide additional capacity and new direct routes from the Brighton Main Line (Brighton and other Sussex Coast destinations) and Gatwick Airport through London to Cambridge and Peterborough. The rail operator GTR will consult on plans for the post-Thameslink Programme completion December 2018 timetable in due course.
- Gatwick Airport – A £120 million project is planned to redevelop Gatwick Airport station with a substantial increase in capacity proposed which is planned to be complete by 2020.
- Station interchanges - Local authorities continue to liaison with the Train Operating Company (TOC) and Network Rail regarding station access and interchange improvements at other stations, including at Three Bridges (planned interchange improvements) and Haywards Heath (significant changes to access under construction). Opportunities will continue to be explored through the new combined Thameslink rail franchise to develop interchange and access improvements at stations, particularly where this supports access from new development.
- Level crossings – Local authorities continues to work with Network Rail to explore opportunities to remove level crossings along the Coastway rail line where development related highway infrastructure provides opportunities. This includes projects at Woodgate on the A29, and at the Toddington Lane development north of Littlehampton. Other projects can be explored as part of any masterplanning for any other strategic development or town centre redevelopment opportunities that come forward.
- Strategic improvements – Network Rail has published its Sussex Area Route Study to inform decisions on potential funding for strategic rail infrastructure improvements in rail industry Control Period 6 (2019-2024) and beyond. This includes measures to improve capacity on the Brighton Main Line into London to serve routes from the Sussex coast, as well as potential improvements to journey times along Coastway routes, for example along the West Coastway route between Brighton, Southampton and further west. Local authorities are continuing to explore the potential of these improvements with Network Rail.

In terms of an update on the Arun Valley Line, recent re-signalling of the northern section of the line has improved the reliability of services operating the route. Timetable changes in December 2015 are expected to reduce off-peak journey times on the route for services between Portsmouth and Southampton, the Arun Valley, and London Victoria, by removing stops at Redhill. Local authorities will continue to liaise with the rail industry over future timetable plans, including regarding the provision of peak-time stops at Gatwick Airport for Arun Valley services which currently do not all stop at the Airport.

In the March 2015 budget, it was announced that the Government had set aside £100,000 for a further study into the potential reopening of the Lewes to Uckfield

railway line. In the most recent budget statement it was stated that “the government will extend the scope of the Lewes-Uckfield study to look at improving rail links between London and the south coast, including upgrades to existing routes, consideration of the Brighton Main Line corridor, and re-examination of the DfT’s feasibility study on BML2”. We understand that the DfT are to shortly commission consultants to undertake this work.

In summer 2015 the new public transport interchange at Newhaven Town railway station was completed.

- Roll-out of superfast broadband across Coastal West Sussex & Greater Brighton

Brighton & Hove

- Connection Vouchers: Funding will deliver an estimated 1,000 connection vouchers for SMEs to achieve a step change in connection speeds and wireless hotspots in public buildings.
- Public wifi: Free public access to the internet and improved digital inclusion via the wifi hotspots in council buildings.
- Brighton Digital Exchange: Any interested business in New England House and the city centre has the potential to benefit from connecting to the digital exchange, which allows for advanced and rapid forms of file sharing, storage and the development of innovative collaborations, products and services.
- Voucher Connection Scheme opened Feb 2014.
- Wi-Fi in 40 public buildings went ‘live’ April 2015. Wi-Fi at Royal Pavilion, Brighton Museum and Old Court House to go ‘live’ during September 2015.
- Completion of Brighton Digital Exchange at New England House, end of June 2015.
- The BDx was formally opened in July 2015.

Lewes District

Go East Sussex Project (led by ESCC with DCMS) is rolling out superfast broadband across East Sussex achieving 95% coverage by 2020.

- To support changes in travel behaviour by increasing opportunities for sustainable modes of transport that can compete effectively with private cars

Brighton & Hove

Cycling Ambition Network: focused on improvements to identified gaps in the current cycle network on two east–west transport corridors - Old Shoreham Road and Marine Parade - and measures will reallocate road space using high quality design and materials.

Bike Share/Hire: comprises 430 bikes and 50 docking stations within the central area with bikes available for use across the scheme area, with the opportunity to provide further extensions to the system over time.

Sustainable Transport Package: proposals to increase the availability of measures in line with the LTP capital programme, focussed primarily on locations where benefits will help to unlock or support development sites for housing and jobs.

Gateway to the Sea: improvements to the Queen's Road/West Street connection linking the improved Brighton Station Gateway southern entrance/exit with the seafront via the city centre and Clock Tower junction.

Old Town public realm improvements: measures to reduce the impact of traffic to create a more attractive environment and revitalise the accessibility and attraction of this key destination between the city centre and the seafront for residents and visitors.

Lewes District (East Sussex CC) The Council's IDP and Reg. 123 list identifies the need for demand management measures along the A259 to encourage a greater use of public transport, including Phase 2 of the bus corridor on the A259. The demand management measures will include increased frequency of bus services on the A259 and on the feeder routes serving the residential areas of Peacehaven, and a cycle route alongside the A259 between Peacehaven and Newhaven. Such measures are expected to be implemented alongside the planned residential development in Peacehaven and Newhaven over the coming 15 years.

- Facilitate delivery of both waste water treatment and sewerage network capacity to overcome constraints, and address poor surface water drainage which adversely impacts on the performance of the infrastructure.
- Improving coastal and river flood defences and surface water management.

The implementation of the Newhaven Flood Alleviation Strategy – construction is due to commence in April 2016 and is due for completion in 2019. The total cost of the project is around £8 million.

The implementation of the Shoreham Adur Tidal Walls Strategy - construction is due to commence in early 2016 and is due for completion in 2018. The total cost of the project is £25.5 million.

- Enhancing the provision of Green Infrastructure, particularly where it plays an important 'strategic gap' role, and linking networks across CWS&GB.

Adur DC has commissioned further work to support Policy 4 of the emerging Adur Local Plan, which seeks to retain Local Green Gaps in order to retain the separate identities and character of Adur's settlements.

Since the LSS has been prepared the 'Centenary Park' at Peacehaven has been completed and opened.

Worthing BC has commissioned a Landscape and Biodiversity study (expected Dec 15) which will include the consideration of settlement pattern, 'gaps' and green infrastructure links.

(5) Environmental Assets and Natural Resources

- Managing and investing in the high quality environmental assets and nationally designated landscapes that make a significant contribution to the overall quality of life in the area and to its economic success.
- Reducing the environmental and ecological impact of growth where development is necessary.
- Protecting and enhancing the character and distinctiveness of individual settlements.

Authority	Measures – invest in and manage important environmental assets	Measures/Policies – to reduce environmental and ecological impacts	Measures/Policies to protect and enhance character of settlements
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>

<p>2. Chichester City/Tangmere/Bognor Regis</p>	<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> <ul style="list-style-type: none"> (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. 			<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>

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.			

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

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Report to Cabinet

24th March 2016

By the Cabinet Member for Leisure and Culture



DECISION REQUIRED

Appendix 2 -Exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972

Proposed Extension to the Leisure Management Contract with Places for People Leisure Limited.

Executive Summary

The purpose of this report is to seek Cabinet approval to exercise the option to extend the current ten year leisure management contract with Places for People Leisure Limited (PfP) by a further five years to the end of November 2027. The current contract includes an option to extend the current contract by a further five years and also includes a provision to vary the contract to include a new or replacement leisure centre at Broadbridge Heath. The extended contract would include the management of the replacement Broadbridge Heath Leisure Centre (BBHLC) anticipated to open in early 2018.

The current contract provides for a significant payment to be made to the Council for the management and operation of Pavilions in The Park, Steyning Leisure Centre and Billingshurst Leisure Centre, whilst the management and operation of BBHLC is carried out at a considerable cost to the Council (details can be found in Exempt Appendix 2). Alongside proposals for building a replacement BBHLC, officers have been participating in ongoing negotiations with PfP to agree a contract sum to be paid to the Council in order for PfP to operate the replacement BBHLC. An independent assessment of the likely revenue return of a replacement BBHLC to the Council was undertaken based on the feasibility design proposals and a figure of £59,000 per annum (excluding the management of the Athletics track) was included in the affordability calculations of building a replacement BBHLC, as agreed by the Council in December 2015. These negotiations have resulted in a final offer from PfP which is conditional on the Council extending the current contract for an additional five years to November 2027.

The final offer from PfP results in a significant additional leisure management revenue contribution to the Council over the extended term of the contract. This is in accordance with the benefits expected from running a new purpose built facility with its associated efficiency and income generating opportunities. It also guarantees the Council an improved overall management fee which is considered to be comparable with estimated figures if the Council were to undertake a procurement exercise for the same proposal.

The details of the additional contract revenue associated with extending the existing contract can be found in Exempt Appendix 2.

Recommendations

That the Cabinet is recommended:

- i) To approve the extension of the existing leisure management contract with Places for People Leisure Limited for the period 1st December 2022 to 30th November 2027. This will also include operating the replacement Broadbridge Heath Leisure Centre.
- ii) To approve the proposal from Places for People Leisure Limited in respect of a variation to the current management fee payable to the Council (as set out in exempt Appendix 2 of this report) linked to the opening date of the replacement Broadbridge Heath Leisure Centre.
- iii) To delegate to the Director of Community Services, in consultation with the Cabinet Member for Leisure and Culture, agreement of the final details of the contract extension.

Reasons for Recommendations

- i) The replacement Broadbridge Heath Leisure Centre requires the renegotiation of some aspects of the existing leisure management contract between the Council and Places for People Leisure Limited (PfP). A negotiated extension offer would provide the Council with best value for money, as benchmarked by a recent independent evaluation.
- ii) The replacement BBHLC will improve the Council's revenue position once it is built and operational.
- iii) The extension of the current contract will provide continued certainty for the management and operation of the Council's Leisure Centres.

Background Papers:

Exempt Appendix 2: Comparison between PfP and HDC proposals.

Wards affected:

Broadbridge Heath Ward is directly affected by the proposal. Users of the other Leisure Centres come from all areas of the District.

Contact:

Steve Hawker, Leisure Strategy and Client Manager, 01403 215261

Natalie Brahma-Pearl, Director of Community Services, 01403 215250

Background Information

1 Introduction and Background

- 1.1 The leisure management contract for The Pavilions in the Park (PITP), Steyning Leisure Centre (SLC) and Billingshurst Leisure Centre (BLC) is for an initial ten year period from December 2012 to December 2022 (with an option to extend for a further five years). PfP have full maintenance responsibility for these Centres (excluding latent defects).
- 1.2 The contract also includes the existing BBHLC for a contract period of only five years so that the Council could undertake an exercise to explore proposals for the possible development of a replacement leisure centre. The current arrangement expires in December 2017 when the Council would need to either renegotiate terms or end the contract. PfP have only very limited maintenance responsibilities for the BBHLC due to its age and condition and therefore the Council is responsible for the majority of the maintenance and repair costs.
- 1.3 As part of the negotiations for the management operation of the replacement BBHLC, Horsham District Council issued PfP with a detailed management specification, guidance on customer pricing and an outline building design. This allowed PfP to provide detailed financial proposals for operating the replacement BBHLC using the same specification and pricing templates as provided in the original tendering exercise.
- 1.4 In tandem with this exercise and in line with the Council's option to extend the contract for a further five years, PfP also offered an improved price for the whole contract being extended to December 2027. Following several rounds of negotiations a 'best and final counter offer' has been made by PfP. This offer is based on the existing feasibility study outline design which may be subject to change. The impact of both the increased BBHLC offer and the contract extension offer are set out in exempt Appendix 2.
- 1.5 To assist in evaluating the original offer from PfP, the Council appointed independent consultants FMG, who specialise in financially modelling leisure management contracts. Their calculations have been used as the basis for negotiations in benchmarking the PfP offer.

2 Relevant Council policy

- 2.1 This report supports the key objectives of 'support our communities' and 'great value services' as set out in the Corporate Plan Priorities 2016-19.

3 Details

- 3.1 The decision whether or not to accept the PfP offer should take account of a number of factors in addition to the financial advantages. The table below details some of the factors that should be considered.

Table 1 – Contract Extension – factors to consider

Do Not Extend	Extend
There is an opportunity to retender in 2021 for a new 2022 contract which could provide an improved offer.	Avoid the costs and substantial work of undertaking a procurement exercise where there is no requirement to do so. (Approximately 12-15 month process).
Uncertainty in the next few years about the future leisure management arrangements.	Certainty of value of extension payment now rather than in 2022.
Another tenderer could make a better offer than the current contract offer from PfP.	In 2012 PfP gave the best value offer by a substantial margin against other tenderers.
Risk that if the Council re-tenders all tenders are lower than the current offer from PfP because of the introduction of the Living Wage and arrival of low cost gym operators in Horsham.	PfP have agreed to absorb the implications of the Living Wage until 2027. PfP will also bear the risk of additional competition from other leisure/gym providers.
	As the buildings within the current leisure contract age, the risk and therefore cost of repairing and maintaining them will rise. A contact extension now means that this risk remains with PfP. PfP will also bear the risk of any future utility cost increases.
	By extending the contract PfP will be bound into making a success of the replacement BBHLC and will help manage the inevitable disruption during the construction period.
	PfP have also offered to absorb the cost of operating the Athletics track circa £20,000 per annum until 2022.

FMG view

The leisure market fluctuates with the economy and therefore it is currently difficult to estimate the potential management fee the Council could achieve from a re-procurement of say a minimum 10-year contract.....

.....Overall, we believe that if the Council would like to proceed with (Leisure Centre) Option 3, an extension would be financially viable for the Council ensuring an improved average annual payment to the Council, which is more likely to come from the other sites within the Horsham contract to prevent any re-procurement with competitors. However, a re-procurement could potentially further increase the management fees that the Council could achieve.

- 3.2 It should be pointed out that the FMG comments were based on the first PfP offer which has now substantially improved. The independent assessment undertaken by FMG indicates that the contract sums negotiated under the ‘best and final counter offer’ provides value for money to the tax payer.
- 3.3 In addition, if the contract is extended by a further five years, PfP has offered an additional revenue stream to the Council for the operation of the High Ropes facility in Horsham Park, details of which can be seen in Exempt appendix 2.

4 Next Steps

- 4.1 This report seeks approval to enter into a contract variation with PfP. The final details of the contract variation will need to take account of any substantial variations to the outline terms agreed between the parties, such as a change to the specification or design for the replacement BBHLC, and for this reason it is proposed that this responsibility is delegated to the Director of Community Services, in consultation with the Cabinet Member for Leisure and Culture.

5 Outcome of Consultations

- 5.1 The Sport & Leisure Advisory Group has been consulted on this proposal and are in agreement to the contract being extended.
- 5.2 The comments of the Head of Legal & Democratic Services and the Head of Financial Services have been incorporated into this report.

6 Other Courses of Action Considered but Rejected

- 6.1 The Council's leisure management contract with PfP commenced in 2012 and the Council has the option to retender the contract in 2022. This option has been given detailed consideration but is not considered to offer certainty of value for money and could potentially result in a disjointed leisure management service.
- 6.2 Given the volatile nature of leisure contracts, re-tendering the contract as a whole for all four centres in 2022 could also result in a significantly reduced revenue position to that currently proposed by PfP.
- 6.3 The Council has no intention to bring the service back in house as this is not considered to be financially viable.

7 Financial Consequences

- 7.1 The key revenue considerations of extending the current contract are set out in the confidential Appendix 2 of this report.

8 Legal Consequences

- 8.1 The relevant procurement legislation has been considered, along with the Councils Procurement Code. The current Leisure Services Management contract allows for an extension for an additional five years so there is no requirement to re-tender at the present time.

9 Staffing Consequences

- 9.1 As the Leisure Centres are managed by a contractor there are no staffing consequences for the Council.

10 Risk Assessment

- 10.1 The benchmarking exercise undertaken by FMG and consideration of the factors set out in Table 1 demonstrates that risks for and against the contract extension have been fully evaluated and this provides a sound basis for the recommendations set out in this report.

Appendix 1

Consequences of the Proposed Action

How will the proposal help to reduce Crime and Disorder?	The proposal is considered to be consistent with the Council's policies on reducing Crime and Disorder.
How will the proposal help to promote Human Rights?	The proposal is considered to be consistent with the provisions of the Human Rights Act.
What is the impact of the proposal on Equality and Diversity?	The proposal is considered to be consistent with the Council's policies on Equality and Diversity and with relevant legislation.
How will the proposal help to promote Sustainability?	There is no specific sustainability implication arising out of the proposal to extend the contract. The proposal is considered to be consistent with the Council's policies on Sustainability.

FORWARD PLAN

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215465

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What is a Key Decision?

A key decision is an executive decision which, is likely –

(i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject/Decision	Decision Taker	Date(s) of decision	Contact Officer & Cabinet Member
1.	Swan Walk Lighting Project	Cabinet Member	March 2016	Brian Elliott, Property & Facilities Manager Brian.Elliott@horsham.gov.uk Councillor Brian Donnelly, Cabinet Member for Finance and Assets Brian.Donnelly@horsham.gov.uk
2.	West Sussex Local Authority On-street Parking Enforcement Arrangements	Cabinet	24 March 2016	Natalie Brahma-Pearl, Director of Community Services natalie.brahma-pearl@horsham.gov.uk Councillor Gordon Lindsay, Cabinet Member for Local Economy Gordon.Lindsay@horsham.gov.uk
3.	Adoption of the Local Enforcement Plan	Cabinet	24 March 2016	Aidan Thatcher, Development Manager Aidan.Thatcher@horsham.gov.uk Councillor Claire Vickers, Cabinet Member for Planning and Development Claire.Vickers@horsham.gov.uk

4.	Coastal West Sussex and Greater Brighton Local Strategic Statement (Updated January 2016) - Delivering Sustainable Growth 2015-31	Cabinet	24 March 2016	Barbara Childs, Head of Strategic Planning and Sustainability Barbara.Childs@horsham.gov.uk Councillor Claire Vickers, Cabinet Member for Planning and Development Claire.Vickers@horsham.gov.uk
5.	Leisure Centres – contract extensions	Cabinet	24 March 2016	Natalie Brahma-Pearl, Director of Community Services natalie.brahma-pearl@horsham.gov.uk Councillor Jonathan Chowen, Cabinet Member for Leisure and Culture Jonathan.Chowen@horsham.gov.uk
6.	Introduction of Parking Charges at Southwater Country Park	Cabinet Member	March 2016	Ben Golds, Parking Services Manager Ben.Golds@horsham.gov.uk Councillor Gordon Lindsay, Cabinet Member for Local Economy Gordon.Lindsay@horsham.gov.uk
7.	Off Street Parking Policies	Cabinet Member	March 2016	Ben Golds, Parking Services Manager ben.golds@horsham.gov.uk Councillor Gordon Lindsay, Cabinet Member for Local Economy Gordon.Lindsay@horsham.gov.uk

8.	Service review resulting in changes to recycling and refuse collections from isolated properties affecting approximately 600 properties across the District starting with an initial phase of approximately 125 properties	Cabinet Member	June 2016	John McArthur, Street Scene & Fleet Manager John.McArthur@horsham.gov.uk Councillor Roy Cornell, Cabinet Member for Waste, Recycling and Cleansing Roy.Cornell@horsham.gov.uk
9.	Public Spaces Protection Order – Anti-Social Behaviour, Crime and Policing Act 2014: a) public consultation starting in April on the proposed making of an Order b) making of an Order	Cabinet Member Council	March 2016 29 June 2016	Trevor Beadle, Head of Community & Culture Trevor.Beadle@horsham.gov.uk Councillor Kate Rowbottom, Cabinet Member for Community and Wellbeing Kate.Rowbottom@horsham.gov.uk
10.	Report on the review of governance by the Governance Group	Council	27 April 2016	Paul Cummins, Head of Legal and Democratic Services Paul.Cummins@horsham.gov.uk Councillor Ray Dawe, Leader Ray.Dawe@horsham.gov.uk
11.	Draft Planning Obligations and Affordable Housing Supplementary Planning Guidance	Council	27 April 2016	Barbara Childs, Head of Strategic Planning and Sustainability Barbara.Childs@horsham.gov.uk Councillor Claire Vickers, Cabinet Member for Planning and Development Claire.Vickers@horsham.gov.uk

12.	Purchase of financial management system	Cabinet Member	May 2016	<p>Dominic Bradley, Head of Finance Dominic.Bradley@horsham.gov.uk</p> <p>Councillor Brian Donnelly, Cabinet Member for Finance and Assets Brian.Donnelly@horsham.gov.uk</p>
13.	Review of overall support for voluntary organisations	Cabinet	26 May 2016	<p>Trevor Beadle, Head of Community & Culture Trevor.Beadle@horsham.gov.uk</p> <p>Brian Elliott, Property & Facilities Manager Brian.Elliott@horsham.gov.uk</p> <p>Councillor Kate Rowbottom, Cabinet Member for Community and Wellbeing Kate.Rowbottom@horsham.gov.uk</p>
14.	Horsham District Council Size Proposal to the Local Government Boundary Commission for England	Council	29 June 2016	<p>Councillor Ray Dawe, Leader Ray.Dawe@horsham.gov.uk</p> <p>Paul Cummins, Head of Legal and Democratic Services Paul.Cummins@horsham.gov.uk</p>
15.	Consideration of business case for shared back office services with Arun and Chichester district councils	Cabinet	21 July 2016	<p>Director of Corporate Resources Jane.Eaton@horsham.gov.uk</p> <p>Councillor Brian Donnelly, Cabinet Member for Finance and Assets Brian.Donnelly@horsham.gov.uk</p>

16.	Future Horsham Business Case – a business case for the next stage of Horsham District Council’s business transformation	Council	19 October 2016	Tom Crowley, Chief Executive Tom.Crowley@horsham.gov.uk Ray Dawe, Leader of the Council Ray.dawe@horsham.gov.uk
17.	Housing Strategy interim statement – a response to the July 2015 budget and October 2015 Housing Bill	Cabinet	22 September 2016	Andrew Smith, Strategic Housing Manager Andrew.Smith@horsham.gov.uk Councillor Philip Circus, Cabinet Member for Housing and Public Protection Philip.Circus@horsham.gov.uk Councillor Claire Vickers, Cabinet Member for Planning and Development Claire.Vickers@horsham.gov.uk
18.	Appointment of Contractor for the redevelopment of Broadbridge Heath leisure centre	Cabinet	24 November 2016	Brian Elliott, Property & Facilities Manager Brian.Elliott@horsham.gov.uk Councillor Jonathan Chowen, Cabinet Member for Leisure and Culture Jonathan.Chowen@horsham.gov.uk

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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