

# Cabinet

22 March 2017

Published 14 March 2017

## **Agenda** for meeting of the Cabinet to be held at 6.00 pm on Wednesday, 22 March 2017 in the Town Hall, Eastbourne

Members of the public are welcome to attend and listen to the discussion of items in the "open" part of the meeting. Please see notes at end of agenda concerning public rights to speak and ask questions.



The Cabinet meets in the Court Room of the Town Hall which is located on the ground floor. Entrance is via the main door or access ramp at the front of the Town Hall. Parking bays for blue badge holders are available in front of the Town Hall and in the car park at the rear of the Town Hall.



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### **Members of the Cabinet:**

**Councillor David Tutt** (Leader and Chairman of Cabinet): Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.

**Councillor Gill Mattock** (Deputy Leader and Deputy Chairman of Cabinet): Financial services including accountancy, audit, purchasing and payments.

**Councillor Margaret Bannister:** Tourism and leisure services.

**Councillor Alan Shuttleworth:** Direct assistance services including revenues and benefits, housing and community development and bereavement services.

**Councillor Troy Tester:** Core support and strategic services.

**Councillor John Ungar** – Community safety and the Crime Reduction Partnership.

**Councillor Steve Wallis:** Place services including cleansing and recycling, parks and downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.

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**[KD]** against an item indicates that the matter involves a Key Decision and that the item has been listed in the Council's Forward Plan for at least 28 clear days.

**[BPF]** against an item indicates that the matter is part of the Council's Budget and Policy Framework and as such will require the approval of the Full Council.

Publication of this agenda also constitutes notice (or confirmation that such notice has previously been given) to the Chairman of the Scrutiny Committee and members of the public as appropriate:

(1) Under regulation 10(3) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in respect of any key decision not included in the Council's Forward Plan of Key Decisions within 28 days of this meeting. Such items (if any) are marked **[KDGE]** and the reasons why compliance with regulation 9 (publicity in connection with key decisions) was impracticable are given.

(2) Under regulation 5(4) of the above mentioned regulations that certain matters listed on this agenda (if any) may need to be considered in private. (This notice is given further to the earlier notice given under regulation 5(2). The reasons for private consideration are given at the relevant item, together with details of representations received (if any) about why the meeting should be open to the public.

## **1 Minutes of the meeting held on 8 February 2017.**

Previously circulated.

## **2 Apologies for absence.**

## **3 Declarations of interests by members.**

Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct and regulation 12(2)(d) of the 2012 Access to Information Regulations. (Please see note at end of agenda).

## **4 Questions by members of the public.**

On matters not already included on the agenda and for which prior notice has been given (total time allowed 15 minutes).

## **5 Urgent items of business.**

The Chairman to notify the Cabinet of any items of urgent business to be added to the agenda.

## **6 Right to address the meeting/order of business.**

The Chairman to report any requests received to address the Cabinet from a member of the public or from a Councillor in respect of an item listed below and to invite the Cabinet to consider taking such items at the commencement of the meeting.

- 7 Corporate performance - Quarter 3 2016/17 [KD].** (Pages 1 - 40)  
 Report of Chief Executive.  
 Cabinet lead members: Councillors Gill Mattock and Troy Tester.
- 8 Statement of community involvement (KD).** (Pages 41 - 104)  
 Report of Director of Regeneration and Planning.  
 Lead cabinet member: Councillor Steve Wallis.
- 9 Eastbourne business improvement district (BID) (KD).** (Pages 105 - 128)  
 Report of Director of Service Delivery.  
 Lead Cabinet member: Councillor Alan Shuttleworth
- 10 Establishment of a joint housing investment partnership with Lewes District Council (KD).** (Pages 129 - 138)  
 Report of Director of Service Delivery.  
 Lead Cabinet member: Councillor Alan Shuttleworth.
- 11 Temporary accommodation and housing revenue account (HRA) asset management strategy (KD).** (Pages 139 - 148)  
 Report of Director of Service Delivery.  
 Lead Cabinet member: Councillor Alan Shuttleworth.
- 12 Bridgemere Centre.** (Pages 149 - 152)  
 Report of Director of Service Delivery.  
 Lead Cabinet member: Councillor Alan Shuttleworth.
- 13 Exclusion of the public.**  
 The Chief Executive considers that discussion of the following item is likely to disclose exempt information as defined in Schedule 12A of the Local Government Act 1972 and may therefore need to take place in private session. The exempt information reason is shown beneath the item listed below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. (*The requisite notices having been given under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.*)  
 (Note: Exempt papers are printed on pink paper).

## **14 Write-off of irrecoverable debts (KD).** (Pages 153 - 154)

Confidential addendum to report of Chief Executive at item 7 above.  
Cabinet lead member: Councillor Gill Mattock.

*Exempt information reason 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

**Inspection of background papers** – Please see contact details listed in each report.

**Public right of address** – Requests by members of the public to speak on a matter which is listed in this agenda must be **received** in writing by no later than 12 Noon, 2 working days before the meeting (e.g. if the meeting is on a Wednesday, received by 12 Noon on the Monday before). The request should be made to Local Democracy at the address listed below. The request may be made by, letter, fax, or electronic mail. For further details on the rules about speaking at meetings or for asking a question on a matter not listed on the agenda please contact Local Democracy.

**Public questions** – Members of the public may ask a question on a matter which is not on the agenda. Questions should be made in writing and by the same deadline as for the right of address above. There are rules on the matters on which questions can be asked. Please ask Local Democracy for further information

**Councillor right of address** - Councillors wishing to address the meeting who are not members of the Cabinet must notify the Chairman in advance (and no later than the immediately prior to the start of the meeting).

**Disclosure of interests** - Members should declare their interest in a matter at the beginning of the meeting, and again, at the point at which that agenda item is introduced.

Members must declare the existence and nature of any interest.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

**Implementation of decisions** - Implementation of any key decision will take place after 5 working days from the date notice is given of the Cabinet's decision (normally on the day following the meeting) unless subject to "call-in". Exceptions to this requirement are allowed when the decision is urgent.

**Further information** – The Forward Plan of Key Decisions, Councillor contact details, committee membership lists and other related information are available

from Local Democracy. To receive regular e-mails alerting you to the publication of Cabinet agendas (or other meeting agendas) please send an e-mail to:

[localdemocracy@eastbourne.gov.uk](mailto:localdemocracy@eastbourne.gov.uk)

You can view the Forward Plan of Key Decisions at

<http://democracy.eastbourne.gov.uk/ieDocHome.aspx?bcr=1>

**Local Democracy**, 1 Grove Road, Eastbourne, BN21 4TW

Tel (01323) 415022/415021/415023 Fax (01323) 410322

Text Relay: 18001 01323 410000 E Mail: [localdemocracy@eastbourne.gov.uk](mailto:localdemocracy@eastbourne.gov.uk)

For general Council enquiries, please telephone (01323) 410000

E-mail [enquiries@eastbourne.gov.uk](mailto:enquiries@eastbourne.gov.uk) Website at [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk)

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**BODY:** CABINET

**DATE:** 22<sup>nd</sup> MARCH 2017

**SUBJECT:** Corporate Performance - Quarter 3 2016/17

**REPORT OF:** Chief Executive

**Ward(s):** All

**Purpose:** To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets for Quarter 3 2016/17.

**Contact:** William Tompsett, Senior Corporate Development Officer  
Tel 01323 415418 or internally on ext 5418.

Pauline Adams, Financial Services Manager, Tel 01323 415979, or internally on ext 5979

**Recommendations:** Members are asked to:

- i) Agree the performance against national and local Performance Indicators and Actions from the 2016/20 Corporate Plan.
- ii) Agree the General Fund, HRA and Collection Fund financial performance for the quarter ended December 2016, as set out in sections 3,4 & 6.
- iii) Approve the transfer from/to reserves as set out in appendix 3.
- iv) Approve the capital programme as set out in Appendix 4.
- v) Agree the Treasury Management performance as set out in section 7.
- vi) Approve the write offs as set out in the exempt appendix.

## **1.0 Introduction**

1.1 The Corporate Plan for 2016-20 was adopted by Council in May 2016 and sets out the priority visions for Eastbourne Borough Council to deliver over the 4 year period. These are broken down into the four priority themes each with five aims:

### Prosperous Economy

- A great destination for tourism, arts, heritage and culture
- Investing in housing and economic development
- Providing opportunities for businesses to grow and invest
- Supporting employment and skills

- Supporting investment in infrastructure

### Quality Environment

- A clean and attractive town
- A range of transport opportunities
- Excellent parks and open spaces
- High quality built environment
- Less waste and a low carbon town

### Thriving Communities

- Improved health and wellbeing
- Keeping crime and anti-social behaviour levels low
- Meeting housing needs
- Putting the customer first
- Resilient and engaged communities

### Sustainable Performance

- Delivering a balanced budget
- Delivering in partnership
- Making best use of technology
- Making the best of our assets
- Managing people and performance


1.2 In order to monitor and manage the delivery of the priority aims stated within the Corporate Plan, a performance scorecard has been created on Covalent to combine Corporate Projects/actions and performance indicators.






1.3 The latest performance information for the Corporate Plan is available to Members via the live Covalent system. For further details on how to access Covalent please contact the Corporate Development team.

## **2.0 Performance Overview**

2.1 Appendix 1 provides a full overview of the current Corporate Plan performance information broken down by priority themes and aims. Each theme is broken down into its constituent aims with the relevant PIs and actions latest outturns reported against them.

### 2.2 Performance Indicators

Performance indicators within the appendix can be identified by the Covalent PI icon . Each PI's performance is classed by the following categories in the "status" column:

-  - On target
-   - Slightly off target
-  - Off target
-  - Data Only/No target




The performance gauge shows the year-to-date performance against targets (where applicable) with the latest Quarter's outturn shown next to it in column 5. Commentary against the PI's performance is supplied by the relevant officers/managers.

2.3 Of the Corporate Plan indicators reported at this time, 6 are off target (red), 2 are "near miss" (amber), 6 are on target (green) and 5 are "data only".

The PIs currently showing as off target are:

- CD\_051 Number of difficult problem properties remedied
- CD\_156 Number of households living in temporary accommodation
- CS\_010 Calls to 410000 answered within 30 seconds
- CS\_011 Telephone call abandonment rate
- DE\_157a Processing of planning applications: Major applications
- TL\_017a Redoubt visitors – paying visitors

## 2.4 Actions

Actions within the appendix are identified by the Covalent icon . These are updates from the Corporate Projects register linked to the delivery of the priority aims and listed within the Corporate Plan. The project description, desired outcome, percentage progress and timescales are listed alongside commentary supplied by the projects team. More detail on each of these projects is available on request.

## 2.5 Devolved Budgets

This section of the report lists the current Devolved Budget spend by ward and the projects that have been supported through this scheme in the first two quarters of this year. Each ward has a total of £10,000 available to spend each year on schemes requested by the local community. Live information on devolved budget spend and projects supported can be found on Covalent.

## 3.0 **Financial Performance – General Fund**

3.1 General Fund performance for the year to 31 December 2016 is shown in the table below:

Department	Full Year Budget £'000	Profiled Budget £'000	Actual to 31st Dec 2016 £'000	Variance to date £'000	Projecte d Outturn £'000
<b>SUMMARY</b>					
Corporate Services	5,698	5,617	5,785	168	151
Service Delivery	6,228	42,141	42,009	(132)	(87)
Regeneration, Planning & Assets	(5)	(32)	10	42	(14)
Tourism & Enterprise Services	3,135	2,156	2,161	5	42
<b>Total Service Expenditure</b>	<b>15,056</b>	<b>49,882</b>	<b>49,965</b>	<b>83</b>	<b>92</b>
Contingencies, etc	(450)	(174)	-	174	233
Capital Financing and Interest	1,868	156	156	-	(233)
Contributions to/(from) Reserves	(1,338)	16	16	-	-
<b>Net Expenditure</b>	<b>15,136</b>	<b>49,880</b>	<b>50,137</b>	<b>257</b>	<b>92</b>

Service Details are shown at Appendix 2

3.2 The position at the end of December is a variance of £83,000 on net expenditure:

Solarbourne income above target	(£76k)
Summons income above target	(£74k)
Catering increase in net income	(£73k)
Street Cleansing contract savings	(£55k)
Car Parking income above target	(£50k)
Airbourne	£74k
IT Staffing	£69k
Customer First net staff costs	£50k
Corporate Landlord repairs and maintenance overspends	£50k
MMI scheme of arrangement levy	£47k
Business RV finder software	£40k
PR Contract additional work	£38k
Bed and Breakfast Accommodation	£30k

3.3 The contingency fund which is available to fund inflationary increases and any future unforeseen one off areas of expenditure during the year currently stands at £116,000. This is however required to fund the re-profiling of the JTP savings target for the year as the financial benefits from the programme were delayed as previously reported to Cabinet.

3.4 The overall projected outturn show a variance of £92,000. This is within an acceptable tolerance level. However management continues to monitor this position to ensure that this final outturn position is maintained or improved.

3.5 Members approval is sought for the transfer from reserves and virements (budget transfers) over £10,000 as set out in Appendix 3. These transfers are in line with the approved financial strategy

#### 4.0 Financial Performance – HRA

4.1 HRA performance of the quarter is as follows:

	<b>Current Budget</b>	<b>Profiled Budget</b>	<b>Actual to 30 Dec 2016</b>	<b>Variance to date</b>	<b>Outturn</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>HRA</b>					
Income	(15,587)	(11,769)	(11,814)	(45)	(75)
Expenditure	12,561	5,839	5,704	(135)	(60)
Capital Financing & Interest	1,809	-	-	-	-
Contribution to Reserves	924	-	-	-	-
<b>Total HRA</b>	<b>(293)</b>	<b>(5,930)</b>	<b>(6,110)</b>	<b>(180)</b>	<b>(135)</b>

4.2 HRA performance is currently above target by (£180,000). This is mainly due to the new properties let at affordable rents not included in the

budget (£48k), a reduction required for the provision for bad debts (£76k) and the slow take up of the under occupation scheme (£48K). Other small variances are being monitored carefully.

4.3 The projected outturn is showing a surplus of (£135,000) due to the full year effect of the issues highlighted above.

## 5.0 Financial Performance – Capital Expenditure

5.1 The detailed capital programme is shown at Appendix 4. Actual expenditure is low compared to the overall programme. This is due mainly to expected spend in quarter 4 for major purchases and the commencement of construction phase of the Devonshire Park project

5.2 Where schemes are being delivered over more than one year the programme has been re-profiled. Members are asked to approve the re-profiled programme for 2016/17 and 2017/18.

## 6.0 Financial Performance – Collection Fund

6.1 The Collection Fund records tall the income from Council Tax and Non-Domestic Rates and its allocation to precepting authorities.

6.2 The projected Collection fund for the year is as follows:

	<b>Council Tax £'000</b>	<b>Business Rates £'000</b>
Balance B/fwd 1.4.16	(1,403)	1,609
(Deficit recovery)/Surplus distributed	1,359	(1,712)
Debit due for year	(59,026)	(34,383)
Payments to preceptors	57,669	34,948
Transitional Relief		(10)
Allowance for cost of collection		126
Allowance for appeals		552
Write offs and provision for bad debts	428	(276)
<b>Estimated balance 31.3.17</b>	<b>(973)</b>	<b>854</b>
Allocated to:		
CLG	-	427
East Sussex County Council	(710)	77
Eastbourne Borough Council	(130)	342
Sussex Police	(84)	-
East Sussex Fire & Rescue	(49)	9
	<b>(973)</b>	<b>854</b>

6.3 The allocation to preceptors reflects the operation of the Collection Fund for Council Tax and Business Rates which are distributed on different bases under regulations. The distributions for the estimated balance calculated at quarter 3 will be made in 2017/18. Any changes in quarter 4 will be made in 2018/19.

6.4 Council Tax is currently showing a £973,000 surplus, a variance of 1.65% of the gross debit, this is due to a combination of factors including better performance against the collection allowance within the Council Tax base

and a reduction in the Council Tax Reduction scheme caseload.

6.5 The Business Rate deficit of £854,000 is as a result of the on-going risk from the number of outstanding business rate for backdated appeals. The total number of appeals outstanding as at 31.12.17 was 313 with a total rateable value of £23.8m. The deficit represents 2.48% of the total debit for the year.

6.6 Collection fund performance is as follows:

<b>Cash Collection Rates</b>	<b>Council Tax</b>	<b>Business Rates</b>
Q3 Actual	83.18%	78.85%
Q3 Target	83.39%	82.72%

## **7.0 Treasury Management**

7.1 The Annual Treasury Management and Prudential Indicators were approved by Cabinet and Council in February.

## **7.2 Economic Background**

Q3 UK GDP growth revisions put growth on a par with Q2 at 0.6% and surveys suggested that this pace was sustained into Q4. Those surveys also pointed to increasing inflationary pressures in the supply chain which will stretch real incomes. However, forward looking indicators allay some concerns that there will be a significant impact. Indeed, the new orders balance of the December composite PMI posted its highest reading since April 2011, and there have also been improvements in the employment and investment intentions readings. The housing market has seen a marked improvement in buyer enquiries. This stronger end to the year encouraged some analysts to upgrade 2017 growth expectations.

The upward revision to Q3 GDP growth to 0.6% q/q meant that the pace of growth was sustained following the shock Brexit result. Consumer spending remained the driver of that expansion. Net trade's large negative contribution was down to importation/acquisition of valuables, which are neutral in impact on GDP. Business investment was lower than a year ago and indications are that this period of subdued capital spending will continue. The December PMIs were all suggestive that growth will continue to run at the current rate in Q4

## **7.3 Interest Rate Forecast**

The Monetary Policy Committee, (MPC), cut Bank Rate from 0.50% to 0.25% on 4th August 2016 in order to counteract what it forecast was going to be a sharp slowdown in growth in the second half of 2016. Bank Rate was not cut again in November, as originally expected, due to improved economic data and it now appears unlikely that there will be another cut. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is likely that the MPC will do nothing to dampen growth prospects, (i.e. by raising Bank Rate). Accordingly, a first increase to 0.50% is not forecast until quarter 2 2019

Based on these factors the latest forecast bank rate is expected to continue at 0.25% until at least Q1 2018.

#### 7.4 Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2016/17, which includes the Annual Investment strategy, was approved by Council on 3 February 2016. It sets out the Council's investment priorities as being :

- Security of Capital;
- Liquidity;
- Yield.

A full list of short term investments held as at 31 December 2016 is shown in the table below:

Counterparty	Amount £	Interest Rate %	Maturity
Santander	5,000,000	0.55	Call
Midlothian Council	3,000,000	0.25	12.1.17
Dunfries and Galloway Council	1,500,000	0.22	6.2.17
Tameside MC	2,000,000	0.28	24.2.17
Nationwide BS	2,000,000	0.28	9.3.17
	13,500,000		

In addition, a sum of £1m is invested with Lloyds Bank at a rate of 3.03% maturing on 23.1.19. This investment is held as part of the LAMS scheme and all interest earned will be transferred into a reserve set up to mitigate any financial risks arising from that scheme.

No approved limits within the Annual Investment Strategy were breached during the quarter ending 31 December 2016.

Investment rates available in the market have continued at historically low levels. Investment funds are available on a temporary basis and arise mainly from the timing of the precept payments, receipts of grants and the progress of the capital programme.

#### 7.5 Investment performance for the quarter ending 30 September 2016 is as follows:

Benchmark	Benchmark Return	Council Performance	Interest Earning
7 day LIBID	0.23%	0.46%	£47,884

The Council outperformed the benchmark by 0.23%. The budgeted investment return for 2016/17 is £50,000. Performance for the year to date is above target, but the last quarter of the year will see a reduction in interest income as cash flow historically is lower towards the end of the financial year. The continuous use of internal balances is in line with the Council's strategy and reduces the amount of interest payable on loans

## 7.6 **Borrowing**

No new borrowing or debt re-structuring was undertaken during the quarter.

Cash flow predictions indicate that further borrowing will be required towards the end of the year, depending on the timing of capital expenditure. The exact timing and nature of this borrowing will be considered at that time.

## 7.7 **Compliance with Treasury and Prudential Limits**

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved TMSS.

During the quarter to 31 December 2016 the Council has operated within all the treasury limits and Prudential Indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices.

## 8.0 **Write offs**

8.1 Financial Procedure Rule 4.26 provides delegated authority to the Chief Finance Officer for the write off of irrecoverable debts below £5,000. Beyond that limit, unless particular circumstances apply (like bankruptcy and liquidation) the approval of Cabinet is required.

8.2 Details of the write offs being recommended for write off by Cabinet are listed in the Exempt Appendix to the report with brief explanation of the circumstances.

8.3 In all cases a number of methods of collection were attempted before the debts were recommended for write off. The write off does not mean that debt is not still due to the council and in cases where circumstances have changed the debt will be written back on and recover pursued.

8.4 The write offs do not have an immediate financial effect on the current year's budget as the bad debt provision is greater than the write off total. However, the making of that provision did have a cost implication at the time the provision was made. The Council maintains provisions against the level of debts outstanding as follows:

	Provision as % of total debt	Funded by
NNDR	28%	50% Central Government, 40% EBC, 9% East Sussex CC, & 1% East Sussex Fire
Council Tax	36%	73% East Sussex CC, 13% EBC, 9% Sussex Police & 5% East Sussex Fire
Housing Rents	35%	100% EBC HRA
Housing Benefit Overpayments	61%	100% EBC General Fund
Sundry Debts	18%	100% EBC General Fund

## **9.0 Consultation**

9.1 Not applicable

## **10.0 Implications**

10.1 There are no significant implications of this report.

## **11.0 Conclusions**

- 11.1 The Corporate Plan represents the aims of the authority to help deliver the partnership vision for Eastbourne over the next 4 years. Effective monitoring and management of the projects and indicators within the plan will help ensure sustainable progress and identify key issues as they arise.
- 11.2 The General Fund is currently showing a variance of £257,000 which is within 1.7% of the net budget. The HRA is showing a favourable variance for the quarter. Capital expenditure is low but this is to be expected as some of the major schemes are yet to commence.
- 11.3 The Collection forecast for Council Tax is indicating a surplus of £973,000 and a deficit for Business Rates of £854,000. This will be allocated to or collected from preceptors during 2017/18.
- 11.4 Treasury Management performance is on target and all activities were within the approved Treasury and Prudential Limits.
- 11.5 This reports seeks Cabinet approval for the write offs of irrecoverable debts in excess of £5,000 totalling £63,885.78 where all other methods of recovery have been unsuccessful and it is not deemed appropriate to pursue the debts further.

**William Tompsett**  
**Senior Corporate Development Officer**

### **Background Papers:**

The Background Papers used in compiling this report were as follows:

*Corporate Plan 2016/20*  
*Covalent performance management system*

To inspect or obtain copies of background papers please refer to the contact officer listed above.

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# Corporate Plan 2016/17

## Theme Title



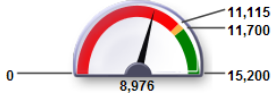




1. Prosperous Economy
2. Quality Environment
3. Thriving Communities
4. Sustainable Performance





## Theme







1. Prosperous Economy





## Aim

A great destination for tourism, arts, heritage and culture

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		TL_017a Redoubt visitors - paying visitors	<p>Cumulative result for 2016/17 as of November 2016</p> 	1,686	After various attempts to control water ingress at the Redoubt it was decided to remove the museum artefacts so that they incur no further damage. The Redoubt has thus been winding down in its final year as a museum prior to being redeveloped as a visitor attraction for the 2017 season.
		TL_041 Number of visitors (day visitors and staying trips)	<b>2016/17 result</b> 4,875,000	Not measured for Quarters	A slight decrease in overall visitor numbers on previous year due to fewer day visitors but the number of staying visitors has increased by 1.1%. Overall tourist spend has also increased on last year.
		TL_042 Total tourist spend	<b>2016/17 result</b> £300,104,000	Not measured for Quarters	Overall tourist spend has risen by 2.4% over the previous year and has reached over £300 million for the first time.

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		TL_043 Total day visitor spend	<b>2016/17 result</b> £129,000,000	Not measured for Quarters	Despite a slight decrease in actual day visitor numbers, the overall day visitor spend has increased by 3% on the previous year.
		TL_044 Total accommodation spend	<b>2016/17 result</b> £171,104,000	Not measured for Quarters	This year has seen an increase of 2.4% in the accommodation spend over the previous year.

Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_014 Refurbish the Redoubt Fortress	Restoration of the fort - Create a new entrance, lift access, opening of remaining basements, environmental improvements. Awarded £64K to develop plans & submit bid to the HLF If successful then proceed to next stage in April 2016. The Redoubt Fortress will become a visitor attraction without the museum	To turn the Redoubt back to a living museum and to build a new museum on the site by end of 2019, which will tell the story of Eastbourne from pre-historic times to the modern day.	19%	31-Mar-2020	This phase of the project is now complete. Surveys undertaken have shown the total cost of refurbishment to Museum conditions would be in the region of £11 million, beyond the expected budget for this Heritage Lottery funded scheme. Therefore this project is on hold pending identification of further funding required.
		EBC_PR_018 Wish Tower Restaurant	Scheme to deliver a flagship restaurant	A new destination to improve the evening economy: A landmark building design in a unique location.	48%	02-Jul-2018	We are currently meeting with potential operators and awaiting further information from them. Following this, we will publish a new timetable.
		EBC_PR_019 Vibrant Events Programme	All year round programme that attracts visitors to Eastbourne •Airbourne •Beer & Cider Festival •Cycling Festival •Magnificent Motors •Eastbourne Extreme •Beachy Head Marathon •Tour of Britain • AEGON Tennis Championship	Economic Benefits from visitors staying and spending money in Eastbourne. The Events programme to act as a key hook to gain additional visitors	75%	31-Mar-2017	All on track

Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_022 Devonshire Park Redevelopment	£44m investment to establish Devonshire Park as a premier conference and cultural destination to include: New welcome building: Restoration of Congress, Winter Garden and Devonshire Park Theatres: Improved Accessibility: Improving tennis facilities: New Conference/exhibition Space & Cafe: Public realm improvements	Creation of new jobs: 114 new local construction jobs as a result of the £40m capital expenditure. 169 additional jobs in Eastbourne as a result of the additional visitor spending. Additional visitor spend: Projected visitor spend is £13.4m pa across whole economy.	46%	01-Dec-2020	Tennis village is progressing. Phase 1 enabling works under development. Sewer diversion work has commenced.
		EBC_PR_087 Marketing - EB now (Pier Grant Project)	30 Hotels / other locations to be supplied with on screen live information about events in Eastbourne, shopping opportunities and discounts	Increased attendance at events from visitors and increased awareness of and spend at local shops, restaurants and leisure facilities	35%	31-Mar-2020	The objectives for this project have been agreed with signed agreement.



**Aim**

Providing opportunities for businesses to grow and invest



Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_001 EBC Sovereign Harbour Innovation Park (SHIP)	New contemporary business premises at Sovereign Harbour Innovation Park	The Innovation Park is designed to provide companies with high-quality sites and premises to enable them to expand and generate jobs, providing an economic boost to Eastbourne. est additional 768 fte by 2024. Managed by Sea Change Sussex and funded through the Local Growth Fund	42%	31-Mar-2022	Development is being delivered by Sea Change Sussex, so there is no direct control on its provision. However funding has been secured from the Local Economic Partnership for site infrastructure and delivery of the second phase remains on track. At the end of Q3, occupancy of Pacific

Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
							House was at 37% (11 companies).

**Aim**  
Supporting employment and skills

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		DE_004 Town centre vacant business space	Latest result for 2016/17 as of Q3 2016/17 6.3%	6.3%	Eastbourne continues to have a lower than average vacancy rate.

**Aim**  
Supporting investment in infrastructure



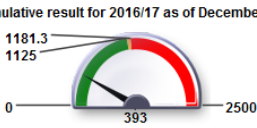
Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_010 Extension to Arndale Shopping Centre	Led and financed by legal and general. £85m scheme to provide 22 new retail units, 7 restaurants and 9 screen cinema. First 2 units fronting Terminus Road fitted and trading by Aug 17. Phase 2 works Aug 17 - Oct 2018 Inc. retail units, restaurant and cinema	An enhanced retail and leisure offer for residents and visitors enabling the Town Centre to compete with neighbouring shopping destinations and associated increased spend. Attracting new retailers and investment in the Town Centre. Local employment opportunities in both the construction and operation phases of development - the development will deliver 700fte jobs in addition to construction jobs. A modern and attractive development with better designed, larger retail units. £85m privately funded via Legal & General.	73%	01-Oct-2018	Phase 1 Opens – Sept 2018 • East Entrance – Feb to Nov 2018 • Phase 2 Opens – Nov 2018

**Priority Theme**

2. Quality Environment



**Aim**







A clean and attractive town

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		DE_011 Number of reported fly-tipping incidents	<p>Cumulative result for 2016/17 as of December 2016</p> 	56	To drive improvement, we have invested in three deployable nomad cameras (in partnership with Neighbourhood panels) and the team have been conducting extensive House to house enquiries every time a fly tip is reported. Additionally we use a Awareness sticker that reduces multiple reports, which are then audited by our Specialist advisor.




**Aim**






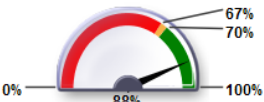
Excellent parks and open spaces



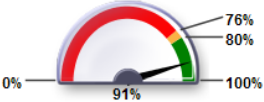
Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_027 Eastbourne Park Initiatives	Delivery of priority initiatives identified in the Eastbourne Park Supplementary Planning Document. Use of deep water lake for boating activities	Conservation and enhancement of the existing environmental, ecological and archaeological characteristics of Eastbourne Park for future generations. Sensitive management of the area to provide appropriate leisure and recreational uses to enhance the social and economic wellbeing of the local community and to attract	35%	31-Mar-2020	A report on the Eastbourne Park initiatives is to be prepared for the Local Plan Steering Group meeting in January which will update on proposals for signage and interpretation boards and the process for making West Langney a Site of Nature Conservation Importance and the Eastbourne Park Flood Storage Scheme.



Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
				more visitors to Eastbourne.			
		EBC_PR_031 Hampden park improvements (Green flag)	Improvements to the main entrances and to the path network in Ham Shaw woods as recommended in Hampden Park Green Flag Management Plan	To clearly define that vehicles are entering a park and retain the Green Flag for Hampden Park as an externally accredited quality award for green space	40%	31-Mar-2017	All on track.
		EBC_PR_033 Parks and Open Spaces Signage	Create and roll out standard, future proof signage throughout the parks and open spaces of Eastbourne	Improved awareness and access to local parks and open spaces and continued success of the Green Flag Award	40%	31-Mar-2017	Project has still to commence.
		EBC_PR_072 Allotment improvements	To provide 2 new toilets within Manor Gardens and Marchant Field Allotments and remove chain-link to install new, secure weldmesh fencing in Priory Road Allotments	To maintain reasonable security and welfare facilities for the tenants of the Council's Allotments	100%	15-Nov-2016	All works completed.

<b>Aim</b>
High quality built environment



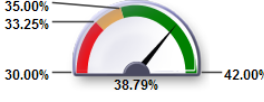
		CD_051 Number of difficult problem properties remedied / brought back into use by the Difficult Property Group	<p>Cumulative result for 2016/17 as of December 2016</p> 	13	This year the Difficult Property Group have concentrated on significant eyesore properties in and around the town centre - to great success. This work has involved a complex mix of both negotiation and enforcement with property owners which has been time intensive. This may result in the number of properties being
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					remedied being lower than originally anticipated at the start of the year. However work is currently being carried out on a number of difficult property sites by owners as we approach year end. It is hoped that the year's target will be met and that certain aspects such as weather conditions will prevail to allow owners to complete work by 1st April to achieve the year-end target
		DE_157a Processing of planning applications: Major applications	<p>Cumulative result for 2016/17 as of Q3 2016/17</p> 	50%	<p>Low volumes of Major application types, this can sway performance significantly.</p> <p>Using Extensions of Time more frequently. If continued then this will increase performance.</p> <p>With one quarter to go there is low risk that the target will not be met by the end of the year.</p>
		DE_157b Processing of planning applications: Minor applications	<p>Cumulative result for 2016/17 as of Q3 2016/17</p> 	94%	<p>Continue to perform well under this category.</p> <p>No risk of falling below Govt. <i>Special measures</i> on this category.</p>

		DE_157c Processing of planning applications: Other applications		94%	We continue to perform above target in this area.
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Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_009 Town Centre Public Realm Improvements	Significant improvements to the pedestrian environment in Terminus Road and Cornfield Road to be delivered alongside the extension to the Arndale. Joint Partnership Project - ESCC – Matt Reid and EBC – Lisa Rawlinson. Stage 1 works (station forecourt) completed by the end of 2015. Stage 2 works (Terminus Road/Gildredge Road junction) to be completed by September 2016. Stage 3 works (Cornfield Road) to be completed in December 2016. Stage 4 works (Terminus Road – alongside extension to Arndale) to be completed by May 2017.	Better quality of open spaces within the town centre improving the shopping and leisure experience for residents and visitors	88%	01-Dec-2017	Detailed design to be finalised by 2nd June (including Gildredge Road) and tender period to take place between 12th June and 4th August 2017. Current anticipated completion for February 2019.

<b>Aim</b>
Less waste and a low carbon town

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		DE_192 Percentage of household waste sent for reuse, recycling and composting			Q1. has seen an increase in recycling rates from Q4 (2015/16) largely as a result of increased garden waste yields. Overall compared with Q1. in the previous



PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
					year, a slight decrease in recycling has been observed.







Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_040 Joint Venture for Energy and Sustainability	Set up a joint venture between Eastbourne and Lewes Council and a private sector organisation to deliver local energy and sustainability ambitions for the next 20-30 years. Suitable joint venture partner is found by May 2017. JV will then seek to deliver sustainability ambitions eg local energy and food	To establish a Strategic Partnership for a Joint Venture with a private sector partner to deliver energy & sustainability ambitions across a range of projects.	65%	01-Jul-2017	Lewes District Council are continuing to seek to join the procurement and a report is due before their Cabinet on 4th Jan. An Investment Statement was also issued to support the Initial Detailed Tender. The tender process is continuing with three shortlisted companies.

**Priority Theme**

3. Thriving Communities

**Aim**




Improved health and wellbeing

Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_030 Park & Playground Improvements (Seaside Rec, Old Town Rec and Tugwell Park path)	1. Seaside Rec - Create an extended, modernised childrens play area within a larger land area creating greater play value and increasing accessible features with preferred design selected by local schoolchildren. 2. Seaside Rec - To create a raised Breedon Gravel footpath with reinforced vehicular 'cross over' points to allow all year round accessibility 3. Tugwell Park - a periphery all weather path to improve accessibility. 4. Old Town Rec - Improvements to the main entrances, tree planting and pollinating/biodiversity improvements	Improved play facilities and improved satisfaction with local area and to enable all year use of the recreation ground that currently floods.	66%	31-Mar-2017	All on track.
		EBC_PR_073 Sovereign Centre New Building	A) An options appraisal for a new or refurbished leisure centre B) Build new leisure centre	A full options appraisal identifying the costs and benefits of refurbishing or rebuilding the Leisure Centre	25%	31-Mar-2020	Business case agreed at Cabinet on 13/12/16.
		EBC_PR_074 Skate park - Shinewater	To upgrade existing dated, modular jumps to a bespoke, specialist design/ constructed concrete skate park. . The	Increased use and satisfaction with facilities and engagement with young people	40%	31-Mar-2017	Consultation has been completed and Design Brief agreed. Some delays to the project due to staff

Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
			concrete skate park brief will be influenced through the skate park users with a design and build contract to a set sum of £50k.				resources, but now progressing through to the next stage.



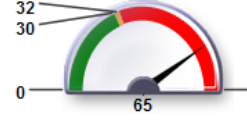
**Aim**





Keeping crime and anti-social behaviour levels low

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		ECSP_015 Ranking in our Most Similar Group (MSG) in relation to all crime	<p>Latest result for 2016/17 as of October 2016</p> 	3	Eastbourne is 3rd lowest within its Most Similar Group and remains within the lower range when compared to our competitor towns which continues to be encouraging.

**Aim**






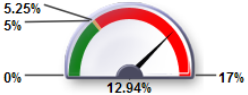
Meeting housing needs

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		CD_156 Number of households living in temporary accommodation	<p>Latest result for 2016/17 as of Q3 2016/17</p> 	65	At the end of Quarter 3, the number in temporary accommodation was 65. This reflects the increased demand for the Council's homelessness service as well as the demand for temporary accommodation. The issue is reflected across both Sussex and the South East.

Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_061 Housing & Economic Development Programme	Deliver an ambitious programme of housing development and refurbishment that provides homes and makes a positive contribution to Eastbourne's economic future	A programme of new housing, regeneration, community and economic development. Core commitments are to provide good quality housing and developing vibrant sustainable communities.	44%	31-Mar-2020	The Affordable Housing investment delivery is now well advanced with a programme of 99 new homes and refurbishment of empty properties. The Driving Devonshire Forward Programme managed by the Housing & Economic Development Partnership team also continues to deliver improvements to Princes Park, new Beach Huts and public realm improvements. The team is currently exploring potential for joint work with Lewes District Council.
		EBC_PR_089 Health & Housing - East Sussex	A new programme of health & housing related projects - in scoping stage - co-chaired by Ian Fitzpatrick and Andrew Palmer (Hastings)	tbc	13%	31-Mar-2020	The Health & Housing Subgroup has made good progress and a number of projects are in initiation stage: - Bid to govt. for homelessness prevention fund - Cabinet report being prepared about use of Disabled Facilities Grant Funding - Eastbourne Homes agreement to use sheltered studios as 'step down' accommodation linked to Crisis Response team soon to be based at Upwyke House - Agreement from ExtraCare providers across County to







Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
							use voids as 'step up' accommodation. - Final draft of Older Persons Strategy ready to be sent out for consultation with professionals by New Year. - Development of older persons housing needs survey to be launched in New Year.

<b>Aim</b>
Putting the customer first

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		CS_010 Calls to 410000 answered within 30 seconds	Cumulative result for 2016/17 as of December 2016 	58.39%	Performance against the target of 80% was 58.39% for the third quarter of 2016/2017. A total volume of 42,722 calls answered with 24,946 being answered within the target of 30 seconds. There was an increase of around 12,000 calls compared to the same period last year due to the insourcing of the revenues and benefits telephone calls to the EBC Customer contact team. For Q4 we are forecasting the service level will be 80%.
		CS_011 Telephone call abandonment rate	Cumulative result for 2016/17 as of December 2016 	11.13%	Performance against the target of 5% was 11.13% for the quarter, a slight drop in performance compared to Q1. 4,753 calls were abandoned out of a total offered of 42,722. For Q4 we are forecasting the abandonment rate will be 4.5%

**Aim**

Resilient and engaged communities

Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_076 Sovereign Harbour Community Centre	EBC working with Sovereign Harbour Community Association and Wave Leisure to deliver a £1.6m community centre on site 5 at Sovereign Harbour	Improved facilities for residents and increased satisfaction with local area	79%	02-Oct-2017	Planning application submitted on 13th February and is now available to view on-line. Due to be considered by the Planning Committee on 25th April 2017.
		EBC_PR_078 Community Facilities	Supporting Development and Management of community buildings such as community centres, community library, town hall.	Sustainable development and management of facilities for community activities such as community centres, community library, Town Hall leading to improved community engagement and satisfaction with the local area. Eventually local people/organisations running community facilities themselves, with less involvement from the council.	84%	31-Mar-2017	A funding application for DCLG funding in 2017 to enable new activities was unsuccessful. However, both Trees CA and Old Town Library were successful in their applications for a community grant in 2017/18 to develop their work further.  3VA is now working with Trustees at Hampden Park Community Centre and at Langney Village Hall.  No further update on the Town Hall - please refer to previous notes.
		EBC_PR_085 Welfare Reform	To support those vulnerable residents affected by the government's welfare reform programme.	Residents are able to access and retain good quality accommodation and are able to meet their council tax liabilities	14%	31-Mar-2020	We expect up to 200 households to be affected with over 100 of those losing more than £25 per week in Housing Benefit. This could in a worst case scenario lead to people losing their accommodation which in turn will put pressure on temporary accommodation. We are in



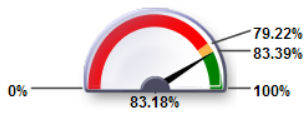


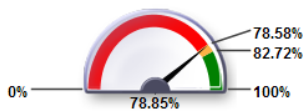
Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
							the process of preparing a briefing paper outlining the options open to us to try and mitigate the impact.

**Priority Theme**

4. Sustainable Performance



**Aim**

Delivering a balanced budget

PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		CD_004 Local percentage of Council Tax collected in year	Latest result for 2016/17 as of December 2016 	83.18%	The performance during quarter 3 is only marginally below target by - 0.21%. The amount collected for all precepting authorities so far this year is more than £3million higher than at this time last year.
		CD_006 National non-domestic rates collected	Latest result for 2016/17 as of December 2016 	78.85%	Performance for this PI is currently below target but the overall amount collected so far this year remains approximately £400,000 more than the same period last year. Business rates can be extremely volatile at times and is being monitored regularly at a senior level.



**Aim**

Delivering in partnership




Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_045 Joint Transformation Programme	A major programme to integrate the Eastbourne Borough Council and Lewes District Council workforces, and transform the service delivery model for both organisations. Deliver £2.7m savings while protecting services	Protect services while delivering £2.7m savings: Create a greater strategic presence in the region: Deliver high quality, modern services: Build greater resilience across the councils	16%	31-Mar-2020	The majority of the delivery team now in place and mobilised. Phase 1 restructure begins in the new year.



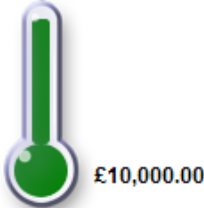
<b>Aim</b>
Making the best of our assets

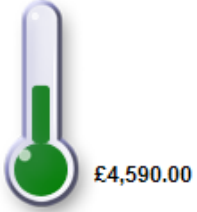
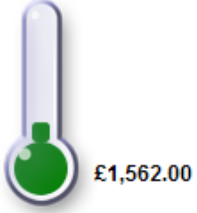
Action Icon	Status	Action Code & Title	Description	Desired Outcome	Progress Bar	Due Date	Latest Note
		EBC_PR_043 Joint Corporate Landlord Service	A comprehensive restructuring of property budgets and staff to ensure central control and prioritisation, combined with an asset challenge programme to ensure non-operational assets deliver a good yield or are disposed of	A sustainable and well maintained asset base strengthening the financial management of Eastbourne BC and Lewes DC	100%	02-May-2016	Completed. Service went live on 1 <sup>st</sup> May 2016.

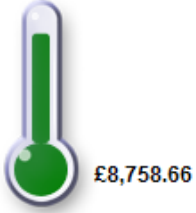
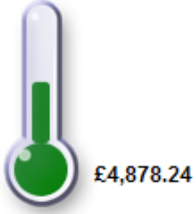
<b>Aim</b>
Managing people and performance



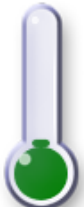
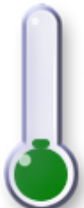
PI Icon	Status	PI Code & Short Name	Gauge	Q3 2016/17	Latest Note
				Value	
		CS_003 Sickness absence - average days lost per employee	Cumulative result for 2016/17 as of Q3 2016/17 	1.12 days	1.12 days represents very good performance for this time of year and brings this PI back on target for the year.

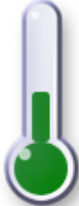
## Devolved Budgets Q3 2016/17

Wards	Gauge	Projects	Description	Project Budget
Devolved Budget Spend - Devonshire	<p><b>Cumulative result for 2016/17 as of December 2016</b></p>  <p>£10,000.00</p>	Parade Bowls Club	Replacement of three urinals.	£900.00
		Hippodrome Theatre Mural	Painting and installation of a mural remembering all those celebrities who have performed at the Royal Hippodrome.	£4,000.00
		Real Junk Food Project	The project turns 'waste' or 'intercepted' food into meal for those in need.	£750.00
		Leaf Hall	To purchase new chairs to replace old and damaged furniture. Also, support with Art adviser bid applications and food safety training.	£1,242.00
		Foodbank	Funding to assist with the relocation to new premises.	£1,000.00
		Eastbourne Volunteers	To support volunteers, make the best use of shared resources, create a website so the public know where to get information about volunteer groups, promote inclusion and fight social isolation.	£300.00
		Body Club	To fund new signage for the building.	£1,000.00
		Diwali Celebration	To provide funding for the Diwali celebration.	£458.00
		Salvation Army	To purchase new tumble dryer and mixer taps for the Rebourne Centre.	£350.00

Wards	Gauge	Projects	Description	Project Budget
Devolved Budget Spend - Hampden Park	<b>Cumulative result for 2016/17 as of December 2016</b> 	Sunday Funday	Creation of a community fun day for the residents in and around Hampden Park.	£1,440.00
		Trees in Croxton Way	To supply and install four trees in Croxton Way.	£1,000.00
		Eastbourne Rugby Club	To install six new posts for Eastbourne Rugby Club. (Co funding with Ratton Ward).	£1,500.00
		Diversionsary Sports Activities	To provide sports-based youth interventions to help reduce youth violence and crime in conjunction with activities of the Council's Neighbourhood First Team.	£650.00
Devolved Budget Spend - Langney	<b>Cumulative result for 2016/17 as of December 2016</b> 	Diversionsary Sports Activities	To provide sports-based youth interventions to help reduce youth violence and crime in conjunction with activities of the Council's Neighbourhood First Team.	£650.00
		Milfoil Drive access improvement	To make improvements to the access road markings, from Milfoil Drive leading to Shinewater Court, Shinewater Sports and Community Centre and rear of Shinewater Primary School.	£612.00
		Bikeability	Bikeability Scheme, Shinewater Primary School Scheme. The scheme involves working with Sussex Downs College to refurbish children's bikes and then to use them for children who do not have bikes to learn safe cycling habits as part of a Bikeability course.	£300.00

Wards	Gauge	Projects	Description	Project Budget
Devolved Budget Spend - Meads	<b>Cumulative result for 2016/17 as of December 2016</b> 	Queen's 90th Birthday Celebrations	To purchase bunting and tablecloths for the free community party for the whole of Meads community for the celebration.	£227.09
		Improvements at Helen Gardens	To grass over 'Molly' bed in Helen Gardens, plant two trees and a commemorative plaque to Molly and Dolly Sedgewick, the war time lady parachutists who lived their latter years in Eastbourne.	£3,000.00
		Community Television Project	To replace video equipment.	£995.57
		Meads Magic	To buy festoon lighting and two outdoor speakers for the better enjoyment of Meads Magic for the community.	£536.00
		Lighting in Terminus Road	To provide winter lighting for the top end of Terminus Road. To introduce tree lighting to lift the area and boost the evening economy.	£4,000.00
Devolved Budget Spend - Old Town	<b>Cumulative result for 2016/17 as of December 2016</b> 	Old Town Community Library Refurbishment	To purchase Items towards refurbishment of the Old Town Community library.	£1,100.00
		Bench in Macmillan Park	To provide a bench in Macmillan Park.	£1,384.44
		Information Board in Motcombe Gardens	To provide an information board for visitors to Motcombe Gardens.	£468.80
		Flag Pole in Motcombe Gardens	To erect a flagpole at Old Town Recreation Ground in order to display the Green Flag which the recreation ground has been awarded.	£1,925.00

Wards	Gauge	Projects	Description	Project Budget
Devolved Budget Spend - Rattton	<b>Cumulative result for 2016/17 as of December 2016</b>  £5,000.00	Trees with in the Ward	To plant trees in various streets in Rattton Ward.	£4,000.00
		Eastbourne Rugby Club	To install six new posts for Eastbourne Rugby Club. (Co funding with Hampden Park Ward).	£1,000.00
Devolved Budget Spend - St Anthony's	<b>Cumulative result for 2016/17 as of December 2016</b>  £0.00			
Devolved Budget Spend - Sovereign	<b>Cumulative result for 2016/17 as of December 2016</b>  £590.00	Kingsmere Christmas Fayre	To provide funding for a group of residents to organise a Christmas Fayre event.	£250.00
		Waste Bin	To provide a rubbish collection bin for the water feature in the south Harbour.	£340.00
Devolved Budget Spend - Upperton	<b>Cumulative result for 2016/17 as of December 2016</b>  £700.00	Dog Show	To support the dog show held in Gildredge Park – provision of a sound system and children's entertainer.	£700.00

Wards	Gauge	Projects	Description	Project Budget
Devolved Budget Spend - all wards	Cumulative result for 2016/17 as of December 2016  £36,078.90			

	Original Budget	Current Budget	Profiled Budget	Actual to 31st Dec	Variance	Outturn	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
<b>CORPORATE SERVICES</b>							
<b>Corporate Management</b>	<b>359</b>	<b>322</b>	<b>382</b>	<b>388</b>	<b>6</b>	<b>6</b>	
Financial Services Team	1,364	1,407	1,207	1,199	(8)	(17)	Includes MMI Levy
Corporate Finance	313	313	365	410	45	46	
Internal Audit and Corporate Fraud	236	237	321	321	-	-	
<b>Strategic Finance</b>	<b>1,913</b>	<b>1,957</b>	<b>1,893</b>	<b>1,930</b>	<b>37</b>	<b>29</b>	
<b>Human Resources</b>	<b>380</b>	<b>322</b>	<b>195</b>	<b>195</b>	<b>-</b>	<b>-</b>	
<b>Legal Services</b>	<b>230</b>	<b>230</b>	<b>229</b>	<b>229</b>	<b>-</b>	<b>-</b>	
Systems Admin and Support	1,643	1,591	1,615	1,679	64	46	Agency costs
Projects and Performance	340	341	333	337	4	5	
<b>IT Services</b>	<b>1,983</b>	<b>1,932</b>	<b>1,948</b>	<b>2,016</b>	<b>68</b>	<b>51</b>	
Corporate Development	153	208	177	212	35	45	PR Contract Sovereign Ward Election
Local Democracy	704	727	793	815	22	20	
<b>Corporate Development and Governance</b>	<b>857</b>	<b>935</b>	<b>970</b>	<b>1,027</b>	<b>57</b>	<b>65</b>	
<b>TOTAL CORPORATE SERVICES</b>	<b>5,722</b>	<b>5,698</b>	<b>5,617</b>	<b>5,785</b>	<b>168</b>	<b>151</b>	
<b>SERVICE DELIVERY</b>							
<b>Service Management</b>	<b>(63)</b>	<b>(63)</b>	<b>43</b>	<b>43</b>	<b>-</b>	<b>1</b>	
<b>Strategy and Commissioning Community</b>	<b>189</b>	<b>202</b>	<b>36,917</b>	<b>36,834</b>	<b>(83)</b>	<b>(88)</b>	Underspends on Community Environment Partnership and Solarbourne income
Service Management	82	82	62	62	-	1	
Specialist Advisory	4,465	4,578	3,572	3,541	(31)	(29)	
Customer Contact	856	866	863	785	(78)	(80)	Staffing vacancies
Case Management	615	619	558	576	18	18	
Account Management	456	464	346	468	122	141	Agency and Temporary staffing
Neighbourhood First	538	561	518	473	(45)	(44)	Car Parking income
<b>Customer First</b>	<b>7,012</b>	<b>7,170</b>	<b>5,919</b>	<b>5,905</b>	<b>(14)</b>	<b>7</b>	
<b>Bereavement Services</b>	<b>(1,067)</b>	<b>(1,081)</b>	<b>(738)</b>	<b>(773)</b>	<b>(35)</b>	<b>(7)</b>	
<b>TOTAL SERVICE DELIVERY</b>	<b>6,071</b>	<b>6,228</b>	<b>42,141</b>	<b>42,009</b>	<b>(132)</b>	<b>(87)</b>	
<b>REGENERATION, PLANNING POLICY &amp; ASSETS</b>							
<b>Service Management</b>	<b>59</b>	<b>59</b>	<b>33</b>	<b>33</b>	<b>-</b>	<b>-</b>	

	Original Budget	Current Budget	Profiled Budget	Actual to 31st Dec	Variance	Outturn	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
<b>Regeneration and Planning Policy</b>	<b>419</b>	<b>413</b>	<b>340</b>	<b>340</b>	-	-	
Corporate Landlord	(572)	(681)	(607)	(592)	15	(50)	Additional income from investment properties
Facilities Management	206	204	202	229	27	36	Income shortfall
<b>Estates and Property</b>	<b>(366)</b>	<b>(477)</b>	<b>(405)</b>	<b>(363)</b>	<b>42</b>	<b>(14)</b>	
<b>TOTAL REGENERATION, PLANNING POLICY &amp; ASSETS</b>	<b>112</b>	<b>(5)</b>	<b>(32)</b>	<b>10</b>	<b>42</b>	<b>(14)</b>	
<b>TOURISM AND ENTERPRISE</b>							
<b>Service Management</b>	<b>99</b>	<b>100</b>	<b>84</b>	<b>84</b>	-	-	
<b>Towner</b>	<b>680</b>	<b>622</b>	<b>622</b>	<b>622</b>	-	-	
<b>Devonshire Park Complex</b>	-	-	<b>12</b>	<b>12</b>	-	-	
Tourism and Enterprise	404	406	295	303	8	17	
Catering	59	8	(107)	(180)	(73)	(60)	Staff vacancy and additional income
Heritage	186	183	103	112	9	12	
Tourist Information	90	94	41	60	19	34	Income shortfall
<b>Tourism and Enterprise</b>	<b>739</b>	<b>691</b>	<b>332</b>	<b>295</b>	<b>(37)</b>	<b>3</b>	
<b>Sports Delivery</b>	<b>270</b>	<b>275</b>	<b>419</b>	<b>445</b>	<b>26</b>	<b>21</b>	
<b>Seafront</b>	<b>(6)</b>	<b>3</b>	<b>(9)</b>	<b>10</b>	<b>19</b>	<b>18</b>	
<b>Events</b>	<b>611</b>	<b>623</b>	<b>385</b>	<b>385</b>	-	<b>2</b>	
<b>Theatres</b>	<b>824</b>	<b>821</b>	<b>311</b>	<b>308</b>	<b>(3)</b>	<b>(2)</b>	
<b>TOTAL TOURISM AND ENTERPRISE</b>	<b>3,217</b>	<b>3,135</b>	<b>2,156</b>	<b>2,161</b>	<b>5</b>	<b>42</b>	
<b>TOTAL SERVICE EXPENDITURE</b>	<b>15,122</b>	<b>15,056</b>	<b>49,882</b>	<b>49,965</b>	<b>83</b>	<b>92</b>	



**Transfers (to) and from reserves to be approved by cabinet**

<b>Item No.</b>	<b>Amount</b>	<b>Reserve Code</b>	<b>Reserve</b>	<b>Reason</b>
1	£52,400	z10190	General Fund	Overprovision of year end accrual put back to General Fund
2	£10,000	c09905	General Fund	One off growth for Big Screen hire not required
3	£15,000	c09905	General Fund	One off growth for Locate East Sussex not required
4	£4,200	c09905	General Fund	Seafront Showers - use of 14/15 growth item carried forward to 16/17
5	£15,450	z10128	Revenue Grants Reserve	Use of Individual Electoral Registration grant

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£52,400
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**Withdrawals over £10k to be approved**

<b>Item</b>	<b>Amount</b>	<b>From</b>	<b>To</b>	<b>Description</b>
1	£27,500	Allotments	MRP	Phased withdrawal of Allotment grant
2	£10,000	Beach Huts	Sovereign Beach Huts	Transfer of Sovereign Centre Beach Huts to new cost centre

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Scheme	Total Scheme Approved	Total Spend 31 Mar 2016	Spend to 31 Dec 2016	Approved Budget 2016-17	Revised Budget 2016-17	Original Budget 2017-18	Revised Budget 2017-18	Variance to revised budget	Funding	Comments
				Agreed Cabinet 8.2.17	To be agreed March 2017	Approved Cabinet 8.2.17	To be agreed March 2017			
<b>HOUSING REVENUE ACCOUNT</b>										
Major Works (Incl Adaptations)	Ongoing		1,333,206	4,892,700	4,892,700	4,166,300	4,166,300	(3,559,494)	EBC	On target to complete in 2016-17
Environmental Improvements	Ongoing		29,897	86,000	86,000	40,000	40,000	(56,103)	EBC	On target to complete in 2016-17
<b>Managed by Eastbourne</b>	<b>Ongoing</b>		<b>1,363,103</b>	<b>4,978,700</b>	<b>4,978,700</b>	<b>4,206,300</b>	<b>4,206,300</b>	<b>(3,615,597)</b>		
<b>Other Schemes</b>										
House Rescue Emergency Fund	200,000	0	0	200,000	0	0	0	0	EBC	Remove from capital programme
Empty Homes Programme Ph1	3,116,529	3,002,254	424	114,304	114,304	0	0	(113,880)	EBC/Grant	On target to complete in 2016-17
New Build Phase 1	4,492,045	4,519,133	(97,288)	300,207	322,799	0	0	(420,087)	EBC/Grant	On target to complete in 2016-17
New Build Phase 2	4,502,902	120,366	268,778	4,382,536	672,862	0	3,729,962	(404,084)	EBC/Grant	On target to complete in 2016-17
Empty Homes Prog Ph2	1,969,355	1,406,568	250,118	660,720	302,720	0	358,000	(52,601)	EBC/Grant	On target to complete in 2016-17
<b>Total HRA</b>		<b>9,048,321</b>	<b>1,785,136</b>	<b>10,636,467</b>	<b>6,391,385</b>	<b>4,206,300</b>	<b>8,294,262</b>	<b>(4,606,249)</b>		
<b>COMMUNITY SERVICES</b>										
Memorial Safety Cems	40,000	6,080	0	34,000	0	0	34,000	0	EBC	Re-profile to 2017-18
Digitalise Burial Records	10,000	0	0	10,000	0	0	10,000	0	EBC	Re-profile to 2017-18
Ocklynge Cemetery Chapel	150,000	82,322	0	67,700	0	0	67,700	0	EBC	Re-profile to 2017-18
Main Chapel Refurb - Phase 2	26,000	4,830	4,465	21,150	4,450	0	16,700	15	EBC	Re-profile to 2017-18
Disabled Facilities Grants	Ongoing		333,837	1,478,800	600,000	1,200,000	2,078,800	(266,163)	Grant	Planned works on target to complete 2016-17. Some budget re-profiled to 2017-18
BEST Grant (housing initiatives)	Ongoing		410	116,750	66,000	117,000	167,750	(65,590)	Grant	Planned works on target to complete 2016-17. Some budget re-profiled to 2017-18
Acquisition of Land & Property	23,420,000	0	0	1,052,500	18,000,000	6,091,000	5,420,000	(18,000,000)	EBC	Schemes under investigation expected to be utilities in quarter 4
Bridgemere CC	20,000	0	0	20,000	20,000	0	0	(20,000)	EBC	Completion expected Feb 2017
Willingdon Trees Multi Gym	20,000	0	0	20,000	0	0	0	0	EBC	Not progressing. Scheme removed.
Contaminated Land	185,000	82,966	18,439	102,000	30,000	0	72,000	(11,561)	Grant	Further investigations completed. Balance re-profiled to 2017-18
Coast Defences Beach Management	Ongoing		569,668	567,550	567,550	300,000	300,000	2,118	Grant	Completed
Cycling Strategy	40,600	0	0	40,600	0	0	40,600	0	EBC	Works expected in 2017-18 in partnership with ESCC
Play Area Sovereign Harbour	27,000	0	0	27,000	0	0	27,000	0	S106	Negotiations are ongoing with the developer for play space. Re-profiled to 2017-18
Terminus Road Improvements	500,000	0	0	500,000	0	0	500,000	0	EBC	Works expected in 2017-18
CIL - Software	14,000	0	19,000	14,000	19,000	0	0	0	EBC	Completed
Sov Harbour Community Centre	1,600,000	282,188	35,135	1,317,800	59,800	0	1,258,000	(24,665)	EBC/S106/Grant	Works planned to start in 2016-17 with completion in 2017-18.
Bodiam Cres Play Area Path	20,000	12,000	0	8,000	8,000	0	0	(8,000)	EBC	Completion due 2016-17
Shinewater Skate Park	50,000	0	0	50,000	50,000	0	0	(50,000)	EBC	Works planned for Q4
Seaside rec - Play Equipment	60,000	0	8,490	60,000	60,000	0	0	(51,510)	EBC	Works planned for Q4
Motcombe Pond	50,000	24,270	14,366	25,750	25,750	0	0	(11,384)	EBC	Works planned for Q4

Hampden Park - Improvements (Green Flag)	50,000	0	0	50,000	50,000	0	0	(50,000)	EBC	Due to complete in Q4
Old Town Rec. - Improvements (Green Flag)	25,000	0	130	25,000	25,000	0	0	(24,870)	EBC	Works completed
Allotments - Improvements	16,000	7,750	7,925	8,250	8,250	0	0	(325)	External	Completed
Seaside Rec - all weather path	50,000	0	0	50,000	35,000	0	15,000	(35,000)	EBC	Works started. Completion expected May 2017
Signage Re-branding (Parks & Open Spaces)	30,000	0	0	30,000	0	0	30,000	0	EBC	Re-profiled to 2017-18
Tugwell Park - all weather path	25,000	0	940	25,000	25,000	0	0	(24,060)	EBC	Works completed
Car Parking Machines	72,000	0	0	72,000	72,000	0	0	(72,000)	EBC	Works due to complete 2016-17
Public Conveniences Beachy Head	40,000	0	0	40,000	40,000	0	0	(40,000)	EBC	Works due to complete 2016-17
Public Conveniences Green St	40,000	0	0	40,000	40,000	0	0	(40,000)	EBC	Works due to complete 2016-17
Shinewater Park - Scoping	20,000	0	0	20,000	0	0	20,000	0	EBC	Re-profiled to 2017-18
Air Quality Monitoring Equipment	30,500	0	0	30,500	30,500	0	0	(30,500)	EBC	Equipment ordered Q4
Helen Gardens Play Equip	40,000	0	0	0	0	40,000	40,000	0	EBC	2017-18 Budget
Chiltern Close Play Equip	25,000	0	0	0	0	25,000	25,000	0	EBC	2017-18 Budget
Lower Holywell Public Con	50,000	0	0	0	0	50,000	50,000	0	EBC	2017-18 Budget
Redoubt Public Convenience	40,000	0	0	0	0	40,000	40,000	0	EBC	2017-18 Budget
Green Street Disabled Toilet	31,000	0	0	0	31,000	31,000	0	(31,000)	EBC	Works due to complete 2016-17
Tugwell Park - Path Phase 2	25,000	0	0	0	0	25,000	25,000	0	EBC	2017-18 Budget
<b>Total Community Services</b>		<b>502,407</b>	<b>1,012,806</b>	<b>5,924,350</b>	<b>19,867,300</b>	<b>7,919,000</b>	<b>10,237,550</b>	<b>(18,854,494)</b>		
<b>TOURISM &amp; LEISURE</b>										
Volleyball Court	25,000	2,000	0	23,000	2,000	0	21,000	(2,000)	EBC	Awaiting planning permission. Works due 2017-18
Signage	40,000	23,917	0	16,100	16,100	0	0	(16,100)	EBC	Completion planned for Q4
Sports Park Flood Lights	30,000	0	0	30,000	0	0	30,000	0	EBC/External	Re-profile to 2017-18
Re-surface Tennis Courts	265,000	236,092	5,437	28,900	5,400	0	23,500	37	EBC/External	Re-profile to 2017-18
Wish Tower - Catering Outlet	40,000	36,000	0	4,000	0	0	0	0	EBC	Completed
ILTC - Air Conditioning	60,000	0	0	60,000	60,000	0	0	(60,000)	EBC	Works planned for March 2017
Redoubt - Stair Climber	20,000	0	0	20,000	0	0	20,000	0	EBC	Re-profile to 2017-18
Colonnade Removal	500,000	0	0	500,000	0	0	500,000	0	EBC	Works planned for November 2017
Redoubt - Asphalt Gun Platform	50,000	0	0	50,000	0	0	50,000	0	EBC	Re-profile to 2017-18
HPSC - Changing Rooms	20,000	0	0	0	0	20,000	20,000	0	EBC	2017-18 budget
New Beach Huts	235,240	164,319	33,277	70,950	33,300	0	37,650	(23)	EBC	Traditional huts installed. Iconic huts being planned
ILTC Showers	25,000	0	22,589	25,000	25,000	0	0	(2,411)	EBC	Completed
Equipment at Devonshire Park	20,000	0	0	20,000	20,000	0	0	(20,000)	EBC	On target to complete in 2016-17
Old Ticket Pavilion refurbishment	10,000	0	10,010	10,000	10,000	0	0	10	EBC	Completed
Sovereign Centre	24,480,000	0	42,246	0	200,000	3,500,000	3,300,000	(157,754)	EBC	Initial planning work in progress.
Changing Places	69,000	0	0	0	0	69,000	69,000	0	External	2017-18 Budget
Devonshire Park Wash Down	20,000	0	0	0	0	20,000	20,000	0	EBC	2017-18 Budget
Devonshire Park Equipment	50,000	0	0	0	0	50,000	50,000	0	EBC	2017-18 Budget
<b>Total Tourism &amp; Leisure</b>		<b>462,328</b>	<b>113,559</b>	<b>857,950</b>	<b>371,800</b>	<b>3,659,000</b>	<b>4,141,150</b>	<b>(258,241)</b>		
<b>CORPORATE SERVICES</b>										
Carbon Reduction Works	467,500	144,383	13,594	323,100	85,000	0	238,100	(71,406)	EBC	Planned works completed.
Invest to Save	49,500	0	0	49,500	19,500	80,000	80,000	(19,500)	EBC	Available for schemes to be identified

Future Model Phase 2	3,660,550	3,415,449	119,417	245,100	119,400	0	125,700	17	EBC	Programme nearing completion. Some budget re-profiled to 2017-18
Investment Capital	5,750,000	1,150,000	0	2,300,000	0	2,300,000	4,600,000	0	External	Re-profiled to 2017-18
IT - Block Allocation	Ongoing		15,817	387,650	90,850	175,000	466,800	(75,033)	EBC	Planned works on schedule. Some budget re-profiled to 2017-18
EHIC -Loans	17,658,000	1,560,000	677,100	11,213,000	6,650,300	2,385,000	6,947,700	(5,973,200)		Purchases and works on target to be completed in quarter 4
Bedfordwell Road - Land	2,450,000	0	0	1,450,000	1,809,600	1,000,000	640,400	(1,809,600)	EBC	Exchanged. Completion expected March 2017
Purchase of Land on Seafront (Fisherman's Green)	525,000	0	514,500	525,000	514,500	0	0	0	EBC	Completed
JTP Programme Office	6,878,000	0	1,257,859	1,719,500	1,719,500	1,719,500	1,719,500	(461,641)	EBC	Planned works on schedule.
<b>Total Corporate Services</b>		<b>6,269,832</b>	<b>2,598,286</b>	<b>18,212,850</b>	<b>11,008,650</b>	<b>7,659,500</b>	<b>14,818,200</b>	<b>(8,410,364)</b>		
<b>Asset Management</b>										
Devonshire Park Redevelopment Project	44,000,000	567,866	2,305,928	5,434,150	4,739,950	17,806,000	18,500,200	(2,434,022)	EBC	On target. Reported separately to Cabinet
Congress Theatre redesign & restore	1,950,000	1,803,467	10,066	146,550	87,650	0	0	(77,584)	EBC	Completed
Spinnakers Café	200,000	0	0	0	0	200,000	200,000	0	EBC	2017-18 Budget
Princes Park Fit Out	260,000	0	0	0	0	260,000	260,000	0	EBC	2017-18 Budget
Downland Pumps/Pipes Replacement	88,100	80,401	0	0	7,700	0	0	(7,700)	EBC	
Hampden Pk Com Centre Fire	18,150	0	18,148	18,150	18,150	0	0	(3)	EBC	Complete
Royal Hippodrome Theatre	127,000	0	0	127,000	127,000	0	0	(127,000)	EBC	Ceiling survey completed and being considered
Devonshire Park Theatre - rendering & Towers	995,500	623,719	439,869	371,850	371,850	0	0	68,019	EBC/ External	Main works completed. Additional works required for auditorium ceiling
Town Hall Community Hub	20,000	0	0	20,000	20,000	0	0	(20,000)	EBC	Options being considered
Shinewater Boiler replacement	45,000	33,845	297	11,150	300	0	0	(3)	EBC	Complete
Hide Hollow Lay By	34,000	0	34,000	34,000	34,000	0	0	0	EBC	Complete
Car Park lighting adj SWA works	13,600	0	0	13,600	13,600	0	0	(13,600)	EBC	Works in progress
Seafront Lighting	36,500	0	0	36,500	36,500	0	0	(36,500)	EBC	Works planned for Q4
Asset Disposal costs		56,781	76,384	112,260	104,560	0	0	(28,176)	EBC	Legal & survey costs
Asset Management - Block Allocation	Ongoing	0	0	0	10,850	500,000	500,000	(10,850)	EBC	Delete for cabinet
<b>Total Asset Management</b>		<b>3,166,079</b>	<b>2,884,692</b>	<b>6,325,210</b>	<b>5,572,110</b>	<b>18,766,000</b>	<b>19,460,200</b>	<b>(2,687,418)</b>		
<b>Grant Funded Schemes</b>										
Wish Tower Restaurant	1,200,000	31,180	9,642	10,000	10,000	1,158,820	1,158,820	(358)	Grant	Project on hold. Considering options
Replace staircase to Camera Obscura	90,000	0	89,920	90,000	90,000	0	0	(80)	Grant	Completed
Statue Sculpture Installation	22,000	0	500	22,000	500	0	21,500	0	Grant	Re-profile to 2017-18
Princes Park - Café Refurbishment	609,000	277,479	287,982	331,521	331,521	0	0	(43,539)	Grant	Completed
Princes Park - Public Realm Work	664,600	108,521	591,140	556,079	556,079	0	0	35,062	Grant	Completed
Sea Houses Sq - Plaza Improvements	157,000	44,154	82,646	112,846	112,846	0	0	(30,201)	Grant	Due for completion in W4
Sea Houses Sq 1-5 Seaside Refurb	88,000	231	55,909	87,769	87,769	0	0	(31,860)	Grant	
Seaside Rd - Elms Bdg Façade	101,000	109,534	-13,068	0	0	0	0	(13,068)	Grant	Completed

Seaside.Rd. - 67-69 Seaside refurb	149,000	5,581	116,892	143,419	143,419	0	0	(26,527)	Grant	Completed
Refurb of Council Building	85,000	0	75,552	85,000	85,000	0	0	(9,448)	External	Completed
	<b>576,680</b>	<b>1,297,114</b>	<b>1,438,634</b>	<b>1,417,134</b>	<b>1,158,820</b>	<b>1,180,320</b>	<b>(120,019)</b>			
<b>General Fund</b>	<b>10,977,327</b>	<b>7,906,458</b>	<b>32,758,994</b>	<b>38,236,994</b>	<b>39,162,320</b>	<b>49,837,420</b>	<b>(30,330,536)</b>			
<b>HRA</b>	<b>9,048,321</b>	<b>1,785,136</b>	<b>10,636,467</b>	<b>6,391,385</b>	<b>4,206,300</b>	<b>8,294,262</b>	<b>(4,606,249)</b>			
<b>Total</b>	<b>20,025,648</b>	<b>9,691,593</b>	<b>43,395,461</b>	<b>44,628,379</b>	<b>43,368,620</b>	<b>58,131,682</b>	<b>(34,936,786)</b>			

<b>COMMITTEE</b>	<b>CABINET</b>
<b>DATE</b>	<b>22 March 2017</b>
<b>SUBJECT</b>	<b>Statement of Community Involvement</b>
<b>REPORT OF</b>	<b>Director of Regeneration &amp; Planning</b>

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<b>Ward(s)</b>	All
<b>Purpose</b>	For Members to authorise the publication of a draft Statement of Community Involvement (SCI) for public consultation with the local community and other stakeholders for an 8 week period.
<b>Contact</b>	Matt Hitchen, Senior Strategy & Commissioning Officer (Planning Policy) 1 Grove Road, Eastbourne Tel no: (01323) 415253 E-mail: <a href="mailto:matt.hitchen@eastbourne.gov.uk">matt.hitchen@eastbourne.gov.uk</a>
<b>Recommendations</b>	<ol style="list-style-type: none"><li>1. To approve the Statement of Community Involvement for publication for an 8 week consultation period to receive representations and comments.</li><li>2. To delegate authority to the Director of Regeneration and Planning in consultation with the Lead Cabinet Member to make minor amendments before the commencement of the consultation period.</li></ol>

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## **1.0 Introduction**

- 1.1 A Statement of Community Involvement (SCI) sets out the Council's approach to consulting the local community and other stakeholders on planning matters within the local planning authority boundary.
- 1.2 The Council's existing SCI is now considered to be out of date as a result of changes in legislation and national policy since it was adopted in 2006, and a new SCI is being prepared to guide public consultation in the preparation of a new Local Plan for the town.
- 1.3 Before the new SCI can be adopted, it should be published for consultation with the local community and other stakeholders. It is proposed that public consultation on the draft SCI should take place for an 8 week period between 24 March and 19 May 2017, in line with the principles set out in the draft SCI. The Draft SCI is provided as Appendix 1.

## **2.0 Background**

- 2.1 The Planning & Compulsory Purchase Act 2004 requires local planning authorities to produce a Statement of Community Involvement (SCI), which should explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications. It is a legal requirement that any consultation on Local Plans is undertaken in accordance with the adopted SCI.
- 2.2 The current SCI was adopted in 2006, with minor amendments made in 2009 as a result in changes in legislation. This SCI was used to co-ordinate extensive community and stakeholder consultation on a number of planning policy documents that have since been adopted, including the Core Strategy, Town Centre Local Plan and the Employment Land Local Plan.
- 2.3 The introduction of the National Planning Policy Framework (NPPF) and changes to the regulations governing the production of Local Plans means that the current SCI is now out of date.
- 2.4 The Council is embarking on a new round of plan making to replace existing planning policies through the production of a new Local Plan. A new, up to date SCI is being produced to ensure that the local community and other stakeholders are provided with opportunities to have their input into the development of the Plan.
- 2.5 The new SCI should be finalised and adopted before formal consultation on the new Local Plan commences. The Issues & Options consultation is scheduled for autumn 2017, meaning that the new SCI should be adopted by Full Council in July 2017, following the outcome of the consultation.

## **3.0 Issues**

- 3.1 In order to ensure that effective and efficient consultation is carried out for the new Local Plan, a survey was carried out in late 2016. The Community Survey on Participation in Planning Consultations asked local residents, businesses and other stakeholders about their previous experience of participating in planning consultations and how they would like to be consulted in the future. Although the respondents to the survey were not representative of the Eastbourne community, particularly in terms of age profile, the survey did identify some issues that need to be addressed as part of the new SCI.
- 3.2 In addition, the new SCI takes into account past experience of consultation, best practice, information about the geo-demographic profile of the town, and the results of the Residents Consultation Survey (2015).



- 3.3 The issues that should be addressed in the proposed approach to consultation in the SCI are:
- The promotion of consultation across all sectors of the community, particularly amongst age groups and neighbourhoods that do not usually participate, with additional effort to engage 'hard to reach' groups.
  - A new approach to the use of email as data suggests that people prefer to be contacted and respond via this method.
  - Being clearer about how plan making will affect local residents as they mainly want to be involved in local decision making when the issue is one that concerns them.
  - Improving feedback on consultation and the process for showing how comments have been taken on-board.
  - Using consultation and engagement as a means to inform residents about planning issues as well as seek their views.
  - Ensuring that consultation material is easily understandable and accessible.
- 3.4 The draft SCI includes a summary overview of the planning system in order to help familiarise the community with the planning process, and also provides details on consultation within the plan making process (planning policy), development management (determining planning applications), and community-led planning (neighbourhood plans).

#### **4.0 Plan-Making**

- 4.1 Within the plan making process, there are three types of plan that will be produced by Eastbourne Borough Council:
- Local Plan
  - Supplementary Planning Document
  - Community Infrastructure Levy Charging Schedule
- 4.2 The timetable for the production of these planning policy documents is identified within the Council's Local Development Scheme, which was adopted in February 2017.
- 4.3 The Draft SCI sets out the stages in the preparation in each of these plans that there will be engagement and consultation with the local community and other stakeholders. As regulations limit the types of representation that can be submitted at certain stages, the draft SCI sets different consultation periods for different stages. This includes 8 week consultations where any type of feedback is welcome, and 6 weeks where consultation is more technical and representations are limited to only addressing issues of 'soundness'.
- 4.4 The SCI sets out the basic consultation standards will be applied as a

minimum in all consultation on planning policy document. These are:

- Use of the on-line Consultation Portal to host consultation material and enable responses, either directly via the website or by downloading comment forms that can be uploaded, emailed or posted back
- Direct notifications to organisations and individuals through the Local Plan Consultation Database and the 'GovDelivery' email subscribers list
- Putting paper copies of documentation on deposit at 1 Grove Road
- Putting notices in the local paper to advertise consultation
- The promotion of consultation by local Councillors within their wards, especially in areas where there tends to be a lack of engagement.

4.5 In addition, an email newsletter will be sent out on a quarterly basis to everyone on the consultation database and 'GovDelivery' subscribers to provide updates on preparation of planning policy documents and when consultation is expected to be undertaken.

4.6 The SCI also identifies additional consultation methods and approaches will be used on a case-by-case basis depending on the nature and scale of the consultation.

4.7 Feedback on the consultation, including responses to the representations received and how they will be addressed in the next stage of plan making, will be published on the website and promoted via the quarterly email newsletter.

## **5.0 Development Management**

5.1 The draft SCI sets out the procedures that the Council undertakes in the process of determining planning applications. Opportunities exist for the community and stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application consultation
- Planning application
- Planning appeals.

5.2 The methods that the Council uses to publicise applications and consult the community, which exceed the minimum requirements set out by legislation, are as follows:

- Neighbour Notification Letters
- Site Notice
- Public Notice in the local press
- Publication on the Council's website

5.3 The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This will be not

less than 21 days, or 14 days where a notice is published in a newspaper.

## **6.0 Consultation**

6.1 It is proposed that public consultation on the draft SCI should take place for an 8 week period between 24 March and 19 May 2017.

6.2 Consultation on the SCI will follow the principles set out in the draft document. In addition to the basic standards, it is considered that the following additional methods outlined in the document are appropriate for consultation on the SCI:

- Use of social media to promote the consultation
- Production of leaflets/posters to advertise the consultation
- Consultation with young people through existing groups and forums
- The provision of summary documentation
- On-line videos/presentations hosted on the website
- Engaging community organisations/groups

6.3 Following the consultation period, a summary of representations will be prepared and a revised Statement of Community Involvement will be presented to Local Plan Steering Group for endorsement, followed by submission to Cabinet and then Full Council for approval and adoption in July 2017.

## **7.0 Implications**

### **7.1 Legal Implications**

7.1.1 Section 18 of the Planning and Compulsory Purchase Act 2004 provides that a Local Planning Authority must prepare a Statement of Community Involvement. The document is also being prepared in order to secure compliance with Regulation 13 of the Town & Country Planning (Local Planning) (England) Regulations 2012, and with regard to the requirements of the National Planning Policy Framework.

7.1.2 Regulation 12 requires that before the SCI is adopted, a statement setting out details of those consulted when preparing the SCI, together with a summary of the main issues raised, must be prepared. Any relevant issues raised during the consultation will need to be addressed in the SCI. *Date of Legal Advice: 22<sup>nd</sup> February 2017 - Legal Ref 6092-EBC-JCS.*

### **7.2 Financial Implications**

7.2.1 There are no financial implications to the Council as a direct result of this report. The cost of the consultation and publication of the SCI and the requirements of the SCI for future consultation will be met from within the service budget. Financial resources will be taken into consideration when

determining the specific approach to consultation on a planning policy document.

### 7.3 Human Resource Implications

7.3.1 Officers in the Regeneration & Planning Policy team will manage the consultation arrangements for the SCI, and the collection and processing of representations received. Officer resources will be taken into consideration when determining the specific approach to consultation on a planning policy document.

## **8.0 Conclusion**

8.1 There is a need to produce a new Statement of Community Involvement (SCI) ahead of the new round of plan making as the existing SCI is out of date due to changes in legislation and national policy.

8.2 Past experience, best practice, the geo-demographic profile of the town and results from the Resident Consultation Survey (2015) and Community Survey on Participation in Planning Consultation (2016) have identified issues that have been addressed within the SCI.

8.3 Before the new SCI can be adopted, it requires public consultation. This is proposed to take place using the consultation methods and approaches identified within the document. Following consultation, comments will be considered and adoption is anticipated for July 2017.

8.4 Cabinet are requested to authorise consultation on the draft SCI with the local community and other stakeholders for an 8 week period between 24 March and 19 May 2017.

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### Background Papers:

- Eastbourne Statement of Community Involvement (2006, amended 2009)
- Community Survey on Participation in Planning Consultation (EBC, 2016)
- National Planning Policy Framework (DCLG, 2012)
- Town & Country Planning (Local Planning) (England) Regulation 2012
- Community Infrastructure Levy Regulations 2010

To inspect or obtain copies of the background paper, please refer to the contact officer listed above.

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## **Appendix 1**

### **Draft Statement of Community Involvement**

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## 1.0 Introduction

- 1.1 Every day, decisions are made about our surroundings: what homes, roads, offices, and shops are built and where, and what public spaces will be created and protected. These decisions affect us all, and the Town and Country Planning system seeks to ensure that the local community and other stakeholders are involved in them.
- 1.2 It is important that local people understand the planning process and are given the opportunity to get involved to contribute to planning decisions. In order to achieve this, Eastbourne Borough Council has produced this Statement of Community Involvement (SCI) to set out the standards and approaches that the Council will take to involve stakeholders and the community in the consulting on planning matters.

### What is a Statement of Community Involvement?

- 1.3 Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to produce a Statement of Community Involvement (SCI), which should explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications.
- 1.4 Eastbourne Borough Council is the Local Planning Authority for the Eastbourne Borough area, excluding the area within the South Downs National Park. Within this area, the Local Planning Authority is the South Downs National Park Authority.
- 1.5 Eastbourne Borough Council's SCI sets standards and methods that will be followed for engaging residents, local groups, stakeholders and statutory consultees in:
- The preparation of the plans (known as Local Development Documents) and policies that set out what the town requires and how it will change over a 15 to 20 year period (**Plan making**); and
  - The determination of planning applications for new development (**Development Management**).

- 
- 1.6 The Council's first SCI was adopted in 2006, with a technical amendment made in 2009. This SCI has been used to direct consultation on the production of planning policy documents such as the Core Strategy, the Town Centre Local Plan and the Employment Land Local Plan.
  - 1.7 The Council is now taking the opportunity to review its SCI to take into account legislative changes since 2009 and to reflect on previous experience of consultation in order to make the consultation process more efficient and effective.

### Why get involved?

- 1.8 Most people have limited contact with the planning system. They may need to make a planning application for an extension to their home, or possibly their neighbour makes a planning application and the Council contacts them for their views.
- 1.9 However many people are interested in their town's future. They want their children to have a decent home and job and they value Eastbourne's environment. They have clear ideas as to the kind of place they would like Eastbourne to be but probably have not realised the important role of planning in helping to achieve these ideas.
- 1.10 The Council values these ideas and wants to hear from the local community both when it is considering planning applications and when it is preparing planning policies.

### Legislation and National Policy

- 1.11 The key pieces of legislation and national policy that are relevant to consultation on planning matters and the preparation of this SCI are outlined below.

#### *National Planning Policy Framework*

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

local and neighbourhood plans setting out a positive vision for the future of the area.’ The NPPF also requires local planning authorities to demonstrate evidence of having effectively co-operated to plan for issues with cross boundary impacts when their local plans are submitted for examination.

- 1.13 In addition, the National Planning Practice Guidance (NPPG) adds further context to the NPPF and provides additional advice on a range of matters including on local plans, determining planning applications, and consultation and pre-decision matters. Regard must be had to national policies and advice contained in the NPPF and NPPG in plan making, and these are also ‘material considerations’ in the determination of planning applications.

#### *Localism Act 2011*

- 1.14 Section 110 of the Localism Act 2011 introduced a “Duty to Co- operate” for local planning authorities and other public bodies to work collaboratively on strategic, cross boundary issues. It requires Local Planning Authorities and other prescribed bodies to engage in the preparation of development plan documents and other activities relating to the sustainable development and use of land, in particular in connection with strategic matters, defined as matters affecting more than one planning area.

#### *Equalities Act 2010*

- 1.15 Under the Equalities Act 2010, local authorities must have regard to the Public Sector Equalities Duty in respect of engaging with people with ‘protective characteristics’: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The Equalities Act requires that due regard should be given to:
- eliminate unlawful discrimination
  - advance equality of opportunity between people who share a protected characteristic and those who don’t
  - foster or encourage good relations between people who share a protected characteristic and those who don’t.

#### *Data Protection Act 1998 and Freedom of Information Act 2000*

- 1.16 Representations submitted on planning consultations cannot be treated in confidence under the Freedom of Information Act 2000. This means that copies of representations and the name of the person submitting the representation will be made publicly available, and by submitting representations, consultees accept responsibility for their comments.

However, under the Data Protection Act 1998, other personal information such as telephone numbers, email/private addresses and signatures will not be made publicly available.

### Consultation on the Draft SCI

1.17 Public consultation on the draft SCI will take place for an 8 week period between 24 March and 19 May 2017, in line with the principles set out in the document.

1.18 The draft Statement of Community Involvement can viewed and commented on via the Council's on-line consultation portal, which can be accessed via the Eastbourne Borough Council website ([www.eastbourne.gov.uk/sci](http://www.eastbourne.gov.uk/sci)). Comments can also be submitted by email or post to:

Regeneration & Planning  
Eastbourne Borough Council  
1 Grove Road  
Eastbourne  
BN21 4TW

Email: [planning.policy@eastbourne.gov.uk](mailto:planning.policy@eastbourne.gov.uk)

All representations should be received by 5pm on Friday 19 May 2017.

1.19 In accordance with the Data Protection Act 1998 and Freedom of Information Act 2000, representations on the Statement of Community Involvement cannot be treated in confidence and copies of all representations will be made publicly available, including the name of the person submitting the representation. By submitting your views on the draft SCI you confirm that you agree to this and accept responsibility for your comments.

## 2.0 Overview of the Planning System

- 2.1 The Planning System manages the use and development of land and buildings with the aim of achieving 'sustainable development'.
- 2.2 The Planning System has two main parts to it:
- **Plan making** – setting out a plan and policies for how an area will develop over time as a guide to future development.
  - **Development Management** – when proposals for development is assessed and granted or refused planning permission.
- 2.3 The planning system is a 'plan-led system', which means that applications for planning permission should be determined according to what the plan and policies for the area says about it, unless there are material considerations that would go against this. Therefore it is important that the local community get involved in the plan making stage as well as commenting on specific planning applications.
- 2.4 Planning officers prepare the local policy and assess applications, and provide advice to elected Councillors, who are responsible for approving planning policy documents and plans, and making decisions on whether planning permission should be granted.

### Plan-making

- 2.5 Plan-making is setting the strategy for the future of the area over a long period, typically 15/20 years, in the form of plans and policies. These plans and policies are contained within Local Development Documents, which is collective term used to describe Local Plans and Supplementary Planning Documents.
- 2.6 Plan-making can be undertaken by local communities through Neighbourhood Planning. Community-led plan-making is discussed in more detail in Section 6.
- 2.7 The legal requirements for the production of Local Development Documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, which will subsequently be referred to as 'the Local Planning Regulations'.

- 2.8 The Council sets out its timetable for plan-making in the Local Development Scheme (LDS)<sup>1</sup>. The LDS specifies the Local Development Documents that are to be produced; the subject matter and geographical area to which each document relates; and the timetable for the preparation and revision of these documents.

## Local Plans

- 2.9 The Local Plans are formal plans that set out the strategic priorities for future development including the requirements for housing, the economy, community facilities and infrastructure, as well as a basis for safeguarding the environment, adapting to climate change and securing good design.
- 2.10 The Local Plan sets out what opportunities there are for development in the area, and what will and will not be permitted and where. Therefore Local Plans are critical in determining what will be developed, what will be protected and what will not be given permission to be built.
- 2.11 In preparing Local Plans, Local planning authorities will firstly assess the future needs and opportunities in the area. Options for addressing these issues will be presented, and a preferred approach will be identified. This process involves the gathering of evidence, carrying out of a Sustainability Appraisal to ensure that development is sustainable, and effective engagement and consultation with the local community and other stakeholders.

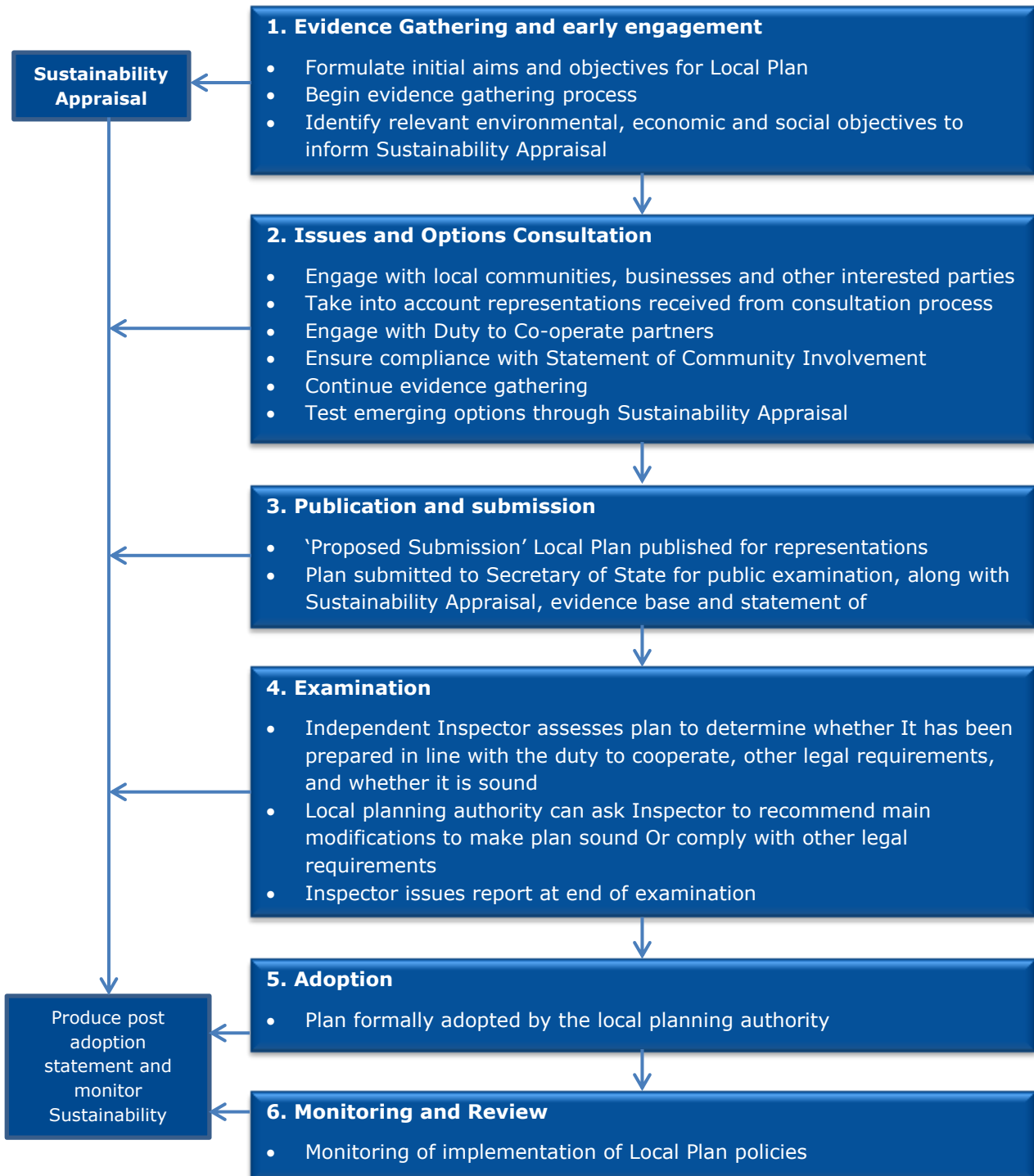
### *Key Stages of Production of a Local Plan*

- 2.12 The process of preparing a Local Plan involves several stages, which are identified in Figure 1.

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<sup>1</sup> [www.eastbourne.gov.uk/lids](http://www.eastbourne.gov.uk/lids)

**Figure 1 - Stages in the preparation of a Local Plan**



*Adapted from Planning Practice Guidance, Paragraph 005 Reference ID: 12-005-20140306*

2.13 Further details of the key stages in Local Plan preparation are identified below, along with the appropriate sections from the Local Planning Regulations where relevant:

### **1. Evidence Gathering and early engagement** (*Regulation 18*)

The first stage in Local Plan preparation is to establish a clear understanding of what the Local Plan should cover to address the critical issues in the area. This is achieved by preparing a robust and relevant evidence base, which will also be used to develop policies and proposals at later stages in plan preparation. Social, economic and environmental data will be collected and the scope of the Sustainability Appraisal established.

There may be informal engagement with stakeholders at this stage to consider specific issues arising from the evidence gathering process. This will normally involve informal meetings to discuss issues with relevant consultees and stakeholders, but may also involve wider public engagement. Statutory bodies will be consulted on the scope of the Sustainability Appraisal.

### **2. Issues and Options Consultation** (*Regulation 18*)

The issues and options arising from the evidence gathering and early engagement will be subject to public consultation, and comments will be invited as to what the Local Plan should contain.

Once the Issues and Option consultation has concluded, all comments received will be reviewed and considered alongside the evidence collected. All emerging options will be tested through the Sustainability Appraisal, and all of this information will be used to draft the Local Plan.

### **3. Publication and submission** (*Regulation 19, Regulation 20 and Regulation 22*)

The Local Plan, at this stage known as the 'Proposed Submission' version, will be published alongside the Sustainability Appraisal to allow representations to be made on the plan before it is submitted to Secretary of State for public examination. Representations made at this stage should relate to issues of 'soundness'.

Following this representation period, the Council will submit the Proposed Submission version of the Local Plan, together with all other relevant reports,



the representations received and a Statement of Representations, to the Secretary of State for public examination.

#### **4. Examination** (*Regulation 23 and Regulation 24*)

An independent Inspector will be appointed by the Secretary of State, who will conduct an Examination into the 'soundness' of the Local Plan. This is likely to include public hearing sessions. The Inspector will consider all of the information submitted alongside the Local Plan, including the evidence base and any representations submitted on the 'Proposed Submission' version. Anyone who submitted representations on the 'Proposed Submission' version will be invited to participate in the Examination, either through written representations or by appearing at public hearing session (it is important to note that both methods carry equal weight).

During the Examination, the Inspector may propose changes to address issues of soundness or legal compliance. These are known as 'Main Modifications'. Following the conclusion of the hearing sessions, the Main Modifications will be published for consultation.

#### **5. Adoption** (*Regulation 25 and Regulation 26*)

Following the hearing sessions and the conclusion of the Main Modification consultation, the Inspector will issue a report on the examination, including conclusions as to whether the Local Plan is sound and legally compliant.

If the Inspectors Report considers the Local Plan to be sound and legally compliant, the Council can decide if they wish to adopt the Local Plan, including any modifications that the Inspector decides are necessary.

If agreed, the Local Plan should be adopted by Full Council. Following this there is a six week period for legal challenges to the adoption of the Plan to be submitted.

#### **6. Monitoring and Review**

Once the Local Plan has been adopted, it will be monitored through the Authority Monitoring Report (AMR) which will be produced on an annual basis. This will inform when the Local Plan needs to be reviewed.

### *Sustainability Appraisal*

- 2.14 Sustainability Appraisal is a process that must be carried out during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the social, economic and environmental impacts that would result from the implementation of the policies contained within Local Plans, as well as a means of identifying and mitigating any potential adverse effects that the plan might otherwise have.
- 2.15 The carrying out of a Sustainability Appraisal on Local Plans is a requirement of Section 19 of the Planning and Compulsory Purchase Act 2004. Sustainability Appraisal incorporates the requirement to prepare a 'Strategic Environmental Assessment' from the Environmental Assessment of Plans and Programmes Regulations 2004.

### **Supplementary Planning Documents**

- 2.16 A Supplementary Planning Document (SPD) is a planning policy document that builds upon and provides more detailed advice or guidance on the policies in a Local Plan. The purpose of a SPD is to help applicants make successful applications. Once adopted, SPDs become material planning considerations in the determination of planning applications.
- 2.17 SPDs are not required to go through the Sustainability Appraisal process; however in exceptional circumstances a Strategic Environmental Assessment may be required if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan.

### *Key Stages of Production of a SPD*

- 2.18 There are fewer stages in the preparation of a SPD compared to a Local Plan, meaning the SPDs can be produced in a shorter timeframe. The process of preparing a SPD involves several stages, which are identified in Figure 2 below.

**Figure 2 - Stages in the preparation of a Supplementary Planning Document**



2.19 Further details of the key stages in SPD preparation are identified below, along with the appropriate sections from the Local Planning Regulations where relevant:

**1. Evidence Gathering and Public Participation** (*Regulation 12*)

The first stage in SPD preparation is to assess the existing policy to identify what additional detail is required to assist in its implementation. If there is need for evidence in addition to that which supported the development of the policy, this will be gathered. Early engagement should take place with stakeholders and statutory bodies to identify early issues and how they can be addressed.

**2. Representations** (*Regulation 13*)

The SPD will be drafted and published for public consultation with the local community and other stakeholders. Once the consultation has concluded, all comments received will be reviewed and considered, and where the recommendations are considered beneficial, the Supplementary Planning Document will be amended accordingly.

### **3. Adoption** (*Regulation 14*)

Once the consultation responses have been considered, the Council can adopt the SPD as there is no requirement for an independent examination of a SPD.

Once adopted by Full Council, there is a 12 week period for legal challenges to the adoption of the SPD to be submitted.

### **Community Infrastructure Levy**

2.20 The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended), which will subsequently be referred to as 'the CIL Regulations'.

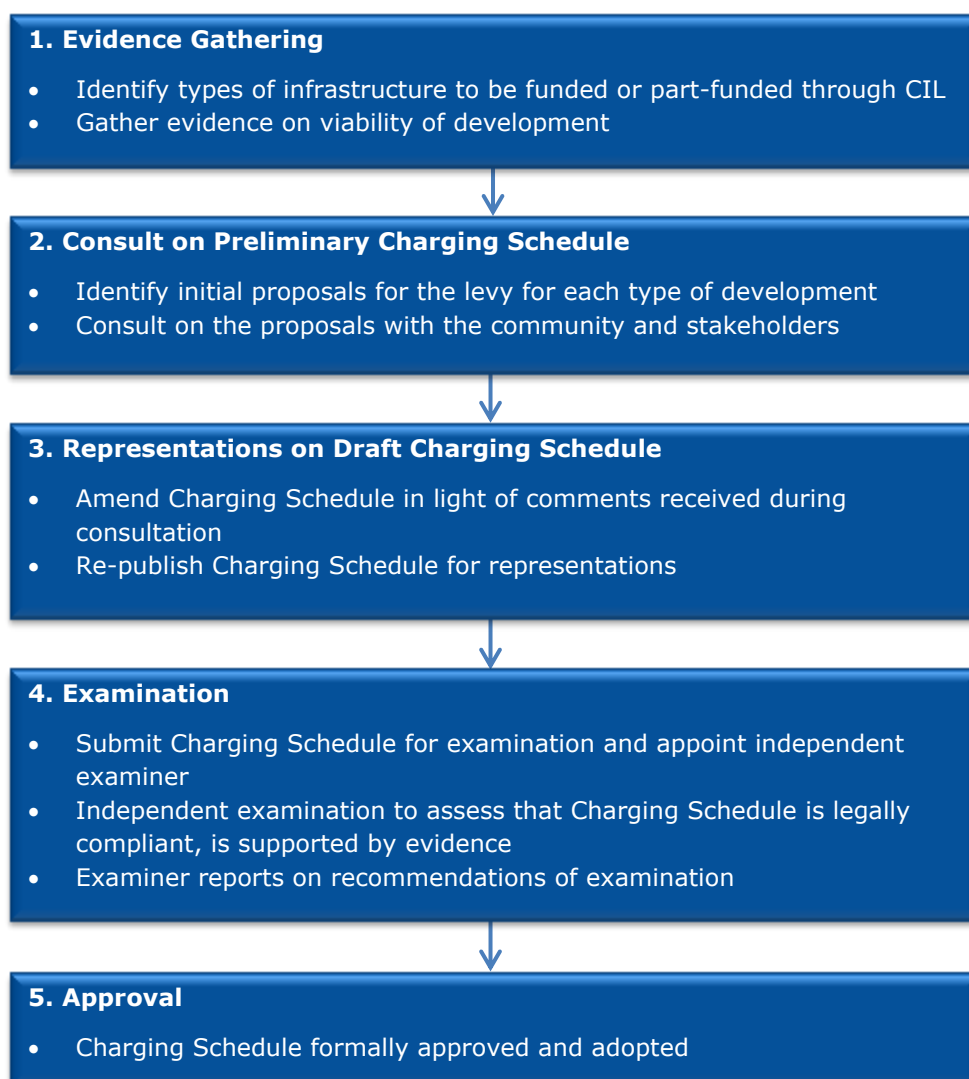
2.21 Eastbourne Borough Council adopted CIL on 1 April 2015. The charging rates are set out in the CIL Charging Schedule and are expressed as £ (pounds) per square metre.

2.22 Charging schedules are not formally part of the Local Plan, but charging schedules should be consistent with, and support the implementation of, up-to-date Local Plans. Charging Schedules are not required to undergo Sustainability Appraisal.

#### *Key Stages of Production of a CIL Charging Schedule*

2.23 The process for preparing a CIL Charging Schedule is not too dissimilar to that of a Local Plan. The process of preparing a CIL Charging Schedule involves several stages, which are identified in Figure 3.

**Figure 3 - Stages in the preparation of a CIL Charging Schedule**



2.24 Further details of the key stages in CIL Charging Schedule preparation are identified below, along with the appropriate sections from the CIL Regulations where relevant:

**1. Evidence gathering**

The first stage in the preparation of a Charging Schedule is to identify the types of infrastructure that should to be funded wholly or partly through CIL, drawn from the Infrastructure Delivery Plan produced to support the Local Plan.

Evidence should then be gathered to demonstrate the potential effects that any levy might have on the economic viability of development in the area, which is used to identify appropriate rates of different types of development.

## **2. Consult on Preliminary Charging Schedule** (*Regulation 15*)

A preliminary draft charging schedule, which sets out the charging authority's initial proposals for the levy, will be published for public consultation with the local community and other stakeholders.

Once the consultation has concluded, all comments received will be reviewed and considered, and taken into account when firming up its proposals in the form of the draft charging schedule.

## **3. Representations on Draft Charging Schedule** (*Regulation 16, Regulation 17 and Regulation 19*)

A Draft Charging Schedule is prepared in light of comments received on the preliminary draft and other updated evidence where applicable. It is published for further public consultation before going forward for a formal independent examination. During the consultation period, any person may comment on the draft charging schedule, and may ask to be heard by the examiner if they wish

Alongside the draft charging schedule, appropriate available evidence on infrastructure costs, other funding sources and economic viability must also be published.

## **4. Examination** (*Regulation 20 and Regulation 21*)

Once submitted, the charging schedule will be examined in public by an independent person appointed by the charging authority. Any person asking to be heard before the examiner at the examination must be heard in public. The examination could take the form of a public hearing, or if no-one has requested the right to be heard, through written representations.

## 5. Approval (*Regulation 23 and Regulation 25*)

Following Examination, the examiner will report their recommendations and may recommend that the draft charging schedule should be approved, rejected, or approved with specified modifications.

The charging schedule, incorporating any modifications specified by the examiner, must be formally approved by Full Council. The resolution should include an appropriate commencement date for the Charging Schedule.

### Development Management

- 2.25 Development Management is the process of managing the development of land and buildings through the granting of planning permission. Eastbourne Borough Council is responsible for deciding whether planning permission should be granted for a proposed development when a planning application is submitted.
- 2.26 Planning permission is generally required to carry out any form of 'development'. Development means constructing new buildings or significantly changing how land or buildings are being used. However, certain types of development do not require planning permission – this is called Permitted Development. This is because the effect of such developments on neighbours or the surrounding environment is likely to be small. Also, certain areas get additional special protection against particular types of development, particularly where it is within a Conservation Area or involves a Listed Building.
- 2.27 There are a number of different types of application that can be submitted, and these will be classed as either 'major' or 'minor'. Different applications have different timeframes for determination, for example the determination for a 'major' application should be within 13 weeks, whilst a 'minor' application should be determined within 8 weeks. By way of an agreement between the Council and the applicant/agent, an 'Extension of Time' can set a determination date outside of these parameters.
- 2.28 Whether planning permission is granted will depend on whether the application is in line with the policies and proposals within the Development

Plan, or if there are other strong planning reasons or 'material considerations'<sup>2</sup> that would influence a decision.

2.29 Decisions on whether planning permission should be granted will be taken via one of two mechanisms:

- Determination by elected Councillors on the Planning Committee
- Determination by the Senior Specialist Advisor in consultation with the Chair of Planning Committee through delegated powers

2.30 Applications that should be determined by Planning Committee are covered in the Council's Scheme of Delegation<sup>3</sup>. The dates for Planning Committee can be found on the Council's website<sup>4</sup>.

2.31 Where an application is refused, either by Planning Committee or through delegated powers, the applicant has the right to appeal to the Planning Inspectorate, or to negotiate an amended scheme to overcome the areas of concern.

2.29 Eastbourne Borough Council makes decisions on around 800 applications per year, with approximately 90% being determined using delegated authority.

#### *Process for determining planning applications*

2.30 A summary of the process for the determination of planning applications is described in Figure 4.

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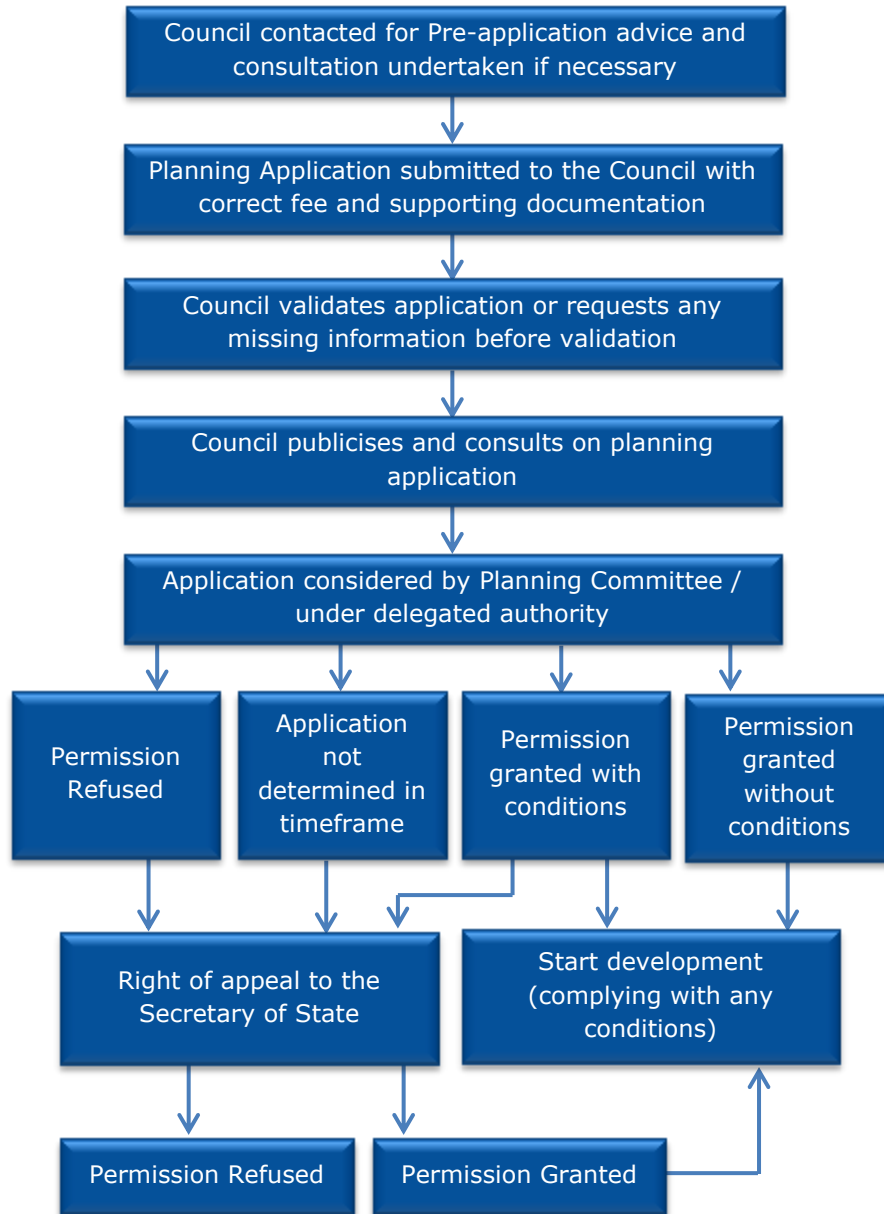
<sup>2</sup> <http://www.rtpi.org.uk/media/686895/Material-Planning-Considerations.pdf>

<sup>3</sup> <http://www.eastbourne.gov.uk/about-the-council/the-constitution/>

<sup>4</sup> <http://democracy.eastbourne.gov.uk/ieListMeetings.aspx?CIId=144&Year=0>



**Figure 4 - Stages in the processing of a planning application**



*Adapted from the Planning Portal website (Applications – the Decision-making process)*

## 3.0 Background to Eastbourne

### Eastbourne and its residents

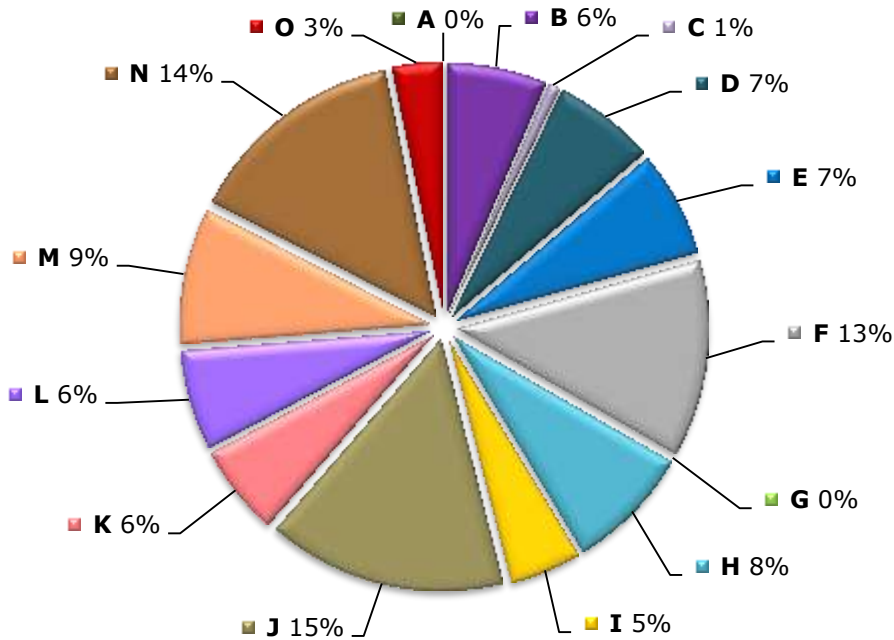
- 3.1 Eastbourne is a coastal borough located within the county of East Sussex in the South East of England. It is bordered by the district of Wealden and the English Channel.
- 3.2 Eastbourne has a population of 102,465 (ONS Mid-2015 Population Estimates), an increase of 7.3% over the preceding 10 years. This rate of growth is broadly in line with that of East Sussex as a whole.
- 3.3 Eastbourne has a substantially older age profile than the region and nationally, although it is broadly in line with the county profile. 24.2% of Eastbourne's population is aged over 65, and there is a particularly high percentage of people aged over 85 in comparison to East Sussex, the South East region and nationally.
- 3.4 At the 2011 Census, Eastbourne has 45,102 households. 36.2% of these were single person households, a higher proportion than across the county, the region and nationally. Average household size across Eastbourne is projected to fall over the next 10 years from 2.14 to 2.02 people per household.
- 3.5 Eastbourne's population change since 2001/02 has mainly been driven by net migration. Internal migration (the exchange of people between Eastbourne and other parts of the UK) has had the most significant impact on population growth, although the levels of net migration have decreased since 2008.
- 3.6 Since 2001, internal in-migration has averaged 6,140 per year, with internal out-migration averaging 5,247 per year, resulting in an average annual population net increase of 893 people per year due to internal migration. Eastbourne has net increases of population from Lewes, Brighton & Hove and Croydon, and a net decrease in population to Wealden.
- 3.7 The age profile of migration reveals that Eastbourne has experienced a net inflow in all age-groups with the exception of 20–24 year-olds.
- 3.8 International migration has had a less significant impact upon Eastbourne's population growth.

- 3.9 Natural change has resulted in a population decline (i.e. more deaths than births), which is a reflection of the older age profile to Eastbourne's population.
- 3.10 According to the Census 2011, 68% of Eastbourne's workforce is economically active, with 4.1% of the workforce being unemployed. The most common industries of work are 'Human health and social work activities' and 'Wholesale and retail trade'. Average weekly earnings in 2016 were £392 compared to a regional average of £460.
- 3.11 There is broadly a similar number of jobs in Eastbourne and the resident workforce. At the 2011 Census, there were 44,449 workers aged 16–74 living within Eastbourne and 43,888 workers aged 16–74 working within Eastbourne.
- 3.12 Of Eastbourne working age residents, approximately 71% work within the Borough. The most popular workplace destination for out-commuters is Wealden (9.5%), whilst 10% travel out of East Sussex for work. In terms of in-commuting, the most popular origin is also Wealden (14.9%).

#### *Geo-demographic classification*

- 3.13 A profile of the types of people who live in Eastbourne, including expected behaviours and beliefs, is provided by the Experian 'Mosaic' geo-demographic population classification tool. 'Mosaic' divides Eastbourne's population into 15 groups which are defined by individual characteristics gathered from a range of data sources including the Census, consumer behaviour and lifestyle factors.
- 3.14 It shows that the most common types of household in Eastbourne are within the following group classifications:
- **Rental Hubs:** Educated young people privately renting in urban neighbourhoods (15.40%)
  - **Vintage Value:** Elderly people reliant on support to meet financial or practical needs (14.21%)
  - **Senior Security:** Elderly people with assets who are enjoying a comfortable retirement (12.68%)
- 3.15 Figure 5 provides a breakdown of Eastbourne's households by 'Mosaic Group'.

**Figure 5 – Households in Eastbourne by 'Mosaic Group'**



- A** – Country Living – *Well-off owners in rural locations enjoying the benefits of country life (0.0%)*
- B** – Prestige Positions – *Established families in large detached homes living upmarket lifestyles (6.4%)*
- C** – City Prosperity – *High status city dwellers living in central locations and pursuing careers (0.8%)*
- D** – Domestic Success – *Thriving families who are busy bringing up children and following careers (6.6%)*
- E** – Suburban Stability – *Mature suburban owners living settled lives in mid-range housing (6.8%)*
- F** – Senior Security – *Elderly people with assets who are enjoying a comfortable retirement (12.7%)*
- G** – Rural Reality – *Householders living in inexpensive homes in village communities (0.0%)*
- H** – Aspiring Homemakers – *Younger households settling down in housing priced within their means (8.1%)*
- I** – Urban Cohesion – *Residents of settled urban communities with a strong sense of identity (4.6%)*
- J** – Rental Hubs – *Educated young people privately renting in urban neighbourhoods (15.6%)*
- K** – Modest Traditions – *Mature homeowners of value homes enjoying stable lifestyles (5.8%)*
- L** – Transient Renters – *Single people privately renting low cost homes for the short term (6.5%)*
- M** – Family Basics – *Families with limited resources who have to budget to make ends meet (8.8%)*
- N** – Vintage Value – *Elderly people reliant on support to meet financial or practical needs (14.2%)*
- O** – Municipal Challenge – *Urban renters of social housing facing an array of challenges (3.3%)*

- 3.16 This classification tools indicates the behaviours of people within each group. This allows an analysis of how people of Eastbourne are most likely to behave in relation to consultation.
- 3.17 One of the behaviours analysed is the preference for contacting organisations. It is considered that this could be relevant for how residents would like to respond to consultation.
- 3.18 The data identifies that residents of Eastbourne are most likely to prefer using email to contact organisations, and slightly more likely to prefer using the phone. Residents are also significantly less likely to prefer contacting organisations via the internet.
- 3.19 Another behaviour identified by Mosaic is the preference for being notified of offers and promotions. This is relevant for how residents could prefer to be notified on consultation.
- 3.20 The data identified that residents of Eastbourne are most likely to prefer not being contacted about offers and promotions. However, there is also a small preference for email.

### Residents Consultation Survey 2015

- 3.21 In 2015, Eastbourne Borough Council commissioned a Resident Consultation survey to help inform the priorities for the Corporate Plan for 2015-2020. As part of this, residents were asked to evaluate how well informed they feel about local public services and decision making, which is relevant to public engagement in planning.
- 3.22 71% of residents completing the survey agreed that they can influence decisions affecting their local area. However, when this broken down by age group, it is clear that younger residents are also less likely to feel they can influence local decision making.
- 3.23 91% of respondents would generally like to be more involved in decisions affecting their area, although for 60% only on the basis that the issue is one that concerns them. 31% said outright that they would like to be more involved in all decisions affecting their local area. Just 9% would not be prepared to be more involved, regardless of the issue.

- 3.24 By age, those aged 65+ are least likely to express an interest in becoming more involved, although even amongst this group 85% said they might wish to be more involved, either outright or on particular issues.

### Community Survey on Participation in Planning Consultation 2016

- 3.25 In November 2016, Eastbourne Borough Council published a community survey to ask the local community about their previous experiences of participating in planning consultation, and their interest and expectations of participating in future consultations.
- 3.26 Based on the times that responses were submitted, it is believed that the majority of responses came as a result of a direct email that went out to subscribers. This highlights the importance of encouraging people to sign-up for email notifications as an efficient and effective method of disseminating information to the community.
- 3.27 The majority of the survey responses came from people over the age of 50, with 40% of the responses specifically coming from people aged between 51 and 70 years old. Just 8% of responses came from people aged under 40. The age profile of the respondents suggests that the results of the survey are not representative of the wider community. However the responses do identify important issues that should be considered in future planning consultation.
- 3.28 According to the Residents Consultation Survey 2015, those aged 65+ are least likely to express an interest in becoming more involved in local decision making, yet this age group was the most represented in the responses to the community survey. This suggests that other methods of publicising consultation may need to be considered in order to promote consultation to make people across the whole community aware.
- 3.29 There was particularly high representation from the Town Centre, Upperton Meads and Sovereign Harbour neighbourhoods. However areas such as Hampden Park, Langney and Shinewater & North Langney had low response rates when compared to their populations.
- 3.30 Just over half of respondents have not been aware of Local Plan consultations being undertaken in the past. Of those that were aware, 51% did not participate in the consultation despite being aware of it. The most commonly cited reason for not participating was that they did not feel that their comments would make any difference.

- 3.31 Despite this, 90% of people responding to the survey would be interested in participating in Local Plan consultations in the future, with the majority preferring to be notified of consultations by email.
- 3.32 One of the main reasons identified for not engaging in consultations is that there is a perception that comments submitted will not make a difference. This is further drawn out by comments made by respondents, many of whom commented that their views were 'overruled' or ignored. Therefore, it is also important that improved feedback processes are considered so that people can identify their comment and an appropriate response to their comment, and that they can identify what happens as a result.
- 3.33 In terms of responding to consultation, the most preferred methods were completing an electronic form to be returned by email, and responding directly via a website. Interestingly, this facility is already available through the on-line Consultation Portal, and is rarely used. This suggests that consultees are not aware of this facility and additional steps should be taken to promote it as the main way of accessing consultations.
- 3.34 It is also important that the community are provided with simple and clear information about the background to the consultation. This can be used to better inform local communities about planning issues and help people to understand what they are being consulted on and therefore make for a more efficient and effective consultation.
- 3.35 A number of comments suggested that information on the consultation should be made easier to understand, and should be in formats that will help engage people, including animation through pictures and maps.
- 3.36 Whilst the majority of people responding were keen to visit an exhibition, there is no particular time that would be most suitable. Therefore future exhibitions should be held at various points across town with a number of events in the town centre at different times. Comments also suggested making better use of existing community groups such as neighbourhood panels.
- 3.37 A number of people also commented that they have not been aware of planning applications and decisions on development taking place near them until building starts, and would like to be better informed about this.

## 4.0 Community Involvement in Plan Making

- 4.1 Eastbourne Borough Council has adopted a number of Local Plans and Supplementary Planning Documents following extensive community and stakeholder consultation. The public consultation activities undertaken during the preparation of these documents has been effective in engaging a wide variety of individuals and organisations and has had a positive impact on the creation of these plans.
- 4.2 The Council is embarking on the next round of plan making to replace existing planning policies and ensure that the Local Plan is up to date. The programme for preparing Local Plans, Supplementary Planning Documents and CIL Charging Schedule is contained in the Local Development Scheme, which is available on the Council's website<sup>5</sup>. The stages in the production of these planning policy documents are summarised in Section 2 of this document.
- 4.3 The Council wants to ensure that the next round of plan making involves extensive consultation and provides opportunities for the local community and other stakeholders to put their views across. The Council's approach to consultation in plan making has been influenced by past experience, best practice and the results of recent surveys. This approach will be used in the preparation of all Local Plans, including revisions to plans and preparation of joint plans.
- 4.4 The main issues that should be addressed through the proposed approach to consultation on plan making are:
- Promoting consultation across all sectors of the community, particularly amongst age groups and neighbourhoods that do not usually participate, with additional effort to engage 'hard to reach' groups.
  - Creating new approaches to the use of email as data suggests that people prefer to be contacted and respond via this method.
  - Being clearer about how plan making will affect local residents as they mainly want to be involved in local decision making when the issue is one that concerns them.

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<sup>5</sup> <http://www.eastbourne.gov.uk/lds>



- The provision of feedback on consultation and showing how comments have been taken on-board.
- Using consultation and engagement as a means to inform residents about planning issues as well as to seek their views.
- Ensuring that consultation material is easily understandable and accessible.

### What will we consult on?

4.5 In the preparation of the Local Plan, engagement and formal consultation will be undertaken at the following stages:

- **Evidence gathering and early engagement** – In the initial stages of the production of the Local Plan, there will be engagement with stakeholders to identify locally relevant visions and objectives for the area and identify what the Local Plan must cover to address the critical issues in the area. This stage is likely to be informal consultation, with the Council approaching organisations and consultation bodies for their input. There may be elements of public consultation with communities within this stage.
- **Issues and Options** – Evidence collected during the initial stages in plan preparation will be presented for a formal consultation period. This will include an identification of the issues that need to be addressed, and initial options for doing this. Local communities and other stakeholders will be able to comment on whether there are any other issues that need to be considered, and which of the options they would prefer to see brought forward as the basis for the Local Plan. This is the stage that the majority of people will be able to have their say of how they would like the town to develop.
- **Proposed Submission** – Once the Local Plan has been drafted using the information collected at the Issues and Options Stage, a Proposed Submission version will be published for formal consultation. At this stage, the Council is only able to accept representations on the 'soundness'<sup>6</sup> of the policies and proposals in the Plan. Consultees submitting representations at this stage will be given the opportunity to raise their objections at Public Examination.

<sup>6</sup> National Planning Policy Framework, para 182.

- **Main Modifications** – During the Examination of a Local Plan, the Planning Inspector may require modifications to be made to the Local Plan in order for it to be considered 'sound'. These modifications should be subject to a formal period of consultation to allow the Inspector to consider any representations on the modifications.

4.6 In the preparation of Supplementary Planning Documents, engagement and formal consultation will be undertaken at the following stages:

- **Evidence gathering and public participation** – In the initial stages of the preparation of a SPD, there will be public engagement to identify issues relating to the interpretation of policy through the SPD. This stage is likely to be informal consultation, with the Council approaching organisations and consultation bodies for their input.
- **Representations on Draft SPD** – Once the SPD has been drafted, it will be published for formal consultation with the local community and other stakeholders. Consultees can raise any issues or changes that they think the Council should consider, and the Council will provide a response to these representations before the SPD is adopted.

4.7 In the preparation of the CIL Charging Schedule, engagement and formal consultation will be undertaken at the following stages:

- **Preliminary Charging Schedule** – The Preliminary Charging Schedule will identify initial proposals for the levy for each type of development and provide the opportunity for the local community and other stakeholders to comment
- **Draft Charging Schedule** – The Draft Charging Schedule will be published following revision and amendments resulting from comments made of the Preliminary Charging Schedule.

4.8 It is recognised that residents who want to get involved in consultation might not be familiar with the planning system and the issues that should be taken into consideration in plan making. Consultation, particularly at the Issues and Options stage, presents an opportunity to inform and update residents as well as seek their views. Therefore it is proposed that where possible consultation material should include sufficient information to provide a background on the consultation and the framework within which decisions on plan making issues should be made.

- 4.9 The nature of plan making to address issues over a long period of time means that it is not always obvious for local people to understand how they might be affected, and where this is the case they may not get involved in the consultation. Survey responses suggest that people do want to get involved when an issue that affects them, so consultation should attempt to identify what might change in their area. Where possible, it is proposed that a neighbourhood approach to consultation material be taken to help identify how plan making may result in changes to a local area.

### Who will we consult?

- 4.10 Eastbourne Borough Council would like to engage anyone who may have a role or interest in the development of the town in the plan-making process, including residents, businesses, community groups, landowners, developers, public sector organisations and national agencies.
- 4.11 The 'Local Planning' Regulations 2012 set out the minimum legal requirements for consultation and public participation in relation to Local Development Documents. These are known as 'specific consultation bodies', and must be consulted at formal consultation stages in the production of a plan.
- 4.12 In addition to this, the Local Planning Regulations 2012 also require the Council to consult with 'general consultation bodies'. These include organisations and bodies that have an interest in the Borough, to ensure that a wide range of stakeholders have the opportunity to get involved.
- 4.13 The Council is committed to ensuring that local residents get an opportunity to have their say, and local people are encouraged to take part in consultations and input into the production of planning policy documents. The Council maintains a database of people and organisations who want to be kept informed or have previously responded to consultation. This database is used to inform consultees about consultation.
- 4.14 If you would like to be added to the consultation database, you can register yourself at <http://planningpolicyconsult.eastbourne.gov.uk> or contact the Regeneration and Planning Policy team. In addition, consultees are encouraged to inform us of changes of details, or if they no longer want to be on the consultation database.

4.15 In addition, the Council sends out email newsletters to everyone who has signed up for Planning Policy notifications via the Council's website. These newsletters will inform recipients about when consultation on Local Development Documents will take place. Residents can subscribe to notifications by clicking on the 'Keep me posted' icon on the Council's website.



4.16 It has been identified through surveys that younger people are less likely to respond to consultation, and that certain areas of town are less likely to respond. Additional measures will be taken to engage with these and other 'hard to reach' groups to ensure that all sections of the community are engaged and consulted.

### How will we consult?

#### *Basic Consultation Standards*

4.17 The Local Planning Regulations 2012 sets out some minimum requirements for consultation, however there is considerable flexibility open to the Council in how consultees are engaged in plan-making, provided they comply with the legislative requirements and are consistent with commitments in the Statement of Community Involvement.

4.18 Through this SCI, the basic consultation standards that Eastbourne Borough Council will apply as a minimum in all consultation on planning policy documents are set out below:

- **Consultation Portal** – All consultations on planning policy issues will be hosted on the Council's on-line Consultation Portal. Each consultation on the Consultation Portal will include the opportunity to read and comment on the document in question. The Consultation Portal will also contain other documentation relevant to the consultation. People can respond to consultation via the on-line consultation portal in the following ways:
  - Submit comments directly using the website
  - Download a representation form and submit comments by uploading the completed form to the website
  - Download a representation form and submit comments by returning the completed form by email
  - Download a representation form and submit comments by returning the completed form by post

The Consultation Portal can be accessed via  
<http://planningpolicyconsult.eastbourne.gov.uk>.

**Residents and other stakeholders are encouraged to use the on-line Consultation Portal to view consultation material and submit comments and representations.**

- **Direct notifications to organisations and individuals** – All organisations and individuals on the consultation database will receive direct notification of the publication of a planning policy document for consultation. This will either be by email or by post, depending on the consultees stated preference. If no preference is stated, the default method will be by email.



**Residents are encouraged to sign up to the Planning Policy Consultation Database and email notifications to ensure that they are kept up to date with progress in plan making.**

- **Deposit** – Planning policy documents published for consultation will be made available in paper copy for consultees to view at Eastbourne Borough Council's Customer Contact Centre, 1 Grove Road, Eastbourne, BN21 4TW.
- **Local Media** – A public notice will be placed in a local newspaper to advertise formal periods of consultation. These will include details of the consultation, including where to view the consultation and the deadline for submission of representations.
- **Local Councillors** – Local Councillors know their local areas and have many contacts within their communities. Local Councillors will help to promote consultation within their wards and encourage all residents to get involved. This is especially important in areas where engagement in



consultation has previously been at low levels, such as Hampden Park and Langney.

- 4.19 In addition, an email newsletter will be sent out on a quarterly basis to everyone on the consultation database and to anyone who has subscribed to email notifications on Planning Policy topics via 'Keep me posted' on the Council's website. This will provide updates on preparation of Local Development Documents and when consultation is expected to be undertaken.

#### *Additional consultation methods*

- 4.17 In most instances, other consultation methods in addition to the basic standards will be employed. The use of additional consultation methods will be determined on a case by case basis depending on the type of planning policy document that is being consulted on. The additional consultation methods that may be employed include:

- **Social media** – Social media may be used to promote consultation through updates on the Council's Facebook<sup>7</sup> and Twitter<sup>8</sup> pages. However it should be noted that social media posts will only be used to promote consultation and comments made on these posts will not be taken as formal representations on consultations and will not be considered to be 'duly made'. The social media posts will include links to opportunities for comments to be submitted officially.



- **Public exhibitions** – Evidence from the Community Survey on Planning Consultation (2016) suggested that the people responding to consultation would be interested in attending public exhibitions on consultation. Where exhibitions are put on, these will initially be located within Eastbourne Town Centre, usually the Town Hall as a central and accessible location, and will be available across a range of times to enable attendance by a wide range of people. This approach has been informed



<sup>7</sup> <https://www.facebook.com/EastbourneC/>

<sup>8</sup> <https://twitter.com/eastbournebc>



by the results of the survey. However, where there is a request from a local community group such as a Neighbourhood Panel or Residents Association, a public exhibition may be put on at a specific time within a local neighbourhood outside of the Town Centre.

- **Younger People** – Students at Brighton University, Sussex Downs College, and those in Years 10 and 11 of local Secondary Schools will be engaged in consultation through invitations to existing groups that have already been set up. This consultation is likely to take the form of meetings, presentations and forums to allow feedback and discussion.
- **Presentations and forums** – Presentations and forums may be arranged to enable discussion with appropriate groups, organisations or stakeholders, or to target particular sectors of the community who may be interested in certain topics or may be under-represented.

- **Leaflets and posters** – Leaflets and posters may be produced and distributed to promote consultation events or to summarise information on consultations. These could be delivered to community venues or places of interest within the neighbourhood, e.g. doctors' surgeries, libraries, community centres.



- **Surveys and questionnaires** – Surveys and questionnaires may be used to gather information and canvass views on key issues, options and proposals. These surveys and questionnaires will be hosted on-line via the Consultation Portal; however paper copies of the forms will also be made available.

- **Summary Documentation** – Non-technical summaries of consultation documents will be produced in order to provide a more accessible way to access and understand the consultation. Depending on the scale of the consultation, different versions of consultation documents that clearly set out the expected amount of time that it would take to read, based on:
  - the full plan (1 hour read)
  - a shorter version of the plan (10 min read)



- key questions from the plan (5 mins to answer)
- **On-line Videos/Presentations** – Videos and presentations may be published on-line as an easy visual way of presenting the consultation material. It is envisaged that they would present the background to the consultation, and highlight opportunities for people to comment using other methods identified.
- **Community Organisations/Groups** – It is recognised that there are some well represented and supported community organisations and groups in Eastbourne such as Neighbourhood Panels and Community/Residents Associations. They could be used to get members of communities involved and may be asked to help promote consultation within their local area through the use of email notifications, newsletters and social media posts. These community organisations and groups can also request exhibitions and meetings to discuss consultation in more detail.
- **Eastbourne Review** – Where possible, the Council will use the Eastbourne Review to inform residents about and summarise the consultation. The Eastbourne Review is a free newspaper produced by the Council and delivered to every home in the Borough usually around twice a year.



### When will we consult?

- 4.18 The Local Planning Regulations 2012 describe the statutory consultation period for a Local Plan to be 6 weeks. The Regulations also require that the formal consultation period on a Supplementary Planning Document should be not less than 4 weeks.
- 4.19 In terms of the CIL Charging Schedule, there are no regulations governing the length of consultation on a Preliminary Charging Schedule; however regulations do require at least 4 weeks consultation on a Draft Charging Schedule.
- 4.20 Eastbourne Borough Council is committed to full and proper consultation on planning policy issues and has signed up to the East Sussex 'Compact' Agreement<sup>9</sup>, which sets out best practice on consultation with the voluntary

<sup>9</sup> <http://www.essp.org.uk/What-we-do/Pride-of-Place/Community/East-Sussex-Compact.aspx>



and community sector in East Sussex. One of the principles of the Compact is allow sufficient time for voluntary/community organisations to involve their service users, beneficiaries, members, volunteers and trustees in preparing responses.

- 4.21 Consultations should last for a proportionate amount of time: consulting for too long will unnecessarily delay policy development, whilst consulting too quickly will not give enough time for consideration and will reduce the quality of responses. Taking this into account, this SCI proposes that formal consultation periods on planning policy documents will be determined by the type and stage of plan being consulted on. These are described in Table 1.

**Table 1 - Consultation Periods**

Type of Document	Stage in Preparation	Consultation Period
<b>Local Plan</b>	Issues and Options Stage	Minimum of <b>8</b> weeks
	Proposed Submission version	Minimum of <b>6</b> weeks
	Main Modifications following Examination	Minimum of <b>6</b> weeks
<b>Supplementary Planning Documents</b>	Representation Stage	Minimum of <b>8</b> weeks
<b>CIL Charging Schedule</b>	Preliminary Charging Schedule	Minimum of <b>6</b> weeks
	Draft Charging Schedule	Minimum of <b>6</b> weeks

- 4.22 The publication of a quarterly newsletter containing updates on progress and expected dates of consultation will mean that consultation periods can be announced ahead of time, allowing voluntary and community organisations to plan their response in advance.
- 4.23 Where possible, consultation over holiday periods will be avoided. If this is unavoidable, the consultation period will be extended to compensate for this.
- 4.24 In the event that a consultee requests additional time to submit a representation, this will only be accepted with the agreement of the Lead Member for Planning.

4.25 The tables below outline the possible consultation methods that may be used during each consultation stage in the preparation of Local Plans (Table 2), Supplementary Planning Documents (Table 3) and CIL Charging Schedules (Table 4).

**Table 2 - Consultation on Local Plans**

<b>Stage</b>	<b>Consultation Period</b>	<b>Potential Additional Consultation Methods</b>
<b>Evidence Gathering and early engagement</b>	On-going engagement (no formal period)	Surveys/questionnaires Presentations/Forums Community Orgs/Groups
<b>Issues and Option Consultation</b>	Min. 8 weeks	Social Media Public Exhibitions Presentations/Forums Leaflets/Posters Summary Documentation On-line Videos/Presentations Community Orgs/Groups Eastbourne Review
<b>Proposed Submission</b>	Min. 6 weeks	Social Media Public Exhibitions Presentations/Forums Leaflets/Posters Summary Documentation On-line Videos/Presentations Community Orgs/Group
<b>Main Modifications</b>	Min. 6 weeks	Social Media Summary Documentation On-line Videos/Presentations

**Table 3 - Consultation on Supplementary Planning Documents**


Stage	Consultation Period	Potential Additional Consultation Methods
<b>Evidence Gathering and Public Participation</b>	On-going engagement (no formal period)	Surveys/questionnaires Presentations/Forums Community Orgs/Groups
<b>Representations</b>	Min. 8 weeks	Social Media Public Exhibitions Presentations/Forums Leaflets/Posters Summary Documentation On-line Videos/Presentations Community Orgs/Groups Eastbourne Review

**Table 4 - Consultation on CIL Charging Schedules**

Stage	Consultation Period	Potential Additional Consultation Methods
<b>Consult on Preliminary Charging Schedule</b>	Min. 6 weeks	Social Media Presentations/Forums Summary Documentation On-line Videos/Presentations Community Orgs/Groups
<b>Representations on Draft Charging Schedule</b>	Min. 6 weeks	Social Media Presentations/Forums Summary Documentation On-line Videos/Presentations Community Orgs/Groups

## What will we do with consultation responses?

- 4.25 Representations made during formal consultation periods will be recorded through the on-line Consultation Portal and published. Please note that the Council is not able to acknowledge receipt of comments, other than through automated responses to emails or comments submitted through the on-line Consultation Portal. Individual responses to representations submitted are unlikely to be provided.
- 4.26 In accordance with the Data Protection Act 1998 and Freedom of Information Act 2000, representations cannot be treated in confidence and by submitting a representation, the consultee accepts responsibility for their comments. Copies of all representations will be made publicly available, including the name of the person submitting the representation, however personal information such as telephone numbers, emails or private addresses will not be published.
- 4.27 All 'duly-made' responses will be carefully considered and used alongside other evidence, government legislation and national planning policy to inform the preparation or amendments to the relevant planning policy document being consulted upon. To be 'duly made', representations should:
- Be received before the deadline of the consultation period;
  - Relate to the document, its content, or its preparation;
  - Not be anonymous; and
  - Not be offensive, libellous or otherwise breach the law.
- 4.28 Confidential or anonymous comments, including those submitted using avatars or web-names, cannot be accepted. In addition, any comments that are offensive, obscene, racist or illegal in any way will be rejected.
- 4.29 It should be noted that representations submitted at the 'Proposed Submission' stage in Local Plan preparation can only be taken into account where they address issues of soundness or legal compliance.
- 4.30 Following consultation, all representations received will be documented within a Statement of Consultation and Representations, which will identify what consultation has been undertaken, the main issues that have been raised, and how these issues have been addressed.
- 4.31 Feedback on the consultation, including responses to the representations received and how they will be addressed in the next stage of plan making,



will be published on the website and promoted via the quarterly email newsletter.

- 4.32 It is important for local residents and other stakeholders to understand that comments submitted as part of consultation will be fully considered and are part of the evidence informing plan making, but they are not necessarily the only or determining factor. National policy or other evidence may provide good reasons why consultation comments cannot be implemented.

## 5.0 Community Involvement in Development Management

- 5.1 Eastbourne Borough Council is committed to informing and engaging with the community on planning applications. It is important that a balance is struck between providing the community with a genuine opportunity to comment and determining applications within the statutory determination period.
- 5.2 Opportunities exist for the community and or stakeholders to be informed and consulted on development proposals at each of the following stages:
- Pre-application consultation
  - Planning applications
  - Planning appeals.
- 5.3 Community involvement in Development Management not only involves the local community, but also statutory and non-statutory consultees, depending on the nature and location of the proposals.

### *Statutory Consultees*

- 5.4 Planning law prescribes circumstances where consultation must be undertaken with statutory bodies on a planning application. These organisations are under a duty to respond to consultations within 21 days (article 22 of the Development Management Procedure Order), or such longer period as may be specified in other legislation, and must provide a substantive response to the application.
- 5.5 A list of statutory consultees on applications for planning permission is available via the National Planning Practice Guidance<sup>10</sup> (Table 2, Paragraph: 030 Reference ID: 15-030-20140612).

### *Non-Statutory Consultees*

- 5.6 Where there are planning reasons, other non-statutory consultees who may have an interest in a proposed development may be consulted on planning applications, even though they are not designated in law. Non-statutory consultees should respond within 21 days of being notified of the application.

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<sup>10</sup> <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications>

- 5.7 A list of the organisations identified in national policy and guidance who may have an interest in development and may be consulted as non-statutory consultees are identified in the National Planning Practice Guidance<sup>11</sup> (Table 3, Paragraph: 031 Reference ID: 15-031-20140306).

### Pre-application stage

- 5.8 Prior to submission of an application for development, the Council encourages the applicant to engage with the local community, statutory consultees and service providers on their proposal. For very large-scale development, pre-application consultation is a requirement under the Localism Act 2011.
- 5.9 Effective pre-application consultation provides an opportunity for applicants and developers to find out the views of local residents about their development proposals, and allows the local community to make suggestions which can then be taken into account by the developer in finalising their planning application. This process can help to reduce local opposition, help resolve early design and development problems and ensure that high quality planning applications are received.
- 5.10 The Council expects applicants to carry out their own pre-application consultation. The level of community consultation at the pre-application stage should be appropriate/proportionate to the scale of the application.. Potential methods of pre-application on proposals for major development could include public meetings and exhibitions, workshops, websites, leaflets and other media. On significant applications that are likely to be controversial the Council may choose to inform the Ward Councillors and also the Councillors of planning committee of the proposal
- 5.11 It would be expected that this consultation will be documented in a 'Statement of Community Involvement' for the proposal, which should describe in detail the pre-application consultation that has been undertaken by the applicant and how the comments have been addressed in progressing the proposal. This document should be submitted with the application.

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<sup>11</sup> <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#table-3-Non-statutory-consultees>

## Planning application stage

- 5.12 It is important that all relevant planning issues associated with a proposed development are identified and considered in the determination of a planning application. The Council is required to undertake a formal period of consultation, so therefore publicises applications that are submitted and invites comments from the local community and other consultees and stakeholders. Anyone can respond to a planning consultation.
- 5.13 Consultees may be able to offer particular insights or detailed information which is relevant to the consideration of the application, and comments made that are addressing 'material considerations' will be taken into account in the determination of the application.
- 5.14 There are significant amounts of information relating to planning applications on the Council's website and residents are encouraged to find out information on proposals using this method where possible.
- 5.15 It is important that residents and other stakeholders understand that whilst comments addressing 'material considerations' will be taken into account in determining the application, they are not necessarily the only or determining factor. Local or national policy, or other material considerations, may lead to a decision that is contrary to views expressed during consultation.
- 5.16 Article 15 of the Town & Country Planning (Development Management Procedures) (England) Order 2010 sets out the minimum requirements for publicising and consulting on planning applications. The requirements vary according to the type of development proposed, and are set out in National Planning Practice Guidance<sup>12</sup> (Table 1, Paragraph: 029 Reference ID: 15-029-20140306).
- 5.17 The methods that the Council uses to publicise application and consult the community, which exceed these minimum requirements, are as follows:
- **Neighbour Notification Letters**  
The Council will notify any neighbours immediately adjoining a development proposal by letter or email. The letter provides details of the planning application, where to view plans, how to make comments and by

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<sup>12</sup> <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#statutory-publicity-requirements>



what date. Any consultation wider than this will be on a case by case basis and at the discretion of the case officer.

- **Site Notice**

Site notices are displayed on or near to the application site. Site notices provide details of the planning application, where to view plans, how to make comments and by what date.



- **Publication on the Council's website**

Weekly lists of applications received and decisions made are available on the Council's website. All planning applications that have been or are being processed, including appeals, are also available to view on the Council's website.

- **Public Notice**

A Public Notice is placed in a local newspaper for certain types of planning applications. For example, major or significant development proposals, departures from local policy or where there is a statutory requirement such as for Listed Building Consent.



5.18 The deadline for submitting comments on a planning application will be set out in the publicity accompanying the planning application. This will be not less than 21 days, or 14 days where a notice is published in a newspaper. The Council is under no obligation to consider comments submitted after the deadline.

*Re-consultation following amendments to an application*

5.19 Where an application is amended after it has been submitted, further consultation may be undertaken if the proposed changes are significant., Any representations received subject to any round of consultation will be taken into account in evaluating the merits of the application. Any representation received outside of the consultation period may not be fully considered. The timeframe for responses to re-consultation will be decided on a case-by-case basis.

- 5.20 If a new planning application is required, this will be subject to new public consultation.

#### *Planning Committee*

- 5.21 Where an application is due to be determined by planning committee, members of the public can request to address the committee. This request should only be an amplification of their representations received during the consultation period and should not raise new/unrelated issues.
- 5.22 Anyone wishing to address the committee on a planning application will need to register their interest, outlining the points they wish to raise, by the end of the consultation period. Should the application be referred to planning committee, **normally** only one objector is allowed to address the Committee on a 'first come, first served basis' or a spokesperson can be nominated , although the Committee (at the discretion of The Chair) may allow more than one objector to speak in certain circumstances. A time limit of 3 minutes shall apply to each speaker.
- 5.23 Details of meeting dates and times are publicised on the Council's website, and also outside the Town Hall and at the Central Library. Meetings of the Planning Committee take place in the Town Hall, Grove Road, Eastbourne at 6.00pm. Agendas are published a week before the meeting.

#### Appeals

- 5.24 When a planning application is refused, the applicant may lodge an appeal against the decision with the Planning Inspectorate. An appeal may also be submitted when the applicant considers any conditions of approval to be unacceptable, or in the event that an application is not determined by the relevant deadline.
- 5.25 All those who were notified of the original application or submitted comments will be informed if an appeal is made. There is then an opportunity for additional comments to be submitted directly to the Planning Inspectorate, who will determine the appeal, either through written representations, an informal hearing or a public inquiry, depending on the nature and scale of the application. Where it is decided that the appeal should be determined by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry.

- 5.26 The Inspector will consider the evidence and decide whether the Council's decision was correct. The Inspector's decision is binding on the Council, although it can be challenged by anyone on a point of law in the High Court. Third parties do not have the right to appeal decisions.

### Planning performance agreements

- 5.27 A planning performance agreement (PPA) is a project management tool which the Council may enter into with applicants to agree timescales, actions and resources for handling particular applications, in order to determine an application in advance of the determination target. The Council may make an additional charge for the administrative work associated with this.
- 5.28 PPAs can assist in identifying an approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views. Any consultation on an application with a PPA should be consistent with this Statement of Community Involvement.

### Customer Satisfaction Survey

- 5.29 Since June 2015, Eastbourne Borough Council has been undertaking regular Customer Satisfaction Surveys on the Development Management service. This survey is sent to applicants and agents following the decision on a planning application, and also to those who made representations. The survey requests views on how well the application was dealt with. The results of this survey are used to identify improvements to the service.

## 6.0 Community-Led Planning

### Introduction to Community-Led Planning

6.1 The Localism Act 2011 introduced new rights and powers for communities to enable them to get more involved in planning for their areas through the production of Neighbourhood Plans or Orders, or Community Right to Build Orders:

- A **Neighbourhood Plan** is a planning document which establishes general policies for development and use of land in a neighbourhood, including the location of new homes and offices, and what they should look like.
- A **Neighbourhood Development Order** means that Town and Parish Councils can grant permission for certain types of development without the need for people to apply to Eastbourne Borough Council. These could include, for example, all house extensions in a defined area, changes of use, or development on a particular site. Certain types of development are excluded, such as minerals and waste developments, certain public and private environmental projects, and nationally significant infrastructure.
- A **Community Right to Build Order** enables small scale development in neighbourhoods, such as housing or community facilities, but can be prepared by any local community organisation rather than just Town and Parish Councils. As above, certain types of development are excluded.

6.2 Community-led planning is undertaken by a Town or Parish Councils within a 'parished' area, or by a Neighbourhood Forum in 'non-parished' areas. Once a Plan or Order has been agreed by a local referendum, it attains the same legal status as the Local Plan, and becomes part of it.

6.3 Community-led planning should be used positively to plan for future development and support growth, reflect and build on the strategic needs set out in the Local Plan, and be in conformity with the National Planning Policy Framework.

6.4 A Neighbourhood Plan or Order is not a process that can be used to prevent development or promote a lower level of development than is set out in a Local Plan.

## Who can prepare a Neighbourhood Plan or Order?

- 6.5 As Eastbourne Borough is not a 'parished' area, (i.e. it does not have Town or Parish Councils), Neighbourhood Plans or Orders can only be prepared by a Neighbourhood Forum.
- 6.6 A group or organisation can apply to the Borough Council to be designated as a Neighbourhood Forum. A proposed forum group will need a minimum of 21 people who live in the neighbourhood area, or work there, and/or who are elected members for any ward of Eastbourne Borough Council. Only one body can be designated for a chosen area.
- 6.7 Once an application for designating a Neighbourhood Forum has been received, Eastbourne Borough Council will publicise the application and invite comments from the public on the designation. Eastbourne Borough Council will take any comments into account in deciding whether or not to agree the application and designate the forum.

## Neighbourhood Plans and Neighbourhood Development Orders

- 6.8 Once a Neighbourhood Forum is ready to proceed, the key steps to prepare a Neighbourhood Plan or Order are:
1. **Designation of a neighbourhood area** - the neighbourhood area that the Plan or Order will cover will be the area that the Neighbourhood Forum decided on during its application for designation.
  2. **Production of the Neighbourhood Plan or Order** – the group will prepare the plan or order, and can ask for advice and support of other organisations including Eastbourne Borough Council. The group should agree a timeline and budget, review existing plans and policies, and engage with local people, businesses, and other stakeholders within their area.
  3. **Submission of the Plan or Order to Eastbourne Borough Council** – once a draft plan or order has been submitted to Eastbourne Borough Council, the Council will publicise the Plan or Order and arrange public consultation to ask for representations to be submitted.
  4. **Independent examination** - Once the Neighbourhood Plan or Order has been submitted it will be subjected to an independent examination. This

will make sure that the proper legal process has been followed and that the plan meets the basic conditions, including general conformity with the Borough Council's Local Plan.

5. **Public referendum and adoption** - The examiner may suggest modifications to make sure the legal requirements are met. When this has been done, a public referendum is held in the Neighbourhood Area covered by the Plan or Order. If more than 50% of those voting in the referendum vote 'yes' then the Plan or Order will be adopted by the Council as part of its Local Plan.

### Community Right to Build

- 6.9 A Community Right to Build Order is a type of Neighbourhood Development Order which enables small scale developments such as community facilities or housing for local needs. It can be used to grant outline or full planning permission for specific development which complies with the order.
- 6.10 A Community Right to Build Order may be prepared by local community organisations in addition by parish and town councils, but only where they meet certain legal requirements.
- 6.11 The steps to producing a Community Right to Build Order are very similar to those for a Neighbourhood Plan or Order.
- 6.12 However, when producing a Community Right to Build Order, additional information is needed to accompany the submission of the Order to the Borough Council. This includes: a map of the area the proposal relates to, a statement explaining how the proposed Order meets planning regulations, and a statement of those consulted and a summary of the main issues raised.
- 6.13 In addition to being in conformity with the National Planning Policy Framework and the Local Plan, the organisation must also show that the Order:
  - Would not breach or is not incompatible with EU Regulations
  - Is consistent with human rights law
  - Has special regard to the desirability of preserving any listed building or its setting and to enhancing the character or appearance of a conservation area, including an archaeology statement if appropriate
  - The extent of the area for the referendum.

## 7.0 Monitoring and Review

- 7.1 The SCI will be monitored regularly. It is not proposed to establish a formal review period; however a review may be undertaken if it is considered that the SCI becomes out of date or if there is a significant level of dissatisfaction from the local community and stakeholders about how they are being involved in the preparation of Local Plans.
- 7.2 It is considered that the SCI is sufficiently flexible to allow for appropriate changes in the approach to community involvement as a result of changes in national policy, or to make improvements to the process as a result of new or different approaches to consultation.

## Appendices

### Appendix 1: Glossary

Term	Definition
<b>Adoption</b>	The final confirmation of a Development Plan / Local Plan or Supplementary Planning Document status by a Local Planning Authority.
<b>Authority Monitoring Report (AMR)</b>	Local Planning Authorities are required to prepare and publish an Authority Monitoring Report containing information on the implementation of the Local Development Scheme (LDS) and the extent to which the policies set out in the Local Plan documents are being achieved. Also known as <i>Annual Monitoring Report</i> or <i>Local Monitoring Report</i> .
<b>Charging Schedule</b>	The types of development that are liable to pay the Community Infrastructure Levy (CIL) and the amount that is required to be paid (expressed as pounds (£) per square metre is set out in a local authority's Charging Schedule.
<b>CIL Regulations</b>	See Community Infrastructure Levy Regulations 2010.
<b>Community Infrastructure Levy (CIL)</b>	The Community Infrastructure Levy is a charge which local authorities in England and Wales are empowered, but not required, to charge on types of new development in their area. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.
<b>Community Infrastructure Levy Regulations 2010</b>	Regulations that govern the Community Infrastructure Levy and the process of preparing the Charging Schedule.
<b>Community Right to Build</b>	A Community Right to Build Order is a specific type of Neighbourhood Development Order that can be prepared by any local community organisation rather than just a parish council or neighbourhood forum.
<b>Community Strategy</b>	A strategy developed by the local community, focusing on what is important to people who live, work and visit the town and to make positive changes.



Term	Definition
<b>Conservation Area</b>	An area of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance.
<b>Core Strategy</b>	The main planning policy document for Eastbourne that sets out the long term strategic planning vision between 2006 and 2027.
<b>Corporate Plan</b>	Sets out the major place-shaping initiatives crucial to the future success of Eastbourne. Examples of these initiatives are the Town Centre Regeneration and the development of a Business Park at Sovereign Harbour.
<b>Development Plan</b>	The set of documents that provide the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans, any Neighbourhood Plans and the Waste & Minerals Local Plan.
<b>Development Plan Document</b>	Statutory documents which are subject to specified consultation periods and are subject to independent examination. Also known as Local Plans.
<b>Eastbourne Strategic Partnership (ESP)</b>	A non-statutory body made up of a wide range of representatives from the public, private and voluntary sector. The ESP is responsible for producing, monitoring and reviewing the Eastbourne Community Strategy, reducing duplication in the provision of services and developing joint projects.
<b>Evidence Base</b>	The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in the Local Plan, including physical, economic, and social characteristics of an area.
<b>Examination / Examination in Public</b>	The process by which a Planning Inspector may publicly examine a Local Plan for legal compliance and 'soundness' before issuing a binding report.
<b>Infrastructure Delivery Plan (IDP)</b>	Detailed assessment of the infrastructure required to deliver the spatial development strategy and how this will be delivered.
<b>Inspectors Report</b>	A report issued by a Planning Inspector regarding the planning issues debated at an Independent Examination of

Term	Definition
	a Development Plan or a Planning Inquiry.
<b>Local Development Document (LDD)</b>	A generic term for documents prepared by Local Planning Authorities for the use and development of land or containing environmental, social and economic objectives relevant to the development and use of land which are intended to guide the determination of applications for planning permission.
<b>Local Development Scheme (LDS)</b>	The LDS sets out the programme for the preparation of the Local Development Documents. All plan making authorities must maintain an up to date LDS.
<b>Local Plan (LP)</b>	The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community
<b>Local Planning Regulations</b>	See Town & Country Planning (Local Planning) (England) Regulations 2012
<b>National Planning Policy Framework (NPPF)</b>	The NPPF sets out the Government’s planning policies and how these are expected to be applied. It was published on 27 March 2012.
<b>National Planning Practice Guidance (NPPG)</b>	A web-based resource which brings together planning guidance on various topics linked to the NPPF into one place. It was launched in March 2014.
<b>Neighbourhood Plan</b>	A Neighbourhood Plan is a plan prepared by a Parish Council or Neighbourhood Forum, that once adopted becomes part of the Local Plan and the policies contained within them are then used in the determination of planning applications.
<b>Neighbourhood Development Order</b>	A Neighbourhood Development Order is an order prepared by a Parish Council or Neighbourhood Forum that automatically grants planning permission for a particular type of development in a particular area.
<b>Planning and Compulsory Purchase Act 2004</b>	The legislation that introduced a new development planning system, based on the preparation of Local Development Frameworks. The Act commenced 28th September 2004.
<b>Soundness</b>	<p>In order to be sound, a Local Plan must be:</p> <ul style="list-style-type: none"> <li>• Positively prepared – the Plan should be prepared based</li> </ul>

Term	Definition
	<p>on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;</p> <ul style="list-style-type: none"> <li>• Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;</li> <li>• Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and</li> <li>• Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.</li> </ul>
<b>South Downs National Park (SDNP)</b>	England's newest National Park, covering the South Downs and Western Weald, situated in the counties of Hampshire, and West and East Sussex. Planning responsibility within this area falls to the South Downs National Park Authority.
<b>Statement of Community Involvement (SCI)</b>	Document explaining to stakeholders and the community how they can be involved in the preparation of Local Development Documents, and the steps that will be taken to facilitate their involvement.
<b>Strategic Environmental Assessment (SEA)</b>	The term used internationally to describe the environmental integration of policies, plans and programmes. The SEA Directive (2001/42/EC) requires a formal 'environmental assessment' of plans and programmes that are to be adopted by a public authority including those in spatial planning. This assessment is often combined with the Sustainability Appraisal.
<b>Supplementary Planning Document (SPD)</b>	These provide additional planning policy guidance to the policies and proposals in the Local Plan. They do not need to be subject to independent examination
<b>Sustainability Appraisal (SA)</b>	Assessment of the social, economic and environmental impacts of proposals in Local Development Documents.
<b>Town &amp; Country Planning (Local Planning) (England) Regulations 2012</b>	Regulations that govern the process for preparing Local Plans and Supplementary Planning Documents. Also known as 'Local Planning Regulations'.

## Appendix 2: Further advice and information sources

Further information and advice on planning matters is available from Eastbourne Borough Council. Please contact the Customer Contact Centre at:

Eastbourne Borough Council Offices, 1 Grove Road, Eastbourne, BN21 4TW  
(01323) 410000

[customerfirst@eastbourne.gov.uk](mailto:customerfirst@eastbourne.gov.uk)

[www.eastbourne.gov.uk](http://www.eastbourne.gov.uk)

Independent advice is available from the following sources:

### The Planning Portal

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.

Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

Email: [support@planningportal.gsi.gov.uk](mailto:support@planningportal.gsi.gov.uk)

### Department of Communities and Local Government (DCLG)

The DCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Website: [www.communities.gov.uk](http://www.communities.gov.uk)

Email: [contactus@communities.gsi.gov.uk](mailto:contactus@communities.gsi.gov.uk)

Postal Address: Fry Building, 2 Marsham Street, London SW1P 4DF

Telephone Number: 030 3444 0000

### Planning Aid England (PAE)

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: [www.rtpi.org.uk/planningaid](http://www.rtpi.org.uk/planningaid)

Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

Telephone: 020 7929 9494

### The Planning Inspectorate

The Planning Inspectorate processes planning appeals and holds examinations into statutory planning policy documents and the Community Infrastructure Levy (CIL).

Website: [www.planningportal.gov.uk/planning/planninginspectorate](http://www.planningportal.gov.uk/planning/planninginspectorate)

Email: [enquiries@pins.gsi.gov.uk](mailto:enquiries@pins.gsi.gov.uk)

Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000

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<b>Body:</b>	<b>CABINET</b>
<b>Date:</b>	<b>22 March 2017</b>
<b>Subject:</b>	<b>Eastbourne Town Centre Business Improvement District</b>
<b>Report Of:</b>	<b>Director of Service Delivery</b>
<b>Ward(s)</b>	Devonshire, Meads and Upperton.
<b>Purpose</b>	To approve the business improvement district proposal, confirm conformity with relevant council plans and policies and authorise the conduct of a ballot of business ratepayers and associated decisions.
<b>Decision Type:</b>	Key decision
<b>Recommendations:</b>	<ol style="list-style-type: none"><li>1. Approve the BID proposal and confirm conformity with relevant council plans and policies.</li><li>2. Grant the director of service delivery delegated authority, in consultation with the lead cabinet member for community, to approve formal BID proposal (including business plan and operating agreement) when received subject to it being in line with the draft submitted and to then instruct the council's returning officer (as 'ballot holder) to proceed with the ballot and require the lead officer for revenues, benefits and service support to supply up to date rating list information in suitable format to the ballot contractor.</li><li>3. Grant the chief finance officer delegated authority –<ol style="list-style-type: none"><li>(i) to determine the statement of baseline services and baseline agreement and to review the agreement annually; and</li><li>(ii) if the ballot is successful, to operate a BID revenue account and pass over monies to the BID company.</li></ol></li><li>4. Confirm that the expected costs of the ballot (c.£3,500) will be met by the council.</li><li>5. Grant the director of service delivery delegated authority –<ol style="list-style-type: none"><li>(i) to vote in favour of the BID in respect of business hereditaments held by the council within the BID area; and</li><li>(ii) if the ballot is successful, to administer, bill, collect and enforce levies under the BID scheme .</li></ol></li><li>6. To note that the council's returning officer is permitted to delegate his responsibilities to others and that he has engaged the services of Electoral Reform Services Ltd to undertake the ballot on his behalf.</li></ol>

7. To agree that the initial 'one-off' software costs required to collect the levy (c.£20,000) will be met by the council.
8. To note that the council's reasonable costs of collecting the levy and the associated financial management costs will be recoverable from the BID levy monies as outlined in paragraph 8.4.

Contacts: Bill McCafferty, lead for revenues, benefits and service support,  
Tel: (01323) 415171 or internally on extension 5171.  
E-mail: bill.mccafferty@eastbourne.gov.uk

David Robinson, senior local democracy officer, Tel: (01323)  
415022 E-mail: david.robinson@eastbourne.gov.uk

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## **1.0 Business improvement districts - Overview**

- 1.1 Business improvement districts (BIDs) are business led partnerships which are created through a ballot process to deliver additional services to local businesses. They can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment. There are more than 240 successful BIDs currently operating in different towns and cities around the UK.
- 1.2 A BID is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area. There is no limit on what projects or services can be provided through a BID. The only requirement is that it should be something that is in addition to services provided by local authorities. Improvements may include, but are not limited to, extra safety/security, cleansing and environmental measures.
- 1.3 The BID proposer is required to develop a proposal and submit this to the local authority, along with a business plan. The proposal should set out the services to be provided and the size and scope of the BID. It will also set out who is liable for the levy, the amount of levy to be collected and how it is calculated.
- 1.4 Businesses that are subject to the levy, as set out in the proposals, vote in a ballot. This determines whether the scheme goes ahead. A successful vote is one that has a simple majority both in votes cast and in rateable value of votes cast. Each business entitled to vote in a BID ballot is allowed one vote in respect of each property occupied or (if unoccupied) owned by them in the geographical area of the BID. Once the BID is in operation the levy is charged on all businesses within the BID area (regardless of whether or how that business voted in the ballot).
- 1.5 The local authority will manage the ballot process. However, if the local authority is of the opinion that the BID arrangements are likely to conflict to a significant extent with an existing policy, place a financial burden on rate



payers or the burden from the levy is unjust, it can decide to veto the proposals.

- 1.6 The BID proposal must set out who is liable for the levy, the amount of levy to be collected and how it is calculated. The proposal should also provide details of any relief from the BID levy that may apply and who is eligible. The amount and type of relief is dependent on local circumstances but could typically include charity relief. Usually BIDs charge a levy rate of between 1% and 4% of rateable value. However, this is dependent on local circumstances and there is also an increasing number of BIDs that charge using a banded system. (Businesses are grouped together according to their rateable value. The levy charged will be a percentage of this rateable value.)
- 1.7 The maximum period that a BID levy can be charged is for 5 years. Once the term is completed the BID will automatically cease. If the BID company wants to continue its activities it must hold a new ballot.
- 1.8 A BID is managed by a BID body. This is often a private company but can be a partnership with the local authority. Most BID bodies are not-for-profit companies. The BID body is responsible for developing and implementing the proposal which sets out how the BID will operate. They will provide the local authority with this proposal along with the business plan (including the estimated cash flow, and predicted revenue to be generated by the BID) along with the financial management arrangements for the BID body. The local authority will manage billing and the collection of the levy and will hold the levy in a ring-fenced revenue account on behalf of the BID body.

## **2.0 The Eastbourne BID proposal**

- 2.1 A BID steering group has been established with representation from a wide range of businesses in the town centre. Since 2015 they have been developing a BID proposal with a view to a ballot being held this coming May and for the BID levy to apply for 2017/18 and future years. Assistance was provided by the Department for Communities and Local Government from their loan scheme to help with start-up costs.
- 2.2 The proposal is for a levy of 1.5% on each business in the defined area with an annual rateable value of £6,000 or more. This is expected to raise £300,000 a year.

### **A copy of the business plan is attached – appendix 1.**

The plan, as well as describing the BID proposals, includes a map of the BID area and spending plans.

- 2.3 The stated priorities and goals of the proposed BID are:
1. Bringing more customers to Eastbourne
  2. Attracting more businesses and jobs to Eastbourne
  3. Creating a lively and attractive alternative to on-line shopping
  4. Promoting Eastbourne as a place that residents and visitors will want to come back to time and again
  5. Delivering all of these ambitions, whilst at the same time reducing

your business costs

- 2.4 The BID promoters have promised that in the next 5 years they will deliver various initiatives around four themes. The themes are:
1. Dressing our town – for example, invest in winter and Christmas lighting to brighten up the town between October and March
  2. Footfall, Marketing and Promotion – for example, employ street ambassadors to meet and greet visitors to the town during peak periods
  3. Safe and Secure – for example, establish a business led night time economy working group to take advantage of this great opportunity
  4. Stronger Together – for example, lobby for better parking controls and restrictions.

- 2.5 The BID will be managed entirely by business people from within the BID area and will oversee the delivery of projects detailed in this business plan. Anyone from the BID area can stand to join the BID steering group at the AGM in 2018. After the first year of operation, a not for profit company, limited by guarantee, will be set up. In the meantime, the steering group will manage the BID.

### **3.0 Moving ahead to the Ballot**

- 3.1 Alison Brewer, chair of 'Your Eastbourne BID Steering Group' has now submitted the necessary '84 day' notice required under the regulations. The regulations require that the BID proposer serves notice on both the billing authority (i.e. the council) and the Secretary of State, giving a minimum 84 days' notice of their intention to seek a ballot.
- 3.2 The ballot is intended to be held in the period 4 May and ending 5pm 31 May 2017. The 'ballot holder' is the council's returning officer. The conduct of BID ballots is relatively complex and we are not currently resourced to undertake this in-house. A further factor is that the pre-ballot preparation and ballot period overlap with the county council elections this May. For these reasons, and also to ensure independent scrutiny and secrecy of the ballot process, Electoral Reform Services will be engaged to undertake all aspects of the ballot process.
- 3.3 The local authority is required to ensure a voter list has been created in readiness for a ballot, and this must originate from the rating list to define the eligible hereditaments. The regulations set out that the voter must be an eligible ratepayer who will be liable to pay the BID levy and that the address to which the ballot paper must be sent can be the address of the hereditament within the BID area or their principal place of business.
- 3.4 To ensure that the final voter list is as accurate as possible, the ballot holder should ensure it corresponds with the rating list update from the Valuation Office Agency closest to the date of notice of ballot. Once the notice of ballot has been issued to the voters, this list is then fixed and no changes to the rating list can be taken into account during the ballot period. The regulations allow for proxy applications and the replacement of lost papers.

- 3.5 The ballot is run as a secret ballot meaning that the BID proposer will not be notified of which way votes have been cast at any stage of the ballot, or after the ballot has ended. However the ballot holder may report to the BID proposer during the ballot which ballot papers have been received. The ballot must be won on two counts – both a majority by number of votes; and a majority by rateable value of those that turnout to vote with no turnout threshold required. The count of the ballot papers is the responsibility of the ballot holder and is required to be carried out as soon as practicable after the ballot has ended. In practice, it is usually undertaken the morning after the ballot has ended with the announcement straight after the count on the same day.
- 3.6 There are two sets of documents prepared for the ballot– firstly the documents created and issued in accordance with the regulations; and secondly the campaign and canvassing documents produced by the BID proposer and not dictated by the regulations nor requiring the involvement of the local authority.

#### **4.0 Timetable**

4.1 A summary of the key dates is given below:

Notice to Secretary of State	No later than 23 January 2017 (given on 17 January)
Appoint ERS as ballot operator	March 2017
Publication of notice of ballot	18 April 2017
Ballot papers issued	30 April 2017
Ballot closes	5pm 31 May 2017
BID company is established	June to September 2017
BID revenue account established	June to September 2017
BID levy billed and collection starts	June to September 2017

#### **5.0 Consultation**

- 5.1 The BID proposers invited some 800 businesses from the proposed BID area to take part in an initial online survey in 2015, designed to assess support and determine priorities for town centre initiatives. Of those who responded, 68% were wholeheartedly in favour and 29% stated they were not yet sure. Since then, some 250 one-to-one consultation meetings have been held. Further individual consultations will continue in the weeks and months leading up to the ballot. Consultation has also included talks and presentations with interested local businesses and organisations such as the Chamber of Commerce, the Federation of Small Business and the local town centre crime reduction partnership. An initial meeting with Arndale centre shop managers attracted more than 30 representatives, with a positive reaction. Also, the Enterprise Centre has already offered its full support.
- 5.2 The BID proposers will continue with campaign events and presentations in the run up to and through the ballot period.

#### **6.0 Veto of BID proposals**

- 6.1 The local authority should satisfy itself that the BID proposal does not

conflict with any existing local authority policy nor propose a disproportionate burden on particular businesses by way of an unfair levy charge on a certain 'class' of levy payers, for example by an inappropriate manipulation of the BID boundary. An unfair charge may be a disproportionately higher rate for one sector/group of businesses that isn't reflected in the scope of the BID proposals or perhaps a disproportionately low rate for one sector/group of businesses that in effect means their services are being heavily subsidised by others. An inappropriate manipulation would involve examples such as capturing a high rateable value property, which in geographical terms appears outside the scope of the BID.

- 6.2 Review of the BID proposals does not indicate that there are any reasons to believe that the levy proposals and charges are unreasonable or would impose disproportionate charges on any ratepayers.
- 6.3 The BID proposals are broadly in line with planning policy, although they are light in detail. Any more specific proposals will need to be in accordance with the Town Centre plan. This has been communicated to the BID team.
- 6.4 There is nothing in the proposals that would clash with the council' corporate plan.
- 6.5 The BID proposals are consistent with these aspirations and will help to ensure that the town centre continues to be a place that businesses will want to invest and develop in.

## **7.0 Statement of existing baseline services and baseline agreement**

- 7.1 It is a requirement of the BID regulations that the BID proposals include a statement of the existing baseline services provided by the local authority or any other public authority in the proposed BID area. The statement will form part of the BID proposals which demonstrate to businesses voting for the BID that the proposed BID services are additional to the baseline services provided by the public authorities.
- 7.2 It is best practice for a baseline agreement to be approved at the start of a BID's term which sets out baseline services the local authority is going to provide (that reflects the statement of existing baseline services) and services to be provided by the BID. It is unrealistic for local authorities to commit to specific service levels for the full five year term of the BID. The BID proposer and local authority need to agree a process for reviewing the baseline agreement and best practice suggests the baseline agreement includes an annual commitment for review and if necessary update service levels, to reflect the services each will provide the following year.
- 7.3 Where a change in the baseline services provided by the local authority results in the BID having to alter the BID arrangements, it may need to hold an alteration ballot before it can do so. Changes can be made to the arrangements without a ballot, but only where the original arrangements contain provision to this effect and only where the change would not alter the geographical boundary of the BID, increase the levy or cause anyone to pay the levy who had not previously been liable.

7.4 The baseline statement is currently being prepared drawing together information being provided by public bodies including East Sussex County Council and Sussex Police as well as the borough council. As this work is ongoing it is recommended that final approval of the statement is delegated to the chief finance officer.

## **8.0 Financial implications: BID levy collection and account administration**

8.1 The local authority is required to manage the collection and enforcement of BID levy charges. In practice the BID body and the local authority establish a levy collection agreement known as an 'operating agreement'. The principle of this agreement is to define the principles and processes for collecting the levy; enforcing the payment of the levy; reporting on collection and bad debt; monitoring provisions between then BID and the local authority; and providing regular detailed and summary information on the service to the BID as the client. Best practice suggests that a draft arrangement between the authority and BID should be available for scrutiny by businesses during the ballot period. The terms of the operating agreement are being drafted in liaison with the BID promoter and it is recommended that formal approval is delegated to the director of service delivery.

8.2 The local authority is permitted to charge a reasonable fee for this service. There have been wide variations on charging policies across the country with approximately one third of local authorities providing the service at no charge to the BID, whilst others at the other end of the spectrum charging over £100/hereditament (Source: British BIDs Nationwide BID Survey). As a consequence levy payers have increasingly challenged these charges on the basis that there appears to be no correlation between the levy collection rate and its relative collection charge. The Industry Criteria and Guidance Notes (published by British BIDs annually on behalf of the British Retail Consortium, the British Council of Shopping Centres, the Federation of Small Businesses and the Inter Bank Rating Forum) recommend an industry standard of a maximum charge of £35/hereditament or 3% of annual levy income, whichever is the lower.

8.3 There are one-off software acquisition costs relating to the calculations required for billing the additional levy and the mechanisms relating to collecting the funds. These could be in the region of £20,000. Provision has been made in the council's 2017/18 revenue budget. In addition the council is obliged to meet the costs of the ballot (c.3,500), other than in the unlikely event that the proportion of 'yes' votes is less than 20%, in which case the ballot promoter could be requested to pay.

8.4 It is proposed that the council recover their reasonable costs of collecting the levy and account management costs and to limit this to the annual cost of the software licence (c.£1,500) plus a sum of no more than 3% of the levy income (based on an estimated annual income of £300,000 this would amount to no more than £9,000). Any costs incurred over and above these sums would be met by the council.

## **9.0 Other Implications**

### 9.1 Staffing

There will be initial implications on service delivery teams of the council, but there are resources to mitigate this. The corporate management team will aim to smooth the way for introduction of this new initiative.

### 9.2 Legal

The statutory framework for establishing and operating a BID is Part 4 of the Local Government Act 2003 and the Business Improvement Districts (England) Regulations 2004. The Council should apply the Regulations with due regard to DCLG's Technical Guide for Local Authorities, which focuses on the core roles and responsibilities the Council is required to undertake in relation to a ratepayer-based BID development, management and termination.

*Lawyer consulted 27 February 2017. Legal ref: 006105-EBC-OD*

## 10.0 Conclusion

The council, being satisfied that the BID proposal is in conformity with borough policies and does not impose an unfair charge on any business ratepayers, is obliged to move forward with the conduct of the ballot.

**Ian Fitzpatrick, Director of Service Delivery**

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## **Appendix 1 - Your Eastbourne - Business Improvement District (BID) - Business Plan - 2017 – 2022**

### **Background Papers:**

The background papers used in compiling this report were as follows:

Business Improvement Districts: Technical Guide for Local Authorities (Department for Communities and Local Government).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/415990/BIDs\\_Technical\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415990/BIDs_Technical_Guidance.pdf)

Information and guidance on Business Improvement Districts: Overview (Department for Communities and Local Government) <https://www.gov.uk/guidance/business-improvement-districts>

To inspect or obtain copies of background papers please refer to the contact officer listed above or use the links provided..



# Your Eastbourne

BUSINESS  
IMPROVEMENT  
DISTRICT

It's your  
Eastbourne  
**Let's make  
it shine**



Business Plan  
2017-2022



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**Harley Davidson nights:** with over 200 bikers and live entertainment throughout the evening. We close the top of Terminus Road once a month to create a pedestrianised precinct.



**Paws for Pudsey:** Eastbourne's world record attempt. The event was devised by the Healthy High Street initiative which aims to increase footfall in the town.



**The Coca-Cola Christmas truck:** which features in the company's television advertising, is always a sure sign that the festive season has arrived.



**Neon Noel:** heralded as one of the lightshows to visit in the UK by the national press, this 3D explosion of colour and sound illuminated our Town Hall to captivate an estimated 25,000.



# Eastbourne has a **once in a lifetime** opportunity

With more than £175m inward investment, these are exciting times in our beautiful seaside town. Within five years, Eastbourne will be transformed with a fabulous new shopping centre – bringing with it new retailers, restaurants, a cinema – and the promise of an expanded night-time economy.

All this alongside the redevelopment of conference and theatre facilities at Devonshire Park, ambitious plans for the seafront and its leisure facilities and much-needed spending on our town centre infrastructure.

There are challenges, though. The past five years have seen our high street change dramatically with some major names disappearing from the shopping scene altogether. We know that for our town centre to thrive and prosper – and to compete against online shopping – we need to create a visitor experience that brings people back, time and again.

So what can we do to make the most of this investment and to make Eastbourne more prosperous for us all?

In the past 18 months we've talked to you, we've listened to you, we've heard your concerns and we've shared your ambitions. And we've agreed:

Eastbourne is a great town but if we all work together, it can be something very special.

We want Eastbourne to be a place where businesses come, stay and prosper. Where people from a wider area choose to spend their shopping and leisure time. Where every business – large and small – can make the most of the changes happening in and around our town.

We believe the best way we can achieve this is by creating a Business Improvement District (a BID); a business-led organisation to promote and enhance our town centre.

Our BID proposal will profit from the investment already made whilst putting us – the business community – in charge of an additional £1.5m. **Our** money to be spent as **we** choose.

Now it's time to realise our true potential. To write our own success story so we've created this plan to reflect what you've said. We hope you will support us by voting "yes" in our ballot in May so that, together, we can make Your Eastbourne a better place to do business.

**Christina Ewbank**  
On behalf of Your Eastbourne BID

VOTE  
**YES**  
TO THE BID

It's your  
Eastbourne  
Let's make  
it shine



"The BID can be a catalyst in bringing all of our various, exciting projects to life. Large or small, if we can bring all of that energy from our businesses together, we really can change the face of Eastbourne. Please get behind us and the BID – and vote yes!"

**Denise Greaves, Commercial Director, Etc Magazine**

"The BID is a great initiative for Eastbourne going forward as it will bring additional funds through the BID levy to spend on additional services – shaped by local business – which will help with the sustainability of our town."

**André Brincat, Manager, Marks & Spencer**





# Your Eastbourne Your Goals

There are already almost 240 BIDs working for their communities throughout the UK. Cumulatively, they are investing more than £200 million in projects decided on by their local business communities. They have a record of success, and recently neighbouring towns and cities (such as Hastings and Brighton) have either established or successfully renewed their BID.

During our recent consultation meetings in Eastbourne we have listened carefully to what you said is important to your business and we have carried out a business survey to make sure we understand your ambitions.

As a result we have set out the goals of our BID:

- 1 Bringing more customers to Eastbourne
- 2 Attracting more businesses and jobs to Eastbourne
- 3 Creating a lively and attractive alternative to on-line shopping
- 4 Promoting Eastbourne as a place that residents and visitors will want to come back to time and again
- 5 Delivering all of these ambitions, whilst at the same time reducing your business costs



# Your Eastbourne Your Choice

## Your Opportunity

To raise over £1.5 million to invest in Your Eastbourne over the next five years.

## Your Funding

The BID will be funded by a 1.5% levy on each business in the defined area with an annual rateable value of £6,000 or more and will raise over £300,000 per year to be spent on the town centre BID area.

## Your Control

The BID will be managed entirely by business people from within the BID area and will oversee the delivery of projects detailed in this business plan. Anyone from the BID area can stand to join the BID Steering Group at the AGM in 2018.

## Your Decision

You have told us what you would like to see in the BID area. So this is your chance to vote "Yes" and make it happen.

## Your Vote

We are asking you to nominate the person in your organisation who will be eligible to vote in May. Ballot papers will be sent to all eligible voters by post in April 2017 and voting will be possible between May 4th and May 31st 2017.



Remember, this initiative is business funded and business run.  
**It's Your BID, Your Eastbourne**



# Your Eastbourne BID Steering Group

The BID is comprised of business leaders in our town and includes a range of sectors. From hospitality to retail and the professional services, our BID team also stretches across the town, with each area represented.

- |                  |                                      |
|------------------|--------------------------------------|
| Alison Brewer    | Chair, the Brewers Group             |
| André Brincat    | Marks & Spencer                      |
| Christina Ewbank | Eastbourne unLtd Chamber of Commerce |
| Denise Greaves   | Etc Magazine                         |
| Denise Harwood   | The Enterprise Centre                |
| Diana Hing       | C&H Fabrics                          |
| Stephen Holt     | Edeal Enterprise Agency              |
| Matt Huddart     | The View Hotel on behalf of the      |
| Luke Johnson     | Eastbourne Borough Market            |
| Lawrence Neil    | Tristore                             |
| Dave Padmore     | McDonalds                            |
| Ashley Pugh      | W Brufords, Pandora and Inspired     |
| Bill Plumridge   | Manager, the Arndale Centre          |
| Keith Ridley     | BID Co-ordinator                     |
| Martin Searle    | The Federation of Small Business     |
|                  | Eastbourne Hospitality Association   |
| Shoes            | Dew Drop Inn & The Eagle             |
| Jeremy Sogno     | Lawson Lewis Blakers                 |



Fish & Tips  
Agency taken by  
Aless Photography



“Our town centre has a bright future and real opportunity with the investment being made in the extension to the Arndale and we now have a real chance to capitalise on this. The BID process in my opinion will give us the ability and the finance to make both physical and strategic changes to bring the town centre into the 21st century.”

**Ashley Pugh, Managing Director, W Brufords**

“I would like to offer my full support for the BID, after being involved in the successful Hastings BID where I was part of the Board. It is an exciting opportunity for the business people in the town to help shape their own future, whether you are part of a large multi-national chain or a small independent business, everyone has a voice.”

**David Padmore, McDonalds, Eastbourne**



# Our Success So Far...

Your BID team has already held a number of successful events as a result of grant funding and sponsorship.

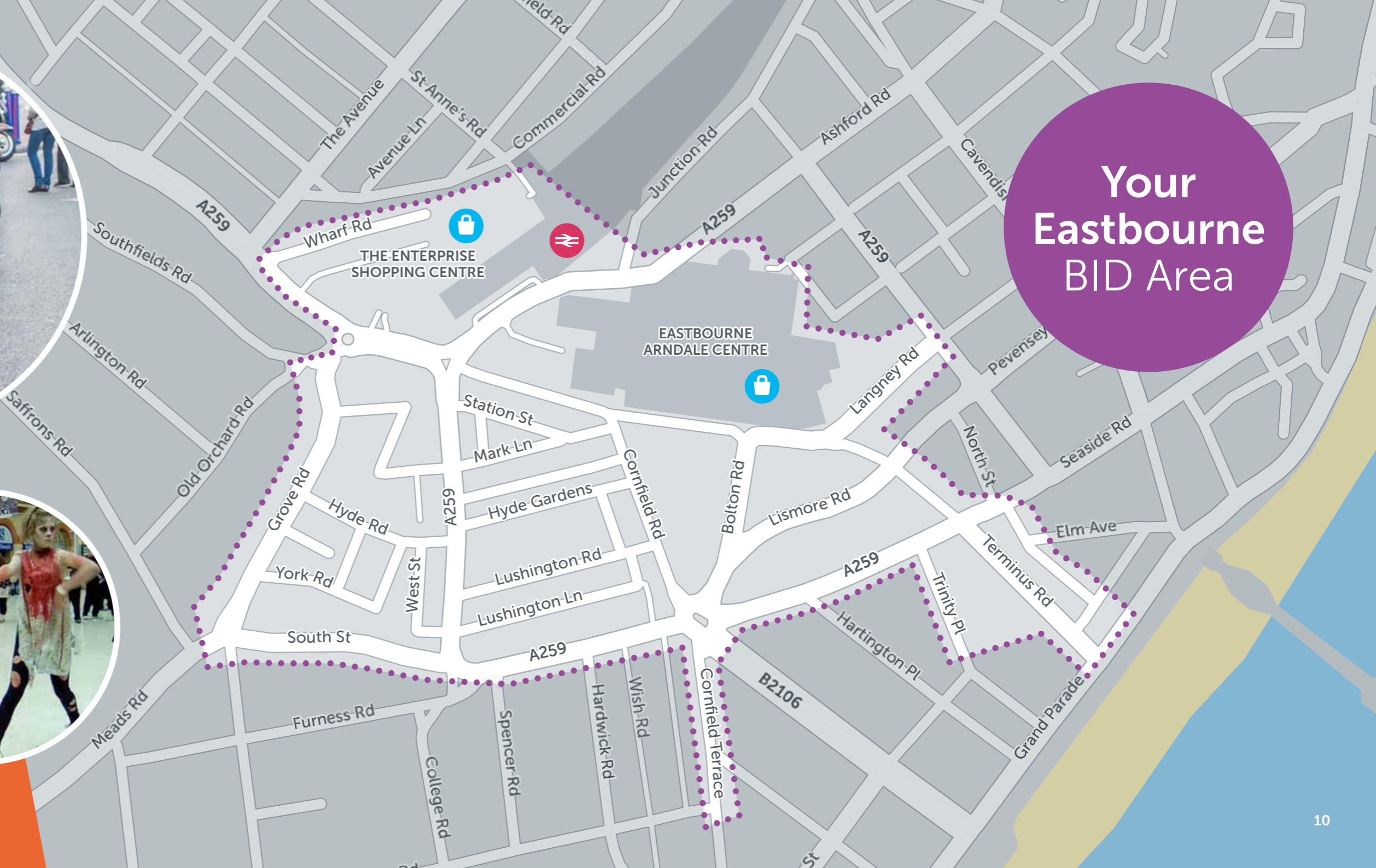
- Over 70,000 attracted to the town over Christmas
- Neon Noel, our Town Hall lightshow gathered widespread national media coverage including TV and newspapers and attracted over 25,000 spectators per year. Neon Noel will not happen again without the BID
- Hosted the Coca Cola truck tour for two successive years attracting 10,000 spectators per annum
- We welcome over 200 Harley Davidson bikers every month during the summer when we pedestrianise the road and attract live entertainmen
- 100 zombies and their families attended the first Day of the Undead in Eastbourne
- 250 bears and their owners attended a world record attempt during Paws for Pudsey
- We successfully lobbied Eastbourne Borough Council to purchase and upgrade Victoria Mansions



We want to **build on these successes** and do so much more to create a **buzz around the town centre**. Failure to invest in our town could lead to our falling behind competitors, like Hastings and Brighton



Your  
Eastbourne  
BID Area





# Consultation What We've Done

An initial feasibility study was launched online to all businesses in the town centre in August 2015 to assess support and determine priorities for any future BID.

With the overwhelming majority of respondents giving their support, the decision was taken to launch a steering group, comprising of leaders from the different sectors and parts of our proposed BID area.

Over 250 one-to-one consultation meetings have been held to help form this business plan and further individual consultations will continue in the weeks leading up to the ballot.

Consultation has also included talks and presentations with interested local businesses and organisations such as the Chamber of Commerce, the Federation of Small Business and the local town centre crime reduction partnership.

From October to February we held a series of group consultations with businesses across the town drilling down into your priorities. Each meeting was attended by between 25 and 34 individual businesses.

In January 2017 an online survey was released to ask for input on our BID priorities. If you would like further members of your staff to receive this survey or any other information about the BID, please do pass on their contact details and we will happily add them to the distribution list.

Our BID has also attracted strong media support both locally and regionally, including a number of articles in the Eastbourne Herald, Platinum Business Magazine and ACESussex. We have also been featured on Eastbourne Buzz and BBC Radio Sussex.



# Consultation What You Want

From the consultations held, the BID will:

- 1 Enhance the environment with striking winter lighting, signage, and impactful planted areas whilst creating an identity to promote Eastbourne's independent shopping areas; like Little Chelsea, Terminus Road, Cornfield, Langney and Bolton Roads
- 2 Support and run events that will help increase footfall to our town
- 3 Introduce family friendly street ambassadors and work with partners to make our town safer
- 4 Lobby all levels of Government to ensure the needs of our town centre are heard

# Dressing Our Town

## What you told us:

- “It’s difficult to find your way around the town”
- “Parts of our town are looking very tired”
- “We need to inject some colour”
- “Eastbourne doesn’t have a focal point”

## The challenges:

- Eastbourne is a beautiful town, but parts are starting to look a little dated.
- This will only get worse as the new development spotlights the areas that need enhancement.
- This was the number one concern that was raised during our consultation meetings.
- Your BID will invest heavily in improving the street scene, and helping people find their way around the town. Whether it’s the perfect coffee shop, the tastiest treats or the essential gift, we will make it easy to find where to go.

ALLOCATED  
**£685,000**  
OVER 5 YEARS

## What we’ll do:

- 1 Invest in winter and Christmas lighting, to brighten up the town between October and March
- 2 Way Finder signage between the station and the seafront to help people find their way to the places they want to visit!
- 3 Create an attractive visual identity for wider areas of our town
- 4 Impactful planters and a “Let’s make it Bloom” campaign to inject colour and life into our town centre

# Footfall, Marketing and Promotion

## What you told us:

- “We need more events in our town centre”
- “Events make the centre exciting”
- “Any events that entice families and locals to the town rather than internet shopping is a good thing”
- “We don’t always see the benefit of the seafront events as they are located away from the centre”

## The challenges:

- Eastbourne has a busy Summer events schedule, but often these are located on the seafront and have little direct impact on the town centre.
- Few events are held within the town centre itself. This will change with funding from the BID.
- Eastbourne’s event schedule during the Spring, Autumn and Winter also needs investment – to drive footfall throughout the year.
- Footfall is vital to a town centre – but the offering has to be right. With a co-ordinated campaign, our events and marketing will push our town to the next level.

ALLOCATED  
**£192,500**  
OVER 5 YEARS

## What we’ll do:

- 1 Employ street ambassadors to meet and greet visitors to the town during peak periods. They will know what’s going on in the town, and direct footfall and guide them to places less visited
- 2 Provide funding and support for seasonal events across the town centre – particularly at Little Chelsea and the seafront end of Terminus Road
- 3 Fund Neon Noel and Eastbourne’s Christmas activities – making sure we are a destination town for Christmas
- 4 We will shout about what’s going on in Eastbourne, working with media partners to promote our events to families and visitors
- 5 We will work with partners to develop and promote an Eastbourne app for visitors. This will allow businesses to post events and special offers to customers



# Safe and Secure

## What you told us:

“There is no night-time economy”  
“We are worried about street drinkers and homeless people”

## The challenges:

- Improvements to our Town Centre are superficial if our visitors do not feel safe and secure.
- Whilst the crime statistics for our town are low, there is a perception of increasing anti-social behaviour within our town.
- Tackling street drinkers, homelessness and crime are all areas that require partnership working and the BID makes us stronger together.

ALLOCATED  
**£205,500**  
OVER 5 YEARS

## What we'll do:

- 1 We will establish a business led night time economy working group to take advantage of this great opportunity
- 2 We will work with partners to help tackle street drinkers, property damage and anti-social behaviour
- 3 We will work with the Joint Action Group on street drinkers, beggars and homelessness to implement a plan and make sure the business community is appropriately heard
- 4 We will survey the town centre to identify locations which attract trouble and work on ways to reduce criminality

# Stronger Together

## What you told us:

“We want to see improvements to our town's infrastructure”  
“We need a powerful lobbying voice”  
“We want more shared space and pedestrianisation”  
“We want better parking controls and easier access”  
“We want to help grow our business”

## The challenges:

- We need to take charge of our own future. We need to make sure the voice of the business community is heard loud and unified.
- We need to communicate about our town and the issues that affect us more clearly.
- We've heard complaints about poor parking, poor paving, increased costs, a lack of night time economy and poor access.
- We also know that the Southern Rail strikes have had a devastating effect on our local economy.
- Working together, with 600+ businesses in the town centre – our voice cannot be ignored!

ALLOCATED  
**£50,000**  
OVER 5 YEARS

## What we'll do:

- 1 We will lobby for better parking controls and restrictions
- 2 We will lobby on changes to the bus routes and the condition of pavements.
- 3 We will lobby for shared space and access and making our town accessible for all
- 4 We will work with groups to increase buying power and help your business bring down costs
- 5 We will work with partners to find mentors to help grow your business
- 6 We will organise regular website briefings and networking events
- 7 We will be an inclusive BID – bringing all sectors and areas of the town together

# Investing Your Levy

A "Yes" Vote will allow us to invest approximately £1.5 million in our town between 2017 and 2022.



- Dressing our town
- Footfall, Marketing & Promotion
- Safe & Secure
- Stronger Together

INCOME	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
Levy Income	£300,000	£300,000	£300,000	£300,000	£300,000	£1,500,000
Sponsorship	£10,000	£15,000	£15,000	£15,000	£15,000	£70,000
<b>TOTAL INCOME</b>	<b>£310,000</b>	<b>£315,000</b>	<b>£315,000</b>	<b>£315,000</b>	<b>£315,000</b>	<b>£1,570,000</b>

PROJECT EXPENDITURE	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
<b>Dressing our town</b> Signage, winter lighting, identity & planters	£115,000	£150,000	£152,500	£135,000	£132,500	£685,000
<b>Footfall, Marketing &amp; Promotion</b> Bringing in new customers and promoting your business	£25,000	£30,000	£42,500	£47,500	£47,500	£192,500
<b>Safe and secure</b> Street ambassadors and security	£25,000	£35,000	£40,000	£52,500	£55,000	£207,500
<b>Stronger together</b> Working to get what we want	£10,000	£10,000	£10,000	£10,000	£10,000	£50,000
<b>TOTAL SPENT ON BID PROJECTS</b>	<b>£175,000</b>	<b>£225,000</b>	<b>£245,000</b>	<b>£245,000</b>	<b>£245,000</b>	<b>£1,135,000</b>

MANAGEMENT / ADMIN COSTS	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
Bad debt provision (3% of levy income)	£9,000	£9,000	£9,000	£9,000	£9,000	£45,000
Levy collection *	£10,000	£10,000	£10,000	£10,000	£10,000	£50,000
Office costs **	£50,000	£50,000	£50,000	£50,000	£50,000	£250,000
BID loan repayment ***	£45,000	-	-	-	-	£45,000
BID development costs	£20,000	£20,000	-	-	-	£40,000
<b>TOTAL SPENT ON RUNNING BID</b>	<b>£134,000</b>	<b>£89,000</b>	<b>£69,000</b>	<b>£69,000</b>	<b>£69,000</b>	<b>£430,000</b>
<b>TOTAL EXPENDITURE</b>	<b>£309,000</b>	<b>£314,000</b>	<b>£314,000</b>	<b>£314,000</b>	<b>£314,000</b>	<b>£1,565,000</b>
<b>BALANCE</b>	<b>£1,000</b>	<b>£1,000</b>	<b>£1,000</b>	<b>£1,000</b>	<b>£1,000</b>	<b>£5,000</b>

\* Fee charged by Eastbourne Borough Council to collect the BID levy.

\*\* Office costs include office rental, insurance, website, bookkeeping and accounting, postage, IT, telephony, staffing, stationery & printing.

\*\*\* A one off repayment to the Department of Communities following our BID loan application.



# Example Levy Calculations

Rateable Value	Annual Levy	Monthly Equivalent	Weekly Equivalent
Up to £5,999	Donations welcome	£0	£0
£6,000	£90	£7.50	£1.73
£8,000	£120	£10.00	£2.30
£10,000	£150	£12.50	£2.88
£50,000	£750	£62.50	£14.42
£100,000	£1,500	£125.00	£28.85
£150,000	£2,250	£187.50	£48.27



“Imagine an organisation that supports, really supports business in our town. Imagine people who listen to our views and get things done here, in Eastbourne. Imagine someone representing us before the council, arguing actively – vociferously – against an increase in parking charges, arguing for better, cleaner pavements, for sunny hanging baskets in the summer.”



**Diana Hing, Manager, C&H Fabrics**

“We have a unique opportunity to follow on from the recent large investments in the town to help improve the independent retail offering in Eastbourne. For a small addition to our outgoings each year, we could attract a tremendous return in funding available to help us ride on the back of the improvements elsewhere in the area.”

**Lawrence Neil, Proprietor, TriStore**

# Frequently Asked Questions

There are more than **240 successful BIDs** currently operating in different towns and cities around the UK. Here are some of the FAQs asked about BIDs.



## 1 What is a Business Improvement District?

A BID is a business led organisation working to implement projects that benefit an area and its businesses. Your Eastbourne BID can only start operating after a successful ballot of businesses in the BID area which will be conducted by the local Council on our behalf.

## 2 How long would our BID last?

Your Eastbourne BID would last five years after which it has to submit to a new ballot. (N.B. The vast majority of BIDs vote "yes" in larger numbers when their second ballot is held.)

## 3 How would Eastbourne BID be run?

The BID is managed by a steering group which any levy payer can apply to join. The group includes town centre retailers, pubs, clubs, restaurants and offices. In effect, every business paying business rates of £6000 or more.

Following the first AGM in 2018 a BID Board will be established comprising volunteer Directors

## 4 Are any businesses excluded?

Some charities are excluded - including those who do not make money selling goods in a retail shop. For example, the Food Bank would be excluded while charity shops are included.

NHS premises are excluded but any premises practicing health services privately are included.

Businesses with annual business rates of £5,999 or less are excluded but will be encouraged to make a donation each year.

## 5. How is a BID funded?

It is funded by a small levy on all businesses within the BID area. In Eastbourne this would be calculated at 1.5% of your rateable value and would be collected annually

If you decide Your Eastbourne BID would help make Eastbourne a better place to do business, please vote "Yes" in the ballot.

## 6 When will the ballot be held in Eastbourne?

The ballot lasts for a month and will be held in May 2017. For a BID to be set up, there needs to be a ballot of eligible businesses. The ballot will ask a simple question: "Are you in favour of the proposals for the Eastbourne Business Improvement District?"

## 7 How is the vote calculated?

In order for the BID to come into existence, a simple majority of those voting must vote in favour. However, their votes must also represent a majority of the aggregate rateable value of the properties that vote.

## 8 Who actually votes?

The owner of the business normally votes. National chains may delegate the responsibility to a local manager or appoint someone to vote from head office. They may consult the local manager before voting.

If you wish to nominate a local manager or individual to vote in the BID ballot on your behalf, please get in touch with the Eastbourne BID team (contact details are on the back page).

If your business falls within the proposed BID area and has a rateable value above £5,999, you are eligible to vote in the BID ballot.

## 9 How will the levy be collected?

The BID levy will be collected through the current business rates system, but will be the subject of a separate bill. The levy can be amended on an annual basis in line with inflation, at a rate to be agreed by Your Eastbourne BID steering group.

The Eastbourne BID will be clear and transparent about how it is spending the money. Regularly updated information about income and expenditure will be available to all members of the BID.

## 10 Why do my business rates not cover this?

The BID will provide services and benefits over and above those offered by the local authority and other statutory agencies. The BID will sign what is known as a Baseline Agreement with both Eastbourne Borough Council and East Sussex County Council, which will legally establish what the local authorities already deliver, and the steering group will monitor these agreements.

## 11 How long will the BID last?

The BID will last for five years, meaning guaranteed investment in Eastbourne until 2022. If you want the BID to continue beyond 2022, you will make this decision in 2022 through a further ballot process.

## 12 How will I be represented?

If the 2017 ballot is successful, the Eastbourne BID will be set up as a not-for-profit company, limited by guarantee. The first AGM will take place within the first year after the BID starts its work.

The steering group has already been appointed for the first year to represent every part of the BID area.

Any business owner who is eligible to vote and pay the levy may become a voluntary member of the BID steering group, alongside representatives of our business partners – including Healthy High Streets, the Chamber of Commerce, Edeal Enterprise Agency, The Arndale Centre, The Enterprise Centre and the Eastbourne Hospitality Association.

Any member of the BID can stand for election to the board at the AGM held each year. More details about the Eastbourne Business Improvement District (BID) are available at [www.youeastbournebid.com](http://www.youeastbournebid.com)



# The Next Step Vote Yes!

The Business Improvement District ballot is YOUR chance to have YOUR say in the future of your Eastbourne – a town centre that you will be investing in.

This is your chance to help Eastbourne to move ahead of its competitors and to make us an attractive “destination town”.

This is your chance to make Eastbourne shine. Please don't miss it.

**End February 2017** A copy of our final business plan will be circulated to all BID businesses.

**March 2017** Look out for a letter giving you the opportunity to register a specific person from your business to vote.

**April 2017** You will receive your voting pack from the electoral office at Eastbourne Borough Council and you will then be able to vote.

**4 May – 31 May 2017** The month-long ballot will open and close on these dates.

**June 2017** We will announce the results of the ballot.

**June – September 2017** Your Eastbourne Business Improvement District will be launched.

**2017 – 2022** Five years of exciting investment and improvements to our town centre.

**2022** You decide on a five-year renewal, based on the performance of Your Eastbourne BID.



“The BID will allow us all to be able to add the finishing touches to our town, such as helpful way finder signage and the possibility of friendly and helpful town centre street ambassadors at peak times.”

**Denise Harwood, Commercial Director, Enterprise Centre**

“The Devonshire Park development as well as a transformed Arndale Centre, along with all that Little Chelsea and the independent sector has to offer, will allow us to establish ourselves as a destination town in the south east. The BID gives us a terrific chance to get shops, restaurants and hotels working together, to create a better business environment for us all”

**Matt Huddart, General Manager, View Hotel**



# BID Legislation

## The small print

### 1 GOVERNANCE

- 1.1 The BID will be managed by a new, independent and business-led company limited by guarantee. It will operate as a not-for-profit company and will reinvest all income into Your Eastbourne. After the first AGM it will be managed by a Board of Directors. The Directors will be unpaid.
- 1.2 The steering group will advise on operational and service delivery issues, oversee performance measurement, and – more generally – act as the primary consultative body for BID services, until the establishment of the full BID board.
- 1.3 The BID board will be made up of voluntary representatives of levy paying businesses and property owners who will be elected annually (starting in 2018) with the process advertised to all levy payers. Additional members may be co-opted on as required.
- 1.4 The board will have responsibility for financial arrangements, contractual obligations, human resources, standards and compliance, and strategic direction. The board will be made up primarily of appointed representatives of levy payers, with additional expertise as required.
- 1.5 During the first year of the term, appropriate rotation policies for all board members, including the chair, will be approved by the board. When the period of office of the current chair expires, the position will be advertised.
- 1.6 Provided the BID is meeting its overall objectives, the board shall have the ability to vary service delivery and expenditure allocation, according to the changing demands of the levy payers. However, any changes to the BID boundaries or to the levy rate proposals would require an alteration ballot.

- 1.7 An Operating Agreement, which includes the two councils' baseline service statements, has been agreed and will be in place from the commencement of the BID term. (The two councils are East Sussex County Council and Eastbourne Borough Council.)
- 1.8 Notice of the intention to hold a ballot was provided to the Secretary of State on 17th January 2017.
- 1.9 The BID company will provide copies of statutory accounts and financial statements to the local billing authority annually and to local levy payers on request. A financial summary and chair's statement will be sent to all levy payers annually, including a website link to the statutory accounts.
- 1.10 The BID company will meet with the billing authority on a quarterly basis to discuss service delivery, levy collection and financial management issues.
- 1.11 An annual presentation to levy payers and stakeholders will be held which, subject to 6. above, will help determine priorities for the following year.
- 1.12 The BID company will ensure that all businesses within the BID area are engaged with its work and that BID communications assist inclusivity.

### 2 BID RULES

In developing the rules that will apply, consideration has been given to The Industry Criteria and Guidance Notes for BIDs (2016), published jointly by the British Retail Consortium, the Inter Bank Rating Forum, the Federation of Small Businesses, the British Council of Shopping Centres and the British Property Federation.

The ballot:

- a. Before May 2017 Eastbourne Borough Council will send a ballot paper to those responsible for properties or hereditaments subject to the BID.
- b. Each property or hereditament within the BID liable to pay the levy will be entitled to one vote in respect of the proposal in a 28-day postal ballot period which will commence on May 4 and close at 5pm on May 31st 2017. Ballot papers received after 5pm on May 31st 2017, will not be counted.
- b. In order for the vote to be successful at ballot, the result will need to meet as a minimum, two independent criteria which are (a) of those ballot papers returned by the close, those voting in favour must exceed those voting against it, and (b) of those ballot papers by the close, the total rateable value of those properties or hereditaments which vote in favour, must exceed the total of those voting against.
- d. The result of the ballot will be announced on Thursday 1st June 2017.
- e. If successful at ballot, the BID company will commence delivery of its proposed services and will continue for a period of five calendar years until 2022.

### 3 FINANCES

- 3.1 The proposed BID levy is 1.5% of rateable value, with an exemption up to and including £5,999. The levy will be collected via Eastbourne Borough Council through an adaptation of its billing software, after which the funds will be deposited within a BID company bank account.
- 3.2 Performance elsewhere would suggest that 97% of the BID levy will be successfully collected.

- 3.3 The average annual levy available to be spent by the BID for the term is £300,000.
- 3.4 A DCLG government loan of £42,000 (secured to help establish the project) will be repaid in the first year of the term, and this is reflected in the budget.

### 4 BID LEVY

- 4.1 From the beginning of the five-year BID term, the levy rate to be paid by each property or hereditament will be 1.5% of its rateable value.
- 4.2 All non-domestic properties or hereditaments with a rateable value of £6,000 or more will be required to pay the levy with the exception of charities who do not make money selling goods in a retail shop (such as People Matter) and NHS premises which do not practice private health services.
- 4.3 The number of properties or hereditaments liable for the levy is approximately 690
- 4.4 The levy will be charged annually in advance for each chargeable period, starting in 2017. No refunds will be made.
- 4.5 The owners of untenanted properties or hereditaments will be liable for payment of the levy.
- 4.6 Eastbourne Borough Council, as the rating authority, will be responsible for the collection of the levy.



**Voting YES** will ensure the success of Eastbourne

**Voting YES** will see **£1.5 million** invested in our town

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Phone: 01323 641 144  
Email: [info@youeastbournebid.com](mailto:info@youeastbournebid.com)  
Visit: [www.youeastbournebid.com](http://www.youeastbournebid.com)

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**BODY:** Eastbourne Cabinet  
**DATE:** 22<sup>nd</sup> March 2017  
**SUBJECT:** Establishment of a Joint Housing Investment Partnership with Lewes District Council  
**REPORT OF:** Ian Fitzpatrick, Director of Service Delivery

**Ward(s):** All Wards

**Purpose:** To up-date Members on progress with the establishment of a joint housing and regeneration investment vehicle with Lewes District Council as previously approved.

To update on the progress of Eastbourne Housing Investment Company (EHICL).

**Contact:** Ian Fitzpatrick, Director of Service Delivery, Telephone 01323 415935 or internally on extension 5935. Email: [ian.fitzpatrick@eastbourne.gov.uk](mailto:ian.fitzpatrick@eastbourne.gov.uk)

**Recommendations:**

- 1 To incorporate and agree the governance structure for the new Eastbourne & Lewes Joint Investment Partnership (JHIP) in line with section 2 of this report and to authorise the Director of Service Delivery and the Assistant Director of Legal & Democratic Services to take all such step as are necessary to establish the same Limited Liability Partnership (LLP)
- 2 Allocate up to £30m as in section 4 in the Council's capital programme and approve delegated authority arrangements to progress the first phase of delivery for both EHICL and the new JHIP.

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## **1.0 Introduction**

1.1 On 13<sup>th</sup> December 2016 Cabinet approved a recommendation to delegate authority to the Director of Service Delivery and the Assistant Director of Legal and Democratic Services, in consultation with the Lead Member for Housing and their counterpart at Lewes District Council to undertake work to set up a joint Lewes District Council/Eastbourne Borough Council wholly owned housing investment partnership (JHIP).

- 1.2 Work to set up the new joint vehicle has been ongoing with a target incorporation date of 1<sup>st</sup> April 2017. In parallel Lewes District Council have also been taking steps to establish their own housing investment company – Lewes Housing Investment Company (LHICL).
- 1.3 With EHICL this means that, across the two authorities, there would be three similar wholly owned subsidiaries working in association to each other:
- Eastbourne Housing Investment Company (EHICL)
  - Lewes Housing Investment Company (LHICL)
  - Joint Housing Investment Partnership (JHIP)
- 1.4 The relationship between the three new housing investment vehicles has been further explored and external legal advice obtained to ensure that the potential benefits of the new vehicles can be best realised.
- 1.5 This report provides:
- the business case to support the proposal for the two new vehicles
  - detail on how the joint partnership and EHICL will operate
  - an explanation of their respective primary focus and inter-relationship
  - for approval an associated set of governance arrangements and financial delegations so that first phase delivery can be progressed.

## **2.0 Business Case**

- 2.1 LDC has also agreed to work to set up a new joint housing investment vehicle and a similar report with details of the future governance arrangements is going to their Cabinet on the 20<sup>th</sup> of March 2017. In parallel Lewes District Council are also reviewing in that Cabinet report how a joint investment vehicle would operate in relationship to a new solely owned housing investment company (LHICL) which will mirror Eastbourne’s existing EHICL.
- 2.2 Across the two authorities the most recent specialist and legal advice is that three similar wholly owned subsidiaries would provide the best overall structure as illustrated in Appendix 1 i.e;
- i. A joint Limited Liability Partnership between the two Councils (Joint Housing Investment Partnership, JHIP)
  - ii. The existing Eastbourne Housing Investment Company Ltd (EHICL)
  - iii. A new Lewes Housing Investment Company (LHICL)
- 2.2 Working together the two councils can support respective housing delivery by having three such vehicles and the advice is that this will:
- i. maximise housing investment and funding opportunities
  - ii. create a corporate framework which optimises the allocation and retention of internal funding.



The proposed structure also simplifies the sharing of necessary officer skills in managing and delivering future projects, allows the councils to choose to share risk on larger ventures and provides a stronger financial platform for new activities.

2.3 The business case for the proposed structure is that:

- Through EHICL and LHICL each Council can individually undertake more commercial development, place shaping activities and hold associated respective assets, in a way which meets legal and regulatory requirements and ensures that each authority has distinct control over such assets.
- The JHIP can act as the asset holding vehicle for affordable housing properties developed through the EHICL and LHICL commercial development programmes. It will enable both councils to progress housing and regeneration opportunities where combining scale or operating efficiencies improves the feasibility and business cases

2.4 The joint Member and Director level joint strategic co-ordination Board would have a programme level oversight and make recommendations that ensure the most efficient placing of assets and utilisation of internal funding.

### **3.0 Risk Management**

3.1 The risks and issues of EHICL are monitored by the EHICL Board and considered within the company business plan.

3.2 Further work to ensure due diligence will be undertaken and reported back to Cabinet at the point that JHIP becomes active with future schemes.

### **4.0 Financial Appraisal**

4.1 The initial cost of setting up the proposed JHIP, developing the business case and investment proposals was estimated to be £30,000 per authority. This was approved to be funded from the General Fund budget for service priorities. Actual costs are still projected to be £30,000 at present.

4.2 The scale of potential new housing development requires new vehicles, and a new structure, if the Council wants to maximise housing delivery and associated regeneration beyond the constraints of the HRA.

4.3 Over the last 3 years we have brought forward and largely completed a 97 unit mainly affordable programme of new housing via the HRA which has utilised available headroom capacity. This has placed the Council ahead of many authorities in terms of experience and associated resources.

4.4 The potential for a much more ambitious programme of new housing delivery in Eastbourne has been assessed by the EHIC Board and set out in pipeline programme form to indicate the potential scale of forward delivery. This comprises:

- An EHICL 5 year development pipeline to incorporate approved schemes such as Bedfordwell Road and potential future developments of 265 new homes with a projected gross development cost of £51m

and a net borrowing requirement of £18.7m

- Transfer to JHIP of the affordable housing elements of EHICL delivery required under planning policy, Section 106 and delivery of affordable schemes beyond the capacity of the HRA where the Council wants to take a direct enabling and place shaping role. 70 new homes with a projected gross development cost of £13m and a net borrowing requirement of £5.5m.

4.5 The pipelines have provided an indication of potential schemes, tenure mix and the level of funding required to support delivery. The scale and focus of overall investment, and decisions on larger individual schemes, will remain matters for Cabinet approval.

4.5 Previous delegations gave the Executive authority to deliver different elements of the new housing as follows:

- Feb 2013 Cabinet delegation of £20m of borrowing within the 5 year capital programme for the delivery of the new HRA housing – the new HRA housing has been delivered for around £10m because of higher than anticipated grant, sales receipts and internal funding
- March 2016 Cabinet approval to purchase the Bedfordwell Road site for a maximum acquisition value of £2.45m – site acquired for £1.45m
- November 2016 Cabinet delegation of £5m by way of loan to EHICL for the purchase and repair of street properties to alleviate temporary housing demand.

4.6 In addition in December 2016 Cabinet gave delegated approval, by way of it's capital programme of £30m for the acquisition of commercial assets based on yield targets some of which include an element of new housing and which may be held in EHICL.

4.7 Appendix 1 provides a diagram to illustrate, in summary form, the relationship between the 3 x housing investment vehicles and links back to Cabinet via the proposed Joint Housing Investment Board.

The operational arrangements for delivery, programme development, financial and risk control are also set out to include a more formal role for PRSO, the Director led Project Review and Sign Off Group, tasked with undertaking detailed risk appraisal and financial due diligence for all schemes

4.8 The new structure provides a clearer and more robust framework for risk management and the exercise of various Cabinet delegations. Delegations have been determined to date by the requirements of individual schemes or housing strategy priorities. They have not created programme level capacity or acted as a programme control mechanism.

4.9 If the new structure of companies and governance is approved it is proposed that more general delegations are made to enable the relevant programmes of housing to be brought forward most effectively:

a) EHICL: £ 20m by way of loan for the delivery of new mixed tenure homes

and associated activities

b) JHIP: £10m by way of loan for the delivery of new mixed tenure homes and associated activities

The lending to the companies and/ or partnerships will form part of the Councils treasury management strategy and create a revenue income stream for the General Fund.

4.10 The joint housing investment board will exercise delegated control on overall levels of development, individual loan tranches and larger transactions and will also determine which schemes are brought back to respective Cabinets for separate approval.

## **5.0 Legal Implications**

5.1 The principal overarching power which the Councils will rely on to form and participate in an the proposed Limited Liability Partnership (LLP) is Section 1 Localism Act 2011 ("General Power of Competence").

The Council may in addition rely on a number of other powers in relation to specific aspects of its arrangements with the LLP over time, such as its housing powers, its powers to acquire and dispose of land, its powers to borrow and to invest, its powers to provide financial assistance for privately let housing and its powers to provide advances to persons to acquire or erect buildings. Some of these powers are subject to the need for the consent of the Secretary of State and where a general consent does not apply a specific application will be made.

5.2 The General Power of Competence (GPC) gives a local authority the power to do anything that individuals generally may do. The power applies to things that an individual may do even though they are in nature, extent or otherwise unlike anything the authority may do or unlike anything that other public bodies may do. Where the GPC is conferred on the Council to do something, it can do it in any way whatever, including for, or otherwise than for, the benefit of the Council, its area or persons resident or present in its area.

There are however limitations to the extent of the GPC and in particular those set out in Section 2 of the Act are:

(a) if the exercise of the GPC overlaps with a pre-existing power then GPC is subject to the same restrictions as that power;

(b) GPC does not enable the Council to do anything which it is unable to do because pre-existing law prohibits it;

(c) GPC does not enable the Council to do anything which it is unable to do because more recent law prohibits it.

Where, in exercise of the general power, a local authority does things for a commercial purpose, the authority must do them through a company as defined by the Act and this does not include a Limited Liability Partnership (LLP).

"Commercial purpose" is not defined in the Act. However a "company" is only be required if the primary or dominant purpose of the actions of the council reliant on the GPC is commercial. Furthermore, the fact that some profit or surplus is made by the authority, does not mean it is acting for commercial purpose under the GPC. Whilst the LLP itself will have a "view to a profit" the Councils' primary purpose in setting up the LLP in this instance is not commercial. The Council's primary purposes are to undertake their public tasks and duties in relation to housing, place shaping and regeneration and are driven by socio-economic objectives for the benefit and improvement of their areas.

A number of local authorities have relied upon the GPC to form and participate in LLPs primarily for housing and regeneration purposes although these usually include a private sector development/investment partner.

### Limited Liability Partnership

Section 2(1) of the Limited Liability Partnerships Act 2000 describes an LLP as an association of "two or more persons ... for carrying on a lawful business with a view to profit". Persons for this purpose can include two corporate bodies such as a local authority.

"Business" is defined as including "every trade, profession and occupation".

#### 5.3 The key features of an LLP are that:

- It is a body corporate and a legal entity separate from its members
- Although not a company an LLP is incorporated by registration at Companies House
- An LLP has unlimited capacity and can do anything that a legal person can do - it does not have shareholders nor directors as in a company but "members".
- Members are those who subscribe to the incorporation document (must be two) and those who become members by agreement of the existing members. Members may be individuals or corporate bodies. In this case the members would be the two councils.
- LLP members have limited liability in that, generally, they do not need to meet the LLP's liabilities. The members act as the LLPs agents and are only liable up to the amount they have contributed to the LLP.
- It is taxed as a partnership and so is "tax transparent". This means that for tax purposes the business of the LLP is treated as carried on by its individual members and not by the LLP as a separate entity so the tax treatment of any profits will depend on the nature of the entities who are members. This tax transparency can only be switched off in limited circumstances, such as the failure of an LLP to carry on a business with a view to profit or when an LLP is in liquidation or is being formally wound up by order of the court. Where transparency is turned off the LLP will be taxed as a company.
- The LLP, rather than its members, will normally be liable to register for VAT as, in HMRCs view; the LLP constitutes a body corporate for this purpose.
- An LLP has the organisational flexibility of a partnership. The members are free to agree:
  - how to share profits;

- who is responsible for management and how decisions are made;
- when and how new members are appointed;
- exit arrangements.
- Any members' agreement (LLP agreement) is a private document that is confidential to the members. It does not need to be publicly filed. The member's agreement will set out the rights and duties as between themselves. In the absence of an agreement default provisions apply.
- It has no share capital. There are no capital maintenance requirements and, unless otherwise agreed between the members, there is no obligation for members to contribute capital to the LLP
- Its accounting and filing requirements are broadly the same as those of a company.
- An LLP may issue debentures and give fixed charges and floating charges over its assets in the same way as a company.

## **6.0 Conclusion**

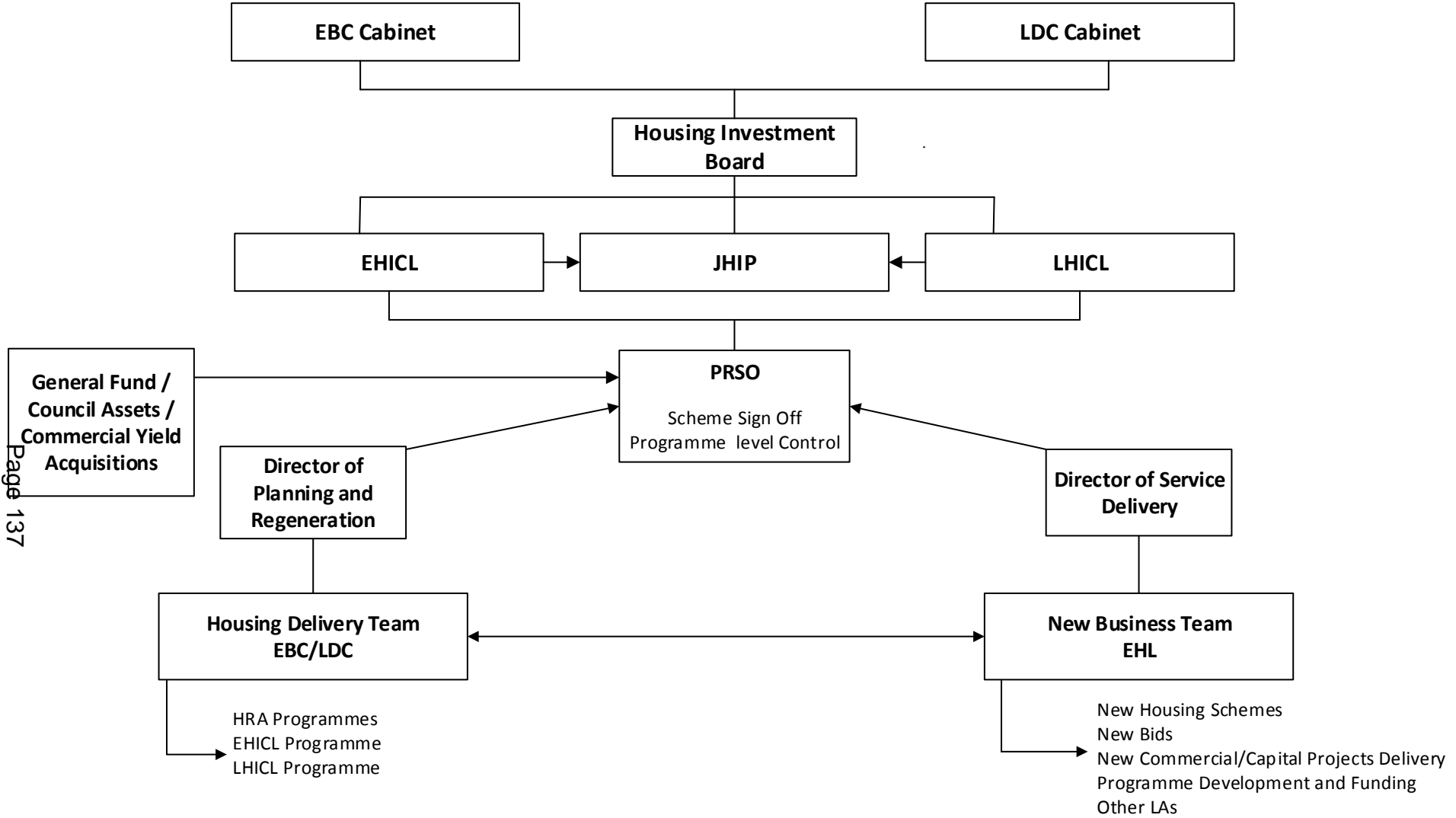
- 6.1 This report seeks to provide clarity on future investment vehicles that will facilitate and expedite housing delivery across the District meeting key strategic ambitions of the Council.

Appendices

Appendix 1 Housing Investment Structure Chart

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# Housing Delivery & Investment



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<b>Body:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2017</b>
<b>Subject:</b>	<b>Temporary Accommodation and HRA Asset Management Strategy</b>
<b>Report Of:</b>	<b>Ian Fitzpatrick, Director of Service Delivery</b>
<b>Ward(s)</b>	All
<b>Purpose:</b>	<p>To provide an update on a change in demand for emergency accommodation options in Eastbourne due to an increase in homelessness.</p> <p>To mitigate some of the impact the report seeks Cabinet approval to dispose of a number of assets held within the Housing Revenue Account (HRA) to ensure we are well placed to meet our strategic priority; providing more housing options and the right housing for residents of the town</p>
<b>Recommendation(s):</b>	<ol style="list-style-type: none"><li>1. That Cabinet grant delegated authority to the Director of Service Delivery–<ol style="list-style-type: none"><li>(i) Subject to the obtaining of the necessary consent of the Secretary of State pursuant to s19 of the Housing Act 1985 to appropriate the 8, 1 bedroom flats at 3 Hartfield Road currently held in the HRA to the General Fund for the provision (pursuant to s120 of the Local Government Act 1972) of emergency accommodation to meet EBC’s statutory homelessness duty under S188 of the 1996 Housing Act .</li><li>(ii) To add £250K to the Council’s capital program to bring Hartfield Road back into a lettable state for use as temporary accommodation.</li><li>(iii) To further consult about sale of the freeholds with the freeholders of the properties listed and dispose of the garage blocks listed in appendix 1.</li></ol></li></ol>
<b>Contact:</b>	Jess Haines, Project Lead – Housing Delivery, Telephone 01323 410000 or internally on extension 6441. E-mail address <a href="mailto:jessica.haines@eastbourne.gov.uk">jessica.haines@eastbourne.gov.uk</a>

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## **1.0 Background/Introduction**

- 1.1 The number of people needing housing advice and options is increasing in Eastbourne. This trend is common across East Sussex and nationally with a significant rise in households making homeless applications to Local Authorities. At present one of the Council's key priorities is to consider the availability of existing accommodation options and how they can adapt to meet a change in demand.
- 1.2 Eastbourne as a housing authority has an interim duty to accommodate households in case of apparent priority need under S188 of the Housing Act 1996 with emergency accommodation. This duty is in place until a decision on Eastbourne's duty (if any) to provide assistance has been made.
- 1.3 The cost to the Council of providing emergency accommodation is rising. The numbers of households in temporary accommodation (TA) currently stand at 71 as at 07/02/17, compared to an average in 2015/16 of 22. In line with national and regional trends in Eastbourne we have seen a steady increase in numbers in TA since April 2015, when there were 12 households in TA.
- 1.4 The cost to the Council in HB expenditure unable to be reclaimed through HB subsidy has been rising. In 2014/15 it was £72K, in 2015/16 it was £132K and is likely to be higher 2016/17.
- 1.5 Furthermore, the reduction in the Benefit Cap from November, the pending removal of the £60 Housing Management fee and the rollout of the Universal Credit Digital Service in 2017 will lead to more pressure on the Council's finances. The Government recently sought views on a Supported Housing Consultation paper, which included options around emergency accommodation payments. However, the outcome of this consultation is currently unknown and any forecast can only assume that emergency accommodation subsidy will be capped at LHA rates

## **2.0 Eastbourne's Strategic Priority to Reduce Homelessness**

- 2.1 Eastbourne as part of wider partnership with East and West Sussex made two successful bids to the DCLG Homelessness Prevention Programme in December 2016.
- 2.2 The funding for the Prevention of Rough Sleeping will be used to fund new roles for staff to evaluate assessment processes across health, housing and social care in East Sussex with the intention of realigning services to what is the 'front line' identifying those at the highest risk of rough sleeping. Supporting those individuals will be Rough Sleeper Co-ordinators will work across services to find housing solutions for those at risk and in some circumstances accessing 'crash pads' to prevent someone going onto the street that night. The programme is for 3 years and will report to the East Sussex Better Together Health & Housing Subgroup who will provide strategic direction. Ian Fitzpatrick is the Co-Chair of the Health & Housing Subgroup.

- 2.3 Led by Brighton in partnership with Hastings and Worthing & Adur the bid was successful to access Social Impact Bonds (SIB) for a new service targeted at entrenched rough sleepers. Across the 5 areas 150 individuals will be identified and a 'Housing First' service commissioned on a payment by results basis. The SIB is worth £1m over the 3 year period of the project. Officers will work closely with statutory services and existing providers on the development of this project and its progress will be governed through the Health & Housing Subgroup.
- 2.4 On a more local level in Eastbourne a number of options to deal with homelessness and more specifically emergency accommodation options are being considered. The need for such a focus is highlighted in the Homelessness Strategy published in January 2017 and the subject of accommodation options will be a key element of the associated action plan.

### **3.0 Appropriation of 3 Hartfield Road to the General Fund for Use as Emergency Accommodation**

- 3.1 3 Hartfield Road is a block of 8, 1 bed flats in the Upperton neighbourhood of Eastbourne with a recent valuation of £545,000. It is currently held as an asset in the HRA and the proposal is to appropriate the entire block of 8 flats to the General Fund to be used as emergency accommodation to meet our statutory duties.
- 3.2 An initial survey of Hartfield Road has been undertaken and it is estimated that repairs will cost approximately £250K for the building to be brought back to a lettable standard and provide white goods for each of the flats. More detailed surveys are underway which may result in the forecast of works being different. However it is proposed the figure of £250K is used as a baseline and has been factored in to the financial modelling below.
- 3.4 If we also take account of current costs of providing emergency accommodation to 8 households who require self-contained accommodation the use of Hartfield Road would mitigate an overspend of £82k annually to the existing budget. This saving figure is based on the cost of placing a household in self-contained unit with our main provider and has taken into account the subsidy amount we receive back from Government.

### **4.0 Disposal of Freehold Housing Assets**

- 4.1 In February 2016 Cabinet gave the then Senior Head of Community delegated authority to dispose of freeholds where the Council no longer has a leasehold interest to residents of the block.
- 4.2 Since then EHL acting on behalf of the Council are in the process of selling 4 of the freeholds where the Council has no other interest to the current leaseholders of the blocks.
- 4.3 This report is recommending that leaseholder of the blocks where EBC only hold a freehold interest as listed in appendix 1. are further consulted about the potential sale of their freeholds on the open market.

4.4 On the basis of a valuation carried out by Kingston Morehen Chartered Surveyors for the Cabinet report in February 2016 the sale of the freeholds should bring a capital receipt into the HRA of £50K. Given the potential impact of the High Value Assets Levy on the HRA it is felt important to highlight to those property owners that the Council will have potentially prioritise the sale of assets and those not affect the Councils ability to meet housing need likely to be highest priority for disposal.

## **5.0 Disposal of Garage blocks**

5.1 EHL on behalf of the Council have undertaken a full review of all garage sites held in the HRA to firstly gain a valuation of the stock and secondly to explore any housing development opportunities.

5.2 There are a number of garage blocks listed in appendix 1. which have no to very limited housing development potential and are not considered future strategic sites for wider regeneration. However on the basis of valuation it is considered that factoring in the yield as detailed below sale of the sites listed in appendix 1. on the open market should be considered.

5.3 Below is the detail of how the yield has been calculated.

Gross annual income from garage listed in Appendix 1 = £50,567.40

Total capital works costs due at 2018 = £65,420

Management fees @ 5% of costs = £3,271

Professional fees @ 8% of costs = £5,233.60

Total estimated capital costs at 2018 = £73,924.60

Net annual income = £50,567.40 - £73,924.60 = -£23,357.20

Yield = -3%

Background Reasons for Reduced Yield:

- Currently 16 garage units void
- £9,853.56 current void loss (based at current set rents)
- A large amount of "catch-up" works are required to bring the sites up to an acceptable standard.

5.4 The HRA capital receipt estimated should the proposed garage sites be sold is £735,000 based on valuation. It is also thought that sale of the garage sites will reduce future capital costs to the HRA and should the High Value Assets levy come to fruition will mean the HRA has additional funds to contribution to lowering the impact of the levy without selling homes.

## **6.0 Consultation**

### **6.1 Disposal of 100% Leaseholder Blocks and Garages Sites within the HRA**

Following the Cabinet approval in February 2016 to dispose of Freeholds

where the Council has no other interest to leaseholders of the blocks a full consultation process was undertaken by EHL. Overall the feedback to the proposal was positive with 4 blocks of leaseholders deciding to purchase the freehold from the Council and two offers have been made to all blocks as listed in appendix 1. EHL will facilitate the next stage of consultation as recommended in this report.

- 6.2 Before garage sites are sold at auction EHL on behalf of the Council, will contact all existing licence holders of garages to fore-warn them of the sale. Should the existing licence holders of garages wish to continue their contract with the new owner of the garage EHL will facilitate the communication between both parties until the sale is completed.

## **7.0 Resource Implications**

### **7.2 Financial**

The impact on the General Fund due to an increase in homelessness are significant. This report is set to mitigate impact by making best use of our HRA assets to ensure we are financially prepared for the future.

### **7.3 Staffing**

There are no staffing implications from the recommendations in this report. The work will be undertaken from within existing staff resources.

## **8.0 Legal Implications**

### **8.1 Appropriation of 3 Hartfield Road to the General Fund for Use as Emergency Accommodation**

Under Part II of the Housing Act 1985 the council has a duty consider housing conditions in their district and the needs of the district with respect to the provision of further housing accommodation. The council may under those provisions provide housing accommodation but it is specifically stated that nothing in the Act shall be taken to require (or to have at any time required) a local housing authority itself to acquire or hold any houses or other land for the purposes of Part II. If a council does decide to purchase and hold land under its powers in Part II Housing Act 1985 then it must obtain consent from the Secretary of State if it wishes to subsequently either dispose of that property or to appropriate it for any other purpose. Property held for the purposes of Part II is accounted for under the Housing Revenue Account.

- 8.2 Under section 188 of the Housing Act 1996 if the council (as local housing authority) has a reason to believe that an applicant may be homeless, eligible for assistance and have a priority need, it must secure that accommodation is available for his occupation pending a decision as to the duty (if any) owed to him under the provisions of the Act. A local housing authority may discharge its housing functions under section 188 in a number of ways including by securing that suitable accommodation provided by them is available. A local authority has power under section

120 of the Local Government Act 1972 to acquire by agreement any land for the purposes of any of their functions under any enactment. Land acquired under section 120 is held within the General Fund.

8.3 Section 122(1) of the Local Government Act 1972 provides that a council may appropriate any land which belongs to the council and is no longer required for the purpose for which it is held immediately before the appropriation for any purpose for which the council are authorised to acquire land by agreement. In reaching this decision, the council must consider the public need within the area for the existing use.

8.4 External legal advice from Trowers & Hamblins LLP has confirmed that many councils hold the properties used for the purposes of providing emergency accommodation under the Housing Act 1996 outside of the Housing Revenue Account and that in their view it would be appropriate to make an application to the Secretary of State for appropriation of 3 Hartfield Road on the basis the dwelling was no longer being provided pursuant to the council's powers in Part II of the Housing Act 1985 as it was felt more appropriate to provide the dwelling for the purpose of discharging duties under Parts VI and VII of the Housing Act 1996 and outside of the council's Housing Revenue Account.

#### 8.5 **Sale of Freeholds**

The Housing Act section 32 enables the Council to dispose of land held for housing purposes subject to the consent of the Secretary of State. The Secretary of State has issued a series of General Consents for the disposal of different types of housing properties. The Council can rely upon The General Consent for the Disposal of Reversionary Interests in Houses and Flats 2013, (D4) in this case.

#### 8.6 **Sale of Garage Sites**

Section 32 Housing Act 1985 requires Secretary of state consent for the disposal of garages held for the purposes of that Act. The General Housing Act Consents 2013 apply to the disposal of land under Section 32. In particular Consent A 3.2 is applicable to the sale of garage sites and enables the council to dispose of them at any price determined by it.

8.7 In disposing of any land or interest in land the council must ensure that it does so in accordance with State aid rules. The European Commission's Communication on the Sale of Land sets out an automatic assumption that no State aid is present in a sale of land and buildings, provided its terms are followed. It requires the sale of land for "market value" through (i) an open and unconditional bidding process or (ii) an expert valuation.

### 9.0 **Conclusion**

9.1 We are currently in an environment of rapid and radical changes in national policy and funding arrangements and it is necessary for the council to review its strategies accordingly to ensure we make the best use of our housing stock, capital assets and revenue income.

**Lead officer name: Jessica Haines**  
**Job title: Project Lead – Housing Delivery**

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**Background Papers:**

The Background Papers used in compiling this report were as follows:

- Market valuations for assets to be disposed of
- EHL SLT Report: Disposal of Fully Leasehold Assets - Decision
- HRA 30 year business plan

To inspect or obtain copies of background papers please refer to the contact officer listed above.

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**Appendix 1.** List of proposed freeholds to be consulted for sale & garage sites to be sold on the open market.

<b>Block</b>	<b>No of Flats</b>	<b>FH Value</b>
14-16 Harebell Close	4	£5,400
10 Hyde Gardens	4	£17,850
28-30 Larkspur Drive	4	£6,400
10-16 Mulberry Close	4	£4,600
1-3 Pembury Road	4	£5,000
29-35 Rye Street	4	£5,850
10-16 Sumach Close	4	£5,600
	<b>28</b>	<b>£50,700</b>

<b>Garage Site</b>	<b>Location</b>	<b>Total No. Garages</b>	<b>Freehold Valuation</b>
<b>ETCHINGHAM ROAD</b>	Eastbourne Langney	5	£ 45,000
<b>IDEN STREET</b>	Eastbourne Hampden Park	30	£ 125,000
<b>KINGSTON ROAD</b>	Eastbourne Hampden Park	6	£ 55,000
<b>MIDHURST ROAD</b>	Eastbourne Hampden Park	7	£ 60,000
<b>OTHAM ROAD (1)</b>	Eastbourne Hampden Park	11	£ 95,000
<b>OTHAM ROAD (2)</b>	Eastbourne Hampden Park	20	£ 175,000
<b>PENSFORD DRIVE</b>	Eastbourne Langney	15	£ 135,000
<b>SAXBY CLOSE</b>	Eastbourne Langney	5	£ 45,000
<b>TOTALS</b>		<b>99</b>	<b>£ 735,000</b>

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<b>BODY:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>22 March 2017</b>
<b>SUBJECT:</b>	<b>Bridgemere Centre</b>
<b>REPORT OF:</b>	<b>Director of Service Delivery</b>
<b>Ward(s):</b>	St. Anthony's
<b>Purpose:</b>	To seek Members' approval for a variation in the terms of an allocation of a capital funding to the Bridgemere Centre
<b>Contact:</b>	Ian Fitzpatrick, Director of Service Delivery, Telephone 01323 415935 or internally on extension 5935. Email: <a href="mailto:ian.fitzpatrick@eastbourne.gov.uk">ian.fitzpatrick@eastbourne.gov.uk</a>
<b>Recommendations:</b>	Cabinet is recommended to approve a variation in the terms of the grant offered to the Bridgemere Centre.

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## **1.0 Introduction**

- 1.1 At its meeting on 13 December 2016, Cabinet approved a one-off capital payment to the Bridgemere Centre to contribute to the purchase of the Centre subject to a range of terms protecting the Council's investment.
- 1.2 Members are asked to consider and approve variations in these terms to ensure that the Bridgemere Centre or its successors are not left with a debt which they have no means of paying.

## **2.0 Background**

- 2.1 Cabinet has agreed an allocation of £20,000 to the Bridgemere Centre to enable them to buy the Centre with the aim of ensuring the future financial viability of the Centre and the community activities and services.
- 2.2 The Trustees have asked that the terms be changed to protect against the eventuality that they, or their successors as managers of the community centre, are unable to continue managing the Centre or sell it and recoup the value of the Council's investment.
- 2.3 They also wish to allow for the possibility of alternative premises becoming available which offer better facilities.
- 2.4 They have therefore asked that the period within which they are required to repay the £20,000 is reduced from 40 to 20 years, and that the sum to be repaid is reduced by £1,000 each year.

2.5 The grant offered would protect the use of the Bridgemere Centre as a community centre for the next 20 years and ensure its sustainability for a reasonable period without imposing repayment terms which are disproportionate to the level of grant or restricting the Centre management from moving to better facilities should the opportunity arise.

### **3.0 Proposal**

3.1 It is proposed that the grant of £20,000 offered to the Bridgemere Centre Ltd. is made subject to the following revised conditions:

- The grant is made subject to a signed agreement confirming:
  - its use solely for the purchase of the property, such purchase to be made within a reasonable time frame (in 2017);
  - the requirement that the property is to be used as a community centre for 20 years, provided that this requirement will cease to have effect if the grant is repaid in full within the first year together with interest payable at the Bank of England base rate plus 1%; or if, in subsequent years, the initial £20,000 less £1,000 for each completed year is repaid together with interest payable at the Bank of England base rate plus 1% and
  - repayment of the grant in full within the first year together with interest payable at the Bank of England base rate plus 1%, or, in subsequent years, the initial £20,000 less £1,000 for each completed year together with interest payable at the Bank of England base rate plus 1% if there is any breach of the grant conditions.
- The Council's investment is protected by putting a charge on the property protected by registration of a restriction.
- No Eastbourne Borough Council Community Grants will be made towards the core costs of running the Bridgemere Centre in future years.

### **4.0 Consultation**

4.1 The Trustees of the Bridgemere Centre have been consulted about these revised terms and are keen to accept the Council's offer on this basis.

### **5.0 Resource Implications**

5.1 The proposal is for a grant of £20,000 to be made to Bridgemere Centre Ltd. to enable them to purchase the freehold of the community centre which they currently manage.

5.2 This contribution would allow the Bridgemere Centre Ltd. to run the Centre on a sustainable financial footing in the future and would

remove the need to continue supporting the Centre with grants, freeing up an average of £3,000 a year, thereby covering the costs of this investment within 7 years.

## **6.0 Implications for Equalities and Fairness**

6.1 The Bridgemere Centre offers opportunities for people of all ages to receive services and support and engage in activities which help reduce social isolation and promote positive health and employment outcomes. The Centre has fully inclusive policies and procedures.

## **7.0 Legal Implications**

7.1 The Legal implications are set out in the body of this report.

## **8.0 Other Implications**

8.1 There are no Environmental, Staffing or other implications arising from this report.

## **9.0 Recommendations**

9.1 Cabinet is recommended to approve a variation in the terms of grant offered to the Bridgemere Centre as set out in paragraph 3.

**Ian Fitzpatrick**  
**Director of Service Delivery**

### **Background Papers:**

*None.*

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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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