



Lewes District Council

To all Members of the Cabinet

A meeting of the **Cabinet** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes Southover House, Southover Road, Lewes** on **Monday, 04 July 2016** at **14:30** which you are requested to attend.

Please note the venue for this meeting which is wheelchair accessible and has an induction loop to help people who are hearing impaired.

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

05/07/2016

Catherine Knight
Assistant Director of Corporate Services

Agenda

- 1 Minutes**
To approve the Minutes of the meeting held on 25 May 2016 (copy previously circulated)
- 2 Apologies for Absence**
- 3 Declarations of Interest**
Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Urgent Items**
Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972
- 5 Public Question Time**

To deal with any questions received from members of the public in accordance with Council Procedure Rule 11. Questions from Dee O'Connell herewith (page 4).

6 Written Questions from Councillors

To deal with written questions which councillors may wish to put to the Chair of the Cabinet in accordance with Council Procedure Rule 12 (if any).

7 Matters Referred to the Cabinet

Matters referred to the Cabinet (whether by the Scrutiny Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution.

None.

8 Reporting Back on Meetings of Outside Bodies

To receive feedback from the Council's representatives who serve on outside bodies in respect of meetings they have attended (if any).

9 Reports from Officers

- Key Decision

9.1 Finance Update – Performance Report 2015-2016 - Report

Cabinet Member: Councillor Giles

To consider the Report of the Director of Corporate Services (Report No 95/16 herewith – page 5).

- Non-Key Decision

9.2 Portfolio Progress and Performance Report 2015 - 16 and Quarter 4 (January to March 2016)

Cabinet Member: Councillor Merry

To consider the Report of the Director of Business Strategy and Development (Report No 96/16 herewith – page 41).

- Key Decisions

9.3 Adoption 'Making' of the Hamsey Neighbourhood Plan - Report

Cabinet Member: Councillor Jones

To consider the Report of the Director of Business Strategy and Development (Report No 97/16 herewith – page 72).

9.4 Community Infrastructure Levy Instalments Policy Revision

Cabinet Member: Councillor Jones

To consider the Report of the Director of Business Strategy and Development (Report No 98/16 herewith – page 153).

9.5 Risk Management – Annual Report to Cabinet

Cabinet Member: Councillor Giles

To consider the Report of the Director of Corporate Services (Report No 99/16 herewith – page 161).

- Non-Key Decisions

9.6 Asset Management - Land at Friars Walk, Lewes; Units 19-21 Cradle Hill, Seaford; Land at Denton Island, Newhaven; Landport Youth Centre, Lewes

Cabinet Member: Councillor Giles

To consider the joint Report of the Director of Corporate Services and the Chief Executive (Report No 100/16 herewith – page 173).

9.7 Asset Maintenance - Car Parks, and 16 West Street, Lewes

Cabinet Members: Councillors Nicholson and Giles

To consider the joint Report of the Chief Executive and the Director of Corporate Services (Report No 101/16 herewith – page 184).

9.8 Ward Issues Raised by Councillors at Council

Cabinet Members: Councillors Giles and Nicholson

To consider the Report of the Assistant Director of Corporate Services (Report No 102/16 herewith – page 194).

For further information about items appearing on this Agenda, please contact Trevor Hayward at Southover House, Southover Road, Lewes, East Sussex BN7 1AB. Telephone 01273 471600

Distribution:

Councillors: P Franklin, B Giles, T Jones, R Maskell, E Merry, T Nicholson and A Smith



Lewes District Council

Meeting of the Cabinet

4 July 2016

**Public Question Time
(Agenda Item No 5)**

**Questions submitted by Dee O’Connell. To be put to the Cabinet
Member for Finance, Councillor Giles:**

“Concerning the Old Turkish Baths, Friars Walk, Lewes:

If the Old Turkish Baths are to be leased, can you please give the time frame, and confirm that it will be advertised for lease through an agent and also on your website?

If it is to be sold, can you confirm that it will be advertised for sale on the open market?”

Agenda Item No: 9.1 **Report No:** 95/16
Report Title: Finance Update – Performance Report 2015/2016
Report To: Cabinet **Date:** 4 July 2016
Cabinet Member: Councillor Bill Giles
Ward(s) Affected: All
Report By: Alan Osborne, Director of Corporate Services
Contact Officer(s)-
Name(s): Steve Jump
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Purpose of Report:

To provide an update on financial matters affecting the General Fund Revenue Account, the Housing Revenue Account and the approved Capital Programme.

Officers Recommendation(s):

That Cabinet:

- 1 Agrees the final position on the General Fund, Housing Revenue Account and Collection Fund accounts for 2015/2016.
- 2 Confirms the allocation of Reserves at 31 March 2016 shown in Table 6.
- 3 Agrees the Capital Programme outturn for 2015/2016 as shown in Appendix 2.
- 4 Approves the updated 2016/2017 Capital Programme set out in Appendix 3.

Recommends to Council

- 5 That the Annual Treasury Management Report for 2015/2016 (Appendix 1) be approved.
-

Reasons for Recommendations

- 1 It is essential to ensure that the Council has a sound financial base so that it can respond effectively to changing demand for statutory and discretionary services, reducing income levels, including Government funding, and inflationary pressures on expenditure. Reports to Cabinet through the year, including quarterly financial performance reports, ensure that the Council's financial health is kept under continual review.
- 2 The Council's Treasury Management function deals with very large value transactions on a daily basis. It is essential that the Council is satisfied that appropriate controls are in place and in accordance with the Code of Practice on Treasury Management in the Public Services prepared by CIPFA (the Chartered Institute of Public Finance and Accountancy) and adopted by the Council.

Information

3 Treasury Management

- 3.1 Treasury Management investment activity between 1 December and 31 May 2016 is summarised in Table 1. All activity was consistent with the Council's approved Treasury and Investment Strategies for 2015/2016 and 2016/2017.

Table 1 - recent investment activity

Type of investment	Number of new investments	Number of matured investments	Average on deposit £m	Average return %
Short term deposits	17	21	6.25	0.406
Long term deposits	Nil	Nil	0.00	0.000
Treasury Bills	29	35	8.95	0.504
Covered bonds	1	0	0.10	0.755
Money Market Funds	daily		4.37	0.575
Interest Bearing Accounts			2.05	0.350

- 3.2 As reported to Cabinet in February 2016, given the risk and continued low returns from short-term unsecured bank investments, the Treasury Strategy for 2016/2017 enables the Council to diversify into more secure and/or higher yielding asset classes. The Council's Treasury Advisor, Arlingclose, reaffirmed the importance of diversification at a meeting with officers in early May 2016. Subsequently, £1m was invested in an AAA rated 'covered bond' issued by Abbey National, at an initial interest rate of 0.755%, maturing on 5 April 2017.
- 3.3 No new borrowing was undertaken in the period. Long term borrowing remains at £56.6m.
- 3.4 In accordance with the Council's approved Treasury Strategy Statement, the Audit and Standards Committee reviews all treasury activity that takes place in order to confirm that it has been undertaken in accordance with the

approved Strategy. Should the Audit and Standards Committee have any observations they would be recorded in its minutes and referred to Cabinet.

- 3.5** The Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Services Code and complies with its requirements, one of which is that the Council should receive an Annual Treasury Management Report following the end of each financial year. This Report also includes the results of the various indicators which the Council sets each year in accordance with the Prudential Code for Capital Finance in Local Authorities.
- 3.6** The Annual Report for 2015/2016 is attached at Appendix 1. The Audit and Standards Committee considered the report at its meeting on 20 June 2016, following the drafting of this report. Any comments made by the Audit and Standards Committee will be reported verbally to this meeting of Cabinet. Cabinet is asked to recommend that Council approves the Annual Report.

4 Closure of 2015/2016 Accounts

4.1 The Council's 2015/2016 Accounts have now been closed. The Director of Corporate Services approved the draft Statement of Accounts on 29 June 2016. The Accounts have been released to the Council's external auditor BDO and are available to the public for inspection.

4.2 General Fund

4.2.1 The General Fund year end position for 2015/2016 is in line with the forecast made when updating the Medium Term Financial Strategy at the time of preparing the 2016/2017 budget..

4.2.2 Table 2 shows the final net expenditure/income for 2015/2016 analysed by management area, the format used in the Quarterly financial performance reports to Cabinet during the year.

Table 2 - General Fund Services net expenditure

(a)	(b) 2015/16 budget £'000	(c) 2015/16 actual £'000	(d) = (c)–(b) variance £'000
Management area			
Service Delivery	6,088	6,532	444
Business Strategy and Development	2,064	1,474	(590)
Corporate Services	5,136	4,437	(699)
Corporate Costs	1,047	1,102	55
	14,335	13,545	(790)
Project costs included above funded from Reserves	(1,663)	(1,187)	476
Netting-off of reallocated costs included above	(1,374)	(1,618)	(244)
Net cost of service provision	11,298	10,740	(558)

4.2.3 Table 2 indicates that net spending on services was £0.558m lower than budgeted.

4.2.4 Table 3 below summarises the variations which led to this overall net saving. The key variations are consistent with those reported to Cabinet in the Quarterly Finance reports through the year.

Table 3 - General Fund summary of variations

	£'000	£'000
One-off costs associated with voluntary severance	168	
Reduced cost of salaries	<u>(337)</u>	
Net reduction in employee costs		(169)
Additional expenditure:		
- Housing benefit cost net of subsidy	203	
- Borrowing costs	29	
- Waste and recycling fleet costs	45	
- Planning service incl appeals and Local Plan	<u>102</u>	
		379
Reduced Service income:		
- Recyclate sales, etc		192
Reduced Service expenditure		
- Support for business	(370)	
- Operational building costs	(59)	
- Recruitment and training	<u>(61)</u>	
		(490)
Increased Service income		
- Government funding for new initiatives, etc	(248)	
- Car parking	(131)	
- Planning fees	(117)	
- Solar panel installations FIT income	(41)	
- Sale of surplus assets	<u>(40)</u>	
		(577)
Miscellaneous Service expenditure/income variations		63
Capital projects funded from revenue		44
Total		<u>(558)</u>

4.2.5 In addition to spending on services, contributions to Reserves were made in 2015/2016 as shown in Table 4. Further details are given in Table 6.

Table 4 - Contributions to Reserves

(a)	(b) 2015/2016 Budget £'000	(c) 2015/2016 Actual £'000	(d) =(c) – (b) Variance £'000
Net cost of Service provision	11,298	10,740	(558)
Transfers to Reserves	2,466	2,422	(44)
Total cost to be financed	13,764	13,162	(602)

4.2.6 The reduction in the amount transferred to Reserves shown in Table 4, £44,000, is primarily the result of activities where balances are retained to smooth out costs between years eg building control.

4.2.7 Table 5 shows the sources of General Fund financing in 2015/2016.

Table 5 - General Fund financing

(a)	(b) 2015/2016 Budget £'000	(c) 2015/2016 Actual £'000	(d) =(c) – (b) Variance £'000
Retained Business Rates	(3,007)	(3,316)	(309)
Non-specific Government Grants	(3,662)	(3,663)	(1)
Council Tax	(6,697)	(6,697)	0
Use of Uncommitted Reserve	(398)	0	398
Total Financing	(13,764)	(13,676)	88

4.2.8 An additional £309,000 in income has been generated from the business rates retention system in 2015/2016. Local businesses were entitled to higher levels of small business rate and retail rate relief entitlement than had been anticipated, and the Council was compensated for the consequent reduction in collectable business rates by an increase in grant from the Government. The decrease in business rates due also led to a reduction in the Council's payments into the East Sussex Business Rates Pool. This improvement in income in 2015/2016 is largely temporary because the reduction in business rates due has led to a Business Rates Collection Fund deficit at 31 March 2016 which is higher than forecast – this increased deficit is to be recovered in future years from the General Fund.

4.2.9 When setting the 2015/2016 budget, it was agreed that £398,000 should be utilised from the General Fund balance (uncommitted reserve). The positive performance against the budget in 2015/2016 means that this use of the Uncommitted Reserve is not needed.

4.2.10 General Fund Reserves

- i Table 6 lists the contributions to and use of each General Fund Reserve in 2015/2016, and the balance held at the end of the year. It also identifies the anticipated movement on each Reserve in

2016/2017, reflecting the approved General Fund budget and the capital programme.

Table 6 - Reserves 2016/2017

Ref	Reserve	Balance at 1 April 2015	Contribution/transfer 2015/2016	Use 2015/2016	Balance at 31 March 2016	Contribution/transfer 2016/2017	Use 2016/2017	Projected Balance at 31 March 2017
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
	General Fund							
1	Strategic Change	(2,357)	(2,666)	1,366	(3,657)	(2,346)	4,589	(1,414)
2	Asset Maintenance	(2,444)	(512)	303	(2,653)	(303)	731	(2,225)
3	Vehicle and Equipment Replacements	(2,490)	(320)	370	(2,440)	(320)	1,315	(1,445)
4	Economic Regeneration	(352)	0	1	(351)	0	73	(278)
5	Revenue Grants and Contributions pending use	(284)	(14)	45	(253)	0	70	(183)
6	Unallocated Reserve	(3,680)	575	0	(3,105)	813	0	(2,292)
7	General Fund Sub-total	(11,607)	(2,937)	2,085	(12,459)	(2,156)	6,778	(7,837)
	HRA							
8	Major Repairs Reserve	(1,112)	(4,939)	3,412	(2,639)	(4,954)	5,464	(2,129)
9	HRA Balance	(2,638)	(88)	0	(2,726)	0	0	(2,726)
10	Total	(15,358)	(10,093)	5,497	(17,824)	(7,110)	12,242	(12,692)

ii Variations in the use of reserves to fund revenue spending in 2015/2016 comprise:

	£'000
Reduced use:	
Use of Uncommitted Reserve not required	(398)
Support for shared services	(31)
Support for business/business rates discount scheme	(219)
Funding of one-off surveys and reports	(110)
Flood projects	(96)
LEAP scheme	(83)
Property maintenance	(135)
Increased use:	
New homes project (transfer from capital programme)	454
Newhaven UTC (transfer from capital programme)	123
Use of grant funding received in previous years	45
Miscellaneous variations:	(26)
Total	476

In those cases where reserves have not been required to support project spend in 2015/16, for example the LEAP scheme, the balance is held over into 2016/2017.

4.3 Housing Revenue Account

4.3.1 The HRA outturn for 2015/2016 produced a net surplus of £88,000 compared with a deficit of £491,000 projected when setting the budget for the year, a net positive variation of £579,000. Table 7 summarises the main variations compared with that projection.

Table 7 - HRA variations

	£'000
Increased spend on Revenue Repairs and Maintenance	230
Reduced spend on Capital Repairs and Maintenance	(770)
Reduced Service Management cost including salaries	(154)
Deferral of project costs into 2016/2017	(484)
Reduced spend on cleaning and grounds maintenance	(81)
Reduction in non-staff costs at sheltered schemes	(25)
Increased contribution to corporate costs	91
Increased allowance for doubtful debts	128
Increase in contribution to Major Repairs Reserve	521
Miscellaneous net variations	(35)
Total variation)	(579)

4.3.2 Active management of planned and responsive repairs (which are accounted for as revenue expenditure) alongside major repairs, replacements and improvements (which fall within the HRA capital programme) has been in place. Variations in the HRA capital programme are explained elsewhere in this report.

4.3.3 The projected spend on Service Management included an allocation of £544,000 for external support to progress specialist projects such as a property condition survey of the housing stock and the analysis of its results to inform the updating of the Housing Business Plan. This major project was deferred until summer/autumn 2016. Actual spending in the year on specialist external support was £60,000, with the unspent resources being retained within the HRA Balance at the end of the year.

4.3.4 The projected spend included £821,000 as revenue funding of the 2015/2016 HRA Capital Programme, including expenditure on the Robinson Road housing development. The initial costs of that project have been funded from capital receipts and do not require revenue funding. The required revenue contribution towards HRA capital projects is £51,000.

4.3.5 The contribution to the Major Repairs Reserve is calculated in accordance with accounting guidance and is based on the depreciation of the various components of the housing stock (windows, bathrooms, heating systems, etc) over time. The total contribution made is higher than the original budget to reflect the current cost of replacing these components. This increase is consistent with the projection made at the time of setting the 2016/2017 HRA budget. The Major Repairs Reserve is use to fund capital expenditure.

4.3.6 The net surplus generated in 2015/2016 is added to the Housing Revenue Account balance, £2,726,000 at 31 March 2016. Table 8 identifies the components of the balance. The Special Projects element of the balance will provide funding in 2016/2017 for the stock condition survey, revenue costs associated with the development of new Council-owned homes and costs of the Council's Joint Transformation Programme which can be attributed to the HRA.

Table 8 - HRA Balance

	£'000
1 General Working Balance	1,043
2 Special Projects	1,408
3 Self Insurance	275
4 Total	2,726

4.4 Collection Fund

4.4.1 The actual balance on the Council Tax Collection Fund at 31 March 2016 was a surplus of £1.528m, compared with a surplus of £1.090m which had been estimated at the time of setting the Council Tax for 2016/2017. This positive variation, at 0.7% of income, reflects growth in the taxbase, changes in entitlement to discounts and a decrease in the value of Council Tax Reduction Scheme awards compared with the projection. The variation is well within the acceptable level of tolerance given that the total annual amount of Council Tax due was £60.6m. The earliest that this additional surplus can be distributed is during 2017/2018. The distribution would be between Lewes District Council, East Sussex County Council, East Sussex Fire Authority and the Sussex Police and Crime Commissioner, based on 2016/2017 Council Tax amounts. Approximately 16% of the surplus will be returned to this Council.

4.4.2 The actual balance on the Business Rates Collection Fund at 31 March 2016 was a deficit of £2.009m (of which this Council's share will be £0.81m) compared with a deficit of £1.559m which had been estimated at the time of setting the 2016/2017 budget. This increased deficit is largely the result of increased entitlement to small business rate relief and appeals against business rate valuations, which are beyond the Council's control and remain a key risk:

- in March 2016 (after the Quarter 3 financial report to Cabinet), the rateable value of a business in Newhaven was reduced on appeal from £0.50m to £0.39m, backdated to 1 April 2010. The appeal generated a refund of £0.33m to the ratepayer in 2016/2017, reducing total income from business rates, and increasing the in-year deficit.

- at 31 March 2016, 210 appeals against the LDC rating list were yet to be settled. The provision for business rates appeals has been increased by £0.25m to £1.9m at 31 March 2016.

4.5 Debts written off

4.5.1 Financial Procedure Rules authorise the Director of Corporate Services to write-off a debt which is below £10,000 or where the amount involved is claimable in bankruptcy or liquidation proceedings. Cabinet or Council approval is required to write off a single debt in excess of £10,000 or £50,000 respectively.

4.5.2 In 2015/2016, the following amounts have been written off in total when action to recover individual debts has proved to be unsuccessful or uneconomic to pursue. No individual case was in excess of £10,000.

	Total value £
Sundry debtors	25,140
Housing Benefit overpayments	93,380
Housing Rents	23,370
Council Tax	42,620
Business Rates	51,160
Total	235,670

4.6 Capital Programme 2015/2016 and 2016/2017

4.6.1 The Capital Programme is an allocation of resources (principally capital receipts from the sale of assets, grants or contributions received with specific conditions attached, and reserves) to projects relating to the major repair, enhancement or purchase of long-term assets. In many cases these projects will span financial years.

4.6.2 Table 9 summarises the final position of the 2015/2016 Capital Programme. Appendix 2 gives a detailed analysis.

Table 9 - Capital Programme 2015/2016 Summary

	£'000
Original allocation for year	15,666
Variations agreed in year including allocations c/fwd from 2014/15	10,493
Revised allocation for the 2015/2016 year and beyond	26,159
Further variations (explained in paragraph 4.6.3)	(3,298)
Final allocation	22,861
Less: Actual spend in 2015/16	(12,283)
Remaining allocations to be used in 2016/17 and beyond	10,578

4.6.3 In some cases, further variations to the allocations previously agreed during 2015/2016 are necessary. Details of the most significant changes noted on Appendix 2 are shown in Table 10:

Table 10 - 2014/2015 Capital Programme variations

Lines 1 to 29	HRA Capital Programme. There are a number of amendments to the individual elements of the programme which has been managed as a whole and in conjunction with the revenue budget for planned and responsive repairs. Spending in some programme areas has been deferred pending the outcome of the stock condition survey. The total cost of the programme has reduced by £1,225,000. No homes became available for purchase under the right to buy buy-back arrangements in the year.
Line 68	University Technical College. The Council made contributions towards the construction of the UTC, the Riverside Walk at the site and (outside the capital programme) the UTC start-up cost. A contingency allowed for possible overruns on the build cost has not been called on and the associated funding is released into the Strategic Change Reserve.
Line 72	Photovoltaic (PV) Panel Housing Installation Programme. The Government made a significant reduction in the PV Feed in Tariff in January 2016, reducing the cost-effectiveness of installations after that date. The Council ceased its programme at that time, with PV installations completed on 600 homes. The cost of the programme is covered by General Fund prudential borrowing.
Line 78	Saxon House shared office facility. The Council's final contribution towards the cost of constructing and equipping Saxon House came in under budget, reducing the call on prudential borrowing in 2015/2016.
Lines 86 and 87	Vehicle replacements envisaged when the 2015/2016 programme was originally drafted have not been actioned pending the introduction of operational changes to the Waste and Recycling Services. Funding for future replacement is retained within an earmarked Reserve.

4.6.4 The Capital Programme for 2016/2017 (Appendix 3) has been updated to include the amounts brought forward from 2015/2016. There are no other proposed variations to the programme.

5 Financial Appraisal - referred to under individual items above.

6 Legal Implications - there are no legal implications arising from this report.

7 Risk Management Implications

7.1 The Council maintains an overview of its policy programme, its Medium Term Financial Strategy and the external factors that affect them. Without this constant analysis and review there is a risk that the underlying recurring revenue budgets will grow at a faster rate than the resources available to fund them. This risk is mitigated through regular reports to Cabinet on the Council's overall revenue and capital position and Cabinet's correcting actions taken in accordance with the objectives and principles it set for management of the Council's finances.

7.2 The Council's Medium Term Financial Strategy includes challenging savings targets through to 2019/2020, to be delivered through a number of measures including the Joint Transformation Programme. There is a risk that the measures are not fully achieved on a timely basis, putting further pressure on reserves and balances. This risk can be mitigated through strong project management and review.

8 Equality Screening

This Finance Update is a routine report for which detailed Equality Analysis is not required to be undertaken. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

9 Background Papers

Treasury Strategy Statement <http://www.lewes.gov.uk/council/20987.asp>

Appendices

Appendix 1 – Annual Treasury Management Report 2015/2016

Appendix 2 – Capital Programme 2015/2016

Appendix 3 – Capital Programme 2016/2017

Lewes District Council

Annual Treasury Management Report 2015/2016

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1. Background

1.1 The Council is required through regulations issued under the Local Government Act 2003 to produce an annual treasury management report. The report must review treasury management activities and set out the final position of the Council's Treasury Prudential Indicators. This report meets the requirements of both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities.

1.2 The Council defines its Treasury Management activities as:

“the management of the Council’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

1.3 The Council agreed its Treasury Management Strategy Statement and Investment Strategy 2015/2016 to 2017/2018 at its meeting in February 2015.

2. Overall Summary of Activity 2015/2016

2.1 The table below lists the key elements of the 2015/2016 Strategy and records actual performance against each one of them.

Key Element	Target in Strategy	Actual Performance	
Borrowing			
Underlying need to borrow (CFR) at year end	£74.034 million	£71.530 million	✓
Internal borrowing at year end	£17.361 million	£14.857 million	✓
New external long-term borrowing in year	None anticipated	None undertaken	✓
Debt rescheduling in year	Review options but not anticipated	Options kept under review, none undertaken	✓
Interest payments on external borrowing	£1.730 million	£1.735 million	✓
Investments			
Minimum counterparty credit ratings for investments of up to 1 year	Long-term A (does not apply to Government and other local authorities which have the highest ratings)	At least Long-term A	✓
Interest receipts from external investments	£0.075m	£0.112	✓
Appointment of Investment Consultants			
Independent Treasury Adviser to be retained	Arlingclose to be retained as Treasury Adviser	Arlingclose retained as Treasury Adviser	✓

Key Element	Target in Strategy	Actual Performance	
Reporting and Training			
Reports to be made to Audit and Standards Committee and Cabinet	Every meeting	Every regular meeting.	✓
Briefing sessions for Councillors and Staff	Treasury Adviser to provide	Arlingclose met with Councillors and Staff October 2015	✓

2.2 For those who are looking for more than this overall confirmation that all treasury management and investment activity in 2015/2016 has been carried out in accordance with the Council's agreed Strategy, the remainder of this report explores each of the key elements in more depth. Appendix A gives details of the final position on each of the Prudential Indicators, and Appendix B explores the Economic Background to the year's activity. A Glossary appears at the end of the document to explain technical terms which could not be avoided when writing this report.

3. Detailed Analysis – Borrowing

- 3.1 Other than for temporary cash flow purposes, local authorities are only allowed to borrow to finance capital expenditure (eg the purchase of property, vehicles or equipment which will last for more than one year, or the improvement of such assets). The Government limits the amount borrowed by local authorities for housing purposes only by specifying 'debt caps'. This Council's underlying debt cap has been fixed at £72.931m. In 2014/2015 local authorities were able to bid for an increase in the housing debt cap in order to enable specific development projects to take place. A bid from this Council was successful and, after agreeing changes to the projects in 2015/2016, the increased debt cap is £74.629m to incorporate spending on 5 new build projects which will deliver 22 new homes in total.
- 3.2 In accounting terms, the underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). This, together with Balances and Reserves, are the core drivers of Treasury Management activity.
- 3.3 The CFR is, in simple terms, the amount of capital expenditure which has been incurred by the Council but which has not yet been paid for (by using, for example, grants, capital receipts, reserves or revenue income) and in the meantime is covered by internal or external borrowing. External borrowing is where loans are raised from the Public Works Loans Board or banks. Alternatively it is possible to use the cash which has been set aside in Balances and Reserves and which would otherwise need to be invested with banks or other borrowers as a means to avoid taking on external loans. This is known as internal borrowing.
- 3.4 As noted above, the level of CFR increases each year by the amount of unfinanced capital expenditure and is reduced by the amount that the Council sets aside for the repayment of borrowing. The table below shows the original

CFR projection for 2015/2016, the revised position reported at the time of producing the Treasury Strategy 2016/2017 and the final position for the year. The variation in capital expenditure (and financing) was anticipated given that the capital programme represents an allocation of funds to specific long-term projects many of which span financial years.

	2015/16 Original £m	2015/16 Revised £m	2015/16 Outturn £m
Opening CFR	70.709	69.979	69.979
Capital expenditure in year	15.666	14.075	12.957
Less financed	(10.464)	(11.304)	(9.378)
Less amount set aside for debt repayment	(1.877)	(1.857)	(2.028)
Closing CFR	74.034	70.893	71.530

- 3.5 The overall CFR can be split between the General Fund and Housing Revenue Account as follows:

CFR Component	2015/16 Revised £m	2015/16 Outturn £m
General Fund	6.913	7.606
Housing Revenue Account	63.980	63.924
Total	70.893	71.530

- 3.6 The following table compares the CFR with the amount that the Council holds in balances and reserves as well as working capital (day to day cash movements as well as grants, developer contributions and capital receipts held pending use). The total held in Balances and Reserves is higher than anticipated in the revised budget mainly because of expenditure on capital projects switching into 2016/2017.

	31/3/16 Revised £m	31/3/16 Outturn £m
(a) Capital Financing Requirement	70.893	71.530
(b) Actual external borrowing	(56.673)	(56.673)
(c) Use of Balances and Reserves as alternative to borrowing (a)–(b)	14.220	14.857
(d) Total Balances and Reserves	10.474	17.824
(e) Working capital	12.098	8.779
(f) Less Amount used as an alternative to borrowing (c) above	(14.220)	(14.857)
(g) Total investments (d)+(e)–(f)	8.352	11.746

3.7 The Council's loan portfolio at 31 March 2016 was:

Lender	Interest	Amount £m	Rate %	Maturity
PWLB	Fixed	4.00	2.70	01/03/2024
PWLB	Fixed	5.00	3.30	01/03/2032
PWLB	Fixed	2.00	3.05	01/09/2027
PWLB	Fixed	2.00	2.76	01/09/2024
PWLB	Fixed	4.00	2.97	01/09/2026
PWLB	Fixed	5.00	3.28	01/09/2031
PWLB	Fixed	4.00	2.63	01/09/2023
PWLB	Fixed	5.00	3.44	01/03/2037
PWLB	Fixed	6.67	3.50	01/03/2042
PWLB	Fixed	5.00	3.43	01/09/2036
PWLB	Variable	5.00	0.62	28/03/2022
PWLB	Fixed	4.00	3.01	01/03/2027
	Sub-total	<u>51.67</u>		
Barclays	LOBO	5.00	4.50	06/04/2054
	Total	<u>56.67</u>		

3.8 In the table above the Lender's Options Borrower's Option (LOBO) loan was taken out in April 2004 with a term of 50 years. Under the terms of the LOBO, the Lender will next review the rate/terms of the loan in April 2016 and if it proposes an increase, the Council will have an option to repay.

3.9 Total interest paid on external long-term borrowing in the year was £1.735m, which was consistent with the revised budget for the year. No new borrowing, either long-term or short-term (for cash flow purposes) was undertaken. The Council remained eligible to access the Government's 'Certainty Rate' allowing the Council to borrow, had it been appropriate to do so, at a reduction of 0.20% on the Standard Rate.

3.10 Through the year, officers, supported by Arlingclose, monitored opportunities for the rescheduling of external loans and the possibility of repayment utilising cash balances that would otherwise be invested. No beneficial rescheduling opportunities were identified and the loan portfolio remained unchanged through the year.

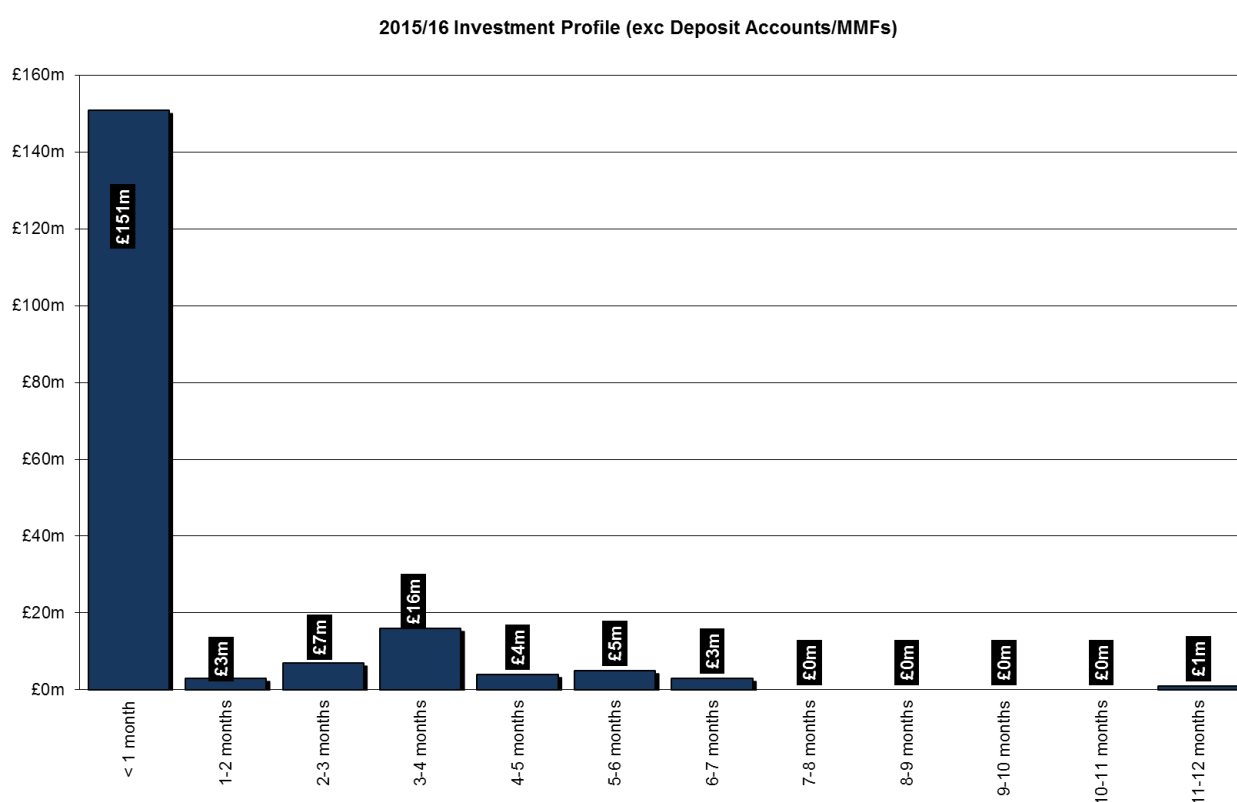
3.11 As determined by the Council, two separate Loans Pools operated in 2015/2016, for the General Fund and HRA respectively. At 31 March 2016 the balance on internal loans from the General Fund to the HRA was £7.251m, a reduction of £1.550m compared with the previous year. Interest was charged on internal borrowing at 1.33% (equivalent to a one-year maturity loan from the PWLB at the start of the financial year).

4. Detailed Analysis - Investments

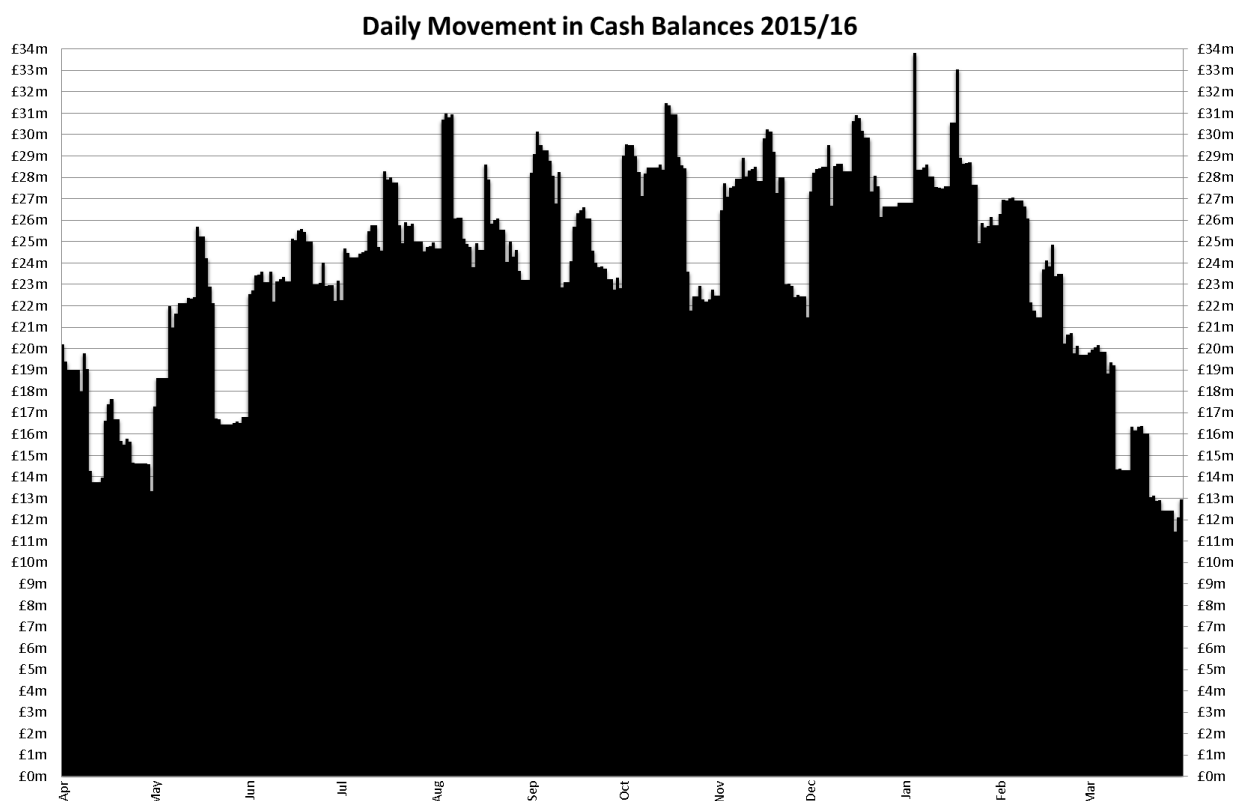
- 4.1 The Council held an average of £23.8m as cash during the year. This comprised working cash balances, capital receipts, earmarked reserves and developer contributions held pending use.
- 4.2 The Council's general policy objective is to invest its surplus funds prudently. Throughout 2015/2016, the Council's investment priorities continued to be:
- highest priority** - security of the invested capital;
followed by - liquidity of the invested capital;
finally - an optimum yield commensurate with security and liquidity.
- 4.3 All of the Council's investments were managed in-house. Security of capital was maintained by following the counterparty policy set out in the Investment Strategy for 2015/2016. Investments during the year included:
- Term Deposits with the Debt Management Office (total £99.75m – 42 occasions)
 - Term Deposits with other Local Authorities (total £20.0m – 9 occasions)
 - Term Deposits with banks and building societies (total £9.0m – 8 occasions)
 - Purchase of UK Treasury Bills (total £68m – 63 occasions)
 - Investments in AAA-rated Constant Net Asset Value Money Market Funds (MMFs) (average balance held in year £4.87m)
 - Deposit accounts with UK Banks (average balance held in year £2.27m)
 - Overnight deposits with the Council's banker, Lloyds Bank (average balance held in year £1.00 million)
- 4.4 Counterparty credit quality was assessed and monitored with reference to credit ratings (a minimum long-term counterparty rating of A across all three rating agencies Fitch, Standard and Poors, and Moody's was in operation); credit default swaps; GDP of the country in which the institution operates; the country's net debt as a percentage of GDP; any potential support mechanisms and share price.
- 4.5 In keeping with Government guidance on investments, the Council maintained a sufficient level of liquidity through the use of MMFs, overnight deposits and the use of deposit accounts.
- 4.6 In September 2015, Cabinet agreed that a nominee account should be opened with a second broker to allow a maximum of £20m to be invested in negotiable instruments (eg Treasury Bills) at any one time. The Investment Strategy limited the amount that could be held in a single broker's account to £10m and Cabinet's decision increased the opportunity to make these investments in the second half of 2015/2016.

4.7 The Council sought to optimise returns commensurate with its objectives of security and liquidity. As expected when setting the investment income budget for 2015/2016, the UK Bank Rate was maintained at 0.5% through the year. In the regular absence of other counterparties which matched the Council's credit criteria, the main types of investment made were with the UK Government, with the preferred approach being the purchase of Treasury Bills (average return achieved 4.89%). When this was not practicable, deposits were placed with the Debt Management Office at an interest rate of 0.25%, below the UK Bank Rate for the year.

4.8 A full list of term deposits made in the year is given at Appendix C. All investments were made with UK institutions, and no new deposits were made for periods in excess of one year. The chart below gives an analysis of aggregate fixed term deposits by duration.



4.9 The next chart shows how the total amount invested varied from day to day over the course of the year. The movement largely reflects the cycle of grant, council tax and business rate receipts and precept payments made.



- 4.10 Interest generated from investments in the year was £0.112 million, well above the total budget for investment income, £0.075 million. This favourable position arose as a result of higher than anticipated levels of cash being held pending expenditure on capital programme projects, etc.
- 4.11 The average rate of return from investments at the end of each quarter in 2015/2016 is shown in the table below, along with comparative benchmark information from the Arlingclose client base. The return was below the benchmark, reflecting the very low credit risk and low duration of the Council's investment portfolio.

Average rate of investments at:	Lewes District Council	Arlingclose client base
30 June 2015	0.46%	0.64%
30 September 2015	0.49%	0.66%
31 December 2015	0.47%	0.65%
31 March 2016	0.53%	0.71%

5. Counterparty Update

- 5.1 The transposition of two European Union directives into UK legislation placed the burden of rescuing failing EU banks disproportionately onto unsecured institutional investors which include local authorities. During the year, all three credit ratings agencies reviewed their ratings to reflect the loss of government support for most financial institutions and the potential for loss given default as a result of new bail-in regimes in many countries. Despite reductions in

government support many institutions saw upgrades due to an improvement in their underlying strength and an assessment that that the level of loss given default is low.

- 5.2 Fitch reviewed the credit ratings of multiple institutions in May. Most UK banks had their support rating revised from 1 (denoting an extremely high probability of support) to 5 (denoting external support cannot be relied upon). This resulted in the downgrade of the long-term ratings of Royal Bank of Scotland (RBS) for example. JP Morgan Chase and the Lloyds Banking Group however both received one notch upgrades.
- 5.3 Moody's concluded its review in June and upgraded the long-term ratings of Close Brothers, Standard Chartered Bank, ING Bank, Goldman Sachs International, HSBC, RBS, Coventry Building Society, Leeds Building Society, Nationwide Building Society, Svenska Handelsbanken and Landesbank Hessen-Thuringen.
- 5.4 S&P reviewed UK and German banks in June, downgrading the long-term ratings of Barclays, RBS and Deutsche Bank. S&P also revised the outlook of the UK as a whole to negative from stable, citing concerns around the referendum on EU membership and its effect on the economy.
- 5.5 At the end of July 2015, Arlingclose advised an extension of recommended durations for unsecured investments in certain UK and European institutions following improvements in the global economic situation and the receding threat of another Eurozone crisis. A similar extension was advised for some non-European banks in September, with the Danish Danske Bank being added as a new recommended counterparty and certain non-rated UK building societies also being extended.
- 5.6 In December the Bank of England released the results of its latest stress tests on the seven largest UK banks and building societies which showed that the Royal Bank of Scotland and Standard Chartered Bank were the weakest performers. However, the regulator did not require either bank to submit revised capital plans, since both firms had already improved their ratios over the year.
- 5.7 In January 2016, Arlingclose supplemented its existing investment advice with a counterparty list of high quality bond issuers, including recommended cash and duration limits. Interest rates are likely to stay low for longer making long-term bonds an increasingly attractive option. The Council did not make use of these long-term investment options during 2015/16.
- 5.8 The first quarter of 2016 was characterised by financial market volatility and a weakening outlook for global economic growth. In March 2016, following the publication of many banks' 2015 full-year results, Arlingclose advised the suspension of Deutsche Bank and Standard Chartered Bank from the counterparty list for unsecured investments. Arlingclose will continue to monitor both banks.

5.9 The end of bank bail-outs, the introduction of bail-ins, and the preference being given to large numbers of depositors other than local authorities means that the risks of making unsecured deposits continues to be elevated relative to other investment options. The Council therefore ended the year exploring secured investment options or diversified alternatives such as covered bonds, non-bank investments and pooled funds to utilise in 2016/2017.

6. Compliance with Prudential Indicators

The Council can confirm that it has complied with its Prudential Indicators for 2015/2016. A detailed review of each of the Prudential Indicators is at Appendix A.

7. Investment Consultants

In June 2012 Arlingclose had been reappointed as the Council's treasury management adviser, for a four year term. The reappointment followed a competitive tendering process. In 2015/2016, Arlingclose was the primary source of information, advice and assistance relating to investment activity, with individual investment decisions being made by the Council.

8. Reporting and Training

- 8.1 The Director of Finance reported the details of treasury management activity to each regular meeting of the Audit and Standards Committee and Cabinet held in 2015/2016. A mid-term summary report was issued in November 2015.
- 8.2 All councillors tasked with treasury management responsibilities, including scrutiny of the treasury management function, were offered the opportunity to attend a local briefing session led by Arlingclose on 12 October 2015.
- 8.3 The training needs of the Council's treasury management staff were reviewed as part of the annual corporate staff appraisal/training needs assessment process for all Council employees. Members of staff attended Arlingclose workshops alongside colleagues from other local authorities during 2015/2016.

Appendix A – Prudential Indicators 2015/2016

1. Background:

There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators. Some of the Prudential Indicators relate directly to the Council's Capital Programme These Indicators are also included below for completeness of reporting.

2. Net Borrowing and the Capital Financing Requirement

2.1 This is a key indicator of prudence. In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that the net external borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

2.2 The Director of Corporate Services reports that the Council has had no difficulty meeting this requirement in 2015/2016, nor are there any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the budget for 2016/2017.

3. Estimates of Capital Expenditure (direct link to Capital Programme)

This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax and in the case of the HRA, housing rent levels.

No.	Capital Expenditure	2015/16 Original £m	2015/16 Revised £m	2015/16 Actual £m
1a	Non-HRA	4.842	9.514	7.845
1b	HRA	5.164	4.239	4.437
	Total	10.006	13.753	12.282

4. Ratio of Financing Costs to Net Revenue Stream (direct link to Capital Programme)

4.1 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs.

4.2 The ratio is based on costs net of investment income. Where investment income exceeds interest payments, the indicator is negative.

No.	Ratio of Financing Costs to Net Revenue Stream	2015/16 Original %	2015/16 Revised %	2015/16 Actual %
2a	Non-HRA	0.95	0.88	0.76
2b	HRA	20.69	20.82	20.75

5. Capital Financing Requirement

5.1 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing.

No	Capital Financing Requirement	2015/16 Original £m	2015/16 Revised £m	2015/16 Actual £m
3a	Non-HRA	8.421	6.913	7.606
3b	HRA	65.613	63.980	63.924
	Total CFR	74.034	70.893	71.530

5.2 The year-on-year change in the CFR is set out below.

Capital Financing Requirement	2015/16 Original £m	2015/16 Revised £m	2015/16 Actual £m
Balance B/F	70.709	69.979	69.979
Capital expenditure financed from borrowing	5.202	2.771	3.579
Revenue provision for Debt Redemption.	-1.877	-1.857	-2.028
Balance C/F	74.034	70.893	71.530

6. Actual External Debt

This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit (see 8 below).

No.	Actual External Debt as at 31/03/2016	Revised £m	Actual £m
4a	Borrowing	56.673	56.673
4b	Other Long-term Liabilities	0.418	0.418
4c	Total	57.091	57.091

7. Incremental Impact of Capital Investment Decisions Stream (direct link to Capital Programme)

This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and Housing Rent levels. The incremental impact is calculated by comparing the total revenue budget requirement of the current

approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

No.	Incremental Impact of Capital Investment Decisions	2015/16 Original £	2015/16 Revised £	2015/16 Actual £
5a	Increase in Band D Council Tax	84.39	120.93	28.90
5b	Increase in Average Weekly Housing Rents	5.93	3.89	0.91

The increase in Band D council tax/average weekly rents reflects the funding of the capital programme: for example, new borrowing increases interest payable, and funding from reserves utilises resources which could have otherwise been used to fund revenue expenditure. The actual indicators are less than the revised as a result of significant capital projects, for example housing new-build projects being deferred from 2015/2016 into 2016/2017.

8. Authorised Limit and Operational Boundary for External Debt

- 8.1 The Council has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Council and not just those arising from capital spending reflected in the CFR.
- 8.2 The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) for the Council. It is measured on a daily basis against all external borrowing items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases.
- 8.3 The Authorised Limit has been set on the estimate of the most likely, prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.
- 8.4 The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit). The 2015/2016 Actual values shown below are the maximum levels of borrowing experienced at any time during the year.

No.	Authorised Limit for External Debt	2015/16 Original £m	2015/16 Revised £m	2015/16 Actual £m
6a	Borrowing	76.00	76.00	56.67
6b	Other Long-term Liabilities	0.50	0.50	0.42
6c	Total	76.50	76.50	57.09

- 8.5 The **Operational Boundary** links directly to the Council's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.
- 8.6 The Director of Corporate Services has delegated authority, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. Decisions will be based on the outcome of financial option appraisals and best value considerations. Any movement between these separate limits will be reported to the immediately following meeting of the Cabinet. The 2015/2016 Actual values shown below are the maximum levels of borrowing experienced at any time during the year.

No.	Operational Boundary for External Debt	2015/16 Original £m	2015/16 Revised £m	2015/16 Actual £m
7a	Borrowing	70.50	70.50	56.67
7b	Other Long-term Liabilities	0.50	0.50	0.42
7c	Total	71.00	71.00	57.09

9. Adoption of the CIPFA Treasury Management Code

This indicator demonstrates that the Council has adopted best practice.

No.	Adoption of the CIPFA Code of Practice in Treasury Management
8	The Council approved the adoption of the CIPFA Treasury Management Code in 2002. Following revisions to the Code published in December 2009, reconfirmed its adoption of the Code in February 2010.

10. Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure

- 10.1 These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. This Council calculates these limits on net principal outstanding sums ie fixed rate debt net of fixed rate investments.
- 10.2 The upper limit for variable rate exposure has been set to ensure that the Council is not exposed to interest rate rises which could adversely impact on the revenue budget.

No.		2015/16 Original £m	2015/16 Revised £m	2015/16 Actual £m
9	Upper Limit for Fixed Interest Rate Exposure	76.5	76.5	51.7
10	Upper Limit for Variable Interest Rate Exposure	(27.5)	(27.5)	(28.8)

- 10.3 The limits above provide the necessary flexibility within which decisions will be made for drawing down new loans on a fixed or variable rate basis; the

decisions will ultimately be determined by expectations of anticipated interest rate movements as set out in the Council's Treasury Management Strategy.

10.4 Because the Council's investments are substantially in excess of its variable rate borrowing, the Upper Limit for Variable Interest Rate exposure is shown as a negative figure.

11. Maturity Structure of Fixed Rate borrowing

11.1 This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

11.2 It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment.

No.	Maturity structure of fixed rate borrowing	Lower Limit %	Upper Limit %	Actual %
11a	under 12 months	0	70	0
11b	12 months and within 24 months	0	70	0
11c	24 months and within 5 years	0	75	0
11d	5 years and within 10 years	0	75	19
11e	10 years and above	0	100	81

12. Upper Limit for total principal sums invested over 364 days

The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested. No investments of more than 364 days were made during 2015/16.

No.	Upper Limit for total principal sums invested over 364 days	2015/16 Original %	2015/16 Revised %	2015/16 Actual %
12	Upper limit	50	50	0

13. HRA Limit on Indebtedness

This indicator is associated with self-financing for housing. It indicates the residual capacity to borrow for housing purposes, while remaining within the overall HRA Debt Cap specified by the Government.

No	Capital Financing Requirement	2015/16 Original £m	2015/16 Revised £m	2015/16 Actual £m
13a	HRA CFR	65.613	63.980	63.924
13b	HRA Debt Cap	75.248	75.248	74.629
	Difference	9.635	11.268	10.705

Appendix B – Economic Background explained by Arlingclose

Growth, Inflation, Employment: The UK economy slowed in 2015 with GDP growth falling to 2.3% from a robust 3.0% the year before. CPI inflation hovered around 0.0% through 2015 with deflationary spells in April, September and October. The prolonged spell of low inflation was attributed to the continued collapse in the price of oil from \$67 a barrel in May 2015 to just under \$28 a barrel in January 2016, the appreciation of sterling since 2013 pushing down import prices and weaker than anticipated wage growth resulting in subdued unit labour costs. CPI picked up to 0.3% year/year in February, but this was still well below the Bank of England's 2% inflation target. The labour market continued to improve through 2015 and in Q1 2016, the latest figures (Jan 2016) showing the employment rate at 74.1% (the highest rate since comparable records began in 1971) and the unemployment rate at a 12 year low of 5.1%. Wage growth has however remained modest at around 2.2% excluding bonuses, but after a long period of negative real wage growth (i.e. after inflation) real earnings were positive and growing at their fastest rate in eight years, boosting consumers' spending power.

Global influences: The slowdown in the Chinese economy became the largest threat to the South East Asian region, particularly on economies with a large trade dependency on China and also to prospects for global growth as a whole. The effect of the Chinese authorities' intervention in their currency and equity markets was temporary and led to high market volatility as a consequence. There were falls in prices of equities and risky assets and a widening in corporate credit spreads. As the global economy entered 2016 there was high uncertainty about growth, the outcome of the US presidential election and the consequences of June's referendum on whether the UK is to remain in the EU. Between February and March 2016 sterling had depreciated by around 3%, a significant proportion of the decline reflecting the uncertainty surrounding the referendum result.

UK Monetary Policy: The Bank of England's MPC (Monetary Policy Committee) made no change to policy, maintaining the Bank Rate at 0.5% (in March it entered its eighth year at 0.5%) and asset purchases (Quantitative Easing) at £375bn. In its *Inflation Reports* and monthly monetary policy meeting minutes, the Bank was at pains to stress and reiterate that when interest rates do begin to rise they were expected to do so more gradually and to a lower level than in recent cycles.

Improvement in household spending, business fixed investment, a strong housing sector and solid employment gains in the US allowed the Federal Reserve to raise rates in December 2015 for the first time in nine years to take the new Federal funds range to 0.25%-0.50%. Despite signalling four further rate hikes in 2016, the Fed chose not to increase rates further in Q1 and markets pared back expectations to no more than two further hikes this year.

However central bankers in the Eurozone, Switzerland, Sweden and Japan were forced to take policy rates into negative territory. The European Central Bank also announced a range of measures to inject sustained economic recovery and boost domestic inflation which included an increase in asset purchases (Quantitative Easing).

Market reaction: From June 2015 gilt yields were driven lower by the a weakening in Chinese growth, the knock-on effects of the fall in its stock market, the continuing fall in the price of oil and commodities and acceptance of diminishing effectiveness of central bankers' unconventional policy actions. Added to this was the heightened uncertainty surrounding the outcome of the UK referendum on its continued membership of the EU as well as the US presidential elections which culminated in a significant volatility and in equities and corporate bond yields.

10-year gilt yields moved from 1.58% on 31/03/2015 to a high of 2.19% in June before falling back and ending the financial year at 1.42%. The pattern for 20-year gilts was similar, the yield rose from 2.15% in March 2015 to a high of 2.71% in June before falling back to 2.14% in March 2016. The FTSE All Share Index fell 7.3% from 3664 to 3395 and the MSCI World Index fell 5.3% from 1741 to 1648 over the 12 months to 31 March 2016.

Appendix C – List of Term Deposits made and/or maturing in 2015/2016

Loan	Bank	Principal	From	To	Rate %
220714	Barclays Bank plc	1,000,000	13 Aug 14	13 Aug 15	1.0000%
222514	Telford and Wrekin Council	3,000,000	6 Feb 15	15 Apr 15	0.4000%
222815	Debt Management Office	2,000,000	1 Apr 15	7 Apr 15	0.2500%
222915	Nationwide Building Society	1,000,000	8 Apr 15	8 Jul 15	0.5000%
223015	Debt Management Office	1,000,000	15 Apr 15	20 Apr 15	0.2500%
223115	Debt Management Office	2,000,000	6 May 15	21 May 15	0.2500%
223215	Nationwide Building Society	1,000,000	6 May 15	6 Aug 15	0.5000%
223315	Debt Management Office	2,500,000	7 May 15	8 May 15	0.2500%
223415	Debt Management Office	1,000,000	8 May 15	11 May 15	0.2500%
223515	Debt Management Office	1,000,000	8 May 15	18 May 15	0.2500%
223615	Debt Management Office	1,500,000	15 May 15	19 May 15	0.2500%
223715	Debt Management Office	1,500,000	15 May 15	21 May 15	0.2500%
223815	Debt Management Office	2,500,000	1 Jun 15	8 Jun 15	0.2500%
223915	Debt Management Office	1,000,000	3 Jun 15	9 Jun 15	0.2500%
224015	Debt Management Office	3,000,000	8 Jun 15	22 Jun 15	0.2500%
224115	Debt Management Office	3,000,000	15 Jun 15	22 Jun 15	0.2500%
224215	Debt Management Office	1,000,000	22 Jun 15	25 Jun 15	0.2500%
224315	Debt Management Office	1,750,000	25 Jun 15	2 Jul 15	0.2500%
224415	Plymouth City Council	2,000,000	30 Jun 15	1 Jul 15	0.3500%
224515	Debt Management Office	3,000,000	2 Jul 15	13 Jul 15	0.2500%
224615	Nationwide Building Society	1,000,000	8 Jul 15	8 Oct 15	0.5000%
224715	Debt Management Office	2,000,000	13 Jul 15	20 Jul 15	0.2500%
224815	Debt Management Office	4,000,000	15 Jul 15	21 Jul 15	0.2500%
224915	Debt Management Office	3,000,000	21 Jul 15	27 Jul 15	0.2500%
225015	Debt Management Office	3,000,000	27 Jul 15	7 Aug 15	0.2500%
225115	Coventry Building Society	2,000,000	3 Aug 15	3 Dec 15	0.5000%
225215	Debt Management Office	2,000,000	3 Aug 15	7 Aug 15	0.2500%
225315	Debt Management Office	6,000,000	3 Aug 15	10 Aug 15	0.2500%
225415	Debt Management Office	1,000,000	6 Aug 15	10 Aug 15	0.2500%
225515	Debt Management Office	4,000,000	10 Aug 15	14 Aug 15	0.2500%
225615	Nationwide Building Society	1,000,000	10 Aug 15	10 Feb 16	0.6600%
225715	Debt Management Office	4,000,000	14 Aug 15	17 Aug 15	0.2500%
225815	Debt Management Office	2,000,000	17 Aug 15	19 Aug 15	0.2500%
225915	Debt Management Office	3,000,000	17 Aug 15	24 Aug 15	0.2500%
226015	Debt Management Office	2,500,000	24 Aug 15	28 Aug 15	0.2500%
226115	Debt Management Office	1,500,000	28 Aug 15	7 Sep 15	0.2500%
226215	Debt Management Office	5,000,000	1 Sep 15	11 Sep 15	0.2500%
226315	Thurrock Borough Council	2,000,000	23 Sep 15	11 Feb 16	0.4700%
226415	Debt Management Office	1,000,000	3 Sep 15	11 Sep 15	0.2500%
226515	Debt Management Office	2,000,000	14 Sep 15	23 Sep 15	0.2500%
226615	Debt Management Office	2,500,000	15 Sep 15	21 Sep 15	0.2500%
226715	Newport City Council	3,000,000	23 Sep 15	7 Oct 15	0.4000%
226815	Debt Management Office	2,000,000	1 Oct 15	12 Oct 15	0.2500%
226915	The Moray Council	1,000,000	2 Oct 15	2 Nov 15	0.4800%
227015	Nationwide Building Society	1,000,000	8 Oct 15	8 Dec 15	0.4600%
227115	Thurrock Borough Council	2,000,000	30 Nov 15	22 Feb 16	0.4800%
227215	Debt Management Office	2,000,000	12 Oct 15	22 Oct 15	0.2500%
227315	Debt Management Office	3,000,000	15 Oct 15	22 Oct 15	0.2500%
227415	Debt Management Office	2,000,000	2 Nov 15	9 Nov 15	0.2500%
227515	Thurrock Borough Council	3,000,000	16 Nov 15	10 Mar 16	0.5000%
227615	Debt Management Office	1,000,000	16 Nov 15	19 Nov 15	0.2500%
227715	Debt Management Office	2,000,000	7 Dec 15	14 Dec 15	0.2500%
227815	Debt Management Office	2,000,000	14 Dec 15	21 Dec 15	0.2500%
227915	Debt Management Office	2,500,000	15 Dec 15	21 Dec 15	0.2500%

Loan	Bank	Principal	From	To	Rate %
228015	Debt Management Office	5,000,000	4 Jan 16	5 Jan 16	0.2500%
228115	Nationwide Building Society	1,000,000	18 Feb 16	18 Aug 16	0.7100%
228215	Debt Management Office	2,000,000	15 Mar 16	21 Mar 16	0.2500%
228315	Eastbourne Borough Council	2,000,000	24 Mar 16	1 Jun 16	0.5000%
228415	Stafford Borough Council	2,000,000	24 Mar 16	1 Apr 16	0.5000%

Glossary of Terms

Affordable Borrowing Limit	Each local authority is required by statute to determine and keep under review how much money it can afford to borrow. The Prudential Code (see below) sets out how affordability is to be measured.
Base Rate	The main interest rate in the economy, set by the Bank Of England, upon which others rates are based.
Bonds	Debt instruments issued by government, multinational companies, banks and multilateral development banks. Interest is paid by the issuer to the bond holder at regular pre-agreed periods. The repayment date of the principal is also set at the outset.
Capital Expenditure	Spending on the purchase, major repair, or improvement of assets eg buildings and vehicles
Capital Financing Requirement (CFR)	Calculated in accordance with government regulations, the CFR represents the amount of Capital Expenditure that it has incurred over the years and which has not yet been funded from capital receipts, grants or other forms of income. It represents the Council's underlying need to borrow.
Chartered Institute of Public Finance and Accountancy (CIPFA)	CIPFA is one of the leading professional accountancy bodies in the UK and the only one that specialises in the public services. It is responsible for the education and training of professional accountants and for their regulation through the setting and monitoring of professional standards. Uniquely among the professional accountancy bodies in the UK, CIPFA has responsibility for setting accounting standards for a significant part of the economy, namely local government.
Counterparty	Organisation with which the Council makes an investment
Credit Default Swaps	CDS are a financial instrument for swapping the risk of debt default and are effectively an insurance premium. Local authorities do not trade in CDS but trends in CDS prices can be monitored as an indicator of relative confidence about the credit risk of counterparties.
Credit Rating	A credit rating is an independent assessment of the credit quality of an institution made by an organisation known as a rating agency. The rating agencies take many factors into consideration when forming their view of the likelihood that an institution will default on their obligations, including the institution's willingness and ability to repay. The ratings awarded typically cover the short term outlook, the long term outlook, as well as an assessment of the extent to which the parent company or the state will honour any obligations. At

	present, the three main agencies providing credit rating services are Fitch Ratings, Moody's and Standard and Poor's.
Fixed Deposits	Loans to institutions which are for a fixed period at a fixed rate of interest
Gilts	These are issued by the UK government in order to finance public expenditure. Gilts are generally issued for set periods and pay a fixed rate of interest. During the life of a gilt it will be traded at price decided in the market.
Housing Revenue Account (HRA)	There is a statutory requirement for local authorities to account separately for expenditure incurred and income received in respect of the dwellings that they own and manage.
Lenders' Option Borrower's Option (LOBO)	A long term loan with a fixed interest rate. On pre-determined dates (eg every five years) the lender can propose or impose a new fixed rate for the remaining term of the loan and the borrower has the 'option' to either accept the new imposed fixed rate or repay the loan.
LIBID	The rate of interest at which first-class banks in London will bid for deposit funds
Minimum Revenue Provision (MRP)	The minimum amount which must be charged to an authority's revenue account each year and set aside as provision for the repayment of debt.
Operational boundary	This is the most likely, prudent view of the level of gross external indebtedness. A temporary breach of the operational boundary is not significant.
Prudential Code/Prudential Indicators	The level of capital expenditure by local authorities is not rationed by central government. Instead the level is set by local authorities, providing it is within the limits of affordability and prudence they set themselves. The Prudential Code sets out the indicators to be used and the factors to be taken into account when setting these limits
Public Works Loan Board (PWLB)	A central government agency which provides long- and medium-term loans to local authorities at interest rates only slightly higher than those at which the Government itself can borrow.
Treasury Management Strategy Statement (TMSS)	Approved each year, this document sets out the strategy that the Council will follow in respect of investments and financing both in the forthcoming financial year and the following two years.
Treasury Bills (T-Bills)	These are issued by the UK Government as part of the Debt Management Office's cash management operations. They do not pay interest but are issued at a discount and are redeemed at par. T-Bills have up to 12 months maturity when first issued.

THE CAPITAL PROGRAMME 2015/2016

Line No		Programme 2015/16	Variations previously agreed	Year End Adjusts	Budget C/Fwd to 2016/17	Programme 2015/16
		£	£	£	£	£
1	HRA HOUSING INVESTMENT CAPITAL PROGRAMME					
2	Construction of New Dwellings					
3	- Balcombe Road, Peacehaven	759,830			(726,759)	33,071
4	- Grassmere Court, Telscombe Cliffs	506,550			(484,245)	22,305
5	- Headland Way, Peacehaven	506,550			(485,400)	21,150
6	- Hythe Crescent, Seaford	235,340			(223,757)	11,583
7	- Rectory Close, Newhaven	1,013,110			(969,657)	43,453
8	- Valley Road, Newhaven	506,550			(485,400)	21,150
9	- Waldshut Road, Lewes	289,160			(278,394)	10,766
10	- Robinson Road - Project Development		280,000		(1,783)	278,217
11	Improvements to Stock					
12	- Kitchen & Bathroom Renewals	600,000	26,577	(55,983)		570,594
13	- Heating Improvement Programme	1,000,000		(677,950)		322,050
14	- Electric Heating Sustainable Replacement	1,200,000		(291,569)		908,431
15	- Window & Door Replacement Programme	600,000	7,685	40,586		648,271
16	- Rewiring Programme	100,000		(93,456)		6,544
17	- Roofing & Chimney Works	650,000		(509,569)		140,431
18	- Structural Works	105,000	17,528	111,189		233,717
19	- Minor Insulation & Other Sundry Housing Works	70,000	(30,327)	216,076		255,749
20	- Fire Precaution Works	300,000			(258,766)	41,234
21	Digital TV Aerial & Cabling Works		33,000	(823)		32,177
22	Adaptations for Disabled Tenants	350,000		208,142		558,142
23	Churchill House, Lift Replacement			998		998
24	Environmental Improvements	120,000		2,883		122,883
25	Housing Estates Recreation and Play Areas	50,000		13,543	(12,587)	50,956
26	Coversions & Additional Rooms in Roof	150,000			(150,000)	
27	Door Entry Security Systems	50,000	57,784	(48,913)		58,871
28	Right to Buy Buy Back Scheme	185,000		(140,250)		44,750
29	Total HRA Housing	9,347,090	392,247	(1,225,096)	(4,076,748)	4,437,493
30	GENERAL FUND HOUSING INVESTMENT CAPITAL PROGRAMME					
31	- Emergency Repair Grants	15,000	12,466	35,800	(33,075)	30,191
32	- Empty Homes Initiative		5,920	(5,800)		120
33	- Energy Efficiency Advice					
34	- Fuel Poverty Grants		3,505	(3,505)		
35	- Keep Warm in Winter	60,000	40,759	28,505	(26,814)	102,450
36	- Mandatory Disabled Facilities Grants	600,000			(45,620)	554,380
37	- Home Trust Loans	60,000	700	(55,000)		5,700
38	Total General Fund Housing	735,000	63,350		(105,509)	692,841
39	Total Housing Capital Programme	10,082,090	455,597	(1,225,096)	(4,182,257)	5,130,334

THE CAPITAL PROGRAMME 2015/2016

Line No		Programme 2015/16	Variations previously agreed	Year End Adjusts	Budget C/Fwd to 2016/17	Programme 2015/16
		£	£	£	£	£
40	GENERAL FUND CAPITAL PROGRAMME					
41	WAVE Leisure Trust					
42	Environmental Improvements		9,800		(9,800)	
43	Lewes Leisure Centre - Roof Replacement		88,000		(88,000)	
44	WAVE Energy Saving Initiatives		39,607	(2,879)		36,728
45	Recreation Services					
46	Lewes - Convent Field Play Area & Landscaping		2,197		(2,197)	
47	Lewes - Southover Grange Maintenance Programme		46,750		(30,800)	15,950
48	Lewes - Stanley Turner Recreation Ground Improvements		103,097		(101,097)	2,000
49	Lewes - Streamside Fencing, Southover Grange Gardens		18,000			18,000
50	Newhaven - Harbour Heights Play Area		39,000		(39,000)	
51	Newhaven - Bay Vue Play Area		35,000	171		35,171
52	Peacehaven - The Big Parks Project		446,333	(4,701)	(214,568)	227,064
53	Peacehaven - Childrens Playground, Downland Avenue		43,640		(31,380.00)	12,260
54	Newick - New Play Area		44,650	(2,406)		42,244
55	Seaford - Walmer Road Play Area Equipment		9,385	35,373	(44,758)	
56	Seaford - Downs Play Area Equipment & Landscaping		5,362	583		5,945
57	Flint Walls Repair		25,000		(17,769)	7,231
58	Planning & Economic Development					
59	Flood Protection Schemes at Landport & Malling Deanery		4,870	(4,870)		
60	Coastal Defence Works					
61	Option Study Unit 13B - Groynes 18 & 19)		8,711		(8,711)	
62	Newhaven Western Arm to Brighton Marina Scoping Study		10,069		(10,069)	
63	Newhaven Western Arm to Brighton Marina Implementation Plan		34,319		(21,393)	12,926
64	Electric Vehicle Charge Points		900,000	(1,443)		898,557
65	Newhaven Fort Refurbishment	50,000			(21,975)	28,025
66	Newhaven West Quay Street Lighting		24,100	(6)		24,094
67	Disability Discrimination Act Works		3,850	(3,850)		
68	University Technical College Contribution		361,755	(123,406)		238,349
69	Newhaven Growth Quarter Project		2,378,681	(1,048)	(78,565)	2,299,068
70	Construction of Avis Way Depot, Newhaven		3,500,000		(3,321,913)	178,087
71	Newhaven Square, Newhaven		805,000		(805,000)	
72	Photovoltaic Panel Housing Installation Programme	2,700,000		(622,675)		2,077,325

THE CAPITAL PROGRAMME 2015/2016

Line No		Programme 2015/16	Variations previously agreed	Year End Adjusts	Budget C/Fwd to 2016/17	Programme 2015/16
		£	£	£	£	£
73	Corporate Services					
74	Computer & IT Replacement Programme	50,000	16,148	(14,710)		51,438
75	CIL System Implementation		25,000			25,000
76	Lewes House Site - Redevelopment Project		6,800	(788)		6,012
77	Service Transformation/Integration Programme	1,300,000			(1,300,000)	
78	Saxon House Shared Facility		685,995	(144,904)		541,091
79	Corporate Buildings Capital Works					
80	Asset Backlog Repairs	150,000	(45,000)	(15,000)	(90,000)	
81	Lewes House External Works		57,120		(56,843)	277
82	Southover Grange Depot (Structural Works)		20,000		(10,877)	9,123
83	Stanley Turner Pavilion (Water/ Heating System Renewal)		40,000		(40,000)	
84	Seaford Cemetery Chapel & Toilet Block		65,000	15,000	(51,590)	28,410
85	Southover House Replacement Boiler		1,900	(287)		1,613
86	Vehicle & Plant Replacement Programme	1,334,000		(1,038,552)		295,448
87	Food Waste Collection		177,112	(142,362)		34,750
88	Total General Fund Capital Programme	5,584,000	10,037,251	(2,072,760)	(6,396,305)	7,152,186
89	TOTAL OVERALL CAPITAL PROGRAMME	15,666,090	10,492,848	(3,297,856)	(10,578,562)	12,282,520
90	CAPITAL PROGRAMME FUNDING					
91	Borrowing					2,904,577
92	Capital Receipts					547,550
93	Reserves					4,791,818
94	Capital Grants					3,290,915
95	Section 106 Contributions					277,665
96	Other Capital Contributions					375,054
97	Capital Expenditure Financed from Revenue (General Fund)					43,985
98	Capital Expenditure Financed from Revenue (Housing Fund)					50,956
99	TOTAL CAPITAL PROGRAMME					12,282,520

THE CAPITAL PROGRAMME 2016/2017

Line No	SUMMARY	Programme 2016/17	Budget B/Fwd From 2016/17	Programme 2016/17
		£	£	£
1	HRA HOUSING INVESTMENT CAPITAL PROGRAMME			
2	New Homes		3,655,400	3,655,400
3	Improvements to Stock	5,025,000	258,770	5,283,770
4	Recreation & Playareas	50,000	12,590	62,590
5	Room in Roof Conversions	165,000	150,000	315,000
6	TOTAL HRA HOUSING INVESTMENT CAPITAL PROGRAMME	5,240,000	4,076,760	9,316,760
7	GENERAL FUND HOUSING INVESTMENT CAPITAL PROGRAMME			
8	Private Sector Housing Support	135,000	59,890	194,890
9	Mandatory Disabled Facilities Grants	600,000	45,620	645,620
10	TOTAL GENERAL FUND HOUSING INVESTMENT CAPITAL PROGRAMME	735,000	105,510	840,510
11	GENERAL FUND CAPITAL PROGRAMME			
12	Indoor Leisure Facilities - Major repairs and improvements		97,800	97,800
13	Parks, Recreation, Play Areas	31,000	481,570	512,570
14	Coastal Defence Works		40,170	40,170
15	Flood Alleviation Project	112,750		112,750
16	Newhaven Fort Major Repairs and Improvements	50,000	21,980	71,980
17	Newhaven Growth Quarter		78,570	78,570
18	Avis way depot		3,321,910	3,321,910
19	Newhaven Square		805,000	805,000
20	Property acquisition - North Street development	2,900,000		2,900,000
21	Joint Transformation Programme	2,965,000	1,300,000	4,265,000
22	Property Assets Major Works	150,000	249,310	399,310
23	TOTAL GENERAL FUND CAPITAL PROGRAMME	6,208,750	6,396,310	12,605,060
24	TOTAL OVERALL CAPITAL PROGRAMME	12,183,750	10,578,580	22,762,330
25	CAPITAL PROGRAMME FUNDING			
26	Borrowing			9,099,090
27	Capital Receipts			1,898,780
28	Reserves			10,876,380
29	Capital Grants			507,770
30	Section 106 Contributions			375,490
31	Other Capital Contributions			
32	Capital Expenditure Financed from Revenue (General Fund)			3,570
33	Capital Expenditure Financed from Revenue (Housing Fund)			1,250
34	TOTAL CAPITAL PROGRAMME			22,762,330

Agenda Item No: 9.2 **Report No:** 96/16

Report Title: Portfolio Progress and Performance Report 2015/16 and Quarter 4 (January to March 2016)

Report To: Scrutiny Committee **Date:** 1st July 2016
Cabinet 4th July 2016

Cabinet Member: Councillor Elayne Merry, Portfolio Holder

Ward(s) Affected: All

Report By: Nazeya Hussain, Director of Business Strategy and Development

Contact Officer(s)-
Name(s): Sue Harvey
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Purpose of Report:

1. To consider the Council's progress and performance in respect of key projects and targets for the fourth and final quarter of the year (January to March 2016 (Quarter 4)) as shown in Appendix 1;
2. To consider the Council's overall progress and performance for the whole of the financial year 2015/16 and notable comparisons with 2014/15 as set out in the report;
3. To consider and agree the projects and performance areas to be reported to Scrutiny Committee and Cabinet for quarterly monitoring during 2016/17 (Appendix 2); and
4. To note the programme of work undertaken by the Scrutiny Committee during 2015/16.

Officers' Recommendation(s):

1. That progress and performance for Quarter 4 (Appendix 1) and the year as a whole be considered and any relevant recommendations are made to Cabinet;
 2. That the projects and performance areas as shown in Appendix 2 be agreed for future reporting;
 3. That the programme of work undertaken by the Scrutiny Committee be noted.
-






Reasons for Recommendations

1. To enable the Scrutiny Committee to consider whether there are any particular aspects of Council progress or performance that it would wish to comment upon or consider further as part of its work programme in 2016/17.

Background

1. It is of fundamental importance that the Council monitors and assesses its performance on a regular basis, to ensure we continue to deliver excellent services to our communities in line with planned targets. Alongside this, it is also vital to monitor progress with key strategic projects, to ensure the Council is delivering what it has committed to or has set out to achieve.
2. The Scrutiny Committee has a key role in terms of maintaining oversight of the Council's performance and challenging areas of under-performance. This report sets out the Council's performance against its targets and projects for the fourth quarter of 2015/16 (the period running from 1st January to 31st March 2016) and also its position at year end, against the targets set for the full year 2015/16.
3. The Council has an annual cycle for the preparation, delivery and monitoring of its corporate and service plans. This cycle enables us regularly to review the Council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations.

Performance in the Fourth Quarter of 2015/16

4. Appendix 1 provides detailed information on progress and performance for Members' consideration, clearly setting out where performance and projects are 'on track/on target' and where there are areas of under-performance/concern. Where performance or projects have not achieved target, an explanation is provided, together with a summary of the management action that has been taken to address this. The Appendix is structured around the Cabinet Portfolios.
5. The Council uses a Project and Performance Management System (Covalent) to record, monitor and report progress and performance. The system uses the following symbols to indicate the current status of projects and performance targets:
 -  = Performance that is at or above target;
 -  = Project is on track;
 -  = Performance that is slightly below target but is within an agreed (usually +/- 5%) tolerance/projects where there are issues causing significant delay or change to planned activities;
 -  = Performance that is below target/projects that are not expected to be completed in time or within requirements;
 -  = Project has changed or been discontinued.

Portfolio Progress and Performance – Quarter 4/Year End 2015/16

6. A summary of the Council's performance for the year as at the end of the 4th quarter is as set out below:
 - 85% of the Council's key projects were either completed or on track at the end of the 4th quarter.
 - 79% of the Council's performance targets were either met, exceeded or within a 5% variance during the year as a whole.
 - Only 5 indicators did not meet the planned targets for the year.

- With regard to customer feedback during Quarter 4, 306 complaints were received and responded to, and 133 compliments were made by customers about council services.

The Good News –  Good progress on projects and service performance has been met or has exceeded target.

7. This section of the report highlights projects which have been successfully delivered throughout the year, and areas where performance has been notably high or has improved.

Regeneration and Business Portfolio

8. The University Technical College in Newhaven (UTC@harbourside) opened its doors to its first tranche of 110 students in September 2015. The college specialises in marine engineering and environmental technology. It is aimed at 14-18 year olds and focusses on science, technology, maths and computing. The project was delivered in partnership with the Aldridge Foundation, the University of Brighton, University Technical Colleges and Veolia.
9. The Newhaven Growth Quarter project to introduce additional high quality business space and related services at the Newhaven Enterprise Centre is largely complete, making 60 offices and workshops available to local businesses. The project was delivered through £2.5m of Coastal Communities partnership funding, and also provides additional childcare places at Denton Island Community Centre as well as a new community kitchen and communal networking hub within Sussex Downs College campus. This project was delivered in partnership with Basepoint, Sussex Community Development Association, Sussex Downs College, East Sussex County Council and contractor, Morgan Sindall. The launch event took place on 21st April 2016.
10. An Enterprise Zone for Newhaven was given the go ahead in the Government's Spending Review last Autumn. The Enterprise Zone officially starts in April 2017 and will unlock 8 strategic sites for business development and expansion, leading to over 2,000 new jobs for the area. The identified sites will benefit from economic incentives and relaxed planning rules.
11. Business Support was further enhanced through the second, and another very successful, Lewes Business Awards event in July 2015. There were 64 entries from 39 individual companies. The winners were announced at a gala dinner attended by 150 people. The Lewes District Business Awards were launched to highlight excellence in the District's business community. The wide variety of awards ensure that a diverse range of businesses from all sectors can participate. The awards were delivered in partnership with a number of sponsors including Basepoint Business Centres, Cheesmur Building Contractors, Harvey & Son Ltd, Knill James, LEAP, Lewes District Council, Pelham House, Santon North Street, The Aldridge Foundation, Veolia, The Argus, and Viva Lewes.
12. A major joint venture between the Council and its development partner Santon, to provide new housing and commercial development at the North Street Quarter in Lewes, made significant progress during 2015/16. The scheme will provide much needed affordable housing, along with vital flood defences, public spaces, a health centre, doctors' surgeries and commercial and creative work space for local businesses. The scheme has generated significant local interest through the extensive consultation events and design workshops which took place during 2015. Planning

permission was granted by the South Downs National Park Authority in February 2016.

Finance Portfolio

13. A shared facility in Newhaven (Saxon House) became operational in January 2016. The new 'one stop shop' community hub building offers greater access to Council and other services for residents in Newhaven and surrounding areas. The project brings together staff from the Council, fire and police service under one roof, saving money and enabling opportunities for better multi-agency working. The modern and energy efficient building includes a large open-plan shared office area with meeting rooms and also a large community, training and briefing room, with lift access. There is also a gym which can be jointly used by all staff in the building, which is important for both staff well-being and fitness levels. This project was delivered in partnership with Sussex Police, East Sussex Fire and Rescue Service and has meant savings of more than £450K across the partnership.

Housing Portfolio

14. A new Housing Allocations Policy was updated and issued in April 2015 to reflect the new Right to Move provisions. Under this change, existing social housing tenants who have resided in a local authority area for 2 years or more have the right to move to another area and be included on the waiting list for that area.
15. A new Tenancy Agreement was introduced in April 2015 following consultation with tenants' groups.
16. 597 Council homes were fitted with photovoltaic (solar) panels during 2015/16. The potential benefits of this will be felt by both residents and the Council in terms of lower energy costs and reduced carbon footprint.
17. Plans to release 7 small Council owned sites for affordable housing, using Local Growth Fund funding of £2.3m were developed during 2015/16. A Development Manager and Employers Agent were appointed and site specific design briefs agreed. The project will enable the construction of 30 new Council homes for rent. Planning permission has been granted for 5 sites and a construction firm appointed to commence work on these sites during 2016.
18. The Council took an average 16 days to process new housing and council tax benefit claims during 2015/16, compared to 18 days in 2014/15. This improvement for customers has been due to streamlining of procedures and wider staff training across the benefits and council tax teams.
19. The Council aims to collect 95% of Council house rents during the year. At the end of March 2016, 96.4% of all rent owed had been collected. Although performance was above target for the year, it was slightly lower than in 2014/15.
20. Council housing tenants remain very satisfied with the repairs service they receive from the Council's contractors. 98% of tenants reported that they were satisfied with the service during 2015/16. This represents a slight improvement compared to 2014/15 (97% satisfied). Overall tenant satisfaction also remains high at 89% (above the target of 88%).

21. Following a review of waste services early in 2015/16, a number of initiatives got underway to improve the Council's waste collection and recycling services. A trial of green waste collection was successfully completed in Seaford last summer. The take-up was very positive and resulted in over 30 tonnes of garden waste collected in its first 3 months. The success of the trial has led to an expansion of green waste collection across the District. This started in the coastal areas and has resulted in around 100 tonnes of green waste being collected since the service began. Further expansion will continue during 2016/17. Several new fleet vehicles were brought into operation during 2015/16 to improve service quality, safety and efficiency. A Project Manager has been appointed to draw up detailed proposals for the future development of the service including plans to build a new waste collection/recycling facility in Newhaven.
22. Although below the ambitious 30% target, the Council has seen a marked improvement in its recycling performance compared to 2014/15. During 2015/16, recycling rates averaged 27% each quarter, reaching 28% in Quarter 3. The average recycling rate for the year was 24%. The target for recycling in 2016/17 will be set later in the year following a report to Cabinet in September 2016.
23. The Council continues to collect 99.9% of all refuse collection and recycling bins on the planned day of collection.

Planning Portfolio

24. The Core Strategy, which has been a significant area of work for the Council over recent years, was adopted by Full Council in May 2016.
25. There has been good progress with the development of Neighbourhood Plans during 2015/16. The first Plan (Newick) was introduced in 16th July 2015, with the second Plan (for Ringmer) introduced in 25th February 2016. The adoption of the Neighbourhood Plan for Hamsey will take place in July 2016 and the Plan for Wivelsfield is expected to be adopted later in 2016.
26. For the third quarter in a row performance on determination of major planning applications within 13 weeks has been high: 80% during quarter 4. Performance for the year (74%) is well above target and in line with 2014/15. Performance on deciding minor planning applications within 8 weeks is also well above target for the year and has shown a marked improvement compared to 2014/15.
27. The number of new homes provided in the District in 2015/16 was 286. This was well above the target (227) and exceeds performance in 2014/15.


People and Performance Portfolio

28. Significant developments have been made in respect of the Council's transformation programme following the decision in September 2015 to commence a full programme of integration with Eastbourne Borough Council. The programme aims to deliver savings in the region of £2.9 million per year by March 2020. A new single Chief Executive was appointed in January 2016 and initial background work to inform the Joint Transformation Programme (JTP) Business Case has been completed. This involved a series of workshops with managers and staff of both councils during December 2015 and January 2016. The Business Case and next steps in the JTP process were considered by both Lewes and Eastbourne cabinets in May 2016.

29. The first Residents' Satisfaction survey since 2008 was carried out during 2015/16. The results provided important feedback from residents about the priorities for the District which have contributed to the production of the now adopted and published Council Plan 2016 to 2020. Notably, 63% of residents said they were satisfied with how the Council runs things compared to 45% in 2008.
30. A project to update the workforce data held by the Council has been completed. The data has been collated and analysed to provide an up to date profile of the workforce in terms of, for example, gender, age, disability and ethnicity. This forms part of the Council's equality strategy. We have also made good progress in reviewing a number of policies and procedures in consultation with staff side representatives. This will continue in line with the Joint Transformation Programme to ensure closer alignment of policies and procedures across Lewes and Eastbourne councils.
31. A review of the Council's records management arrangements was completed and a new records retention schedule adopted. A new post of Information Governance Officer was established to take forward this area of work and ensure appropriate alignment of policies and procedures as part of the Joint Transformation Programme with Eastbourne Borough Council.

Customers and Partners Portfolio

32. A new events calendar was launched as part of the refreshed Stay Lewes website. Notable events promoted and supported by the Council during 2015/16 include the Christmas 'Enchanted Park' event in Lewes which was well received.
33. A two year programme of work to promote greater awareness of dementia in the District is well underway. The initiative started during 2015/16 with 69 staff and councillors attending training sessions and workshops. The training has been well received and will continue in 2016/17. £3.5K was also awarded to 3VA to extend the Dementia Friends initiative into local communities. An action plan has been agreed for 3VA to develop and support local multi-agency alliances across the District.
34. The average time taken to answer telephone calls has been maintained well within the 30 seconds target during 2015/16. However, it is recognised that further improvements in telephony are needed and to this end a new telephony system will be procured in the coming year.
35. Following management action early in 2015/16, the average time taken to remove reported fly-tips has improved and is now back on target (2 days).


Areas for Improvement –  Where performance has been very slightly below target (but within 5% tolerance) or the project is slightly off track.

36. The 'amber warning' is used to flag up any areas of performance or projects that have fallen very slightly below target levels, or where projects are slipping behind schedule or going slightly off-track for any reason. There were 4 performance areas and 2 projects which fell into this category during 2015/16. Information about management action to address underperformance (where appropriate) is set out in the appendix to this report. The 4 performance areas are:

- Collection of Council Tax

- Collection of Business Rates
- Households living in temporary accommodation.
- Urgent Council house repairs carried out within Government time limits

37. **Devolution Project:** The planned devolution of Council owned land and buildings to town and parish councils is underway but has been delayed due to unforeseen circumstances in respect of sites in Newhaven. The Devolution Committee received a detailed progress report at its meeting on 15th June and considered recommendations on how to speed up the process for future transactions.
38. **Equal Pay Audit:** This project was programmed for 2015/16. It will form a fundamental part of the ongoing work to align staff across Eastbourne and Lewes councils under the Joint Transformation Programme. The decision has been taken and agreed with the Cabinet Member for People and Performance that this project would be more valuable if it was completed once the majority of this work has been undertaken. A revised start date of December 2017 has therefore been agreed.

Areas for Improvement –  Where performance was below target and/or projects were significantly off-schedule or revised:

39. Where service performance falls significantly below target levels, or a project becomes seriously off-schedule, the performance management system highlights this to managers straight away. High priority is then given to addressing these issues. 1 project (Equal Pay Audit) did not proceed as originally planned as the scope of the project changed during the year. There were 5 areas where performance for the year as a whole was significantly below target. The management actions to address these issues are set out below:
40. **Invoices:** Management action taken during 2015/16 included staff training and targeted intervention to reduce the overall number of invoices needing to be processed. This has seen an improvement in performance during the year. However, further action will continue to be taken. A review of authorised signatories is expected to be completed in Quarter 1 2016/17 which will increase the number of officers who can approve payment of invoices. Also, as shown in Appendix 2, it is proposed to monitor and report performance for housing and other invoices separately during 2016/17 which will take account of the substantially higher volume of invoices in housing. In the longer term, introduction of electronic purchasing, through changes to the financial systems across both Lewes and Eastbourne councils, will save time and speed up the process.
41. **Days to re-let Council homes:** Officers have already put in place measures to ensure improved performance. All three months in quarter 4 returned an output of well above target. Weekly void meetings have been introduced to ensure performance is tracked and can be corrected quickly. This will continue into 2016/17.
42. **Kilograms of household waste collected/household waste recycled:** Both of these KPIs are affected by the levels of household waste that can be removed from the waste stream for recycling. The Council is actively considering strategic options for the future recycling service as set out in Appendix 1.
43. **Staff sickness:** The overall level of absence reduced slightly in Q4 from those recorded in Q3, but remains high. The management of sickness absence continues to be a priority within the organisation with close scrutiny and management by line

managers and HR. A new Attendance Management policy launched following consideration by Employment Committee (Summer 2016) across Lewes and Eastbourne with training for all managers alongside a combined wellbeing offering across both Councils.

Discontinued Projects

44. Occasionally it is necessary and appropriate for projects to be discontinued due to a change in circumstances, professional advice or to consider other opportunities to maximise the benefits. During 2015/16, only 2 projects were cancelled/discontinued.
45. The Council terminated its New Homes Project (relating to the provision of affordable and private sector housing) in accordance with the terms of the contract agreed between the Council and its Housing Association and private developer partners. It became apparent that certain title conditions and ground conditions had not been satisfied within the timescale specified in the contract and that title difficulties arising on key sites were significant. The contract envisaged this possibility and permitted termination on this basis. Council officers recommended that the Council serve notice triggering provisions in the contract for termination of the project.
46. A refreshed Regeneration Strategy is no longer considered necessary. The Council Plan 2016 to 2020 sets out the Council's strategic priorities and direction in terms regeneration projects and initiatives. These projects are actively monitored and reported to Cabinet. Other initiatives are reflected in the Regeneration and Investment Service Plan and managed as part of business as usual.

Monitoring of Council Plan Projects and Priorities – 2016/17

47. Following adoption of the Council Plan at Full Council on 25 February 2016, the Council's priority projects and performance areas will be incorporated into these quarterly Progress and Performance reports, the first of which will be considered at the September 2016 cycle of meetings. A list of projects and proposed performance measures and targets for 2016/17 are set out in Appendix 2.
48. Members are advised that, in addition to these performance targets, additional contextual/operational data will be collected and monitored as necessary. This will be particularly important for the Joint Transformation Programme (JTP) and associated projects. Officers from both Lewes and Eastbourne councils are currently compiling a range of data sets that will be used to track service volumes and processes as they are developed through the JTP process.

Scrutiny Work Programme 2015/16

49. 2015/16 was the first year that the Scrutiny Committee has reviewed Council performance on a quarterly basis, ahead of the Cabinet receiving the same quarterly performance reports. This has been helpful in providing Members with early information about any performance issues or concerns and assurance that such issues are being addressed by robust management action.
50. Along with thorough assessment of Council performance throughout the year, the Scrutiny Committee has also given consideration to various other issues as part of its overview and scrutiny function. These have included;

- Scoping of a potential review of the Living Wage. This did not subsequently result in a full review due to change in central government policy.
- Scoping of a potential review of village agents. This resulted in an informal meeting with Action in Rural Sussex to provide Members with a fuller understanding of this local project.
- Scrutiny of the Council's draft budget for 2016/17.
- Scrutiny of the financial support provided by the Council to the voluntary and community sector.
- Scoping of a potential review of New Homes Public Consultation. This review did not progress as it was superseded by other work commissioned by Full Council.
- Establishment of a scrutiny review to investigate the issue of housing supply and demand. This review is currently underway and will report back to the Committee in November 2016.
- Scrutiny of the work of the Lewes District Community Safety Partnership.

Financial Appraisal

51. Monitoring and reporting project and performance information is contained within existing estimates. Corporate performance information should also be considered within the context of the Council's financial update reports as there is a clear link between performance and budgets/resources.

Legal Implications

52. Comment from the Legal Services Team is not considered necessary for this routine monitoring report.

Risk Management Implications

53. **Risks:-** The potential risks that have been identified in relation to issues covered by this report are:- That the Council fails to achieve its strategic objectives/performance targets; poor performance in service levels and quality may lead to greater customer dissatisfaction and an increase in complaints; significant project delivery failure might affect funding, and may create additional financial, political or legal risks; weak performance management and data quality leads to flawed decision-making which may be costly, inefficient or ineffective; poor communication of performance achievements and outcomes. Specific project risks are identified and managed by the relevant project manager.

Risk Mitigation:- effective arrangements are in place to identify, understand and address performance issues; appropriate communication and engagement with key stakeholders and decision-makers regarding performance priorities and measures of success.

Equality Analysis

54. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

Background Papers

Council Plan 2015/16

Appendices

Appendix 1 – Portfolio Progress and Performance Report (Quarter 4)

Appendix 2 – Proposed projects and performance measures for monitoring during 2016/17.

**PORTFOLIO PROGRESS AND PERFORMANCE
QUARTER 4 (January to March 2016) and FULL YEAR 2015/16**

Key to Symbols



- Project is complete; Performance is at or above target



- Project is on track or yet to commence



- Project has issues causing significant delay or change to planned activities; Performance is below target but within 5% tolerance;



- Project is not expected to be completed in time or within requirements; Performance is below target.






- Project scope has changed/project has been discontinued.

PLACE - GROWTH AND PROSPERITY

Portfolio: Councillor Andy Smith (Regeneration and Business)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Newhaven Growth Quarter	April 2016		Largely complete. Practical completion was achieved on 4 March 2016. Some planning conditions remain to be discharged and Building Control sign-off is awaited. The formal launch event took place on 21 April 2016.
Newhaven Enterprise Zone	March 2018		EZ Newhaven officially starts April 2017. Discussions are ongoing with Coast to Capital LEP in respect of governance. A report on progress was considered by Cabinet in April. The Council's Regeneration and Investment Team is currently working with individual landowners to prepare submissions for Local Growth Funding from Coast to Capital LEP and SELEP to enable quicker site delivery and ensure development viability.
Support for Business	March 2019		A European Regional Development Fund bid for business support services has been submitted by Prevista (on behalf of all Coast to Capital LEP authorities). The Council has identified match funding of around £100k to support the project – this is existing 'in-kind' activity or expenditure, not new spending. The full submission was sent to Government in early April and a decision is awaited (likely summer 2016).
Lewes Business Awards	July 2016		The 2016 Lewes District Business Awards has been launched. Sponsors have been found for all categories and applications for awards have now closed. The event will take place on 14th July 2016.

Project / Initiative	Target Completion	Current Status	Update
North Street Quarter	2021		The South Downs National Park Authority planning committee resolved to grant planning permission in December 2015 and the Section 106 Planning Agreement is now signed. Having agreed the Heads of Terms, the partners are working on progressing towards a final Joint Venture Agreement. Cabinet has agreed the purchase of Springman House, to unlock the fire station site. The Council continues to work with the existing tenants on relocation options, prioritised by phase.
Refreshed Regeneration Strategy	March 2016		A refreshed Regeneration Strategy is no longer considered necessary. The Council Plan 2016 to 2020 sets out the Council's strategic priorities and direction in terms regeneration projects and initiatives. These projects are actively monitored and reported to Cabinet. Other initiatives are reflected in the Regeneration and Investment Service Plan and managed as part of its business as usual.
Newhaven Flood Alleviation Scheme	March 2016 (Revised date March 2019)		The business case (known as the Project Appraisal Report) was approved by the Environment Agency Executive Director of Operations in December 2015 and has won an award as the best business case considered by the EA in 2015. The tender for the detailed design and construction phase was issued in November 2015. We are awaiting confirmation from the Environment Agency as to the selected tenderer. A planning application for the works is currently being considered by both the Council and the South Downs National Park Authority. A decision is expected in mid-Summer 2016.




VALUE FOR MONEY


Portfolio: Councillor Bill Giles (Finance)

Portfolio Projects and Initiatives

Note: There is currently a process for monitoring the Council's financial performance including key targets. This is reported separately as part of the regular financial update reports to Cabinet.

Key Performance Indicators


KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
Percentage of overpayments recovered	70%	68%	71%	70%	70%	70%		Performance overall for the year is in line with the target and is at the same level compared to 2014/15.
Percentage of invoices paid on time	98%	93%	90%	92%	94%	92%		Performance improvement has been sustained over the last 3 quarters although remains below target for the year. Performance in 2015/16 has improved considerably compared to 2014/15 (88.6%).
Performance Improvement Plan	Management action taken during 2015/16 included staff training and targeted intervention to reduce the overall number of invoices needing to be processed. This has seen an improvement in performance during the year. However, further action will continue to be taken. A review of authorised signatories is expected to be completed in Quarter 1 2016/17 which will standardise authorisation levels and procedures across teams and, as a result, help to reduce bottlenecks which have been found to exist. Also, as shown in Appendix 2, it is proposed to monitor and report performance for housing and other invoices separately during 2016/17 which will take account of the substantially higher volume of invoices in housing.							
Percentage of Council Tax collected during the year	98.4%	30.3%	28.3%	27.9%	11.8%	98.3%		Although below target for the year, overall Council Tax collection was only down by 0.1%. This is at the same level compared to 2014/15.

KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
Percentage of Business Rates collected during the year	98.5%	33.2%	24.7%	28.5%	12.9%	98.3%		Performance is slightly below target for the year and is down compared to 2014/15 (98.9%).



PLACE - DELIVERING SUSTAINABLE NEW HOUSING AND INFRASTRUCTURE





Portfolio: Councillor Ron Maskell (Housing)



Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Local Growth Fund (Affordable Housing) Project	March 2017		The Department for Communities and Local Government has granted £2.3m additional Housing Revenue Account (HRA) borrowing capacity to finance the building of 30 new affordable homes on 7 small sites owned by the Council. During Q4 planning permission was granted on 5 of the sites, which total 22 homes. Following a tendering process, construction firm Thakeham have been appointed to build out the 22 homes during the coming 12 months. Proposals on sites at Waldshut Road, Lewes and Valley Road, Newhaven will no longer be taken forward through the Local Growth Fund Project due to the time restrictions in terms of utilising the additional HRA borrowing. Options for the future financing and development of these sites will be considered by Cabinet later in the year.

Key Performance Indicators

KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
The number of days taken to process new housing benefit/ Council tax benefit claims	20 days	16 days	7 days	14 days	27 days	16 days		Although performance dropped in quarter 4, performance for the year is well above target and shows a notable improvement compared to 2014/15 (18 days)
Percentage of rents collected during the year (cumulative)	95%	93%	97%	95%	96.4%	96.4%		Performance has exceeded target for 2015/16 but is



KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
								down compared to 2014/15 (98.2%)
Total number of days that families need to stay in temporary accommodation (B&B)	18 days	0 days	0 days	0 days	0 days	0 days		The Council has not had to make any use of bed and breakfast accommodation for families during 2015/16.
Total number of households living in bed and breakfast/emergency accommodation	50 or fewer	66	41	50	57	53		The Council aims to keep the number of households living in temporary accommodation at a minimum and below 50 at any one time. Performance during quarter 4 exceeded this target although overall performance during 2015/16 has improved compared to 2014/15 (57).
Average number of days to re-let Council homes (excluding temporary lets)	26 days	30 days	30 days	30 days	23 days	28 days		Performance in Q4 has improved and is now well above target. However, overall for 2015/16 performance has fallen short by 2 days. In 2014/15 re-let performance for the year was 25 days.
Performance Improvement Plan	Officers have already put in place measures to ensure improved performance. All three months in quarter 4 returned an output of well above target. Weekly void meetings have been introduced to ensure performance is tracked and can be corrected quickly. This will continue into 2016/17.							
Overall tenants satisfaction	88.5%	93%	89%	87%	92.6%	89.2%		Satisfaction improved during Q4 and is above target for the year overall. The survey data is provided

KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
								by an independent researcher each quarter. Satisfaction reached 91.6% in 2014/15.
Percentage of urgent repairs carried out within Government time limits	98%	99%	95%	96%	97%	97%		Performance is slightly below target in Q4 and for the year as a whole. In 2014/15 98% of urgent repairs were carried out within Government time limits (5 working days).
Percentage of repairs noted as good or satisfactory by tenants	98%	97%	98%	98%	98%	98%		Tenant satisfaction is on target for the year. Performance has slightly improved compared to 2014/15 (97%).


CUSTOMERS - CLEAN AND GREEN DISTRICT



Portfolio: Councillor Paul Franklin (Waste and Recycling)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Waste Strategy (Relocation and service improvement including associated publicity campaigns)	March 2018		Waste and Recycling Service - A new Project Manager is now in post. A detailed options appraisal has been commissioned and the first draft report is being evaluated in preparation for an early presentation to lead members in Quarter 1 2016/17. A formal options report is expected to be considered by cabinet later in the year. Garden Waste – The Green Waste Collection Service continues to grow, with the service now being offered to Seaford and the Newhaven area. The expansion continues across the Coastal area and will be offered to Peacehaven and Saltdean residents by August 2016. With an average signup of a dozen new contracts a week the Council hit the 10 tonne mark for a collection in early May. 100 tonnes of green waste has been collected since the start of the service. New Depot Site - A planning application for a new depot in Avis Way, Newhaven has now been submitted and will be considered by the Planning Committee in June 2016. A further update will be given at the meeting.
Seaford Iconic Leisure	March 2019		The Council is working to support Seaford Town Council on this project as the Town Council is the sole land owner. Soft market testing has taken place. The decision over whether to take the project forward rests with Seaford Town Council.

Key Performance Indicators



KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
KG of household waste collected per household	500kg or less	142Kg	143Kg	143Kg	148Kg	576Kg		Overall the Council has collected significantly more household waste

KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
								during 2015/16 compared to 2014/15 (505Kg per household).
Percentage of household waste sent for reuse, recycling and composting	30%	27%	26%	27%	28%	27%		Although the Council's overall recycling rate remains below target for the year, performance in Q4 improved and overall is better than 2014/15 (24%).
Performance Improvement Plan	Both of these KPIs are affected by the levels of household waste that can be removed from the waste stream for recycling. The Council is actively considering strategic options for the future recycling service as set out above.							
Percentage of refuse bins/recycling boxes collected on time	99.9%	99.9%	99.7%	99.9%	99.9%	99.9%		Performance has been maintained throughout 2015/16 and is at the same level as 2014/15.



PLACE - DELIVERING SUSTAINABLE NEW HOUSING AND INFRASTRUCTURE



Portfolio: Councillor Tom Jones (Planning)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Adoption of the Core Strategy	February 2016		In March, the final report from the Planning Inspector was received following the examination of the Core Strategy. This concluded that the Core Strategy was 'sound', subject to the modifications previously put forward by the District Council and National Park Authority being made. The Core Strategy was adopted by Full Council on the 11 May 2016.
Neighbourhood Plans Target: to deliver at least 3 Neighbourhood Plans by 2017	March 2017		Good progress continues to be made. The Ringmer Neighbourhood Plan has now been adopted (bringing the total to 2 in the district). The referendum for the Hamsey Neighbourhood Plan took place on the 2nd June. The Plan is due to be adopted at Full Council on the 21st July. The examination for the Wivelsfield Neighbourhood Plan took place during April and May 2016.

Key Performance Indicators




KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
Percentage of major planning applications determined within 13 weeks (LDC only)	68%	75%	82%	100%	80%	74%		Overall performance for 2015/16 is well above target and in line with 2014/15 (also 74%).
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined)	73%	91%	84%	100%	69%	85%		There was a dip in performance during Q4 due to a backlog in planning application validation work. The backlog is being targeted and is expected to improve in the next quarter.

KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
								Overall performance for 2015/16 is well above target and has improved compared to 2014/15 (81%).
Percentage of planning appeals allowed (LDC only)	Less than 33%	25% (4 appeals, 1 allowed)	20% (10 appeals, 2 allowed)	33% (12 appeals, 4 allowed)	29% (7 appeals, 2 allowed)	27% (33 appeals, 9 allowed)		Performance during 2015/16 has remained within target but has seen a notable increase compared to 2014/15 (23%).
Net additional homes provided in the District (cumulative)	227	10	16	36	224	286		The target for 2015/16 has been exceeded. This has been aided by a couple of the larger residential development schemes (Arundel Road and Keymer Avenue, Peacehaven) being delivered sooner than originally expected. 48 residential units were also completed through use of extended permitted development rights to convert former office buildings. The Q4 figure includes completions on small-sites which are only counted annually (82 completions in 2015/16). There has been an overall increase in the total number of new homes provided during the year compared to 2014/15 (277).


VALUE FOR MONEY

Portfolio: Councillor Elayne Merry (People and Performance)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Joint Transformation Programme (Phase 1) – Business Case (previously known as the Shared Services Project) <i>- in partnership with Eastbourne Borough Council</i>	March 2019		The detailed business case and implementation plan was considered by both LDC and EBC Cabinets on 25 May 2016. Following this a number of project work streams are now being established to deliver the various different elements of the programme.
Workforce Planning	March 2016		The HR team has completed the planned policy reviews during 2015/16. The team is now considering further correlation of policies and procedures to identify opportunities for alignment between Eastbourne and Lewes District Council. An Attendance Management Policy is currently being written for use across both Councils and is expected to be introduced in June 2016; other HR policies will be aligned in due course.
Equal Pay Audit	September 2015 (Revised to March 2018)		Equal Pay Audit: This project was programmed for 2015/16. It will form a fundamental part of the ongoing work to align staff across Eastbourne and Lewes councils under the Joint Transformation Programme. The decision has been taken and agreed with the Cabinet Member for People and Performance that this project would be more valuable if it was completed once the majority of this work has been undertaken. A revised start date of December 2017 has therefore been agreed.





Key Performance Indicators


KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
Average working days lost to sickness per FTE equivalent staff	9.0 days	2.51 days	2.98 days	3.57 days	3.46 days	12.52 days		Performance during Q4 improved slightly compared to the same period last year (3.56 days). However, overall performance remains well below target. In 2014/15 the average days lost due to sickness was 11.1 days.
Performance Improvement Plan	The overall level of absence reduced slightly in Q4 from those recorded in Q3, but remains high. The management of sickness absence continues to be a priority within the organisation with close scrutiny and management by line managers and HR. A new Attendance Management policy should be launched in June 2016 across Lewes and Eastbourne with training for all managers alongside a combined wellbeing offering across both Councils.							

CUSTOMERS – IMPROVED CUSTOMER SERVICE


Portfolio: Councillor Tony Nicholson (Customers and Partners)




Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Devolution (Parks and Open Spaces)	March 2017		A report on the formal transfer of sites to Newhaven Town Council and Hamsey Parish Council from 1st April 2016 was considered and approved by Cabinet in March 2016. Work to devolve sites at Newhaven has been delayed due to unforeseen circumstances at Newhaven Town Council. At the time of report writing the transfer of the Malthouse play area at Hamsey is imminent. The Devolution Committee received a detailed progress report at its meeting on 15th June along with recommendations on how to speed up the process for future transactions.
Flood Defences (Coastal Erosion)	March 2016		The final draft Coastal Implementation Plan is now complete and will be reported to Cabinet in summer 2016. The Environment Agency has released funding of £17K for coastal monitoring work during 2016/17. The monitoring will involve monthly photographic records, annual high quality topographical surveys and a cliff top inspection by an expert.
Tourism Strategy	March 2018		The Tourism Strategy and Action Plan is now in its second year of implementation. The Artwave 2016 registration of artists and makers has increased from last year, with the programme and website in progress for festival in August/September (www.artwavefestival.org) A refreshed, mobile enabled and user friendly visitor website (www.staylewes.org) has been launched. Twitter followers of @enjoylewes are just under 5000. A mobile visitor information service, linked to the growing events calendar in the district, is being explored with partners and two new visitor information points are planned.
Dementia Friends	March 2017		3VA has been funded to work with the Council to assist with supporting existing Dementia Action Groups in the District and

Project / Initiative	Target Completion	Current Status	Update
			setting these up in areas where they do not yet exist. Staff training and other internal awareness activities continue, with a series of Information Sessions booked for staff and Members throughout 2016. Activities for Dementia Awareness Week (May 2016) took place in conjunction with the Haven's Dementia Action Group.
Resident/Customer Engagement	November 2015 (Revised to March 2016)		This project is now complete. The Engagement Protocol and Social media Policy has been developed and agreed. This will inform the Council's future work in this area.

Key Performance Indicators

KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
Total number of customer feedback received; a) complaints; b) compliments	Data Only	a) 306 b) 6	a) 297 b) 19	a) 233 b) 16	a) 390 b) 11	a) 1,226 b) 52	Data Only	Compared to 2014/15, the overall number of complaints and compliments received has reduced.
Average time taken to answer telephone calls	30 seconds	25 seconds	19 seconds	29 seconds	23 seconds	24 Seconds		Performance during the year has been maintained within target. There is no comparable data for 2014/15.
Overall satisfaction with how the Council runs things	Baseline	-	63%	-	-	63%	Data Only	This figure was derived from the 2015/16 Residents' Survey. There is no comparable data for 2014/15. The previous survey was carried out in 2008 (45% of residents were satisfied with how the Council ran things then).

KPI Description	2015-16 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Year End Total	Year End Status	Explanatory Note
Percentage of abandoned vehicles removed within 24 hours	90%	100%	92%	100%	100%	98%		Performance is well above target. There were 649 reported as abandoned in 2015/16. (473 in 2014/15) Only 21 were found to be legally abandoned and subsequently removed within 24 hours.
The average number of days taken to remove reported fly-tips	Less than 2 days	2.2 days	1.8 days	2.0 days	2.0 days	2.0 days		There were 152 reports of fly-tips during 2015/16. Management action during the year has improved overall performance which was running at over 3 days for most of 2014/15.
Number of people receiving Dementia Awareness training	150 by 2017	40	0	5	24	69		Performance is on track to reach the target by the end of March 2017. There is no comparable data for 2014/15.

Council Plan 2016 to 2020: Projects and Performance Measures 2016/17

The following pages highlight those projects and key performance measures (and targets) that will be included in the quarterly portfolio progress and performance report for 2016/17.

Theme: Delivering sustainable new housing and infrastructure/Growth and prosperity

Portfolio Holder: Councillor Andy Smith (Regeneration and Business)

Project Title	Council Plan Description	Target Date
North Street Quarter	Working with our commercial partners (Santon) to implement the development of over 400 new homes (40% of which will be affordable) as part of the North Street Quarter Regeneration Scheme in Lewes. This project covers the period up until the commencement of onsite work.	<ul style="list-style-type: none"> • May 2016: Phase 1a Units Vacant • Sep 2016: Demolition Phase 1a complete • Sep 2017: Construction Phase1 commences
Newhaven Flood Alleviation Scheme (Environment Agency Project)	Enabling the delivery of key infrastructure projects in Newhaven.	31-Dec-2018
Newhaven Enterprise Zone	Commence the Enterprise Zone in Newhaven which has the potential to deliver 2,000 new jobs, as well as 140,000m ² of commercial space, 300 public car parking spaces and a new 1,864m ² health centre in Lewes.	01-Apr-2017
Tourism Strategy	In partnership with others, develop a clear arts and culture brand for the district and deliver visitor services across the district in line with the Tourism Strategy.	31-Mar-2018

Note: There are no quarterly performance indicators for this portfolio.

Theme: Value for Money/Improved Customer Service

Portfolio Holder: Councillor Elayne Merry (People and Performance)

Project Title	Council Plan Description	Target Date
Dementia Friends a) Staff and Councillors b) 3VA Partnership	Work with our voluntary sector partner 3VA to promote dementia awareness across the district	31-Mar-2018
Joint Transformation Programme (Implementation)	<p>The Business Case for the full integration of management and services with Eastbourne Borough Council was adopted by both councils in May 2016. This major organisational change programme will involve investment in and re-alignment of IT systems, networks and telephony, integration of staff and re-design of services into a new 'end to end' customer focussed model.</p> <p>The programme also includes projects aimed at combining property management (Corporate Landlord), Information Technology and financial services.</p> <p>A formal Project Initiation Document and implementation plan will need to be signed off by both councils through the Joint Transformation Programme Board.</p>	31-May-2020

KPI Title/Description	Target 16/17
Staff days lost due to sickness	9.0 days
Number of relevant staff/councillors receiving dementia awareness training	Data Only

Theme: Communities – Resilient, healthy and engaged

Portfolio Holder: Councillor Tony Nicholson (Customers and Partners)

Project Title	Council Plan Description	Target Date
Devolution of Open Spaces	Work with new grounds maintenance contractor, Town and Parish Councils and local volunteers to maintain high quality public parks and community spaces	31-Mar-2017

KPI Title/Description	Target 16/17
Average time taken to answer calls to our switchboard	Less than 30 seconds
Proportion of complaints responded to within target (currently 2 working days)	99%
Number of new sign-ups to the Council's social media channels	Data Only
Number of people registering for our email service	1,500
Wave Leisure: Visitors to leisure centres	1.06m

Theme: Value for Money

Portfolio Holder: Councillor Bill Giles (Finance)

No projects for this portfolio

KPI Title/Description	Target 16/17
Percentage of invoices paid on time a) Housing b) All other	a) 95+% b) 98%
Proportion of council tax collected	98%
Proportion of business rates collected	98%

Theme: Place – Delivering sustainable new housing and infrastructure

Portfolio Holder: Councillor Ron Maskell (Housing)

Project Title	Council Plan Description	Target Date
Local Growth Fund	Deliver up to 25 new Council homes for rent on 6 sites owned by us.	30-Jun-2017
Housing Investment Company	We have established a range of public/private arrangements which will see the Council using its assets to stimulate growth in of both market and affordable the housing market at a local level. This project will explore and implement a mechanism by which the Council can deliver a number of housing and regeneration led delivery projects across the District.	31-Oct-2016
Extension of temporary accommodation	For the development of temporary accommodation provision in the Lewes District, including through the private sector leasing scheme.	31-Oct-2016

KPI Title/Description	Target 16/17
Proportion of rent collected	95%
Number of days in emergency/B&B accommodation	15 days
Number of households in a) emergency accommodation b) other temporary	a) Less than 15

accommodation	b) Less than 50
Average number of days to relet Council homes	25 days
Average number of days to process new benefits applications	20 days
Overall tenants' satisfaction with the housing service	90%

Theme: Place - Delivering sustainable new housing and infrastructure

Portfolio Holder: Councillor Tom Jones (Planning)

Project Title	Council Plan Description	Target Date
The Local Plan (Part 2)	Use our planning framework (Including our policy to ensure 40% of new housing is affordable) to encourage and enable developers to deliver further, suitable and sustainable housing in the district. This project will cover the development of the policy framework which underpins the Core Strategy.	30-Mar-2018
Neighbourhood Planning	Work with local communities on neighbourhood Plans, to guide future land use and identify where housing can be built	28-Feb-2020
Newhaven Port Access Road (ESCC Project)	Enabling the delivery of key infrastructure projects in Newhaven.	31-Jul-2016
Upper Ouse Flood Protection and Water Prevention Project	To support the Upper Ouse flood protection and water retention project. A cross party Working Group has been established to oversee the scheme approvals and the ring-fenced flood alleviation budget.	30-Mar-2019

KPI Title/Description	Target 16/17
Percentage of major applications determined within 13 weeks (LDC only)	80%
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined)	75%
Percentage of all planning appeals allowed (officer/committee decisions)	Less than 33%
Percentage of major planning applications allowed on appeal (as a percentage of all major applications made to LDC)	Less than 10%
Outcome of Planning Appeals (Costs)	Data Only
Number of major applications for new housing granted planning permission following appeal	0
Number of appeals where the Inspector has considered that there has been unreasonable behaviour by the Local Planning Authority (i.e. where costs have been awarded to the appellant)	0

Theme: Place – Clean and Green District

Portfolio Holder: Councillor Paul Franklin (Waste and Recycling)

Project Title	Council Plan Description	Target Date
Waste Strategy - Relocation and service improvement (Including associated publicity campaigns)	Introduce a waste service that prioritises recycling and ensure services are easy to use and collected frequently; extend fortnightly green waste service to all homes in the District	30-Apr-2018

KPI Title/Description	Target 16/17
Household waste recycled	Data Only until target agreed by Cabinet

Appendix 2 - Council Plan Projects and Performance Measures 2016/17 – Annual Report

In addition to quarterly reporting, there are a number of KPIs that members may wish to receive updates on, either because they form part of our 'business as usual' activities that are important to residents and/or they are only able to be collected annually. Many of these are new KPIs that will be measured for the first time. Targets will be set from April 2017. The following projects (in BOLD) are considered to be 'Business as Usual' projects which will be reported annually. The following KPIs (in italic) are 'slow moving' or survey based KPIs and will only be reported once, at the end of the year.

Portfolio Projects and Measures: Regeneration and Business

- **Arts and culture brand**
- **Gatwick**
- **Superfast broadband**
- **Lewes Business Awards**

- *Value of tourism to the local economy – measured through the Annual Economic Impact Survey carried out in the summer.*

Portfolio Projects: Customers and Partners

- **Wave Leisure – Service Delivery Plan**
- **Voluntary sector partnerships**
- **Working with town and parish councils**

- *Proportion of customers who are satisfied with the quality of service provided by the Council - measured through a GovDelivery survey*
- *Increased participation in leisure activities amongst (ai) older people and (aia) in rural areas – measured by Wave Leisure*
- *Mystery leisure centre visitor satisfaction score – measured by Wave Leisure (Target: 85% or more)*

Portfolio Project: Finance

- *Proportion of benefits overpayments recovered in the year (Target: 70%)*

Portfolio Projects: Planning

- **Road and rail infrastructure**

- *Net additional homes provided in the District (Target: 310)*
- *Number of new homes that are affordable (Target: 27)*
- *Percentage of housing trajectory completion figures achieved (Target: 100%)*
- *Percentage of planning permissions granted on schemes of 10 residential units or more that meet the 40% affordable housing target (Target: 80%)*

Portfolio Project: Waste and Recycling

- **Environmental Crime**

- *Proportion of people asked who feel the Council is working to make the area cleaner – measured through a GovDelivery survey*

Agenda Item No: 9.3 **Report No:** 97/16
Report Title: Adoption 'Making' of the Hamsey Neighbourhood Plan
Report To: Cabinet **Date:** 4 July 2016
Cabinet Member: Cllr Tom Jones – Cabinet Member for Planning
Ward(s) Affected: Hamsey
Report By: Nazeya Hussain, Director of Business Strategy and Development

**Contact
Officer(s)-**

Name(s): James Garside
Post Title(s): Neighbourhood Planning Officer
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Tel No(s): 01273 484417

Purpose of Report:

The Localism Act 2011 introduced a right for communities to draw up neighbourhood plans. Hamsey Parish Council, with support and advice from the District Council, has produced a neighbourhood plan which has subsequently undergone a successful examination and referendum. This report considers whether the Hamsey Neighbourhood Plan should be adopted by the District Council as part of the statutory development plan.

Officers Recommendation(s):

- 1 To recommend to Full Council that the Hamsey Neighbourhood Plan is formally adopted as part of the statutory development plan for the district.
-

Reasons for Recommendations

- 1 The Hamsey Neighbourhood Plan has undergone a successful examination and received a majority vote in favour at a referendum.
- 2 To comply with the Localism Act which requires local planning authorities to 'make' a neighbourhood development plan as soon as reasonably practicable following a successful referendum.

Background

- 2.1 The Localism Act 2011 allows local communities to shape their areas by enabling town and parish councils to prepare neighbourhood development plans. A detailed legislative framework for undertaking

neighbourhood planning was set out in the Neighbourhood Planning (general) Regulations 2012. Neighbourhood planning has been enthusiastically taken up by the many of the towns and parishes in the district, with 11 plans at various stages of preparation.

- 2.2** A neighbourhood plan, once adopted, forms part of the statutory development plan and sits alongside the Local Plan prepared by the Local Planning Authority (Part of Hamsey parish lies within the South Downs National Park¹). Should planning permission be sought in areas covered by an adopted neighbourhood plan, the application must be determined in accordance with both the neighbourhood plan and the Local Plan.
- 2.3** There are a number of legally prescribed stages that need to be undertaken in preparing a neighbourhood plan. The plan needs to be subject to examination by an independent examiner. Subject to a positive outcome from such an examination the plan then proceeds to a referendum. Where a neighbourhood plan is subject to a successful referendum, and the local planning authority is satisfied that EU and human rights obligations have been met, it is a legal requirement to bring the plan into force as soon as reasonably practicable.

Progress of the Hamsey Neighbourhood Plan

- 3.1** Local authorities have a legal duty to advise and assist groups preparing neighbourhood plans. Part of Hamsey parish lies within the South Downs National Park. However the village of Cooksbridge lies entirely outside of the SDNP and so, in line with an agreed approach that Lewes District Council and the South Downs National Park Authority have in place for such cases², Lewes District Council assumed the responsibility of the relevant planning authority for the Hamsey Neighbourhood Plan.
- 3.2** An application was received from Hamsey Parish Council to designate the entire parish as a neighbourhood area and subsequently the neighbourhood area was designated by the District Council in October 2012³. Designating the neighbourhood area is the first formal stage that needs to be undertaken in preparing a neighbourhood plan.
- 3.3** Once designated, the Parish Council set about identifying the issues, vision and objectives to guide their plan. They also began gathering the evidence required to inform the policies, as well as undertaking extensive consultation with the local community, landowners, local groups and statutory consultees.
- 3.4** The Parish Council carried out a statutory consultation (Regulation 14) on their draft neighbourhood plan between November 2014 and February

¹ The South Downs National Park Authority is preparing a Local Plan that covers the entire National Park. Once adopted, this local plan will replace the Lewes District Joint Core Strategy: Local Plan Part 1 in the areas within the National Park

<http://www.southdowns.gov.uk/planning-policy/national-park-local-plan/>

² <http://www.lewes.gov.uk/planning/19084.asp>

³ http://www.lewes.gov.uk/Files/plan_Hamsey_Decision_196

2015. A number of amendments were then made to the plan in order to respond to feedback received from the consultation.

- 3.5** The Parish Council submitted the revised plan (Regulation 15), along with other statutory submission documents, to the District Council in September 2015. A further 6 week statutory consultation (Regulation 16) took place between September and November 2015 by the District Council where comments were invited on the submission documents.
- 3.6** Following the Regulation 16 consultation period, the District Council appointed a suitably qualified and experienced independent examiner to conduct the examination of the Hamsey Neighbourhood Plan which took place between November 2015 and January 2016.
- 3.7** The examiner determined that the neighbourhood plan met the basic conditions⁴ against which a neighbourhood plan is examined, subject to modifications, and recommended that the plan proceed to a referendum. This outcome was set out in the Examiner's Report (see paragraph 9.1) which was received from the examiner in January 2016 and published soon after (under Regulation 18).
- 3.8** The Hamsey Neighbourhood Plan was amended in line with the examiner's recommended modifications and a Decision Statement (see paragraph 9.2) was published (Regulation 19) which set out the modifications made and confirmed that the District Council was satisfied that the plan met the basic conditions and could proceed to a referendum.
- 3.9** A referendum was held in Hamsey Parish on Thursday 2 June 2016 posing the following question to eligible voters:
- “Do you want Lewes District Council and the South Downs National Park Authority to use the Neighbourhood Plan for Hamsey Parish to help it decide planning applications in the neighbourhood area?”**
- 3.10** 28% of registered electors recorded votes, 120 votes of which were cast in favour of 'yes' against 13 in favour of 'No'. It was declared that more than half of those voting had voted in favour of the Hamsey Neighbourhood Plan (see paragraph 9.3).
- 3.11** In accordance with the Neighbourhood Planning Regulations, following the outcome of the referendum it is now for the District Council to 'make' the neighbourhood plan so that it formally becomes part of the development plan for Lewes District (the South Downs National Park Authority will also formally adopt the neighbourhood plan).
- 3.12** Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) sets out the requirement for a local planning authority when it

⁴ The basic conditions that a neighbourhood plan must meet are: appropriate regard to national policy; general conformity with strategic policies of the development plan for the local area; contribute to the achievement of sustainable development; [Page 74 of 96](#) with EU obligations.

comes to adopting (the legislation refers to 'make') a neighbourhood plan. It is stated that,

“(4) A local planning authority to whom a proposal for the making of a neighbourhood development plan has been made-

(a) must make a neighbourhood development plan to which the proposal relates if in each applicable referendum under that Schedule (as so applied) more than half of those voting have voted in favour of the plan, and

(b) if paragraph (a) applies, must make the plan as soon as reasonably practicable after the referendum is held....

(6) The authority are not to be subject to the duty under subsection (4)(a) if they consider that the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention of the rights (within the meaning of the Human Rights Act 1998).”

Recommendation

- 4.1** As a result of the outcome of the referendum, and in accordance with the aforementioned legislation, the Council is legally required to bring the plan into force and it is recommended that the plan is formally adopted (made) by the Council to become part of the development plan for the district and to help determine planning applications in the parish.

Financial Appraisal

- 5.1** Lewes District Council adopted its Community Infrastructure Levy (CIL) on 1 December 2015 and consequently the charges set out in the CIL Charging Schedule will be implemented for those areas that lie outside of the South Downs National Park from that date. Formally adopting the Hamsey Neighbourhood Plan will allow the Parish Council to benefit from a higher proportion of revenues arising from CIL chargeable development that takes place in the parish. This will rise from a capped 15% of levy revenue to an uncapped 25% when the neighbourhood plan is made. Therefore, this will result in a transfer of levy revenue from LDC to Hamsey Parish Council to spend on priority infrastructure required to support the development of the area.
- 5.2** It is expected that this will result in approximately £60,750 being claimed over the neighbourhood plan period (up to 2030) by the parish council. Without an adopted neighbourhood plan, it is expected that the parish council would claim a lower figure of approximately £36,450. Therefore, at these expected rates, this would result in a transfer of an additional £24,300 of levy revenue from LDC to Hamsey Parish Council.
- 5.3** Although there will be a financial implication from adopting the Neighbourhood Plan, in terms of the apportionment of CIL income, there will be no financial implications for the General Fund base budget.

Legal Implications

6.1 The legal implications are contained within the body of this report

Risk Management Implications

7.1 I have completed a risk assessment. The following risks will arise if the recommendations are not implemented. The Council will be in breach of its statutory duty under the Town and County Planning Act 1990. As the legislation concerning the recommendation is quite explicit there is no way of mitigating this risk.

7.2 No new risks will arise if the recommendations are implemented

Equality Screening

8.1 Once adopted, the Hamsey Neighbourhood Plan will become part of the development plan for Lewes District. The process of preparing plans and policies that form part of the district's development plan has been subject to a separate Equality Impact Analysis. This process has been followed where the District Council has been required to perform the duties and responsibilities required as part of the neighbourhood plan making process. No negative impacts were identified through this analysis and there is not considered to be a need to perform a further analysis that is specific to the adoption of the Hamsey Neighbourhood Plan.

Background Papers

9.1 Hamsey Examiner's Report

http://www.lewes.gov.uk/Files/plan_Hamsey_NP_Report_Final.pdf

9.2 Hamsey Decision Statement

http://www.lewes.gov.uk/Files/plan_Hamsey_Decision_Statement.pdf

9.3 Hamsey Neighbourhood Planning Referendum – Declaration of Result of Poll

http://www.lewes.gov.uk/Files/plan_Hamsey_NPR_Declaration_of_Result_of_Poll.pdf

Appendices

10.1 Hamsey Neighbourhood Plan - Referendum Version

http://www.lewes.gov.uk/Files/plan_5_Hamsey_Neighbourhood_Plan_Referendum_Version_reduced_size_version.pdf

HAMSEY

NEIGHBOURHOOD PLAN

2015 - 2030

Final Version 2016

Sustainable Growth for the Whole Community



The Steering Group



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Team Transport



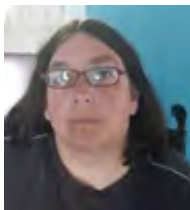
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This plan has been made possible by the high level of interaction and support from many within the community of Hamsey Parish.

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Policies

Policies,, if passed in Referendum, will be used by the local planning authority to make decisions on planning applications. Policies relate to the whole or parts of the Neighbourhood Plan Area, while Projects relate to specific proposals at specified locations.

7.8 Landscape and Environment Policies Pages 40-41

1. EN1 Land outside settlement planning boundary protected from development
2. EN2 Local Green Spaces
3. EN3 Protect ecological corridors, landscape features and habitats.
4. EN4 Trees replaced with suitable trees on a ratio of 3:1 new for old
5. EN5 Support renewable and low carbon energy
6. EN6 Reduce emissions
7. EN7 Protection for Parish Heritage Assets
8. EN8 Protection of views

9.3 Housing and Growth Development Policies

9.3.1 Site Selection Policies Page 50

1. H1 Brownfield developments in Cooksbridge
2. H2 Community function
3. H3 SDNP character and ecology protected
4. H4 Safe access
5. H5 Use of green infrastructure

9.3.2 Housing Mix Policies Page 50

1. H6 Provide for local housing needs

9.3.3 Housing Design and Layout Policies Page 50

1. H7 Demonstrate excellence in design
2. H8 Building design and choice of materials in context
3. H9 Housing density 20-30 units per hectare
4. H10 Sustainable Design

10.3 Transport and Travel Policies Page 53

1. TT1 Development must ensure highway safety
2. TT2 Sustainable Travel
3. TT3 Ensure that adequate parking is provided

11.3 Education Policies

Page 57

1. ED1 An extension to the existing School Hall or the provision of other buildings at Hamsey School will be supported
2. ED2 The Hamsey School playing field will be protected against development

12.3 Recreation and Sports Policies

Page 65

1. RS1 Diversify and enhance the accessibility of Beechwood Hall and Rural Park and South Downs National Park
2. RS2 Beechwood Rural Park not built on except to improve Park

13.3 The Local Economy Policies

Page 68

1. LE1 Support installation of high-speed Broadband/Fibre Optic capability
2. LE2 Local services, community facilities and businesses which support the local community and contribute to the wellbeing of the community will be retained and supported
3. LE3 Development and diversification of agricultural and other rural businesses will be supported
4. LE4 Support will be given to new employment related developments that respect the character of the area including the special landscape setting of the Parish
5. LE5 Use of existing buildings and small scale integrated new buildings for business enterprise will be supported
6. LE6 Sustainable rural tourism and leisure developments that benefit businesses, the Community and visitors will be supported

The policies in this Neighbourhood Plan are voted on by the whole Community

Community Aspirations - Projects

Projects are community-led and will require collaboration with relevant authorities

Landscape and Environment

Page 43

1. Cycleway
2. Community allotment/garden/orchard/shop
3. Managing farming methods
4. Protecting natural habitats
5. Accessing ancient woodlands at Old Hamsey Brickworks
6. Resolving areas of isolated flooding, assessment of drainage

Health and Wellbeing

Page 45

1. Youth projects, including formation of a Youth Council.
2. Provision of benches for community to sit in other areas of the village.
3. Community shop where local community grown produce can be sold.
4. Making Hamsey Parish safe and accessible.
5. Planning for shared spaces and meeting places.
6. Noticeboards with community access for lift share schemes to medical centres and other journeys, plus communicating local events.
7. Developing a centre for the Parish.

Housing Growth and Development Projects

Page 51

1. Sustainable/environmentally efficient options for new builds where viable.
2. Locally sourced materials, in local character.
3. Fibre Optic Broadband.
4. Car parking, cycleways and footpaths linking to centre.

Transport and Travel Projects

Page 54

1. Dual cycleway/footway connecting north and south of Parish to station and Lewes.
2. Secure at least one stopping service at Cooksbridge station per hour, 7 days per week.
3. More buses running evenings and weekends.
4. Resolve the issue of parking during school drop off and pick up times.
5. Increase overall parking facilities as a result of development.
6. Footpath from the station to Beechwood Hall & Rural Park.

Education Projects

Page 58

1. Temporary classrooms replaced with permanent classrooms and hall extended.
2. Post-school study for adults.
3. Car Parking.
4. Safe crossings for parking.
5. Footpath to Beechwood Hall & Rural Park.
6. Expansion of ParkPal driveway sharing and similar schemes.

Recreation and Sport Projects

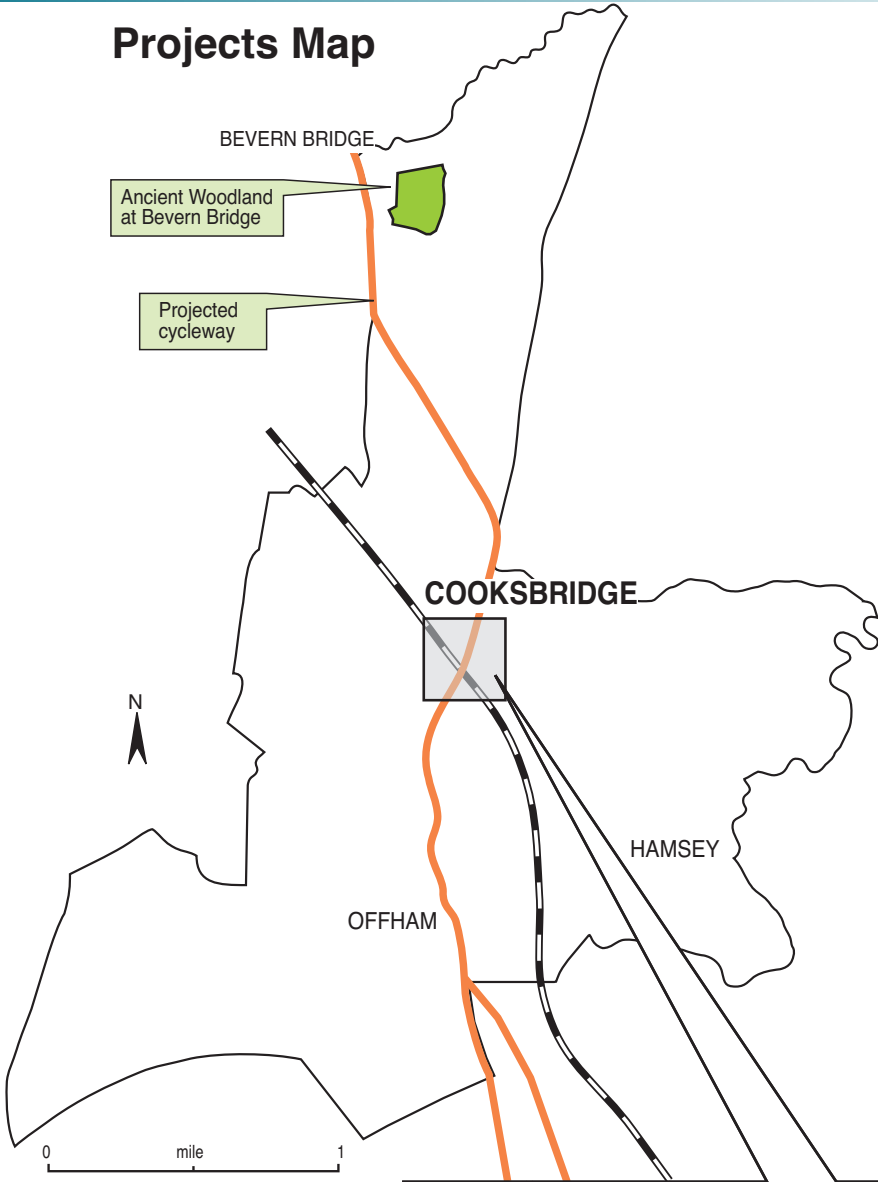
Page 65

1. Recreational activities within the park
2. Mid-week Youth Club at Beechwood Hall
3. Increase provision for children of all ages
4. Assess viability and cost of public toilet at Beechwood Rural Park

Residents of Hamsey Parish now have the opportunity to vote on the Neighbourhood Plan at a referendum.

Only the Policies will be used by LDC and SDNPA officers when determining applications in the parish when the Neighbourhood plan is adopted. Projects were not tested through an examination or be used to determine future planning applications but do form an important part of the plan that is voted on. They reflect community aspirations and rely on the support of community effort. Volunteers wishing to help with fundraising and other activities for one or more projects can connect with others via Hamsey Parish Council.

Projects Map



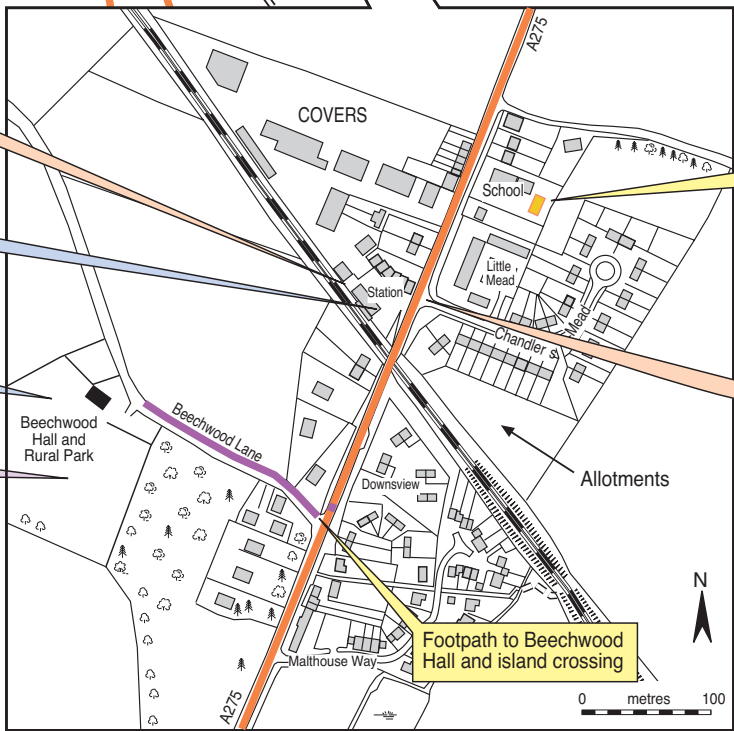
ENVIRONMENT
 Allotment/garden/orchard
 Managing farming methods
 Protecting natural habitats
 Areas of isolated flooding in the parish to be properly examined for cause and solution, with emphasis on drainage and gully maintenance

HEALTH WELLBEING
 Further development of youth projects, including formation of a Youth Council

HOUSING GROWTH and DEVELOPMENT PROJECTS
 Sustainable/environmentally efficient options for new builds where viable
 Locally sourced materials, in local character
 Fibre optic broadband
 Car parking, cycleways and footpaths linking to centre

TRANSPORT & TRAVEL
 School parking
 More parking
 Footpath from the station to Beechwood Hall & Rural Park
 Expansion of ParkPal driveway sharing scheme

EDUCATION
 Car parking
 Safe crossings for parking



Minimum 1 train per hour stopping 7 days per week

Community Shop where local produce can be sold
 Notice Board with community access to advertise lift shares and communicate local events

Provision of benches for community to sit on in other areas of the village

Assess viability and cost of public toilet at Beechwood Rural Park

RECREATION AND SPORT
 Footpath to link Beechwood Hall & Rural Park to the A275
 Increase provision for children of all ages
 Recreational Activities within the Park
 Mid-week Youth Club

Temporary classrooms replaced with permanent and hall extended
 Post-school study for adults

More buses running evenings and weekends

Footpath to Beechwood Hall and island crossing

A: Projects Map

1 Welcome

On behalf of the Steering Group I am delighted to welcome you to the Hamsey Parish Neighbourhood Plan.

Our Plan has been produced by a Neighbourhood Planning Steering Group made up of local residents, Parish councillors, community groups, local businesses, school and Churches, with significant consultation leading to the delivery of this plan.

In late 2012 Hamsey Parish Council, upon learning details of the Localism Act, decided to explore with Parish residents the opportunity of working towards creating a plan for the future. This was in part driven by the knowledge that Lewes District Council had allocated a minimum of 30 new dwellings to be built in our Parish by 2030. The number of Traveller pitches was potentially going to be increased out of all proportion to the size of our community. A questionnaire was subsequently sent to all residents and results showed residents overwhelmingly in favour of greater involvement in moulding the future of our Parish; Bevern Bridge, Cooksbridge, Hamsey, Old Cooksbridge and Offham.

Since 2013 a number of public meetings and paper consultations have taken place to seek the views of local residents, businesses and other stakeholders who share an interest in our neighbourhood area. Everyone involved in developing the Neighbourhood Plan has listened carefully to all the feedback received through all these consultations and has worked hard to ensure that the Plan incorporates and reflects the views of the community.

The aim of preparing the Plan is to deliver the long-term goals of maintaining and improving the beautiful environment of Hamsey and to help provide an outstanding quality of life for future generations. To ensure this happens the Plan incorporates both a development plan (Policies) and a local action plan (Projects).

The Hamsey Neighbourhood Plan reflects community-wide comments, observations and concerns about its future, bringing them together with census information, strategic and statistical evidence into a “living promise” that mirrors the community’s overwhelming desire to make Hamsey Parish an even better place to live and work, both now and for future generations.

Once the Plan has passed a local referendum and has been adopted by Lewes District Council, the Hamsey Neighbourhood Plan will become, with the Lewes District Council’s Local Plan, the starting point for deciding where development will take place and the type and quality of that development, the SDNPA will also make (adopt) the Plan.

It has been a great achievement and I would like to thank all those from the steering group, who worked with enthusiasm and provided the resource and expertise to form the backbone of the Plan.

We are grateful to officers of Lewes District Council, Planning Aid England, Action in Rural Sussex and the South Downs National Park Authority (SDNPA) for their support and advice.

Finally I would like to thank all those who live and work in the Parish who have played their part in shaping and supporting our Plan to make it a positive blueprint for the development for many years to come.



MAP OF HAMSEY PARISH



B: Map of Hamsey Parish

2 Why we need a Neighbourhood Plan

The Hamsey Neighbourhood Plan (HNP) aims to make Hamsey Parish an even better place to live, now and for future generations. It covers the period 2015 to 2030 and recommends a review every five years.



The Neighbourhood Plan process enables communities to better shape their Parish, to inform how development takes place and helps to influence the type, quality and location of that development, ensuring that change brings with it local benefit.

SDNPA is the Local Planning Authority for the area of Hamsey Parish within the National Park. Arrangements are in place, for Lewes DC to handle the majority of planning applications within the National Park boundary on behalf of SDNPA. Currently the adopted Local Plan consists of the saved policies of the 2003 LDC Local Plan. The Lewes Joint Core Strategy, once adopted, will replace this plan, The SDNPA is also preparing a Local Plan that will cover the entire national park including parts of Hamsey Parish.

The community has a history of being proactive in taking local decisions. In 2004 the Hamsey Parish Plan was ratified by the Parish Council and set out a vision and action plan for how the residents wished to see their area develop.

C: Hamsey Parish within Lewes District

Neighbourhood Planning now provides an opportunity for the community to have a real say over local decision making, to achieve its long-standing goals through the planning system and to address the challenges and opportunities facing the future vitality of our villages.

Whilst appreciating that sustainable development is necessary to prevent our villages and economies from stagnating, we want to influence what that development looks like. The HNP Plan is based on extensive research and influenced by robust engagement with the local community. All involved in developing the Neighbourhood Plan have listened carefully to all the feedback received from these consultations and have worked hard to ensure that the Plan incorporates and reflects the views of the community.

If the HNP is supported in the Referendum it will form an integral part of the district's statutory development plan and will be used by the local planning authority to make decisions on planning applications in the Parish.

3 Structure of the Plan

The Neighbourhood Plan sets out:

- The Vision and Objectives for the future of Hamsey
- Overview –The position of Hamsey Parish and opportunities to achieve sustainable development for the whole community.
- The Policies – Providing the Community policy framework for managing new development so that it contributes to the vision, aims and strategy for our Parish.
- The Projects-Initiatives proposed to enhance our neighbourhood and way of life to be carried out in future by members of the community working together with appropriate authorities including Hamsey Parish Council (HPC), Lewes District Council and South Downs National Park Authority.

How the Neighbourhood Plan was prepared

The HNP has been prepared by the steering group, with support coming from Lewes District Council (LDC) the South Downs National Park Authority (SDNPA) Action in rural Sussex (AirS) and Planning Aid England (the Royal Town Planning Institute, RTPI)

Key Stages in preparing the HNP

A well-attended public meeting took place at Beechwood Hall during the autumn of 2012, to discuss the proposal by LDC to increase housing in the Parish to the year 2030 and also to increase the number of traveller pitches which had sprung up (initially illegally) in the parish. After much discussion with members of LDC and the HPC, it was agreed that a questionnaire would be sent to each household to ask their opinion. There was a good response level circa 35%, with most supporting some development within the Parish and 93% stating that there should be no more travellers' pitches at Offham.

During early 2013 HPC initiated the process to seek approval from LDC to produce a Neighbourhood Plan for Hamsey Parish. Approval was duly granted and over the next few weeks a team of representatives from HPC, local residents, the school, church, businesses and LDC formed a steering group. The SDNPA also designated part of the Neighbourhood Area.

The steering group agreed that our overall vision will be a holistic plan to include the development policies which would in due course be identified and voted upon but also a Community Plan which would look at the wider aims of the community and in due course would identify projects which in many areas go hand in hand with the development plan.

Towards the back you will find the Glossary with explanations and definitions for some of the wording and abbreviations used in the Plan.

Five Core Themes were identified:

- Housing Growth and Development
- Transport and Travel
- Education
- Social, Recreation and Sports
- Local Economy

Each was allocated a chairperson and it was agreed that the themes would be underpinned by 3 core values:

- Sustainability
- Environment
- Health and Wellbeing

Consultation and Evidence Gathering

A number of meetings were held with residents, local businesses, the school and landowners to enable them to share their thoughts and ideas on the future of the Parish.

Every household was delivered a Vision and Objectives brochure (*see Appendix 2*). On the 5th of October 2013, nearly 100 residents attended a public open meeting at Beechwood Hall in Cooksbridge. Questionnaires were circulated asking for feedback and input into 2 core themes: Local Economy and Social Recreation and Sports, (*See Appendix 2, Neighbourhood Plan Survey Report, AirS*). In October 2013 a Social Survey was completed by 81 residents. (*See Appendix 2, 'What's it like living in Hamsey?'*)

Each theme chairperson gave a presentation twice during the day followed by a question and answer session. A large detailed map of the Parish, with all potential development sites, as identified by LDC Strategic Housing Land Availability Assessment (SHLAA) Survey, was on display and residents were invited to identify their preferred sites.

Subsequently in January 2014 a major consultation took place by sending each person named on the Parish electoral roll a detailed questionnaire. Members of the Steering Group prepared the questionnaire. An open drop in session was held in January 2014 at which members of the steering group were able to answer questions from Parish residents on the details of the Questionnaire.

Over 35% of the residents completed the questionnaire. A detailed analysis of the data was carried out by Action in rural Sussex (AirS). An important communication tool throughout the process was the Hamsey Parish Newsletter, which goes to each household every quarter and always included a HNP progress update. The relevant statistics, resulting from the analysis, along with the Scoping Report, were used for deciding policies and projects for each of the Core Themes.

The Steering Group gathered further evidence to support the Plan. This included reviewing evidence reports prepared by Lewes District Council, preparing a neighbourhood profile using key national and local statistics and producing a Sustainability Appraisal Scoping Report, which contains a broad range of statistics and information that helped to identify issues for the Parish. (*See Appendix 2 for Scoping Report*)

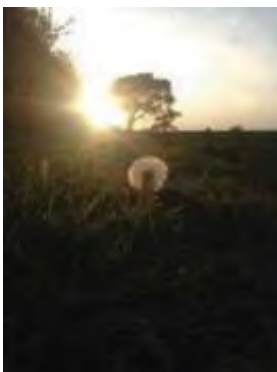
4 Vision for Hamsey Parish

4.1 The Community's Vision:

- To maintain and improve the quality of the rural natural environment, with protection in place for green spaces and woodland.
- To improve the infrastructure and therein the opportunity for non-motorised travel and increase the frequency of public transport.
- To evolve and grow sustainably whilst promoting the rural local character.
- To help provide an outstanding quality of life for future generations, whilst improving opportunities for all residents including younger adults to be able to afford to live and work within the Parish.
- To plan sustainable development using available natural resources to reduce our ecological footprint and minimise the need for fossil fuels.
- To continue to respect and reflect the views of the whole community



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S. Curran, Hamsey



**Rosie and George, Fishpond,
Beechwood Ln
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S. Curran, Hamsey

5 Objectives

- To protect the high quality natural environment of valued green spaces, ancient trees, wooded areas, hedgerows and watercourses.
- To conserve wildlife through maintaining the countryside and improving biodiversity
- To improve the connected network of wildlife habitats and appropriate farm management to ensure that natural resources, habitats and species can adapt to the impacts of climate change, flooding and other pressures.
- To ensure developments protect and enrich the landscape and rural setting
- To prioritise local character in every element of change and growth.
- To campaign for on-going improvements to transport, to utility infrastructure and for digital connectivity.
- To create an effective network of footpaths and new cycle paths linking the communities across the Parish with improved public transport provision to encourage increased movement by sustainable means and reduced car dependency.
- To deliver a housing growth strategy tailored to the needs and context of Hamsey Parish with an appropriate level of housing to meet local needs.
- To ensure there is housing provision for first time buyers and support for small businesses to provide employment opportunities for all residents including younger adults so they can afford to remain in the Parish.
- To strengthen and support economic activity in the Parish appropriate in scale to the size of the Parish.
- To ensure housing developments use natural resources and incorporate ecologically sound design, offer appropriate green space and utilise available natural resources to reduce our ecological footprint and minimise the need for fossil fuels.
- To ensure housing developments are located close to major transport hubs (notably Cooksbridge Railway Station), within easy access to shops, community facilities and to green open space. Brownfield sites to be developed for improved functionality and aesthetics where feasible.
- To improve local facilities and amenities in readiness for projected community growth.
- To protect cultural heritage assets and shared common land, namely Beechwood Rural Park that enhance and contribute positively to local distinctiveness and sense of place.
- To provide a more focused centre for the residents of the Parish where there are amenities that support the daily lives of all ages and encourage shared opportunities for social, cultural and physical recreation.
- To enhance the school's position within the community by improving buildings and parking provision with more opportunities for pre and post school provision for the nursery children, young people and adults in the community.
- To involve local people from all areas of the Parish on an ongoing basis in the process of planning, monitoring and delivery of development so that we can reflect the views of all residents equally, whatever age, background or location.
- To ensure the Parish is a safe environment for all.

6 Hamsey Parish

6.1 Introduction

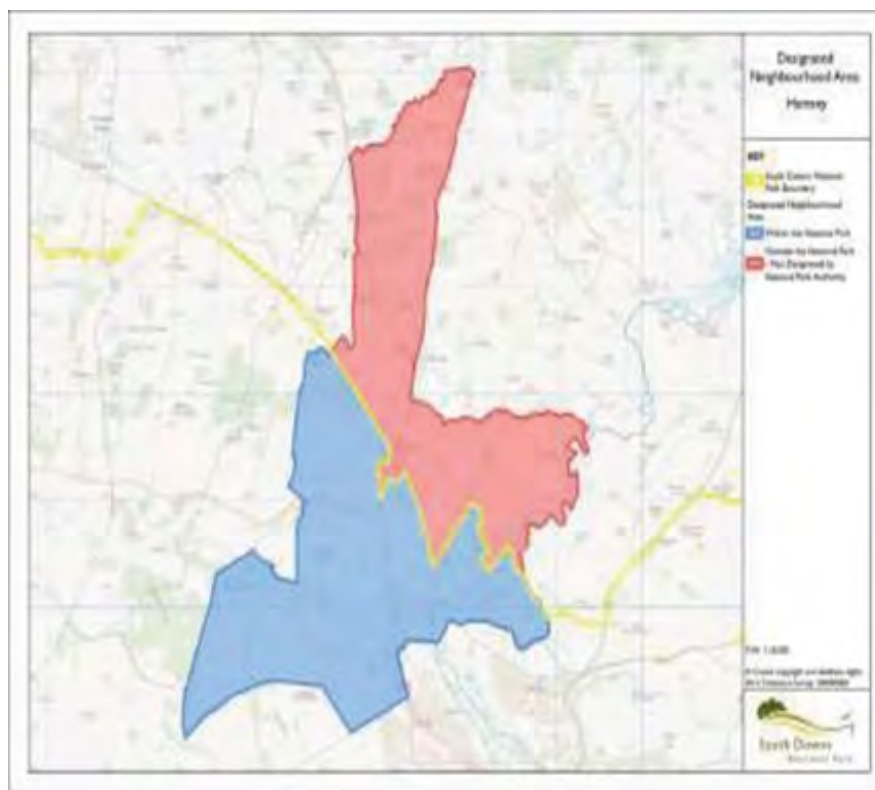
Hamsey is a rural Parish of 5 settlements, Cooksbridge, Old Cooksbridge, Offham, Hamsey, and Bevern Bridge. The Parish covers 1144 hectares (2837 acres) and lies 3 miles (5km) north of the county town of Lewes.

The position of Hamsey Parish places it at the heart of one of the most distinctive landscapes in England. Mount Harry forms the western boundary of Hamsey Parish, the Bevern stream the northern boundary and the River Ouse with a classic flood plain forms the eastern boundary. At the crest of the South Downs adjoining Landport Bottom there is the historic Offham Chalk Pit overlooking the funicular railway from which lime from the chalk kilns used to be loaded directly on to waiting barges below. These days most of the employment is based in Cooksbridge with farming in the surrounding areas.

Each settlement has its own distinctive character. Cooksbridge is the largest settlement and geographically at the heart of the Parish. Home to Cooksbridge railway station, Beechwood village hall and Hamsey Community

Primary School, Cooksbridge has the potential to be an even more effective hub for life in the Parish. Hamsey sits almost exactly on the Greenwich Meridian at zero degrees longitude.

The distribution of settlements in the Parish means that two villages, Hamsey and Offham fall largely within the South Downs National Park. The settlements of Cooksbridge, Old Cooksbridge and Bevern Bridge, lie mainly outside the National Park.



E: South Downs National Park Hamsey Area Map

6.2 A brief history of Hamsey Parish

- The earliest evidence of human activity is from the Mesolithic period, when a group of hunter-gatherers camped near the river at Hamsey which was at that time a large inlet of the sea. In Neolithic times people met at the causewayed enclosure on Offham Hill, one of only five such communal monuments in Sussex.
- The Romans also left their mark. A Roman road crosses the Parish on the Greensand ridge between Resting Oak and Deadmantree Hills. Just to the west, at Wickham Barns, Roman pottery kilns have been excavated. To the east, in Barcombe, a Roman villa was discovered in 1998. Members of the Mid-Sussex Field Archaeological Team were excavating there for 8 years.



- We know there was a Saxon settlement at Hamsey in AD925 and it is recorded in the Domesday Book of 1086. A contract survives for the building of a manorial hall in 1321 to the east of Old Hamsey Church, although whether this was ever completed is not confirmed. Lords of the Manor of Hamsey have included the families of de Cheyney, de Say, de Clinton, Willoughby, Dudley, Lewknor, Alford, Wenham, Partington and Monk Bretton. Lords of the Manor of Coombe, (Offham), include the families of de Say, Radmelde, Comber, Pelland, Scrase, River, Bridger and Shiffner.

• The Battle of Lewes, where Simon de Montfort defeated King Henry III, took place on Offham Hill in 1264. This, along with the battle of Evesham the following year, helped to pave the way for our modern parliamentary system.

- The church at Hamsey served the Parish from before the Norman Conquest until the new church of St Peter was built at Offham in 1859. There are records of a chapel of ease at Offham in the 16th century.
- Farming has been the main activity in the Parish for many centuries, but a tannery existed in the 16th-century while local people also found employment in the chalk pits at Offham, the brickyard at Bevern Bridge and the old brewery at Cooksbridge. The river was canalised in the 18th century.
- The railway arrived in the 19th century and this led to the growth of a new settlement around the station at Cooksbridge. It is now the Parish's biggest residential area. Downsvew Cottages date from the 1920s, Chandlers Mead dates from the 1950s and Malthouse Way was built in the late 1990s.
- Hamsey Primary School was built in Cooksbridge in 1907 to replace the old schoolhouse at Offham.
- The Malthouse at Cooksbridge was built in the 18th century and last used for malting in 1912. It was used as the village hall as early as 1919 but was given up for this purpose on 30 September 2007. A new village hall, known as Beechwood Hall, was opened on October 1st 2007. Situated at the recreation ground in Beechwood Lane the whole project took just three years to complete.



7 Landscape and Environment

7.1 Overview

Character

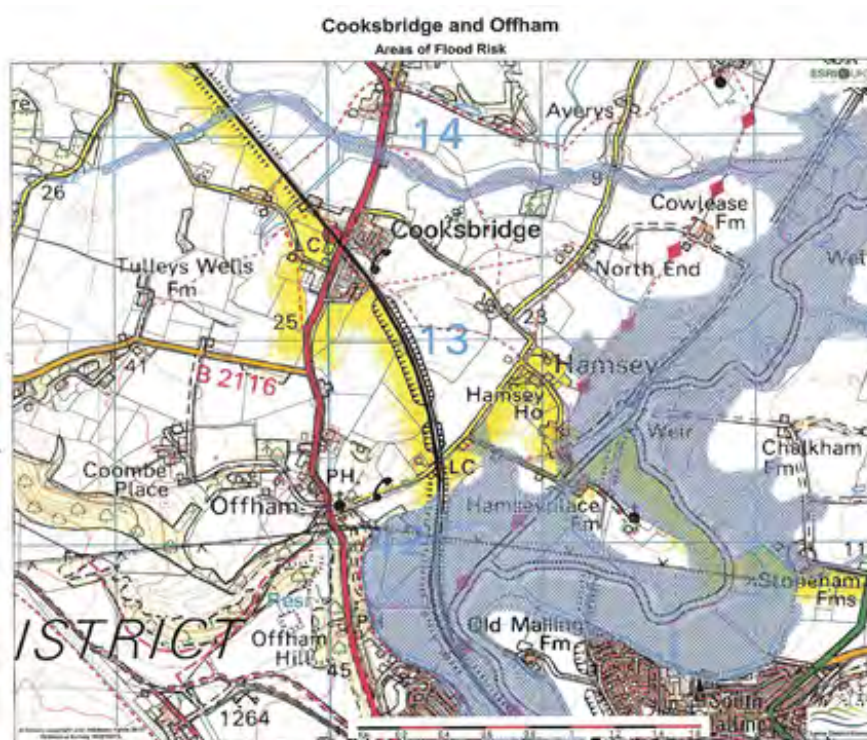
In accordance with national guidance on planning, the community wishes to see the rural nature of Hamsey Parish and their communities protected for future generations. Most of the land in the Parish is used for agricultural purposes.

The rural nature of Hamsey Parish supports the need to maintain and enhance the countryside and improve biodiversity.

A Sustainability Scoping Report has been undertaken with an assessment of the Hamsey Parish landscape character carried out.



Flooding



F: Cooksbridge and Offham: Area of Flood Risk

Low-lying areas of the Parish adjacent to the Ouse are at risk of flooding. The risk extends to low lying parts of the village of Hamsey where it is adjacent to the Ouse and a band of land running north of Cooksbridge. (see map 9: 'Areas of Flood Risk' Appendix 3) Since the major period of flooding in 2000 much has been done to protect the area by ensuring ditches are well maintained. Areas were also flooded in Cooksbridge and Offham, which continue to be at risk in times of heavy rain. These floods are caused by run off from the Downs and surrounding fields.

Attention is being given to flood attenuation measures such as effective drainage and tree planting.

Habitats

- The settlements and wider countryside of the Parish contain features of significant local wildlife value.
- Details of these areas can be seen on ‘Map 2’ (sites of Special Scientific Interest), ‘Map 3’ (Local Wildlife Sites), ‘Map 4’ (Priority Habitats) ‘Map 6’ (Ancient Woodland Inventory), also ‘Map SR3’, in the Scoping Report. Many of the sites are within the South Downs National Park.
- Hedgerows in the Parish form important corridors for wildlife including badgers and foxes, small birds such as finches, great tits and blue tits; bats, dormice, dragonflies and butterflies. The high hedges offer nesting sites for endangered bird species including the Song Thrush. Small woodland areas in the Parish provide important habitats for many species such as the tawny owl, bats, newts and great spotted woodpecker. A sample of some of the recorded wildlife in the Parish can be seen on the Sussex Wildlife Trust’s Biodiversity report (*see Appendix 2*).



Bluebells in the Ancient Woodland at Bevern Bridge Old Hamsey Brickworks

- In any new development on a Brownfield site that adjoins a wildlife habitat such as ancient woodlands or waterways care must be taken to preserve and maintain a thriving, living landscape.

- Trees: We have seen a steep decline in trees from farming and a large increase in pollution from cars. There is little woodland left in our parish. Increased housing will inevitably result in more traffic, pollution and noise, requiring that trees should be protected and indeed planted more than ever. The Community feedback supports Woodland Trust recommendation that 3 new trees be replanted for every mature tree that is lost due to development. New trees planted in our kind of setting would be expected to have a

24% morbidity rate. Therefore, this ratio is considered by the Community to be an appropriate level. We are a rural area, not a densely populated area where such a requirement could halt development.

- The government targets more, bigger and better connected wildlife sites (Making Space for Nature, 2010). The report recommends that we better protect and manage our designated wildlife sites, that we establish new Ecological Restoration Zones and that we better protect our non- designated wildlife sites.

The green infrastructure needs to be maintained as it provides many social, economic and environmental benefits including:

- Places for peace, tranquility, outdoor relaxation and play.
- Space and habitat for wildlife with access to nature for people.
- Climate change adaptation eg flood alleviation.
- Environmental education.
- Local food production.
- Improved health and well-being lowering stress levels and providing opportunities for exercise.
- In the village social survey, when asked what they most liked about living in the village, 53% said, “beautiful countryside”
- The Community feels it is very important to identify and protect designated Local Green Spaces of special significance.



Rare Grass Vetchling in field adjoining Beechwood Hall & Rural Park, recorded with Sussex Wildlife Trust

Pollution

Where the A275 runs through the middle of Offham, Cooksbridge and Bevernbridge there is concern for the air pollution from road traffic particularly in Cooksbridge where cars wait at the level crossing. This poses a risk, especially to people with asthma, to children, pregnant women, older people and cyclists.

There is a high dependency on car use, due to irregular public transport, no cycleways and no local amenities such as a local shop or post office in Cooksbridge.



National planning guidance states that encouragement should be given to solutions that support reductions in greenhouse gas emissions and reduce congestion.

To enable a greater appreciation of the Parish's landscape features and interaction with the wildlife, access to the countryside needs to be achieved via a network of public footpaths and cycle paths that cross the Parish. However, at the moment Bevernbridge has no connecting footpath or cycle path to Cooksbridge where the Parish school, railway station, shops, churches and social centre are.

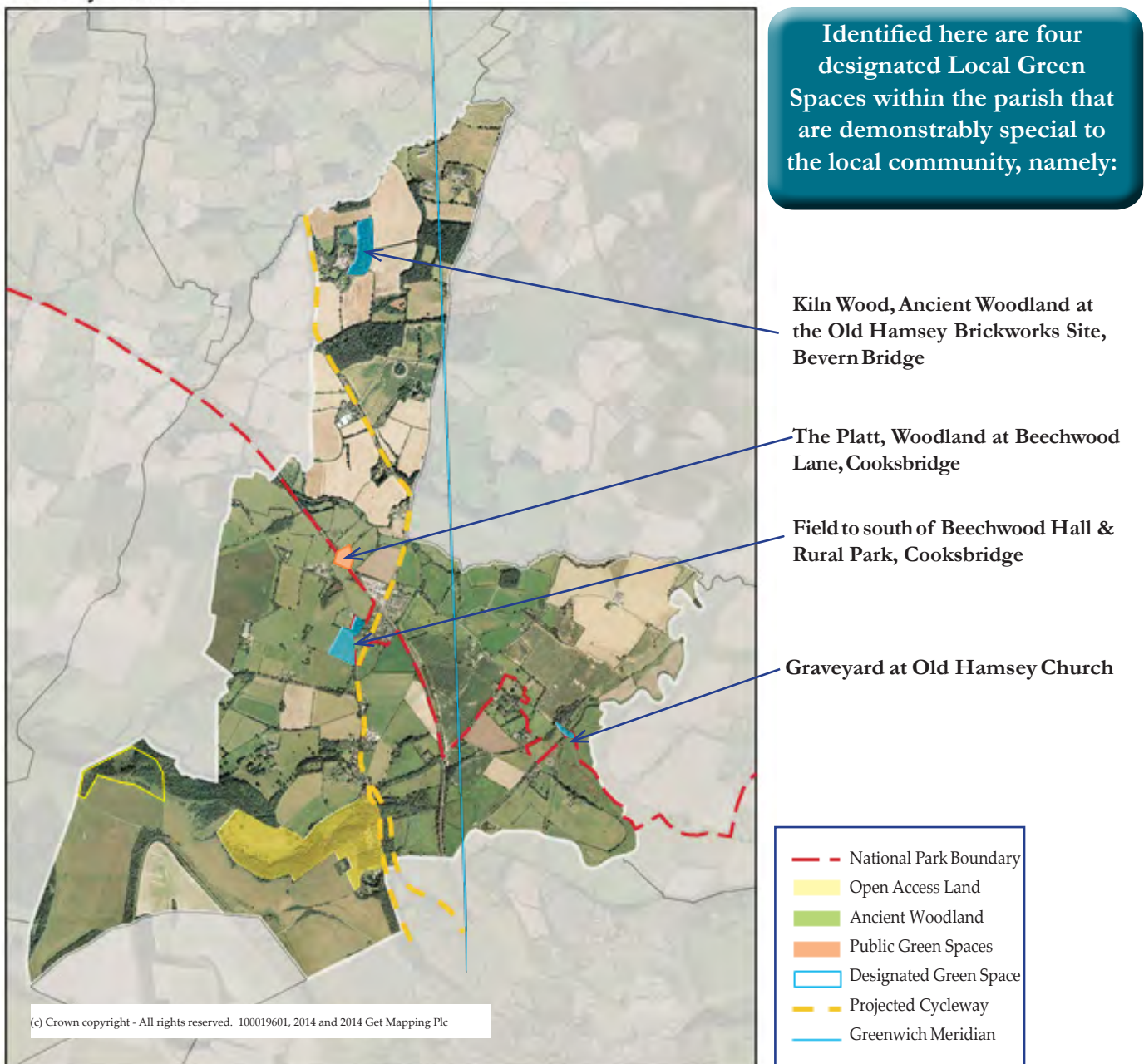
7.2 Local Green Spaces

Introduction

Throughout the Parish there is a network of multi-function green spaces, which helps to provide a natural life support system for people and wildlife. This network of both publicly and privately owned land, needs to support native species, maintain ecological processes and help prevent flooding, sustain air and water resources and contribute to the health and wellbeing of the community.

The Lewes District Outdoor Playing Space Review, 2004 and also The Lewes District Council Informal Recreational Space Study 2005, identified Hamsey as having a shortfall of informal play space in natural green space (See Appendix 2). Paragraph 77 of the National Planning Policy Framework states that specific plots of land that are demonstrably special to the local community may be protected against development.

Hamsey Parish



LGS1, The Platt, Woodland at Beechwood Lane, Cooksbridge

The Platt is a small, privately owned woodland adjoining Beechwood Rural Park

Location

- Extends along the entire eastern side of Community- owned Beechwood Rural Park and village hall.
- Borders the South Downs National Park on 3 sides
- Adjoins the gardens of residential houses to the east

Size

Approx.1.75 acres

Tranquility

For many years local residents have enjoyed regular sightings of bats, owls and small woodland animals here. The trees provide a tranquil, healthy and beautiful space for the community to enjoy from the Youth Shelter and playing fields at Beechwood Rural Park.

Birdsong, from many species of birds is enjoyed by visitors to Beechwood Rural Park throughout

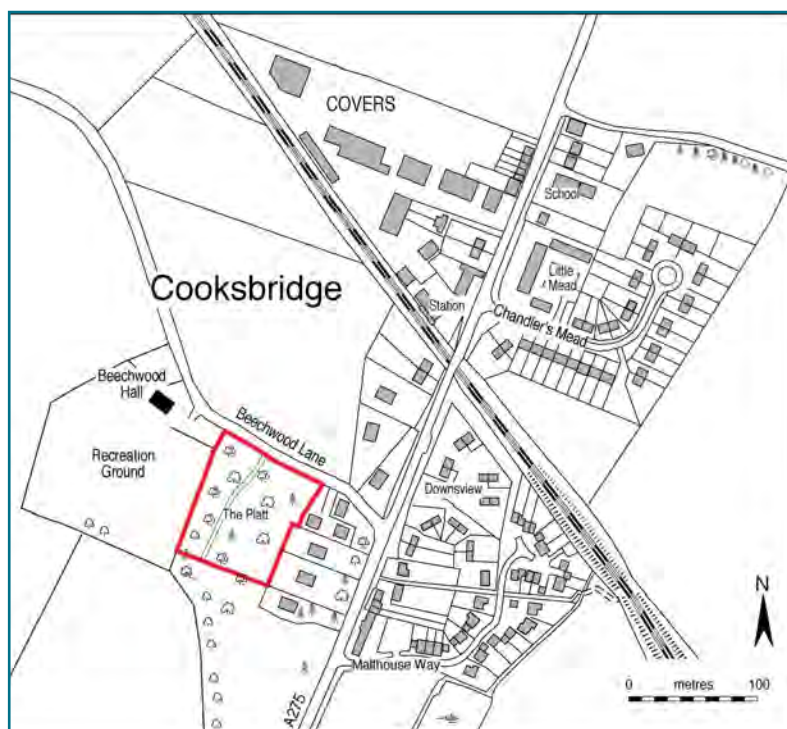
all seasons. Numbers of bats recorded here have fallen in recent years and there is a growing concern in the community that more protection is required for their habitat to halt the decline.

The trees buffer the noise of the traffic from the A275 at the bottom of the lane. The trees remove air pollution from the traffic queuing along the A275 for the level crossing. The position of the woodland ensures that only natural sounds can be heard from the Rural Park, adding to the sense of tranquility and of being rural.

Valued by the Community

Trees and woods are vital to the Community's health and wellbeing. There is little woodland left in the Parish and the community feels that they wish to protect this tranquil and beautiful space.

The highest score of low support, effectively the greatest community opposition (47.9%) was given to any development on the woodland by Beechwood Lane and Hall.



H: LGS1 The Platt, Woodland at Beechwood Lane, Cooksbridge

Flooding

Mature trees and hedges at The Platt reduce the effect of water runoff and attenuate flooding to the area.

The Woodland Trust document 'Neighbourhood Planning- Flooding' (*Appendix 2*) states, "Trees decrease the rate at which rainfall reaches the ground and runs off into watercourses and drains. In both urban and rural areas this allows more time for natural and man made drainage systems to take water away, reducing the likelihood or severity of rivers flooding or surface water infiltrating homes. Woodland can also create a sponge affect. This means that water can infiltrate into the soil and then be stored there. The lack of soil disturbance and recycling of leaves and other dead material from trees in woodland leads to an increase in soil organic matter and development of soil structure with natural channels and pores. Studies at Pont Bren in Wales have shown that infiltration rates were up to 60 times higher in young native woodland compared to neighbouring grassland."

Wildlife

In some cases neighbours to the east of the woodland are divided only with some barbed wire and a few posts so they have been happy to see wildlife move freely between their gardens and the woodland.

Residents have been keen recorders of wildlife and report seeing the following wildlife between their garden and



The Platt:

Species include: Blue Tit, Great Tit, Coal Tit, Robin, House Sparrow, Goldfinch, Gold Crest, Bullfinch, Greenfinch, Chaffinch, Chiff Chaff, Tree Creeper, Wren, Brambling, Black Bird, Starling, Nightingale, Collard Dove, Wood Pigeon, Jay, Great Spotted Woodpecker, Magpie, Carrion Crow, Song Thrush, Tawny Owl, Pheasant, deer, foxes, Wood mouse, shrews, hedgehogs, unidentified bats, Brown Long Eared Bats, Wall Lizard, Western Green Lizard, bees.

Bats are known to live and forage in the woods. Further recordings of bats flying in and out of the woods at dusk to a maternity roost, have been recorded by residents through the Sussex Nature Biodiversity Report (*See Appendix 2, Species Recorder: Document 'Desktop Biodiversity Report- Land at Beechwood Lane, Cooksbridge + 1km radius' by Sussex Biodiversity Record Centre*)

LGS2 Field South of Beechwood Rural Park, Cooksbridge

This is a privately owned green field within the South Downs National Park

Location

- Within the South Downs National Park, this land adjoins Beechwood Rural Park and village hall plus the SDNP on 3 sides.
- Extends along the southern side of Community- owned Beechwood Rural Park.
- A public footpath leads from Beechwood Rural Park across the field to the A275.

Size

Approx. 3.5 acres

Tranquility Valued by the Community

The field is tranquil, beautiful and offers unobstructed views from Beechwood Rural Park to the South Downs including the impressive backdrop of Mount Harry. This open, undeveloped tract of Greenfield significantly contributes to the rural feel of Beechwood Rural Park.

There is a Public Right of Way access across the field and the community enjoys walks here. It is an especially popular route for dog walkers.

As users of Beechwood Hall step outside, they look directly over this field to Mount Harry with its lush greenery. The field with its hedgerows and tree line serve as a buffer to block Beechwood Rural Park from the traffic noise of the A275.

Flooding

This is a water stressed area. This field and the adjoining field at Beechwood Rural Park become boggy in wet weather due to poor drainage.



I: LGS2 - Field South of Beechwood Rural Park



Wildlife

This field is rich in biodiversity,, with rare Grass Vetchling and Pyramidal Orchid recorded this summer with Sussex Wildlife Trust, see pictures (right). (See Appendix 2, Species Recorder: Document 'Desktop Biodiversity Report- Land at Beechwood Lane, Cooksbridge + 1km radius' by Sussex Biodiversity Record Centre)

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LGS3 Old Hamsey Brickworks, Kiln Wood, Bevern Bridge

Valued

This area of ancient woodland, which has been walked through for the best part of two centuries (70 years by some local residents), boasts beautiful lakes and spectacular scenery. Residents, many of whom make up the Bevern Bridge Residents Association (BARA) live in houses adjoining the brickworks site to the western side and south, all are keen to protect this woodland..

Location

At the Old Hamsey Brickworks Site, Bevern Bridge - Woodland to the eastern side of the site.

Size

Approx. 5 acres

Wildlife

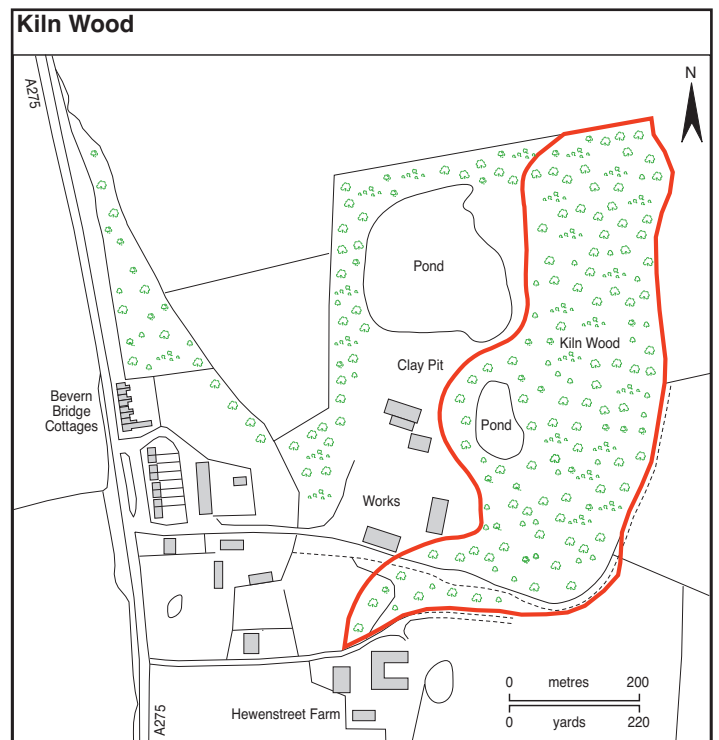
A recent Ecology Report recorded bats, 7 species of bats, lizards, slow worms, grass snakes, birds, an extensive list of birds have been recorded at The Old Hamsey Brickworks. *Please see Appendix 2, 'Biodiversity Report, Old Hamsey Brickworks' and 'Ecological Assessment by Eco Solutions' for full report.*

The ponds at Bevern Bridge provide a regular resting place for migrating geese, 100 at a time landing

J: LGS3 Kiln Wood



K: Location map of LGS3 Kiln Woods



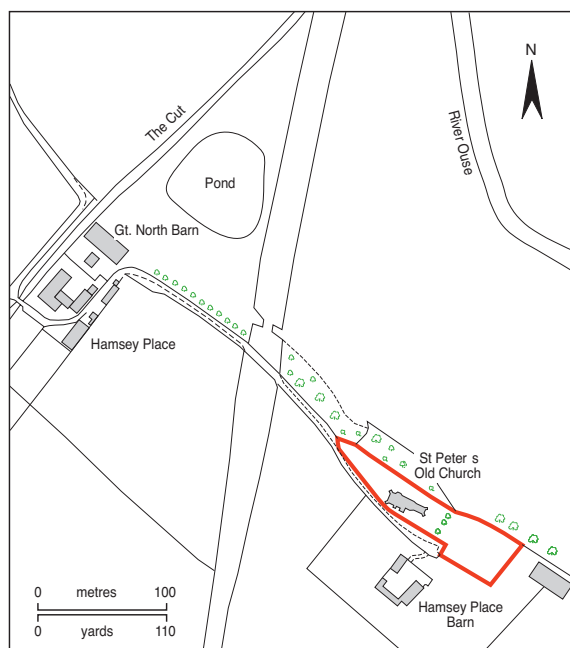
- National Park Boundary
- Open Access Land
- Ancient Woodland
- Public Green Spaces
- Designated Green Space
- Projected Cycleway
- Greenwich Meridian

LGS4 Hamsey Graveyard, Old Hamsey Church

L: Location of LGS4 Old Hamsey

M: Location plan of LGS4 Old Hamsey Church

Old Hamsey Church



Hamsey Parish



© Photo by Andy Linden. www.andylinden.co.uk



Hamsey Graveyard is the official graveyard for the Parish of Hamsey. All of the Parish burials take place here. The church is Grade 1 Listed by English Heritage. The church at Hamsey was first recorded in the Domesday Book of 1086. We know there was a settlement at Hamsey in AD925. The church is consecrated so graves are protected.

Location

The church is positioned in a beautiful and tranquil spot between the loop of the River Ouse and the former railway with panoramic views across the Parish. It can be seen clearly from Offham Hill, from Lewes at the top of Landport estate and from the Lewes to London train line.

Valued by the Community

A long history of residents, affluent or poor, have celebrated life events and celebrations from marriages, christenings, and burials to concerts and evensong at Old Hamsey church. The Community unanimously expresses a definite need to protect the graveyards (old and new) around the church as somewhere to visit friends and family laid to rest here and for quiet reflection and peace.

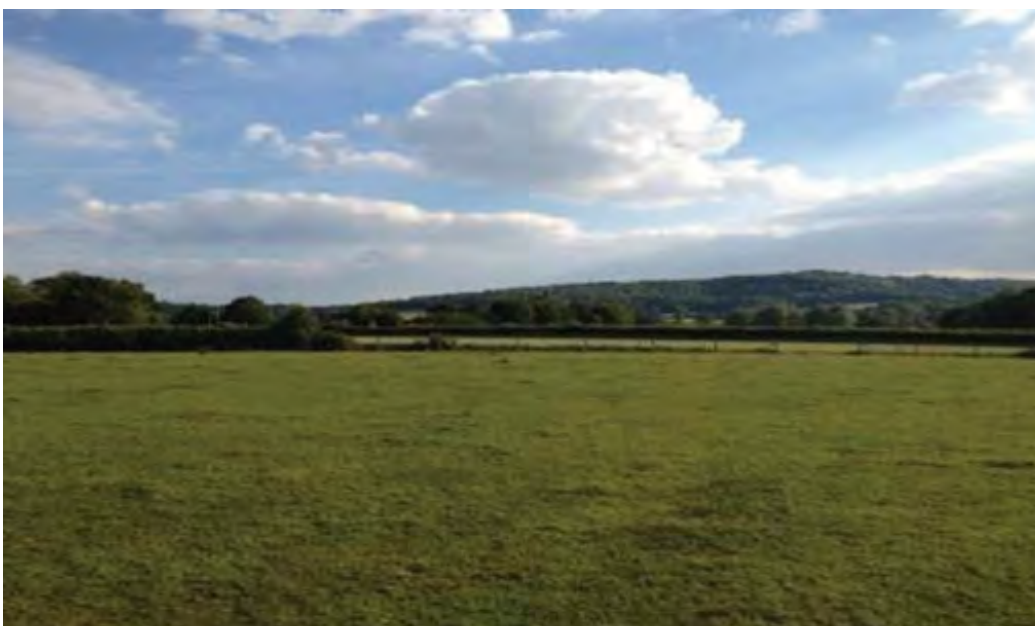
7.3 Biodiversity

The Community places considerable value on the enhancement of biodiversity in the Parish, including the creation and preservation of wildlife habitats, the conservation of native hedgerows, the planting of native trees and wildflowers and the protection of wildlife corridors. Species Recorder report by Sussex Biodiversity Record Centre (*Appendix 2*) shows a sample of the extraordinary range of wildlife recorded in our woodlands, hedgerows, waterways, green spaces and buildings. The report also highlights that numerous members of the community over many decades have cared enough about these birds, insects, animals, plants, butterflies etc. to take the time to formally record them. The Biodiversity of the Parish will also be affected by the agricultural farming methods practiced by the farming landowners. (*see map Agricultural Land Classes Hamsey*)

To prevent unacceptable risks from pollution and land instability, planning policies and decisions will ensure that new development is appropriate for its location. The effects (including cumulative effects) of pollution on health, the natural environment or general amenity and the potential sensitivity of the area or proposed development to adverse effects from pollution will be taken into account.

Local farming methods used will also impact greatly on climate change and the prevention of future flooding and biodiversity. Any large-scale agricultural or industrial plan that would bring many heavy lorries to small rural roads would be of significant concern. The impact of carbon emissions as well as the carcinogenic effects of particulate matter and nitrogen oxide from diesel vehicles in any new development will need consideration. *See "Adapting to Climate Change" www.defra.gov.uk/adaptation Appendix 2.*

As stated in the SDNPA Management Plan, "The richness and diversity of species and habitats are vital to conserve as they support and underpin many of the processes we rely on to sustain our lives." http://southdowns.gov.uk/wp-content/uploads/2015/02/npa_2013Nov19_Agenda-Item-7-Appendix-1.pdf This rings particularly true to the Hamsey Parish Community as we are a rural Parish who appreciate the delicate balance between humans and nature.



7.4 Climate Change

The Community supports the national move to a low carbon future. The Plan plays a role in helping secure reductions in greenhouse gas emissions and supporting the delivery of renewable and low carbon energy. This has been very successful in the building of the Parish's Beechwood Hall that is a sustainable low carbon building with ground source heating, solar panels and a wind turbine.

As stated in the 'South Downs National Park Management Plan', a well-managed ecosystem, "helps to regulate our climate, stores flood waters, filters pollution and provides opportunities for us to improve our health and wellbeing." See appendix for Ecosystem Services Delivered in the South Downs National Park.

Cooksbridge has been chosen as the site of any future development as it is the centre of the travel network with the railway and bus services, where people can walk or travel to school. It is also the location of the village hall.

The community expressed a preference for developing Brownfield sites that are available within the Parish.

We see the new development in Cooksbridge being an opportunity to draw its energy supply from decentralised, renewable or low carbon energy supply systems through co-locating potential heat customers and suppliers. We hope to reduce car use and the heavy dependency on oil and LPG as heating for residents.

The plan also encourages energy efficient improvements to new and existing buildings and the incorporation of sustainability measures such as rainwater harvesting, grey water recycling, high standards of insulation and renewable energy systems.



Wind turbine at Beechwood Hall & Rural Park

7.5 Community Feedback

Consultation on the emerging Neighbourhood Plan revealed the following key issues in relation to this topic that the policy seeks to address: (Neighbourhood Plan Survey Report)

- 92.3% agreed that the Neighbourhood Plan should "Promote sustainability in our Parish; this will help to preserve our eco system and support social, community and cultural life."
- 78.0% agreed that the Neighbourhood Plan should "Focus new housing on Cooksbridge so that we maintain the rural character of the environment of the Parish."
- 77.5% indicated medium to high support for the proposal that priority should be given to ecological construction methods for any new developments, in order to maximise energy conservation and emission reduction.
- 84.0% indicated medium to high support for the proposal that priority should be given to housing proposals which utilise design and landscaping in spaces around buildings, thus maximising wildlife potential by the use of native species.
- 76.8% indicated medium to high support for the Covers site and 54.3% gave The Hamsey Brickworks medium to high support. Both of these are Brownfield sites as opposed to the Greenfield sites that were put forward which received lower support. The highest score of low support, i.e. the greatest opposition, (47.9%), was given to the woodland by Beechwood Lane and Hall. (See Action in rural Sussex Survey Report p.6)". A petition to stop the woodland and [Page 106 of 106](#) green land in and around Cooksbridge from

being destroyed for new housing” also reflected the strength of feeling on this issue by some local residents.

- 76.8% indicated medium to high support for the Covers site and 54.3% gave the Old Hamsey Brickworks medium to high support. Both of these are Brownfield sites as opposed to the Greenfield sites that were put forward which received lower support. The highest score of low support (47.9%), was given to the woodland by Beechwood Lane and Hall. (see Action in rural Sussex Survey Report p.6)” A petition ‘To stop the woodland and Rural park and any green land in and around Cooksbridge to be destroyed for new housing” also reflected the strength of feeling on this issue by some local residents.
- 57.2% indicated medium to high support for the assertion that the South Downs National Park is an asset to the community and they support promoting its accessibility for the benefit of Parish residents and visitors.
- 92.5% indicated medium to high support with regard to the maintenance of hedgerows and footpaths as important for encouraging access to the countryside.
- 87.7% indicated medium to high support with regard to maintaining the balance between modern farming methods and protecting the local ecosystem.
- 81.3% indicated medium to high support for the proposal that any future development should encourage residents to walk and /or cycle around the Parish thus reducing carbon emissions.
- 90.3% indicated medium to high support with regard to the proposal that any new development in the Parish should have strict controls regarding, noise and traffic congestion.
- As the result of new houses being built villagers were asked how any planning gain should be used (see Action in rural Sussex Report feedback p.13)
- 77% wanted accommodation for a community shop.
- 76% wanted more parking spaces within the village.
- 66% wanted improved footpaths linking the station to Beechwood Hall.
- 56% wanted improved cycle routes.
- 56% wanted communal space for children’s play within the new houses.

7.6 Parish Heritage Assets

The Community wishes to conserve heritage assets for future generations and to protect the buildings and sites against change of use.



N: Parish Heritage Assets in Hamsey Parish

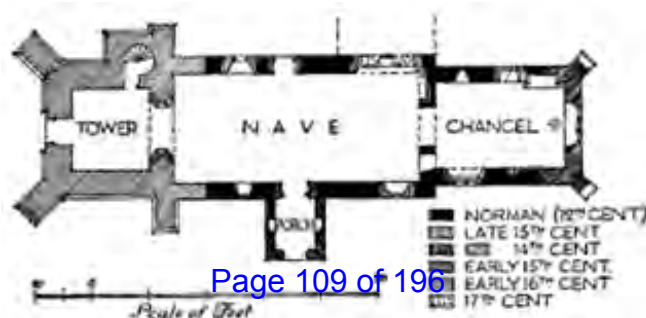
Churches

The Parish is served by two unique churches dedicated to St Peter which span a thousand years of Christian worship. The churches form an important part of our local heritage and remain an important part of the community with regular events and gatherings.

Old Hamsey (St Peters) Church

The ancient church, known as Old Hamsey Church, stands on its hillock in a curve of the River Ouse, just north of Lewes. It served as the Parish church from before the Norman conquest in 1066 and part of the church was certainly standing at the beginning of the second millennium.

King Athelstan had a meeting of his counsellors here and the Domesday survey of 1086 not only gives details of the manor, but adds, "there was a Church". Services are held there from May to September and concerts take place throughout the year. At Christmas there is a candle-lit Carol Service which is always well attended.



St Peters, Offham

Consecrated on 21st July 1860, and still sometimes referred to as the 'New Church', St. Peter's, Offham, was designed by the architect Ewan Christian in the Early Decorated Style. The church is constructed of flint and sandstone with a tower and shingled spire. Today this church is a focal point of our community, offering regular Sunday worship, a varied programme for children up to seniors throughout the week and running Church and Community events throughout the year.



Hamsey Community Primary School

The school was constructed in 1907 and lies at the heart of Cooksbridge.



Cooksbridge Railway Station platforms, car park and associated land.

The station buildings were originally constructed in 1847 and were the beginnings of the settlement of Cooksbridge. They continue to serve as the transport hub of the Parish.



Cooksbridge Station in 1905



Cooksbridge Station in 2015

Three Public Houses



The Rainbow Inn built in 1749, situated in Old Cooksbridge



The Blacksmiths Arms built in 1760 in Offham.

Chalk Pit Inn 19th century, lies just within the boundary on the edge of Offham. Note: As of January 2016 the Chalk Pit Inn changed ownership and name to Curry Cottage. The new owners applied for retrospective planning consent for change of use from drinking establishment to restaurant and takeaway. The building remains listed as a Heritage Asset.



The Roman Road, crosses the Parish on the Greensand ridge between the Resting Oak and Deadmantree hills.

The Goods Shed, Chatfield Yard, Cooksbridge

The Goods Shed forms an integral part of an ensemble of historic buildings at Cooksbridge railway station. The Goods Shed is a unique example within East Sussex of a former London, Brighton and South Coast Railway goods shed at a rural station.



The building in the future could serve as a community asset, given its strategic location at the centre of Cooksbridge and adjacent to the railway station. However as this sits on privately owned land used for commercial operations, the practicalities would need to be explored as to whether this would be possible and agreement reached with the landowner.



7.7 Listed Buildings

The Battle of Lewes where King Henry III was defeated by Simon de Montfort took place on Offham Hill in 1264. Offham Chalk pits which were in use from 1807-1870 show the site of Jessop's funicular railway built in 1809.

As stated in The Scoping report, four settlements in the Parish have listed buildings: old Cooksbridge(13), Hamsey (14), Cooksbridge (7) and Offham (14).



Listed Buildings and Conservation Areas in Hamsey Parish



Maps are enlarged in Map section at the back of the Plan

O: Listed Buildings & Conservation Areas in Hamsey Parish

7.8 Landscape and Environment Policies

EN1 Development of land outside of the Cooksbridge Settlement Boundary that would result in an adverse impact on the countryside and/or the defining characteristics of the landscape will not be permitted.

EN2 Local Green Spaces. The Hamsey Neighbourhood Plan designates the following sites as Local Green Spaces as shown in the Local Greenspaces Map and Cooksbridge Settlement Boundary:

LGS1 The Platt (Map H)

LGS2 Kiln Woods (Map I)

LGS3 Field South of Beechwood (Map J)

LGS4 Old Hamsey Church Graveyard (Map K)

Proposals that would adversely affect the character or biodiversity of the above designations will not be permitted unless in exceptional circumstances.

EN3 Developments should protect and enhance existing local ecological corridors, landscape features and habitats (such as trees, water courses, all ancient trees and all hedgerows). Development proposals that result in materially adverse impacts will not be supported.

EN4 Trees replaced with suitable trees on a ratio of 3:1 new for old. Developments planning to remove trees need to replace these with suitable trees on a ratio of 3:1 new for old. Replacement trees may be planted off-site at a suitable location within the Parish boundary.

EN5 Support renewable and low carbon energy. All new development should encourage the provision of renewable and low carbon energy.

EN6 Reduce emissions. Development that would result in high levels of pollution, or noise, or traffic congestion, will not be permitted.

Heritage Assets. The community have identified a number of non-designated heritage assets that have local significance as part of the heritage of the parish for their historic, archaeological and architectural interest and their contribution to the spiritual and communal life of the parish. These are described in Section 7 above as the Parish Heritage Assets and identified on Map N:

Offham St Peters Church (also listed Grade II)

Old Hamsey Church (also listed Grade I)

The Rainbow Inn (also listed Grade II)

The Blacksmiths Arms

The Chalkpit Inn

Hamsey Community Primary School

The Goods Shed

Cooksbridge Railway Station (platforms, car park and surrounding area)

EN7 Protection for Parish Heritage Assets. Applications affecting these Parish Heritage Assets or their settings will need to be supported by an assessment of their significance and of the impact of the proposals on it.

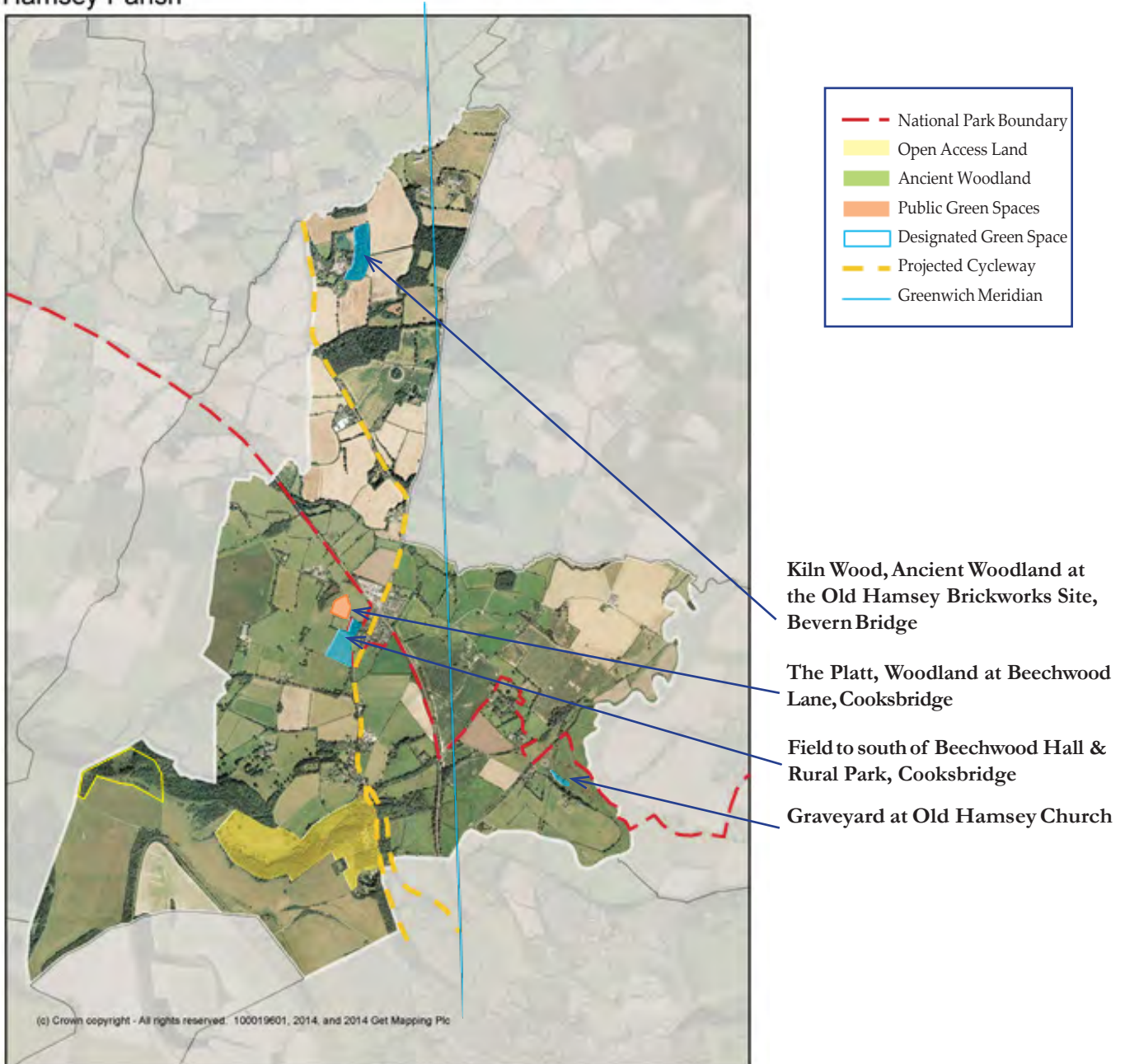
Harm to the significance of any of these heritage assets resulting from development will be resisted and will need to be robustly justified within the proposal, including evidence that applicants have sought to avoid or minimise harm wherever practicable through use of careful design and choice of uses.

Where relevant, proposals resulting in harm to the significance of one or more of these heritage assets through loss of use as a place of worship, an historic role as a meeting place, school or social venue must be supported by clear and convincing evidence that such a use is no longer the optimum viable use.

Map showing Heritage Assets can be found in the Map section.

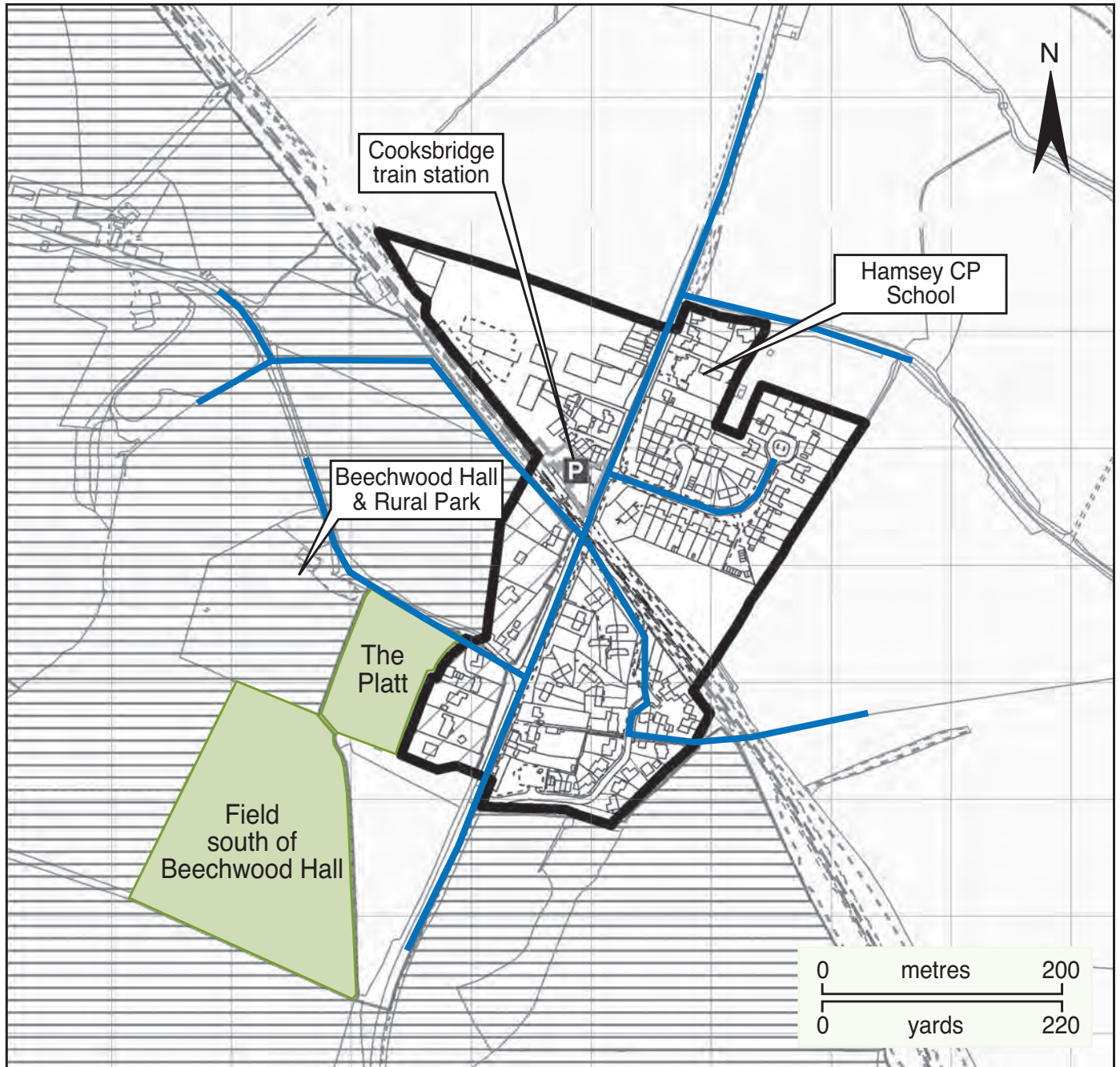
EN8 Protection of Views. Development that would adversely affect the distinctive views of the surrounding countryside from public vantage points within, and adjacent to, the built up area and the Rural Park will not be supported.

Hamsey Parish




Q: Location map of Local Green Spaces

R: Cooksbridge Settlement Boundary Map



P Car parking at station

 Walkability routes represent a quarter of a mile distance from Cooksbridge Station = 5 minutes walk

 Local Green Spaces

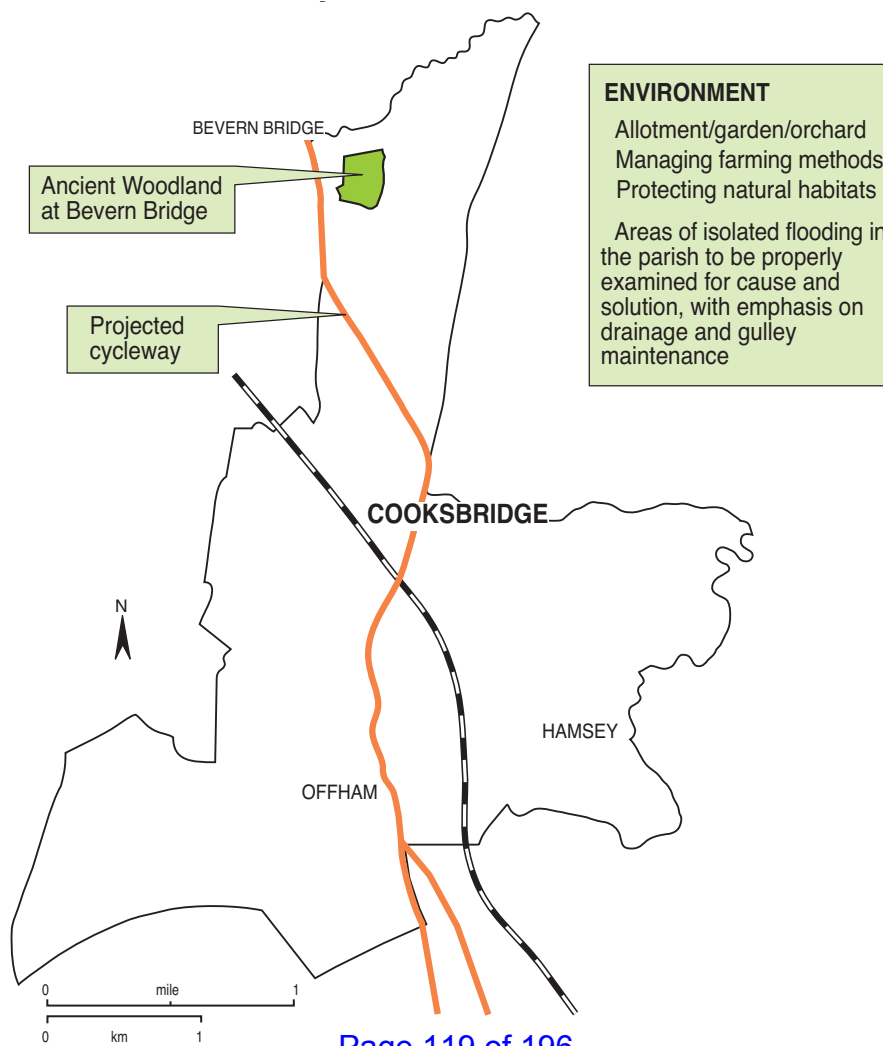
 South Downs National Park

This map shows the Lewes District Local Plan Settlement Boundary for Cooksbridge.

7.9 Community Aspirations: Landscape and Environment Projects

Volunteer groups to discuss and plan

1. To plan for a safe passage to enable all children and adults to travel safely through the Parish by interconnecting pathways and cycle ways thus reducing the need for car travel for local journeys and reducing carbon emissions. To help to link Bevern Bridge area residents and Offham residents to transport links, recreation and amenities.
2. To further develop a community allotment or community garden. A small community orchard could be established, possibly with support from the local organisation Common Cause. Local produce grown by the Community to be sold within the Parish. A community shop would sell produce.
3. To strengthen links/dialogue between landowners/farmers and the Parish Council (representing residents) on the subject of crop spraying and movement of heavy agricultural traffic.
4. To work with landowners and gardeners to conserve and create habitats of appropriate size, variety and quality throughout the Parish to support a wide range of species.
5. To work with residents at Bevern Bridge Area Residents Association to negotiate access to the ancient Kiln Woods and ponds.
6. Areas of isolated flooding in the Parish to be properly examined for cause and solution, with emphasis on drainage and gulley maintenance.



8 Health and Wellbeing

8.1 Overview

Health and Wellbeing, as well as Sustainability and Environment are core values which underpin each of the five core themes.

In October 2013 81 residents took part in a social survey in a structured interview to express their thoughts and feelings about living in the Hamsey Community (App.2: “What’s it like living in Hamsey?”)

All recognised the importance that Beechwood Hall now played but the biggest single concern was about the lack of other local facilities within Cooksbridge-“no shops, post office or pub”. The pub in Cooksbridge was demolished to make way for a small housing development in 2013. As stated in The Scoping report, Hamsey Parish is less well served in the provision of a recognised centre. Cooksbridge has the potential to play this role but needs more amenities to enable residents to make more informal contact. In this way the community would be able to support the more vulnerable residents and build a more sustainable, caring and healthy community.



The Community of the Parish come together for the annual Hamsey Festival which takes place at Beechwood Hall in the summer.



Throughout the year there is a regular programme of dance, yoga, and other classes at Beechwood Hall. Beechwood Hall is used as a rehearsal space, for the community annual Jumble Sale and for school concerts and private functions. There is a Hamsey Community Web site, www.hamsey.net and an impressive quarterly newsletter, Hamsey News, which is edited by volunteers and delivered to every household free of charge.

The Church plays an important part within the community with regular events and gatherings. There is an active Parish Council.

There is strong feeling within the Parish that there is no community centre such as a village shop which people can access easily and interact on a daily basis. It is felt that the more vulnerable members of the community could receive better support if daily contact at a social hub was more accessible. Residents feel the need for a local shop where residents of all ages can walk to and meet as a community.

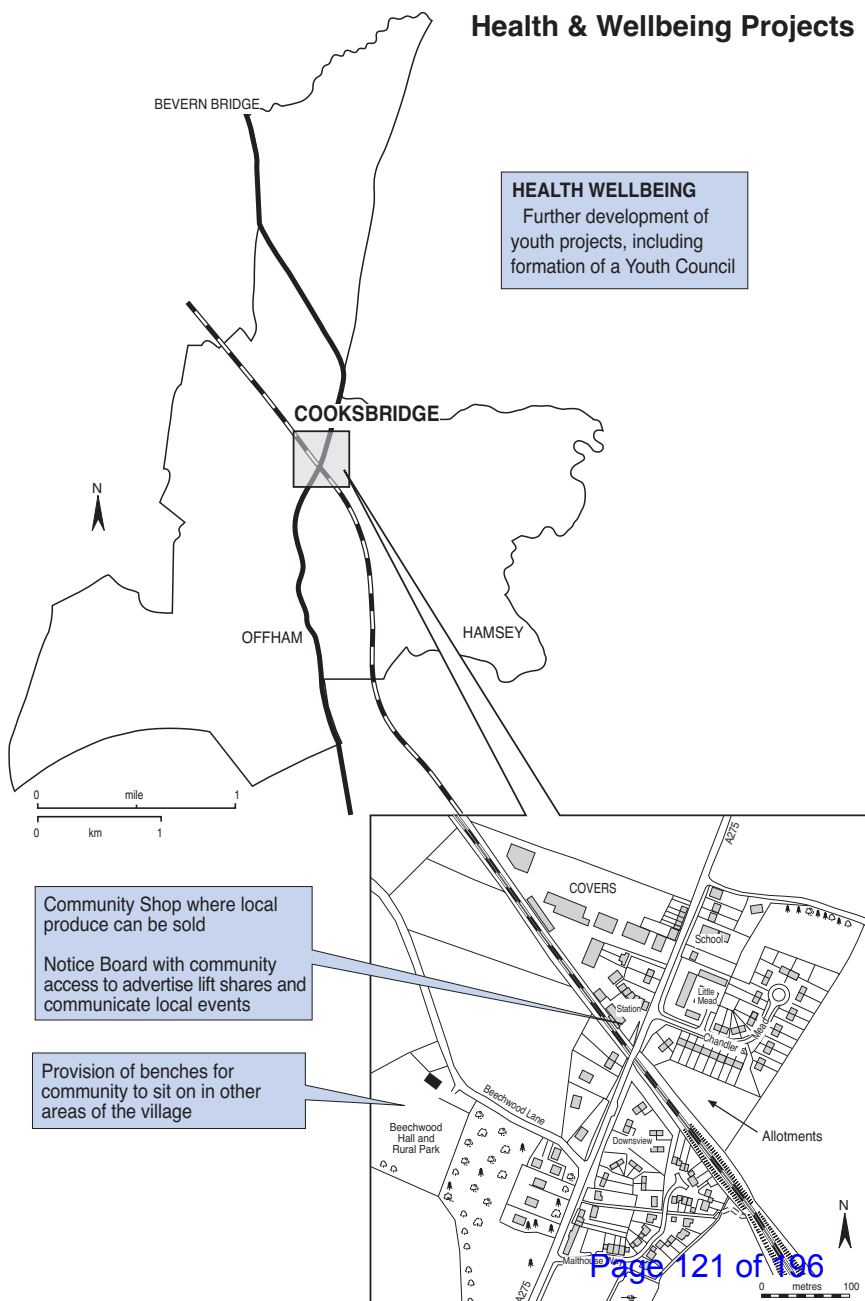
Young parents also felt that they lacked opportunities to meet socially at pre-school groups.

There is no medical centre and residents have to travel out of the Parish to receive medical care. In the social survey 83% of residents travelled to Lewes to see their GP, 9% to Newick or Ringmer, but 6 as far as London.

There is a youth shelter next to the village hall for young people to meet, which has helped to curb vandalism in the Parish. Recent acts of vandalism may imply that there is a need for more provision for youth. Lack of public transport at the weekends and in the evening means that those who are not able to drive or who do not have cars have difficulty with shopping, travelling to college and work, exercising and socialising outside the Parish.

8.2 Community Aspirations: Health and Wellbeing Projects

1. Further development of youth projects, including formation of a Youth Council
2. Provision of benches for community to sit in other areas of the village
3. Community shop where local produce can be sold.
4. To encourage practices and initiative that will make Hamsey Parish a safe and accessible environment for all ages.
5. To plan positively for the provision and use of shared space, community facilities (such as local shops, meeting places, sports venues, public houses and places of worship) and other local services to enhance the sustainability of the community and residential environment. Noticeboards with community access to be sited for lift share schemes to medical centres and other necessary journeys, as well as communicating local events.
6. To provide a more focused centre for the residents of the Parish where there are amenities, which support the daily lives of all ages and encourage shared opportunities for social, cultural and physical recreation.



9 Housing Growth and Development

9.1 Overview

There are currently 250 dwellings in the Parish of Hamsey. The majority are located in the village of Cooksbridge whilst the remainder are situated around the Parish including the smaller settlements of Offham, Old Cooksbridge, Bevern Bridge and Hamsey village.

The local planning authorities (Lewes District Council and the South Downs National Park Authority) have, under the Core Strategy Plan for the District, specifically scheduled that Cooksbridge, (within the Parish of Hamsey), will accommodate a minimum of 30 houses in the period up to 2030. The Parish is looking to plan positively to meet its identified local housing requirement, ensuring that the growth addresses the specific needs and wishes of the community whilst preserving and enhancing the character of the Parish as a whole.

The best villages have developed through incremental growth that harmonises with the existing character of their setting and buildings. The boundary of the SDNP passes through the Parish such that the villages of Offham and the majority of Hamsey are within, whilst the remainder of the Parish is adjacent to it. Thus it is essential that the supply of new homes must be realised in accordance with the distinctive features, scale and grain of the Parish.

The combination of an existing concentration of properties, the village hall, a successful village school, the main road access (A275) and a mainline railway station with direct main line services north to London and south to Lewes and beyond, (with connections to Brighton), make Cooksbridge a natural focal point and community centre for the Parish.

Delivering a wide choice of high quality homes is essential to support sustainable, mixed and inclusive communities. This will underpin a well-balanced population that is vital to the on-going viability of local services and prosperity of the Parish, particularly in light of the community's increasingly ageing population (*see Appendix 2*).

Affordability remains a key housing issue for the Parish and there is a compelling case to meet local targets for affordable housing provision, with average house prices too high for those on average incomes and a significantly greater proportion of detached and semi-detached households (verses both East Sussex and England). Predictably, the low proportion of terraced households and flats (again verses both East Sussex and England) is even more marked, serving to further exacerbate the shortage of affordable properties and the related exodus of those aged less than 35 years, for whom the affordability ratio is way beyond their scope. The requirement to provide 40% affordable units on-site, addresses this issue and such affordable units will be provided for those individuals in housing need, with a local connection as agreed with the Parish Council and will remain affordable in perpetuity

The community acknowledges that housing development can sometimes bring wider benefits, including the redevelopment of Brownfield sites, securing the on-going use of a building, granting appropriate change of use and providing much needed affordable homes. Such proposals will be supported in accordance with this policy and the Neighbourhood Plan. Housing sites must be carefully considered and will only be acceptable where they meet the site selection principles and are consistent with the HNP taken as a whole.

9.2 Community Feedback

Consultation on the subject of housing policy and the results from the survey undertaken in conjunction with Action in rural Sussex, identified the following key issues to be addressed by the Hamsey Parish Neighbourhood Plan:

Results – firstly in terms of the overall vision for the Parish of Hamsey, (expressed as % of respondents):

Where housing development will be focused and the rationale:

- New housing should be focused on Cooksbridge in order to maintain the rural character of the environment of the Parish –

This was supported by 78%

- Cooksbridge should be developed as an effective centre for the residents of the Parish, providing:
 - improved facilities for travel,
 - improved community facilities and
 - enhanced opportunities for active leisure and social activities
- This was supported by 88%

Identifying the key responsible community considerations:

- Affordable and social housing should be provided at an appropriate level to meet the identified needs of the community

This was supported by 83%

- Sustainability must be promoted within the Parish, helping preserve the ecosystem and supporting social, community and cultural life.

This was supported by 92%

Results – secondly in terms of the section specific to Housing & Accommodation, (expressed as % of respondents):

(Note: Within the survey, in the individual sections, respondents were typically asked to express “support” on a 1 (Low) – 4 (High) level. In analysing responses, “strong support” is interpreted as those indicating support at the combined levels 3 and 4.)

Size and scale of new housing development:

- 72% - strong support for the allocated number of 30 houses.
- 28% - strong support for more than 30 houses, leaving a corresponding 72% expressing relatively low support

Related potential community benefits:

When asked how any planning gain (expressed as a sum of cash per house built given to the community,

thus linking development to community benefit), should be used, strong support was expressed as follows:

- 73% - for more parking spaces
- 72% - for accommodation for a community shop
- 62% - for improved cycle routes
- 63% - for communal space (within housing development) to allow children to play
- 60% - for improved footpaths linking the railway station to Beechwood Hall

Balance of appropriate design considerations, materials and construction methods:

- 86% - strong support for giving priority to utilisation of local materials, wherever practicable, to help reduce environmental impacts and stimulate the local and regional economy
- 84% - strong support for giving priority to housing proposals that utilise appropriate design and landscaping in spaces around buildings thus maximising wildlife potential by use of native species.
- 78% - strong support for giving priority to ecological construction methods, for new developments, in order to maximise energy conservation and emission reductions.
- 78% - strong support for new housing developments to create an environment for children's traffic free play area

Provision of a broader range of housing options to address community needs:

- 66% - strong support for exploring forms of co-operative house ownership that enable collaborative management
- 62% - strong support for including an element of self-build provision in new housing development
- 58% - strong support for an element of warden assisted housing within new housing development.

Types of housing considered most appropriate:

When asked to identify the types of housing felt most appropriate for new housing in the Parish strong support was expressed as follows:

- 84% - for semi-detached houses
- 71% - for terraced houses
- 55% - for detached houses

The options of bungalows and flats received comparatively low support, 46% and 28% respectively in terms of "strong support", but most notably strong expressions were made at the lowest support (level 1), 36% and 59% respectively.

Importance of accessibility/mobility considerations:

- When asked to identify the importance of accessibility in mobility terms for each user group in any new housing development, whilst there was universal strong support, it was predictably most marked for; families (76%) and retired/sheltered people (83%)

Provision of Travellers sites:

- The limit, of one site for four pitches, as currently approved by Lewes District Council and South Downs National Park was strongly supported by over 93% of respondents.

Site selection feedback – Strong preference for prioritisation of Brownfield Sites:

At both the Open Day and within the survey, the Neighbourhood Plan Steering Committee provided information and a detailed map, identifying the sites within the Parish of Hamsey that have been identified and assessed by Lewes District Council as part of their Strategic Housing Land Availability Assessment (SHLAA). Residents were asked to indicate their level of support for housing development at each site and to identify “any other sites for consideration”.

The results showed strongest support for the site currently occupied by company Covers, in a semi industrial/retail capacity. 77% expressed strong support for this site, the next highest levels of strong support being for Hamsey Brickworks at 54%.

Covers is centrally placed, within Cooksbridge, consistent with the support already expressed for the overall vision focusing new housing on Cooksbridge with an affordability element, establishing Cooksbridge as a community centre and promoting sustainability.

9.3 Housing Growth and Development Policies

The Neighbourhood Plan Steering Group has made the decision not to undertake specific Site Selection, preferring to work alongside Lewes District Council and acknowledge the value of their expertise, with particular regard to the work they have undertaken with their SHLAA. Instead, the Steering Group has concentrated on setting out the key criteria against which Site Selection will be assessed and determined and these are reflected in the following policies. Development will be co-ordinated with the provision of infrastructure.

9.4 Site Selection Policies

- **H1 Brownfield developments in Cooksbridge.** Priority will be given to proposals for up to 30 dwellings on Brownfield sites within the Cooksbridge Settlement boundary.
- **H2 New and improved utility infrastructure** will be encouraged and supported in order to meet the identified needs of the community, subject to other policies in the plan.
- **H3 SDNP character and ecology protected.** Development sites shall not adversely affect the landscape character of the South Downs National Park or reduce the ecological capacity of the site without appropriate mitigation.
- **H4 Safe access.** All development sites will be required to demonstrate safe pedestrian, cycle and vehicular access.
- **H5 Use of green infrastructure.** Sites will be designed to ensure existing green infrastructure and valued landscape features are conserved and new open spaces are incorporated as multifunctional green infrastructure.

9.5 Housing Mix, Layout and Design Policies

- **H6 Provide for local housing needs.** Developments will provide a mix of homes and housing options, including affordable, taking into account the latest local housing needs evidence available from Lewes District Council.
- **H7 Demonstrate excellence in design.** Developments should clearly demonstrate excellence in design contributing towards neighbourhoods by being sustainable, adaptable and resilient creating places where people want to live, work and play.
- **H8 Building design and choice of materials in context.** Ensure building design and choice of materials are in context, enhancing the local character whilst complying with UK and EU energy efficiency targets, consistent with overall objectives relating to sustainability and environmental responsibility.
- **H9 Housing density 20-30 units per hectare.** In order to reflect the diversity of sites within the Parish of Hamsey, densities higher and lower than this target will be considered provided they are supported with evidence to demonstrate its appropriateness in an effective and sensitive balance between the sustainability credentials of the site, efficient use of land and provision of green and community infrastructure.
- **H10 Sustainable Design**

Housing design must be in accordance with The Code for Sustainable Homes (or equivalent scheme) and reflects the latest environmental/sustainability standards including such aspects as:-

- Solar access for all dwellings with house positioning (South facing) designed to best capitalise on this natural resource. Road layouts to capitalise on full benefits of solar.
- Minimum glazed area to floor area ratio to ensure sufficient internal natural daylight availability
- External/street lighting specifications to minimise light pollution
- Hard and soft landscape materials to reflect local landscape character and distinctiveness and the use of locally characteristic native planting to maximise landscape and wildlife benefits.
- Facilities/space to grow fruit and vegetables

9.6 Community Aspirations: Housing Growth Development Projects

1. Identify and specify use of appropriate sustainable/environmentally efficient energy options in new build development, e.g. heat source pumps where viable.
2. Encourage where viable, the use of locally sourced building materials, thus supporting local businesses and helping to reduce environmental impact, whilst remaining consistent with the policy of ensuring design and materials are in context, enhancing the local character.

10 Transport and Travel

10.1 Overview

Hamsey is largely a rural Parish. The busy A275 runs through the settlements of Cooksbridge and Offham. Campaigning by local people during the last few years has resulted in reduction to the speed limits to 30 MPH through Offham which is an accident black spot and the busier settlement of Cooksbridge, where both the railway level crossing and the local school are sited. These create backed up and increased traffic as well as parking issues, which can be potentially dangerous for the children attending the school between drop off times and is an issue for nearby residents. Lack of car parking in the Parish remains an on-going concern for residents and visitors.



Public transport

Cooksbridge has a main line railway station. Trains go directly to London, Lewes, Eastbourne and stations in-between, whilst also offering good access to Brighton.

There are currently few stopping services, outside of the peak hour trains to service London. The station partnership was set up by local residents to campaign for one stopping service per hour; this group is supported by the local MP, local school, the SDNPA and the Parish Council.

The absence of a more frequent service results in many more car journeys to local towns and Brighton, whilst some residents who often travel to London drive to Haywards Heath and other stations.

The local bus services to Lewes, surrounding area and nearby schools offer an important and well-used service during the daytime on weekdays. The bus services were reduced by half in 2015.

There is a lack of services in the evening and no train services at weekends. There are no bus services on a Sunday.

Footpaths and cycle lanes

There is a footpath on the east side of the A275 running from Offham to Hamsey School which comes to an end around the Rainbow pub in old Cooksbridge.

There is no footpath on the west of the A275, but a new footpath on Beechwood Lane, which leads from the A275 to Beechwood Hall. This has improved what was once a major hazard for both adults and children wanting to use Beechwood Hall and park, which are seen as a main focal point in the Parish.

There are currently no cycle lanes along the A275, which results in the growing number of people who do cycle using the busy A275. This is potentially dangerous due to the fairly narrow width of the road particularly when

used by lorries. Some cyclists, including children use the footpath on the east of the A275, which is far from ideal.

A cycle lane along the side of the A275 would further increase the number of cyclists commuting to work, station, school and South Downs National Park and would result in a reduction in car journeys and alleviate parking difficulties at the school and station.

The creation of a cycle lane, is supported by - the local Member of Parliament, the local County Councillor, Hamsey School, The Station Partnership, Parish Council and Beechwood Hall Trustees.

Improved Transport services, the creation of a cycle lane and more footpaths, would improve the overall wellbeing for many residents and have a positive effect on the environment.

10.2 Community Feedback

Consultation on the emerging Neighbourhood Plan and the results from the survey undertaken in conjunction with Action in rural Sussex revealed the following key issues in relation to this topic that the policy and associated projects seeks to address:

- 83% of those responding indicated medium to high importance to have more stopping trains at Cooksbridge station
- 79% of residents responding indicated medium to high support for resolving the parking problems at dropping off and picking up time during the school day
- 74% of residents responding indicated medium to high support for increased parking facilities as a potential benefit from the NP
- 70% of residents responding indicated that it was of medium to high importance that there is a network of safe cycle lane/pedestrian paths between the South Downs, Beechwood Hall, Cooksbridge Railway Station and Hamsey School
- 52% of residents responding would use a bus service which ran on a weekend to a weekday timings
- 45% of residents responding would use a bus service which ran later in the evenings and night

10.3 Transport and Travel Policies

TT1 Development must ensure highway safety. Where appropriate, development should be accompanied by a Road Safety Audit and a transport assessment of the potential impact of new traffic on pedestrians, cyclists and road safety within the Parish and include measures to mitigate any impacts. Development should not give rise to reduced levels of highway safety (or increased levels of highway danger).

TT2 Sustainable Travel. Developments will maximise opportunities to walk and cycle, including between Hamsey School, Cooksbridge station, Beechwood Hall and the South Downs National Park by providing footways and cycleways where appropriate.

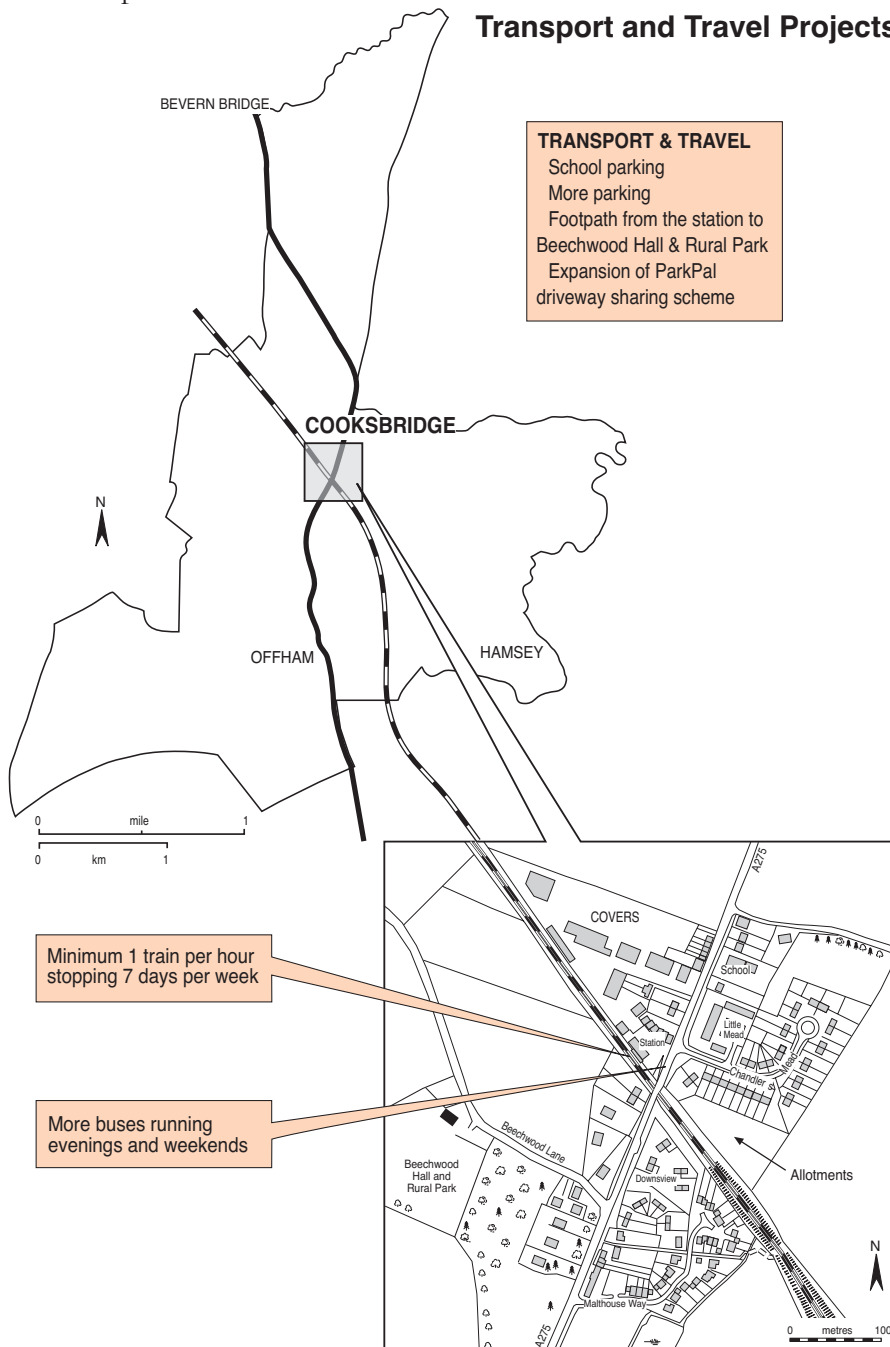
TT3 Ensure that adequate parking is provided to serve the development, using the most up to date East Sussex County Council parking standards, taking into account local levels of car ownership, the expected level of car ownership of users of the proposed development and the provision locally of alternative forms of transport to the private car.

10.4 Community Aspirations: Transport and Travel Projects

Key objectives of projects included in the wider Neighbourhood Plan:

1. To build a dual cycleway/footway the length of the Parish to link north of Bevern Bridge and Offham in the south to the Parish centre at Cooksbridge and to Lewes
2. Secure at least one stopping service at Cooksbridge station per hour, 7 days per week
3. Secure more bus services to run, at weekends and late evening
4. Resolve the issue of parking during school drop off and pick up times
5. Increase overall parking faculties as a result of development
6. A footpath from the station to Beechwood Hall

Transport and Travel Projects



11 Education

11.1 Overview

The Parish is fortunate to have a community primary school that is a valued part of the Parish. In the last decade staff, parents and children have played an increasingly significant part in the life of the community, making it a vibrant focal point for the community.

Hamsey School was built in 1907 to replace the old schoolhouse at Offham as a school for the local community. It continues to serve this purpose, but it now also welcomes many families from a wider area, including Lewes and surrounding villages.



Because of its popularity the schools Published Admission Number (the Reception class) has been increased by 15 and the overall school capacity to 105, assuming the 15 were spread across all years groups. In July 2014 there were 99 pupils on roll, of which 60% were outside of the catchment area.

The school enjoys an enviable outdoor environment complete with an extensive field, orchard, wildlife pond, story circle, willow shelters and ‘outside classroom’ all of which provide an invaluable extra resource to enrich both the play and learning of the children. These outdoor facilities, in particular the school field, are valued resources and as such requests from neighbours for a school car park on the field have been resisted to date.



Storage, a larger staff room and cloakroom space for one classroom are all areas for improvement within the school. The school would benefit from an all weather area for play in wet weather.

Cycling: Some children ride bikes to school with their parents. They are at risk on the busy road as there are no cycle ways. Some ride on the footpath. Many more have expressed a wish to cycle but do not through fears around road safety

School Hall: Hamsey School has only a small school hall from the days of fewer pupil numbers. There is not enough room in the school hall to accommodate the entire school at lunchtimes, so year groups must take turns to play and eat, causing younger children to feel rushed. Whole-school activity cannot be shared in such a small space so the children must walk to the village hall. To reach the village (Beechwood) hall, the entire school must walk in supervised groups along the busy A275, across the level crossing, cross the A275 and walk along

Beechwood Lane, which is a narrow lane and the national (60mph) speed limit in place. As Beechwood Hall is a community building hired out in advance to the public, this space is not always available for school events, especially at late notice. The school requires a larger space where the whole school can come together, where parents and carers can be seated so they can be involved in assemblies, productions and events.

Temporary Classrooms: Hamsey School currently utilises 2 temporary classrooms to meet the increase in pupil numbers in recent years. Temporary, Portakabin classrooms are known to suffer poor lighting, high energy costs, and erratic temperature changes with excessive, humid heat in summer and numbing cold in winter. There is no running water supply to the classrooms. These classrooms are not soundproofed like permanent structures made of traditional bricks and mortar. Children are easily distracted by the sounds of the younger children playing in the Free Play area situated outside their classrooms. These temporary classrooms suffer from Poor ventilation (shown through condensation on windows). As well as causing odour, the poor ventilation and excessive heat can affect children's concentration and can be unhelpful to allergy sufferers such as those with asthma. All of these factors can compromise the learning experience of a child and make conditions difficult for teachers to teach in.

As the temporary classrooms grow older they are more susceptible to the above issues as well as frequent maintenance needs. A permanent and more suitable replacement is required.

11.2 Community Feedback

72.4% of respondents to the Hamsey Neighbourhood Plan Survey said it was important that Hamsey Parish has a village school.

73.9% felt it was beneficial to children, parents and the community if children attend their local school

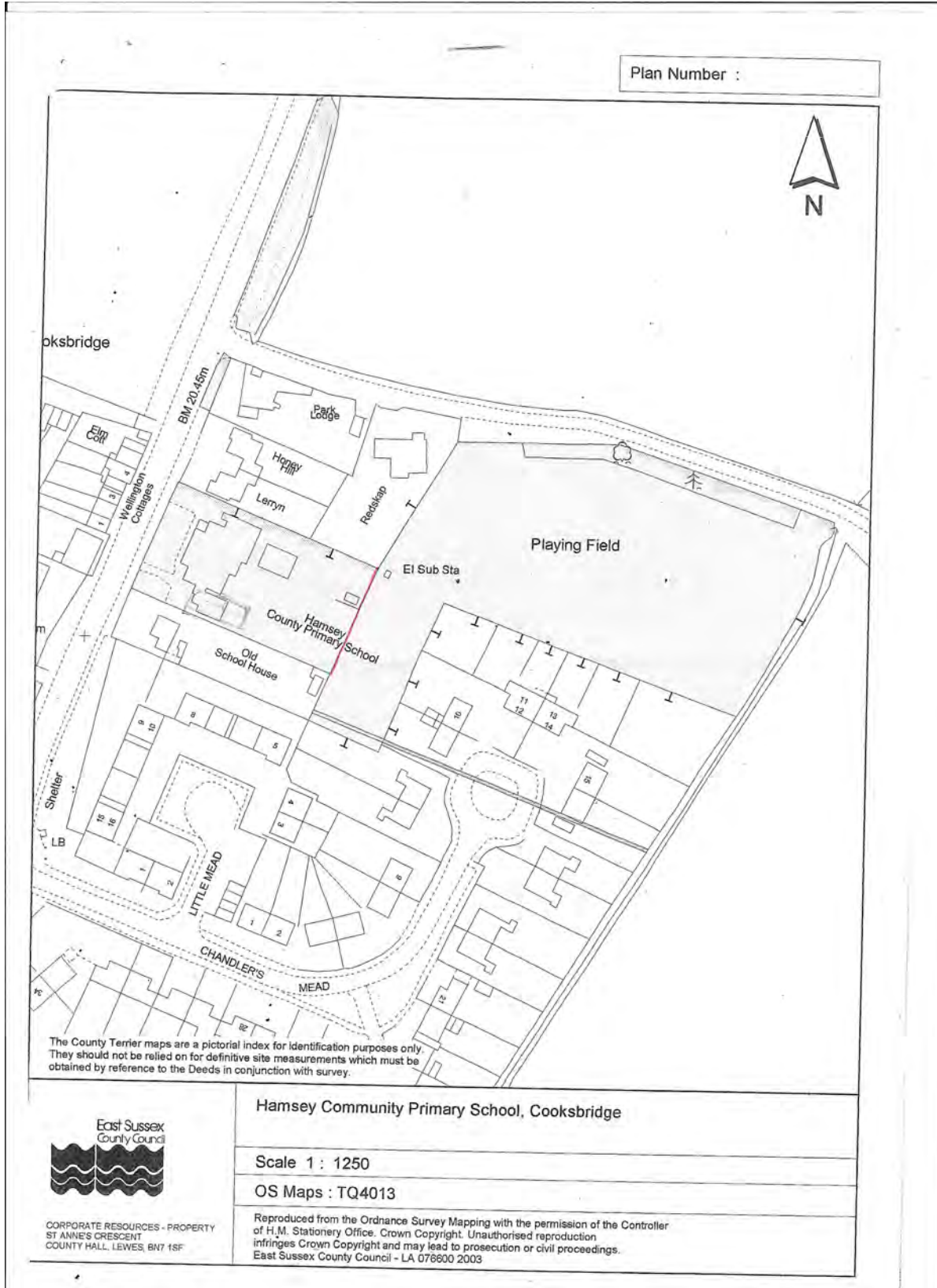
67.2% thought the Hamsey Neighbourhood Plan should make a priority of supporting the school in replacing temporary classrooms and improving provision for whole school assemblies and performances.

63.8% felt the Hamsey Neighbourhood Plan should make a priority of solving the parking problems at the beginning and the end of each school day.

11.3 Education Policies

ED1 An extension to the existing School Hall or the provision of other buildings at Hamsey School will be supported. Community use of the school and its facilities will be encouraged.

ED2 The Hamsey School Playing Field will be protected against development unless it is development by the school for the educational benefit of the children.



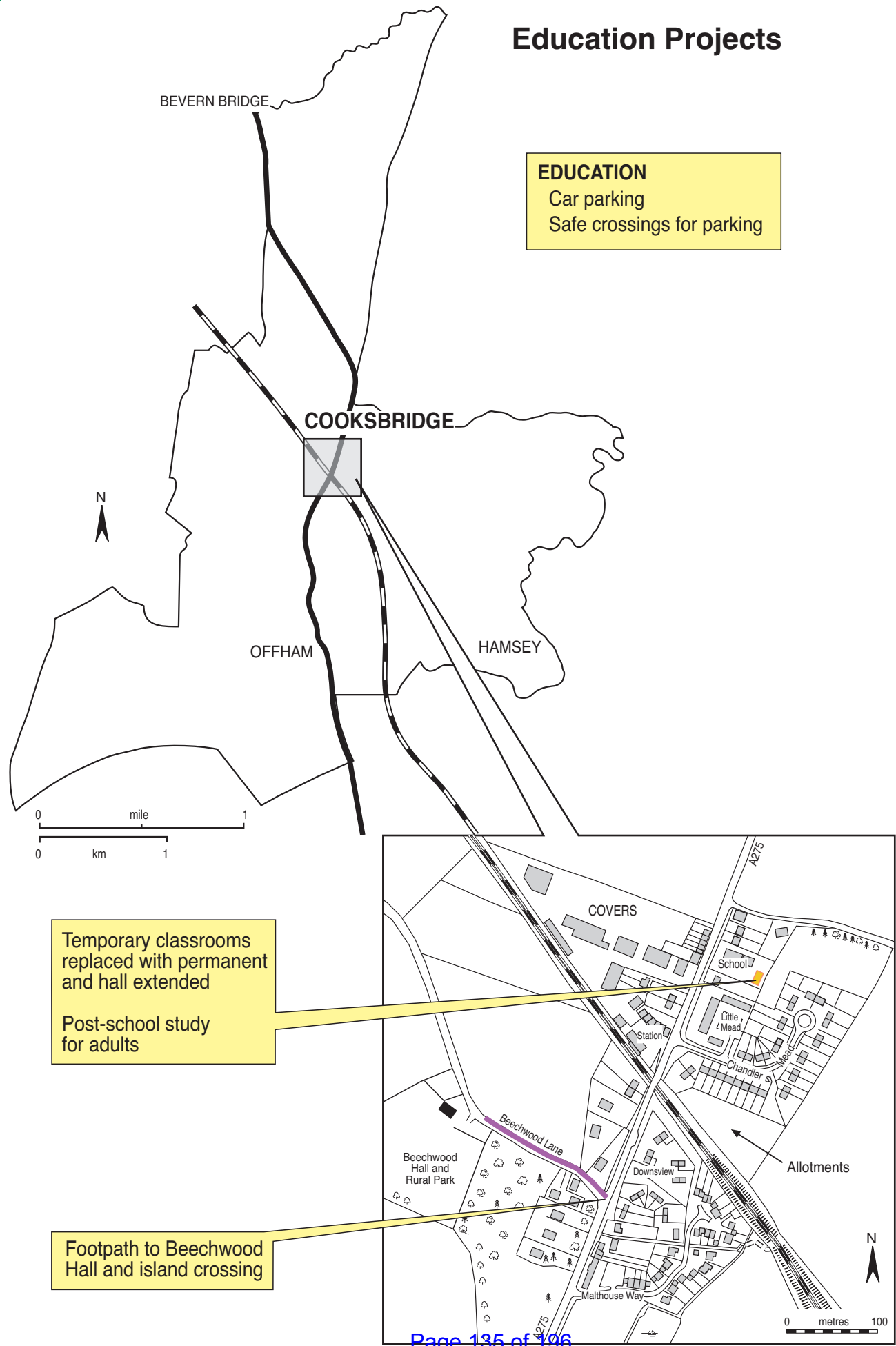
11.4 Community Aspirations: Education Projects

A dual cycle and footway extending the length of the Parish will provide a safe, healthy passage to children and parents/carers to walk or cycle to school. This will ease congestion, improve road safety for cyclists and for overtaking vehicles, alleviate the growing parking pressure and promote healthy lifestyles. The dual cycleway will make the school more accessible for Adult Learning opportunities in the evenings, when bus services stop. It would reduce the volume of traffic as parents of older children could allow them to cycle instead of being driven, to School and to Beechwood Hall. This project is outlined in Transport and Travel on page 54.

1. To replace temporary structures (Portakabins for two classrooms) with more suitable, permanent structures, larger staff room, additional cloakroom and extend school hall.
2. Provision for an all-weather outdoor play surface.
3. To improve buildings and opportunities for post school study by young people and adults (Hamsey Neighbourhood Plan, Sustainability Appraisal and Scoping Report 4.5).
4. To provide allocated car parking in or around the school for families to use at pick up and drop off times. Developments may consider using surrounding land to this end.
5. To create suitable safe crossings between any allocated parking and the school. Speed continues to be monitored.
6. Expansion of ParkPal driveway sharing scheme.

(Map showing Education Projects can be seen overleaf)

Education Projects



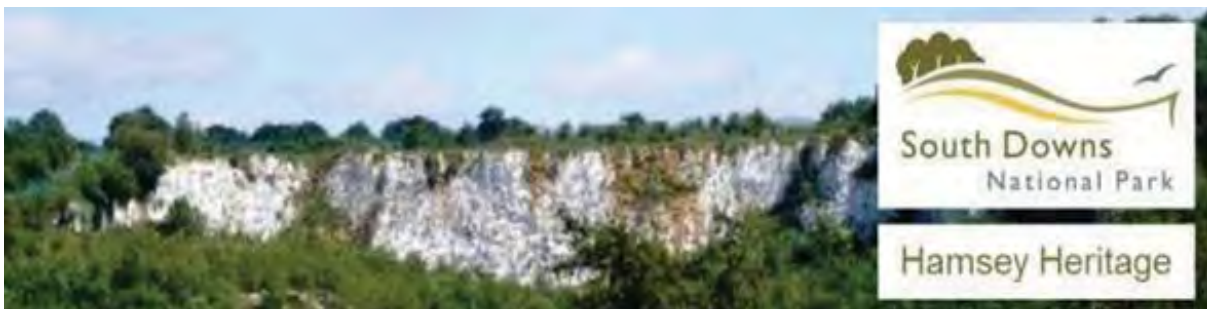
12 Recreation and Sport

12.1 Overview

Hamsey Parish is interwoven by a network of footpaths providing access to residents and visitors from the flatlands of the Ouse delta plain to the Sussex South Downs. The footpaths are seen as key in providing access to the countryside and in maintaining the rural aspect of the Parish. The Monday Group, a local charity builds and maintains stiles and signposts thereby affording greater accessibility and awareness of the routes of the paths.



The Parish is in the privileged position of being partly within the South Downs National Park. The South Downs is home to a multitude of vibrant working communities such as are found within the Parish and is steeped in history and traditional English culture. Green rolling pastures, open spaces, ancient woodlands and river valleys truly encompass the National Park's ethos of being one of 'Britain's Breathing Spaces'. Residents and visitors to the Parish can engage in activities such as walking, cycling or horse riding across the South Downs. A wide variety of indigenous flora, fauna, wildlife and birds make the more sedate pastime of exploring the wildlife a popular option. The South Downs also provides an important educational link to the Parish's unique history in promoting heritage sites such as the Hamsey Heritage Trail.



Cooksbridge boasts having its railway station within yards of the boundary of the South Downs National Park, which is seen as a fundamental gateway for visitors to access the facilities available within the National Park. The HNP supports limiting travel by car wherever possible and the Parish is actively lobbying the rail provider to provide a greater rail service, which will service not only the commuter population but also the recreational user.

It is key to the HNP that the settlement of Cooksbridge is linked to the South Downs National Park by the creation of cycle paths along the A275 and by enhancing and improving the footpaths that already exist. The HNP promotes the health and well-being of its residents and wishes to encourage a positive health culture by providing easy access to the wonderful rural and historic environs on its door step.

Beechwood Hall and Rural Park

The Parish built a new village hall on the rural park, which was gifted to Hamsey Parish by the Shiffner family and belongs to the residents of the Parish. Completed in 2007 as a cutting edge environmentally sustainable building with its own wind turbine it is at the heart of the Parish's social and recreational activities. An extensive field, attractive self-generating hall, a well-equipped children's play area, picnic tables and an outdoor table tennis table make this space an important and well used space for the community.

Beechwood Hall and Park hosts several local clubs and societies and is the venue for various social and cultural activities including the Parish's annual Village Fete.

Tucked under the South Downs, with outstanding views towards Black Cap and Ditchling Beacon, Beechwood Hall's four-acre rural park offers something for everyone. The park also offers a welcome rest point for ramblers on their way to or from the South Downs. It has a special picnic area, which can be used by all for lunchtime sandwiches or delightful summer evening barbecues.

It is fundamental to the HNP (Hamsey Neighbourhood Development Plan) that any development within Cooksbridge further enhances and integrates Beechwood Hall and the Park within the villages by a providing safe and easy access to the Hall. The HNP promotes Beechwood Hall and Park as being at the heart of the Parish, meeting the identified needs and wants of residents, thereby building social capital by providing a catalyst for community gatherings encouraging a community that cares for its wellbeing.

Part of the receipts received from New Homes Bonus and Community Infrastructure Levy will be used to deliver new community infrastructure supporting the social and recreational wellbeing of residents of the Parish and, where necessary, planning obligations will be used to address the impacts of development proposals.



12.2 Community Feedback

Consultation on the emerging Neighbourhood Plan revealed the following feedback in relation to Recreation and Sport that the policies and projects seek to address:

The greatest proportion of those responding (29.6%) indicated moderate support for greater integration into the community as a potential benefit from the Hamsey Neighbourhood Plan. Results of suggestions from the residents for future projects at Beechwood Rural Park are categorised into six distinct areas. (See Appendix 2, the AirS Neighbourhood Plan Survey Report):

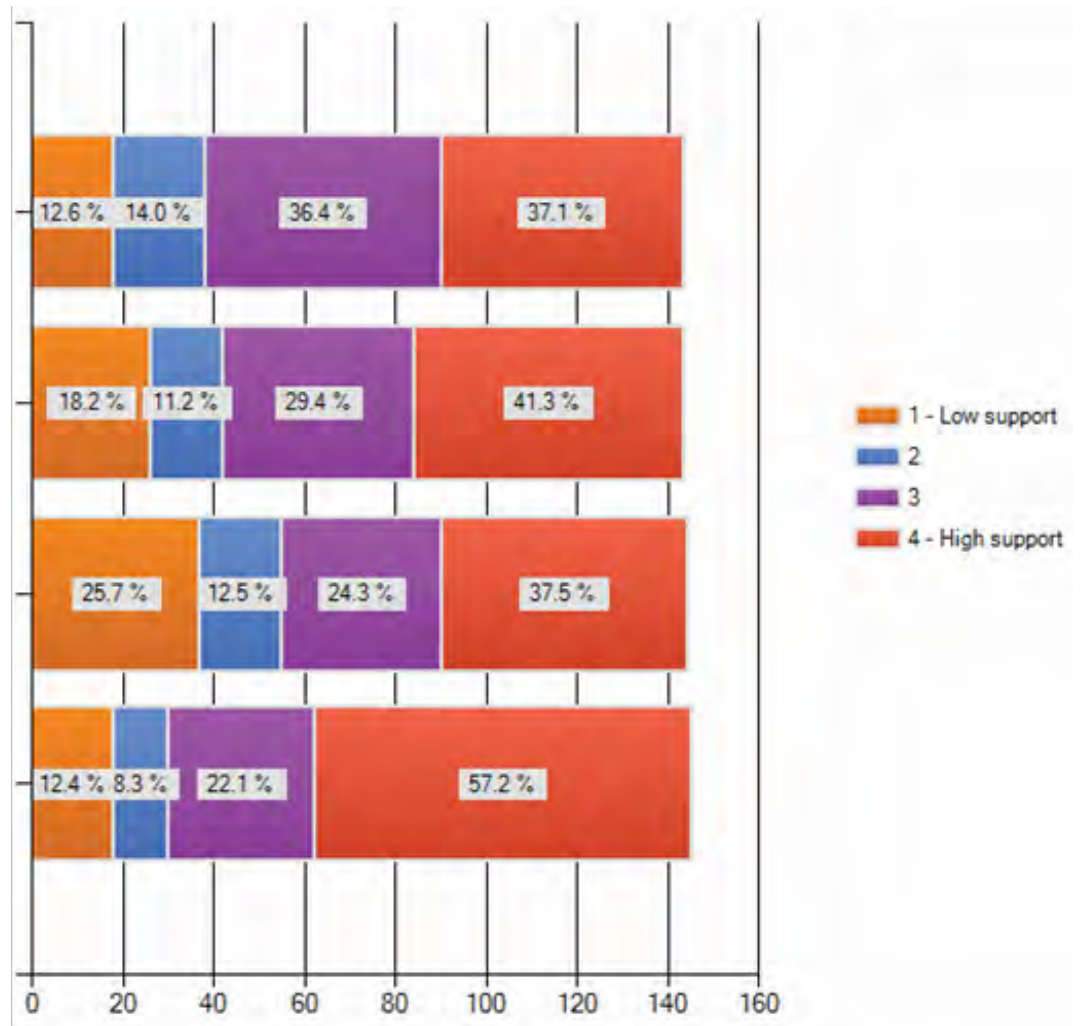
How strongly do you agree with the following statements?

Beechwood Hall and Park, and the facilities it presently offers, meets the needs of the local community.

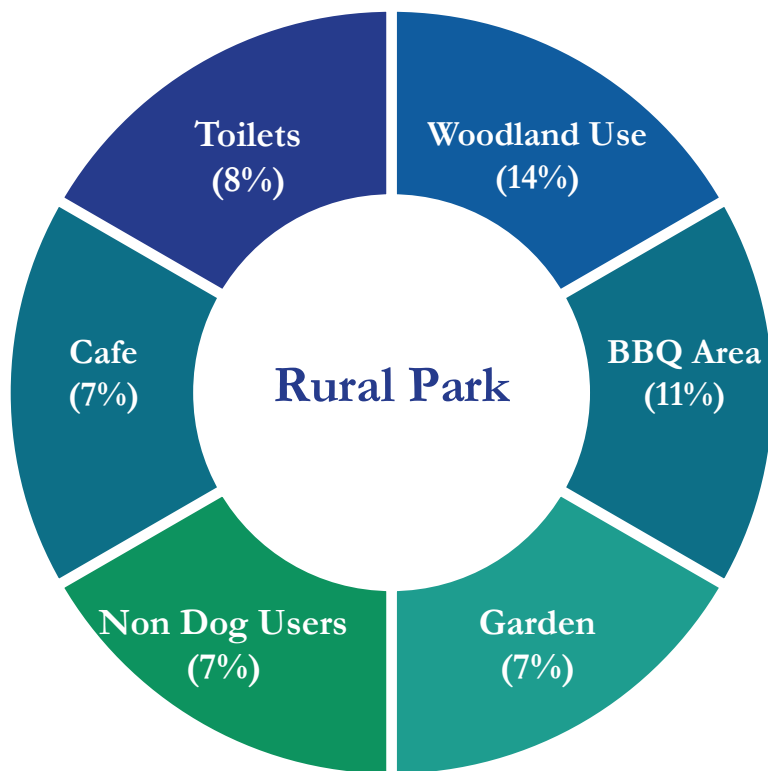
Beechwood Hall and Park, and the facilities it presently offers, meets my needs as a resident.

The proximity of the South Downs National Park, within the Parish boundaries, encourages me to use it for recreation purposes.

The SDNP is an asset to the community and I support promoting its accessibility for the benefit of Parish residents and visitors.

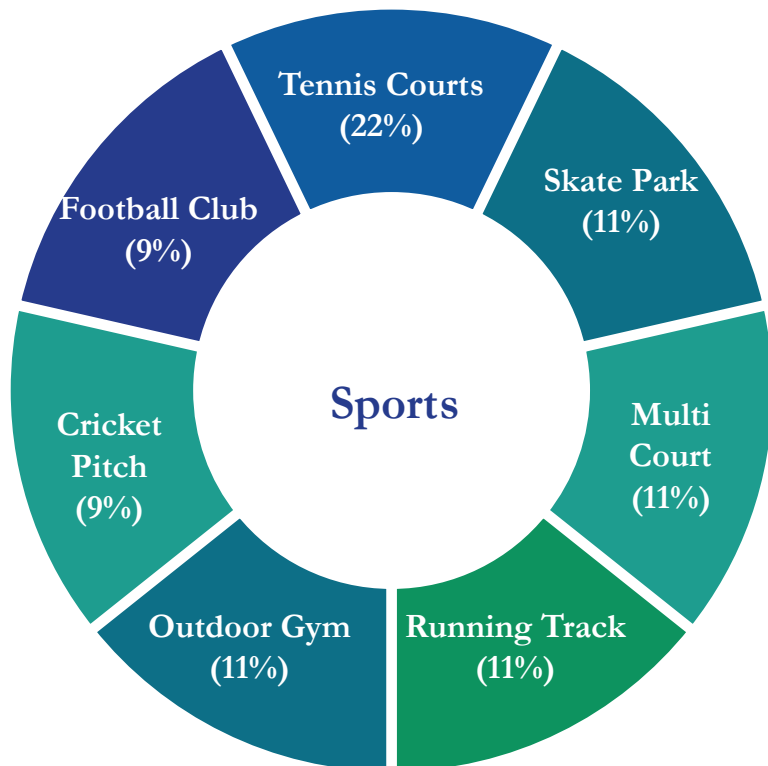


12.3 Community Feedback - Ideas suggested by residents



Other Suggestions for the Rural Park:

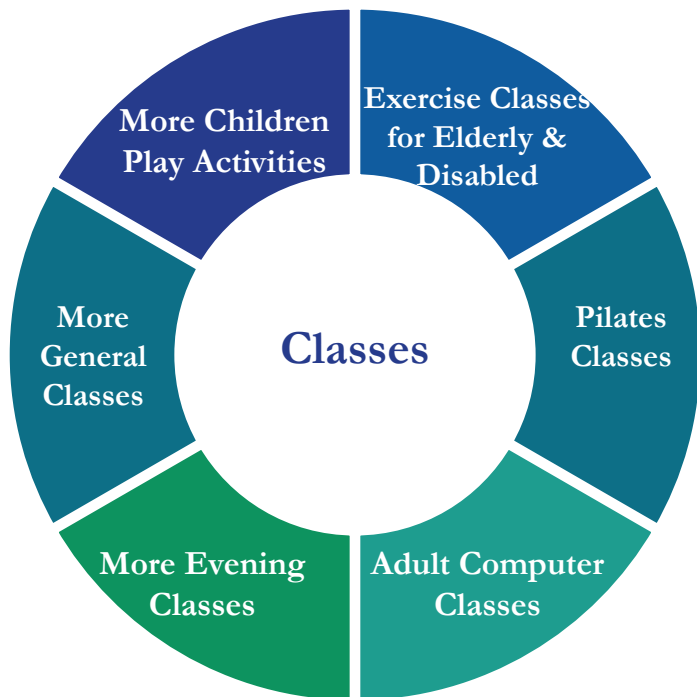
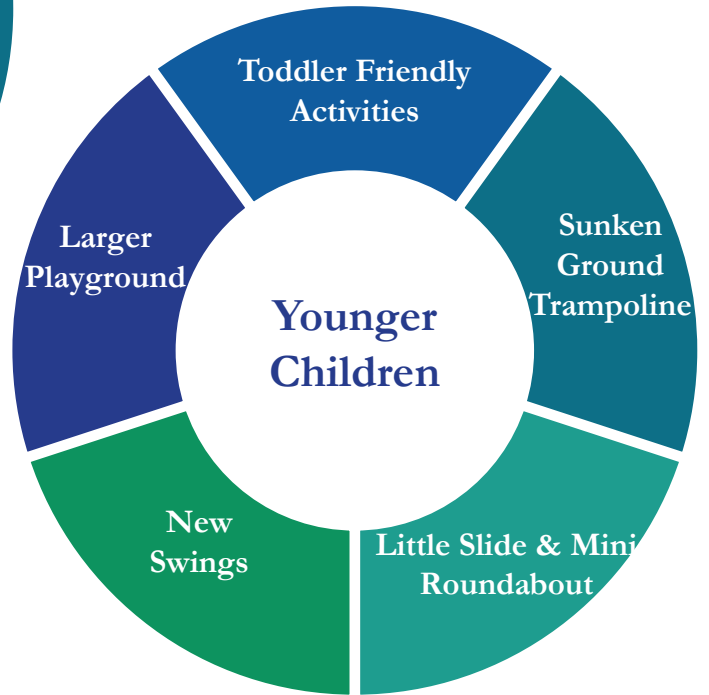
- Areas of shade
- Wild Flower Meadow
- 20mph Speed Limit
- Safe Pavement to the Hall
- Bread Pizza Oven
- Campsite
- Beekeeping
- Protection against Urbanisation
- Access Path to the Downs
- No Dogs
- Changing & Shower Facilities
- Rental of Playing Field
- Open to Visitors
- No Change



Other Suggestions for Sports:

- Sports facilities
- Safe Cycling Space
- Stool Ball Facilities
- All weather Bowling Rink
- Sports Amenities for Older Children
- Broaded range of Play for All Ages

Percentages where shown are of comments regarding specific subject matter of total comments made



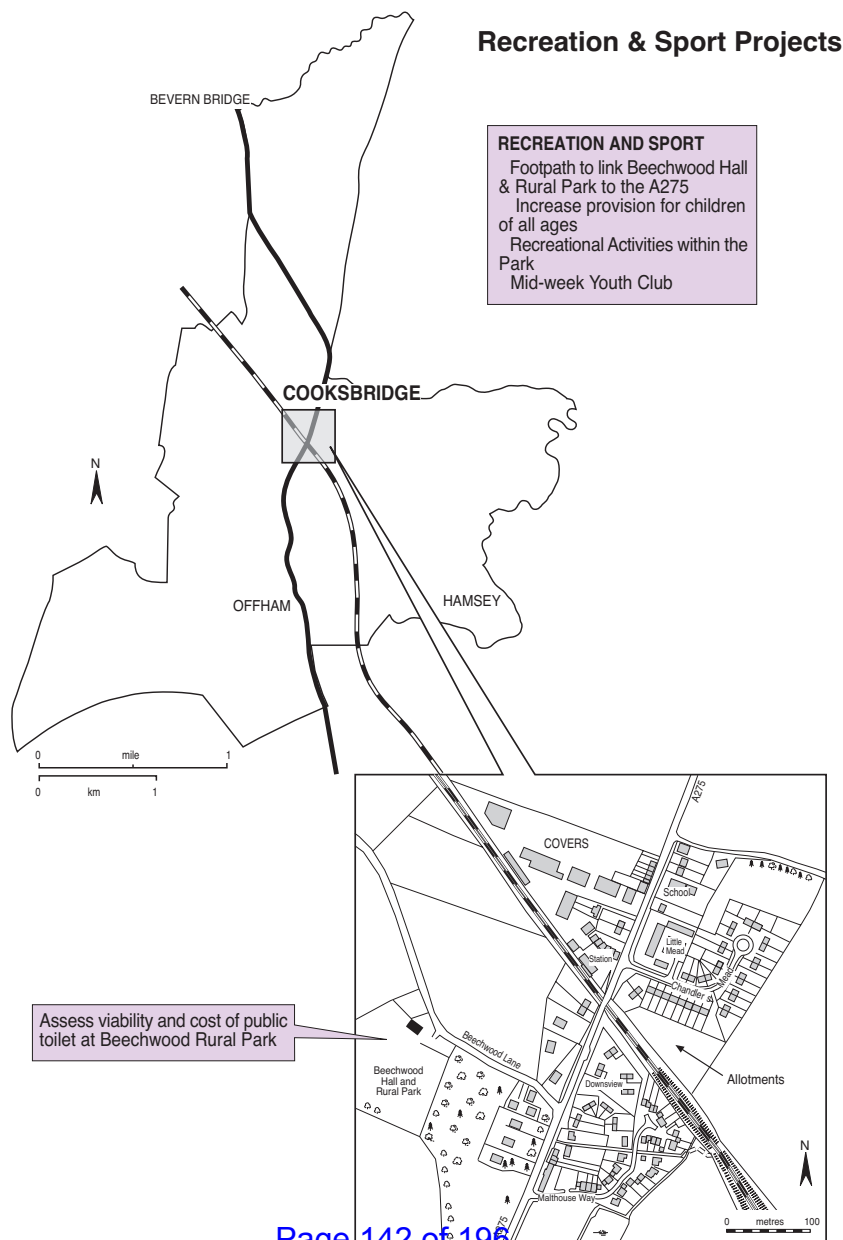
12.4 Recreational and Sport Policies

RS1 Beechwood Rural Park will be protected from development except for improvements to the park.

12.5 Community Aspirations: Recreational and Sport Projects

In the Transport and Travel section you will find a map of a proposed Cycle Path along the A275 connecting Offham and Bevern Bridge to the recreation facilities in Cooksbridge and also to link the Parish to recreation in Lewes.

1. Recreational activities within the Rural Park identified by residents to be developed.
2. Events and social activities encouraged and promoted.
3. Mid-week Youth Club at Beechwood Hall.
4. Increase provision for young people and pre-school children at the village hall.
5. To liaise with Beechwood Hall Trustees and establish cost and viability of outdoor toilet construction and maintenance at Beechwood Rural Park.
6. Any development is to be agreed by the Beechwood Hall Trustees and Parish Council on behalf of the community owners and with the sole purpose of improving facilities at the Rural Park.



13 The Local Economy

13.1 Overview

Hamsey Parish has a diverse economy with a number of striking characteristics, notably when compared both nationally and to East Sussex as a whole. Historically, farming has been the key driver behind the prosperity of the Parish, but in line with experiences seen across the British countryside, the Parish has seen significant socio-economic changes as a result of increasing affluence, the rise in car ownership and the movement of population from town to country. Although the land is still farmed, the number of farmers and agricultural employees has reduced dramatically, with many farm buildings now either redundant or converted to other uses.

The diversity is reflected both in terms of the nature or type of business and the manner of conducting business.

Thus, notable businesses/employers include; Agriculture, (still prominent and now concentrated within a small number of large and commercially viable enterprises), Dairy Farm, an internationally recognised Orchid Nursery, a Blacksmiths, 3 public houses, various holiday and B&B accommodation, wholesale/Retail Building Supplies, Architectural Services, Building Renovation & Carpentry Specialist, Petrol Station, Farm Shop and a firm providing Specialist Lighting Services, the latter having featured in the 2012 London Olympics opening ceremony.

Whilst the above businesses are a valuable source of employment, drawing on a wide pool of skilled workers from both outside and within the Parish, they are of limited day-to-day service to the majority of residents within the Parish. As consumers, their needs are addressed by a small selection of providers including the farm shop, a filling station and three public houses. This lack of businesses that essentially “provide for” the residents is a consistent and recurring issue for the Parish and is at the heart of the vision to establish a vibrant and effective community centre within Cooksbridge.

The work pattern or manner of conducting business within Hamsey Parish differs significantly not only from the national picture but also from that of East Sussex. Thus:-

The proportion of people employed:	72% in Hamsey Parish (69.9% for England)
The proportion who are self-employed:	22.7% in Hamsey Parish (9.75% for England)
The proportion working from home:	8.8% in Hamsey Parish (3.5% for England)

(Source: Census 2011).

Examining the detailed breakdown within Hamsey Parish versus East Sussex provides further insight, the following trends can be highlighted, (Source: Census 2011):

- Higher proportion by Industry Sector of:
 - Professional, Scientific & Technical 10% in Hamsey, (6% for East Sussex)
 - Agriculture, Mining & Utilities 5% in Hamsey, (2% for East Sussex)
- Higher proportion by occupation of:
 - Managers, Directors & Senior Officials 17% in Hamsey (12% for East Sussex)
 - Professional Occupations 24% in Hamsey, (18% for East Sussex)
- Lower proportion by occupation of:
 - Caring, Leisure & other Services 5% in Hamsey, (12% for East Sussex)

Much of the above can be explained by the polarised nature of the working patterns within the Parish. A significantly larger proportion, (than nationally or in East Sussex) are either self-employed and/or working from home, whilst, a notable cross section commute daily to London. They typically commute either from Cooksbridge station or, as a function of the very limited service, from other stations, requiring them to drive either to Lewes or Haywards Heath, both options being counter to sustainability objectives.

There is a clear irony that Cooksbridge, having expanded with the arrival of the railway when its station opened in 1847, is today handicapped by its poor timetable and limited provision of stopping services, particularly given the significant Leisure & Tourism opportunities (with the associated employment /economy benefits), provided by the establishment of the South Downs National Park, for which Cooksbridge Station is a natural gateway.

Over the past fifty years, rural settlements have become attractive to an increasing number of mobile individuals and their families who choose to live in the country but work in the town or city.

Hamsey Parish, as a rural community, is not unique in suffering from the limited availability of workspace and jobs, frequently forcing local people of working age to leave the area. This is evidenced by the unemployment statistics (Source: Census 2011) for Hamsey Parish, which whilst broadly in line with the national average overall (4.6% v 4.4%), amongst 16- 24 year olds is almost twice that nationally at (2.2% v 1.2%). This loss of the working age population has social as well as economic consequences. Communities where there is a daily exodus of people of working age can also struggle to provide the viable conditions for many community services and facilities.

The HNP sets out to maintain and encourage the Parish's existing local economy to support the on- going sustainability of the community and will strive to support the sustainable growth of a range of businesses and enterprises in the Parish. Notable opportunities include rural tourism and leisure facilities that benefit local businesses, residents and visitors, and which respect the character of the countryside.

13.2 Community Feedback

Consultation on the emerging HNP revealed the following key issues in relation to this topic that the HNP seeks to address:

Key Benefit Requirements Identified:	In Support % *
• Provision of High Speed Broadband/ Fibre Optics	97
• Improved Train Services Stopping at Cooksbridge station	86
• Increased Parking Facilities	74
• Increased Sustainable Environment	70
• Proportion of Residents supporting provision of a Local Shop	61**
• Greater Integration within the Community	52

Note:

* denotes % of respondents who on an ascending scale of 1-4 in terms of support level - voted 3 and 4

** denotes % of respondents who in open ended responses mentioned this as the "type of business they would like to see be expanded or developed within the Parish".

13.3 The Local Economy Policies

The following types of employment related measures and development will be supported:

LE1 Support installation of High Speed Broadband/ Fibre Optic capability for businesses, enterprise and the community.

LE2 Local services, community facilities and business uses which support the local community and contribute to the wellbeing of the community will be retained and supported. If premises are expanded or enlarged, it will be expected that appropriate parking provision will be made unless in exceptional circumstances.

LE3 Development and diversification of agricultural and other rural businesses will be supported. Diversification should not be detrimental to the environment or materially increase traffic.

LE4 Support will be given to new employment related developments that respect the character of the area including the special landscape setting of the Parish, that have regard to its context, are of an appropriate design and scale, and have an acceptable effect on residential amenity and highway safety.

LE5 Use of existing buildings and small-scale new buildings that are well integrated with existing buildings for business enterprise will be supported.

LE6 Sustainable rural tourism and leisure developments that benefit businesses, the Community and visitors will be supported. Where appropriate, this will include supporting the provision and expansion of facilities that are required whilst respecting the character of the countryside.

Appendix 1: Glossary

Subject	Acronym	Explanation
Affordable Housing		Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing does not include low cost market housing. Scale ranges from intermediate at a reduced cost, to homes provided for those on the Housing Register.
Beechwood Hall		The village hall at Beechwood Rural Park, Beechwood Lane, Cooksbridge.
Code for Sustainable Homes	CSH	The code for Sustainable Homes is the national standard for the sustainable design and construction of new homes. It is an environmental assessment method for rating and certifying the performance of new homes and it is possible to secure a rating of between 0 and 6, with 6 being the most sustainable.
Community		Residents in the Parish of Hamsey
Development Plan		The suite of documents that are used when making decisions on planning applications. Once the HNP has been adopted by LDC (following a referendum), it will become part of the development plan.
Green Corridors		Avenues for wildlife movement, often along streams, rivers, hedgerows or other natural features. They connect green spaces together.
Hamsey Neighbourhood Plan	HNP or Plan	The full title in the Localism Act is 'Neighbourhood Development Plan'. It is a plan document for a defined area, subject to examination in public and approved by a referendum. It will be used on approval in the determination of planning applications.
Hamsey Parish Council	HPC	Elected representatives of the residents of Hamsey Parish.
Listed buildings		Buildings and structures which are listed by the Department for Culture, Media and Sport as being of special architectural and historic interest and whose protection and maintenance are the subject of special legislation. Listed building consent is required before any building works can be carried out on a listed building.
(The) Localism Act		An act of parliament that became law in April 2012. The Act introduces a new right for local people to draw up 'Neighbourhood Development Plans' for their local area.
Market Housing		Housing for sale or rent where prices are set on the open market.
National Planning Policy Framework	NPPF	The National Planning Policy Framework was published by the government in March 2012. It sets out the Government's planning policies for England and how these are expected to be applied.

Appendix 1: Glossary (cont.)

Public Open Space		Open space that is open to the public and is normally owned and managed by a public organisation, such as Lewes District Council or Hamsey Parish.
Public Accessible Open Space		Open Space that is open to the public and is normally owned and managed by a private owner.
Referendum		In the context of this Neighbourhood Plan, a vote by local residents to decide whether or not to adopt the Plan.
Site of Special Scientific Interest	SSSI	Sites of national importance for nature conservation purposes; they are statutorily protected under the 1981 Wildlife and Countryside Act.
Steering Group		The Neighbourhood Plan Steering Group is made up of members of the community including local residents, business owners and members of the Hamsey Parish Council. Through its constitution it was given the responsibility to produce the Neighbourhood Plan for the area.
Strategic Environmental Assessment		Neighbourhood Plans are assessed to determine whether there will be any likely significant environmental effects. A screening assessment was prepared by LDC that screened out the need for a full strategic environmental assessment
Sustainability Appraisal		A process of appraising policies for their social, economic and environmental effects.
Tree Preservation Order	TPO	A legally enforceable order made by the Local Planning Authority (Lewes District Council) to protect trees and woodland in the interests of public amenity.
Village Hall		Beechwood Hall, Beechwood Lane, Cooksbridge.

Appendix 2: Supporting Evidence Landscape and Environment Policies

Document	Policy	External link
Hamsey Neighbourhood Plan Sustainability Appraisal Scoping Report	EN1-6	http://www.hamsey.net/ShowDoc.asp?DocNo=13182
Environment Strategy for East Sussex ESCC 2011		http://www.eastsussex.gov.uk/NR/rdonlyres/A9F-CAC9B8-4CF7-466B-8312-1E409DBCC699/0/environmentstrategyforeastsussex.pdf
Coastal Communities 2150 Environment agency 2013		http://www.environment-agency.gov.uk/aboutus/wfo/128455.aspx
South Downs National Park Authority Partnership Management Plan	EN1, 6	http://www.southdowns.gov.uk/about-us/management-plan
Adapting to Climate Change		www.defra.gov.uk/adaptation
'Making space for nature': a review of England's wildlife sites.	EN2	https://www.gov.uk/government/news/making-space-for-nature-a-review-of-englands-wildlife-sites-published-today
Neighbourhood Plan Survey Report. Hamsey Parish Lewes District. Action in rural Sussex February 2014	EN1-6	http://www.hamsey.net/ShowDoc.asp?DocNo=12269
Woodland Trust publications	EN1,2	http://www.woodlandtrust.org.uk/campaigning/neighbourhood-planning/how-trees-and-planning-link/
Trees and Flooding		http://www.woodlandtrust.org.uk/media-file/100115676/help--reduce--flooding.pdf
Ecology Assessment, Old Hamsey Brickworks Ecology Solutions Ltd.	EN1 (Old Hamsey Brickworks)	http://87.252.33.67/AnitePublicDocs/00205486.pdf
Biodiversity Report, Old Hamsey Brickworks	EN1 (Old Hamsey Brickworks)	http://87.252.33.67/AnitePublicDocs/00205485.pdf
Species Recorder: Document 'Desktop Biodiversity Report- Land at Beechwood Lane, Cooksbridge + 1km radius' by Sussex Biodiversity Record Centre	EN1 (The Platt)	http://www.hamsey.net/ShowDoc.asp?DocNo=13185
Local Green Spaces Paragraph 77 National Planning Policy Framework	EN1	http://planningguidance.planningportal.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/local-green-space-designation/ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

NPPF Reducing Emissions and Congestion section 30	EN4	http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/4-promoting-sustainable-transport/
Climate change: Ecosystem Services Delivered in the South Downs National Park Authority.	EN1, EN6	http://www.southdowns.gov.uk/data/assets/pdf_file/0011/409799/SD_ManPlan
Lewes District Outdoor Playing Space Review 2004	EN1	http://www.lewes.gov.uk/Files/plan_Outdoor_Playing_Space_Review_Full_Report_2004.pdf
The Lewes District Council Informal Recreational Space Study, 2005	EN1	http://www.lewes.gov.uk/Files/plan_recreational_space_study.pdf

Housing Growth and Development Policies

Document	External link
National Planning Policy Framework	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf
Local Plan	http://www.lewes.gov.uk/planning/localplan.asp
Hamsey Neighbourhood Plan Sustainability Appraisal Scoping Report	http://www.hamsey.net/ShowDoc.asp?DocNo=13182
Hamsey Conservation Area Appraisal 2013	http://www.lewes.gov.uk/planning/1097.asp

Transport and Travel Policies TT1-4

Document	Policy	External link
National Planning Policy Framework		https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf
Sustainability Appraisal Scoping Report	TT1-3	http://www.hamsey.net/ShowDoc.asp?DocNo=13182
Station Partnership Strategy document	TT1-3	http://www.hamsey.net/ShowDoc.asp?DocNo=14217
MAST Road Safety Analysis Rural Young Drivers Research 2013 Road Safety Analysis.org	TT1-2	http://www.roadsafetyanalysis.org/2013/06/rural-young-drivers-research-2013/
ESCC Allocated Parking Calculator	TT3	http://www.eastsussex.gov.uk/NR/rdonlyres/A9A3EB2D-6EC4-4381-A447-B2AF161C6DC9/0/parking_guidance_residential.pdf

Education Policies

Document	Policy	External link
Hamsey Neighbourhood Plan Sustainability Appraisal Scoping Report	ED1-2	http://www.hamsey.net/Show Doc.asp?DocNo=13182
Neighbourhood Plan Survey Report. Hamsey Parish Lewes District. Action in rural Sussex February 2014	ED1-2	http://www.hamsey.net/Show Doc.asp?DocNo=12269

Recreation and Sport Policies

Document	Policy	External link
Hamsey Neighbourhood Plan Sustainability Appraisal Scoping Report	RS1-	http://www.hamsey.net/Show Doc.asp?DocNo=13182
Neighbourhood Plan Survey Report. Hamsey Parish Lewes District. Action in rural Sussex February 2014	RS1-	http://www.hamsey.net/Show Doc.asp?DocNo=12269

Local Economy Policies

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Hamsey Neighbourhood Plan Sustainability Appraisal Scoping Report	http://www.hamsey.net/ShowDoc.asp?DocNo=13182
ESCC Allocated Parking Calculator	http://www.eastsussex.gov.uk/NR/rdonlyres/A9A3EB-2D-6EC4-4381-A447-B2AF161C6DC9/0/parking_guidance_residential.pdf
Neighbourhood Plan Survey Report. Hamsey Parish Lewes District. Action in rural Sussex February 2014	http://www.hamsey.net/ShowDoc.asp?DocNo=12269
National Planning Policy Framework	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf
District Local Plan	http://www.lewes.gov.uk/planning/localplan.asp
Hamsey Neighbourhood Plan Community Profile	http://www.hamsey.net/ShowDoc.asp?DocNo=13811

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Agenda Item No: 9.4 **Report No:** 98/16
Report Title: Community Infrastructure Levy Instalments Policy Revision
Report To: Cabinet **Date:** 4th July 2016
Cabinet Member: Cllr Tom Jones Lead Member for Planning
Ward(s) Affected: All areas of the District not lying within the South Downs National Park boundary
Report By: Nazeya Hussain Director of Business Strategy and Development

Contact Officer(s)-

Name(s): Tondra Thom
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Tel No(s): 01273 471600

Purpose of Report: To seek an endorsement from Cabinet to recommend to Full Council the publication and implementation of the revised Community Infrastructure Levy (CIL) Instalments Policy for the Lewes District Council Charging Area. To seek delegated authority for the Director of Business Strategy & Development in consultation with the Lead Member for Planning to make future amendments to CIL implementation policies as may be required to facilitate the implementation of CIL.

Officers Recommendation(s):

- 1 To recommend to Full Council that the revised Instalments Policy (Appendix 1) is adopted, published and implemented, in accordance with regulation 69B of the CIL Regulations 2010 (As Amended).
- 2 To recommend to Full Council that the Director of Business Strategy and Development be authorised to make any further amendments to the CIL implementation policies.

Reasons for Recommendations

- 1 To enable the Council to monitor and ensure the collection of due CIL payments in a more efficient and robust manner, which is compatible with the recently acquired CIL monitoring software.
- 2 To enable the Council to make future amendments to implementation policies, which respond to regulatory or practical requirements in a more expedient and efficient manner.

Report

1 Background

- 1.1 CIL implementation in the Lewes District planning authority area has been in place since 1st December 2015 and the first few CIL planning cases are being processed. To date (at time of writing) no cases have been significant enough to trigger the Council's CIL Instalments policy, which was approved by full Council, as part of the CIL adoption process, on 9 November 2015. Because the CIL Instalments Policy was approved by full Council, any amendments to it need to also be approved by Council, unless delegated authority has subsequently been provided – hence, the second recommendation of this report.
- 1.2 The instalments policy was written whilst the Charging Schedule was being prepared and prior to the purchase of software to implement CIL. The instalments policy allows for the CIL amounts generated on larger residential developments to be paid in three separate instalments as the development progresses (see Appendix 2 of this report for full details of this policy)..
- 1.3 Since CIL implementation has commenced, the Council has found that this instalments policy does not particularly lend itself to the software that the Council purchased in order to ensure the legally compliant processing of CIL cases. We have also discovered that such an instalments policy will require a significant level of development monitoring by the Council, which will not be an efficient use of officers time. It is therefore proposed to amend the instalments policy in a way that is compatible with our software and allows for the collection of payments to be undertaken in a more time efficient manner.
- 1.4 At present, once a larger scale residential development commences, the payment of CIL is triggered by the percentage of the development that has been completed. If we can use triggers relating to days post commencement then our CIL software (Exacom) can be programmed with the instalments policy and all further action in relation to payment due dates is automated. The system will then trigger the alerts when payments are due and place all the due dates in relation to a development on the CIL Demand Notice when it is generated. Thus providing clarity for the Council and developer alike and avoiding the need for on-going monitoring of larger development sites (beyond that already undertaken by the Council).
- 1.5 CIL Regulations (69B) allow for charging authorities to introduce or withdraw an instalments policy through publishing the policy (including the date on which it takes effect) or notice to withdraw a policy on its website. The Regulations also allow for a new instalment policy to be brought in at any time provided the new policy does not take effect earlier than 28 days from when the previous policy took effect.
- 1.6 We introduced our instalments policy on 1st December 2015, so we can introduce our revised policy at any time.

2 CIL Instalments Policy

- 2.1 The existing policy (Appendix 2) requires an initial (25%) payment 60 days post commencement and subsequent payments to be paid upon completion of a percentage of residential units.
- 2.2 The new policy (Appendix 1) requires an initial (25%) payment 60 days post commencement and proposes the subsequent payments are (50%) 240 days post commencement and (25%) 360 days post commencement. Although this changes the way in which the instalments policy is expressed, given the time it takes to build out developments that this policy is likely to apply to, the new policy is unlikely to significantly alter the point in which the CIL payment is made in relation to the stage of development implementation.
- 2.3 The advantages of this approach to the Council are evident in respect of CIL processing efficiency. There is also the added benefit under the new policy that the CIL instalments would not be an incentive to stall a build. Whilst the current policy does not necessarily provide motivation to stall a site part way through a build, it does allow the developer to pause a site conveniently without incurring further CIL payments.
- 2.4 If the CIL instalments are not linked to developer-led build rates then this could incentivise the completion of developments as payments would be due nonetheless.
- 2.5 The new policy would not rule out the ability for a developer to build out a site in phases, it would rely on the developer phasing the development at the outset and the phasing would be apparent in the decision notice. This way each phase of development would constitute a new charging stage and each phase could qualify for instalments.
- 2.6 Properly phased developments are preferable from a planning point of view rather than stalled sites and the new instalments policy may well provide an incentive to consider phasing from the outset.

3 Conclusion

- 3.1 We consider that the new Instalments Policy provides an efficient and fair approach to accepting staged payments against CIL liabilities. We do not feel that the new policy presents a significant departure from the intention of the existing policy, moreover it represents a refinement in its articulation that provides a greater clarity at the outset for payment due dates. There may be secondary benefits to the Council of seeing more planned phased developments and fewer occurrences of stalled sites.

4 Financial Appraisal

- 4.1 The financial implications of the recommendation to implement the revised Instalments Policy are beneficial. Less resource will be spent on monitoring payment triggers with less reliance on developers telling us when payments are due. Better financial planning should be possible with an improved schedule of due payments. Less likelihood of missing or late payments as all payments will be pre-set and automated triggers will alert us to payment due dates.

5 Legal Implications

- 4.1 The Legal Services Department has made the following comments:
- Regulation 69B of the CIL Regulations 2010 (As Amended) provides the mechanism for charging authorities to implement an instalments policy and any subsequent revisions or new instalments policies without the regulatory requirement for examination or Charging Authority Approval (in accordance with section 213 of Planning Act 2008) associated with the Charging Schedule itself.

6 Risk Management Implications

- 7.1 The risk assessment checklist has been completed; no new risks will arise if the recommendation is implemented.

7 Equality Screening

- 8.1 An Equalities screening was carried out for the Adoption of the Community Infrastructure Levy, which included the implementation of an Instalments Policy. As there are not proposed to be any changes to the Levy or substantive changes to the policy it was not considered necessary to undergo further equalities assessment in this instance. No significant negative or positive outcomes have been identified.

8 Background Papers

- 9.1 The following documents provide background to this report.

Adoption of the CIL Charging Schedule Cabinet Report 24th September 2015

<https://lewes.cmis.uk.com/cm5/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/505/Meeting/604/Committee/190/Default.aspx>

10 Appendices



Lewes District Council

Lewes District Council CIL Instalments Policy 2016

This instalment policy comes into effect on **2nd August 2016**.

Lewes District Council will allow the payment of CIL by instalments as set out below:

- **Where the chargeable amount is less than £50,000 full payment is required within 60 days of commencement**
- **Where the chargeable amount is £50,000 or greater the instalments are as follows:**
 - **First instalment representing 25% of the chargeable amount is payable within 60 days of commencement**
 - **Second instalment representing 50% of the chargeable amount is payable within 240 days of commencement**
 - **Third instalment representing 25% of the chargeable amount is payable within 360 days of commencement.**

The instalments relate to the amount payable (the chargeable amount) as indicated on the Demand Notice. The commencement date will be the Commencement Notice date as advised by the developer under CIL Regulation 67.

Where outline planning permission permits development to be implemented in phases, or where phasing is clearly identified within the planning application each phase of the development, as agreed by Lewes District Council, can be treated as a separate chargeable development. The approved instalment policy will, therefore, apply to each separate phase of the development and its associated separate chargeable amount.

Circumstances where the Instalment Policy will not apply

In accordance with the CIL Regulations 2010 (as amended 2011) this Lewes District Council CIL instalment policy will **not apply** in the following circumstances:

- a) Where a Commencement Notice has not been submitted prior to commencement of the chargeable development,
- b) Where nobody has assumed liability to pay CIL for the chargeable development on the intended day of commencement;
- c) An instalment payment has not been made in full within 30 days of the due date for the instalment payment
- d) A person has failed to notify Lewes District Council of a disqualifying event within 14 days of a disqualifying event occurring. (Disqualifying events relate to when CIL relief has previously been granted and circumstances subsequently change).

Where the instalment policy does not apply, **the chargeable amount must be paid in full within 60 days** of the notified or deemed commencement date of the chargeable development or the date of the disqualifying event, whichever is the earliest. Surcharges may also apply for failure to submit Assumption of Liability Forms or Commencement Notices.



Lewes District Council CIL Instalments Policy 2015

This instalment policy comes into effect on **1st December 2015**.

The CIL instalments policy will only apply where conditions of Regulation 70 (CIL 2010) are met:

- Council received Assumption of Liability prior to commencement
- Council received CIL Commencement Notice prior to commencement

The Community Infrastructure Levy for residential development will be payable by instalments as follows:

- Where the chargeable amount is less than £50,000 (up to 6 dwellings approximately)
 - Full payment will be required within 60 days of the commencement date
- Where the chargeable amount is £50,000 - £250,000 (6-31 dwellings approximately)
 - First instalment representing 25% of the chargeable amount will be required within 60 days of commencement date; and
 - Second instalment representing 25% of chargeable amount will be required on completion of 50% of the dwellings; and
 - Third and final instalment representing 50% of the chargeable amount will be required on completion of 75% of the dwellings.
- Where the chargeable amount is over £250,000 (more than 31 units approximately)
 - First instalment representing 25% of the chargeable amount will be required within 60 days of commencement date; and
 - Second instalment representing 25% of the chargeable amount will be required on completion of 25% of the dwellings; and
 - Third instalment representing 25% of the chargeable amount will be required on completion of 50% of the dwellings; and
 - Fourth instalment representing 25% of the chargeable amount will be required on completion of 75% of the total number of dwellings

Note: the percentage of dwellings will be rounded up where exact dwelling numbers are not possible

Commercial developments by their nature do not lend themselves to the same approach used for residential development. Therefore it is proposed that phasing will be based on timescales and still related to the size of the development. The charge will be payable by instalments as follows.

- Where the chargeable amount is less than £50,000;
 - Full payment will be required within 60 days of the commencement date
- Where the chargeable amount is £50,000 - £250,000;
 - First instalment representing 50% of the chargeable amount will be required within 60 days of the commencement date; and
 - Second instalment representing 50% of the chargeable amount will be required prior to completion/opening of any part of the development
- Where the chargeable amount is over £250,000;
 - First instalment representing 25% of the chargeable amount will be required within 60 days of the commencement date; and
 - Second instalment representing 25% of the chargeable amount will be required within 120 days of the commencement date; and
 - Third and final instalment representing 50% of the chargeable amount will be required within 360 days of the commencement date or prior to completion/opening of any part of the development, whichever is sooner.

In calculating individual charges for the levy, the Council will be required by the Regulations to apply an annually updated index of inflation to keep the levy responsive to market conditions. The index will be the national All-In Tender Price Index of construction costs published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors.

Agenda Item No: 9.5 **Report No:** 99/16
Report Title: Risk Management – Annual Report to Cabinet
Report To: Cabinet **Date:** 4 July 2016
Lead Councillor: Councillor Bill Giles
Ward(s) Affected: All
Report By: Alan Osborne, Director of Corporate Services
Contact Officer
Name: David Heath
Post Title: Head of Audit, Fraud and Procurement
E-mail: David.Heath@lewes.gov.uk
Tel no: 01273 484157

Purpose of Report:

To present the annual report on risk management confirming the Council's Risk Management Strategy and the strategic risks faced by the Council.

Officers Recommendation(s):

That Cabinet:

- 1 Receives and endorses the annual report on risk management, and notes the Council's Risk Management Strategy (Appendix 1).
- 2 Notes the strategic risks identified by the Corporate Management Team (CMT) and the associated mitigating controls (Appendix 2).

Reasons for Recommendations

- 1 The Council is committed to the proper management of risk. This report forms part of the annual reporting cycle on risk as set out in the Risk Management Strategy. This report has been received by the Audit and Standards Committee and is June 2016 meeting and is now presented to be endorsed by Cabinet. This report is also one of the key elements in the Council's submissions to the external auditor, BDO, and will provide data for the Annual Governance Statement (AGS).

Introduction to Risk Management

- 2 Risk management is about using common sense to take effective action to prevent or limit the impact of risks so as to help the Council meet its priorities and deliver services effectively. In September 2003 Cabinet adopted a Risk Management

Strategy that sets out the responsibilities for risk management at the Council, and which is supported by a framework of procedures and guidance for the assessment of risks and the development of mitigating controls.

- 3 The Risk Management Strategy includes provision for an annual review of the strategy by CMT. The strategy was reviewed in May 2016 and has been updated with minor changes including the Audit and Standards being able to comment on the report in advance of Cabinet (see Appendix 1).
- 4 To support this strategy the Council has a standard approach for assessing risk which is applied to service planning, the management of major projects and decision making. The methodology reflects the need to manage the different aspects of the uncertainty that is inevitable when making changes in how the Council works and taking new approaches to regeneration and investment. The methodology now recognises both the uncertainty that could have an adverse impact leading to loss, harm or damage (ie a risk) and the uncertainty that could have a positive effect leading to benefits or rewards (ie an opportunity).

Strategic risks

- 5 Strategic risks are those that are likely to have a significant impact across the Council, in that if they occur they are likely to prevent it from achieving its strategic objectives.
- 6 The compilation of a Strategic Risk Register provides evidence of a risk aware and risk managed organisation. Generally, the register reflects the risks that will be common to comparable local authorities in this current period of change and financial challenge for Local Government.
- 7 Appendix 2 shows the strategic risk register that has been compiled by CMT for the year 2016/17. This register shows the:
 - Risk ranking - the order of importance that is placed on each strategic risk.
 - High level description of the risk and the officer/s who are responsible for monitoring the risk and managing its mitigation.
 - Detailed background to the risk and the likely risk scenario if it is not mitigated.
 - Mitigating controls that are put in place to reduce the risk or prevent it from occurring.
- 8 CMT is responsible for ensuring that the strategic risks have mitigating controls in place. It should be noted that the Council has entered into the delivery stage of a major commercial partnership which seeks to increase regeneration and housing (the North Street Quarter). The Council in partnership with Coast to Capital Local Enterprise Partnership has also successfully applied to create an Enterprise Zone in Newhaven to facilitate inward investment, offer value for money and sustain local economic growth. This Enterprise Zone will officially commence in April 2017. These are shown as the North Street Quarter and Newhaven Enterprise Zone at Appendix 2. Both of these projects have been undertaken to address specific risks that the authority faces. Without them there is a risk that key opportunities for regeneration will not be created and affordable housing targets will not be achieved.

- 9 For 2016/17 CMT will be reviewing the strategic risks of the Council on a quarterly basis. Any new risks identified will be reported to the Audit and Standards Committee and then onto Cabinet.

Training

- 10 Heads of service and a number of senior managers received detailed risk management training in the autumn of 2015. Training is planned for the Corporate Management Team in the summer 2016 to develop a joint approach to risk management with Eastbourne Borough Council.

Financial Appraisal

- 11 There are no financial implications arising from the recommendations to this report other than those already contained within existing budgets. However, if a strategic risk is not subject to effective mitigation there could be significant financial impact on the Council.

Equalities Screening

- 12 An equalities impact assessment is not considered necessary because the report is seeking endorsement of risk arrangements at the Council including the strategic risks identified by CMT.

Risk Management Implications

- 13 If the Council does not have an effective risk management framework that is subject to proper oversight by Councillors it will not be able to demonstrate that it has in place adequate means to safeguard Council assets and services, and it could be subject to criticism from the Council's external auditor or the public.

Legal Implications

- 14 There are no direct legal implications arising from this report.

Background Papers

None

Appendices

Appendix 1: Lewes District Council – Risk Management Strategy

Appendix 2: Lewes District Council –Strategic Risk Register for 2016/17

Appendix 1

LEWES DISTRICT COUNCIL - RISK MANAGEMENT STRATEGY

1.0 Policy

- 1.1 We define risk as uncertainty that could have a detrimental impact on the achievement of the Council's objectives or service delivery. Uncertainty that could have a positive effect is an opportunity.
- 1.2 The appraisal and management of risk and opportunity will be part of our business planning and project management.
- 1.3 We will use risk management to promote innovation, and work proactively with stakeholders to minimise risks and maximise the opportunities associated with project and service decisions.

2.0 Organisation

- 2.1 This risk management strategy will be subject to approval by the Cabinet.
- 2.2 The Chief Executive is responsible for risk management. The Corporate Management Team (CMT) will support the Chief Executive in assessing and mitigating risks likely to have a significant impact on the achievement of the Council's objectives.
- 2.3 Heads of Service will implement risk management within their services and ensure that;
 - annual service plans contain an appraisal of risks to service delivery
 - managers carry out risk assessments as a routine part of service planning and project management activities
 - managers put in place appropriate controls to mitigate risks
 - managers will notify the Director of Finance of any significant risks that will require additional insurance and/or financing measures
- 2.4 The Head of Audit, Fraud and Procurement is responsible for providing advice and guidance and coordinating the Council's approach to risk management. Internal Audit is

responsible for monitoring the implementation and effectiveness of this risk management strategy and for reviewing compliance with controls introduced by CMT and their managers to manage risks.

- 2.5 The Audit and Standards Committee is responsible for reviewing the effectiveness of the systems and processes in place for managing risk, and can make recommendations to Cabinet if changes are needed to improve risk management. The Audit and Standards Committee receives the annual report on risk management in advance of Cabinet for comment.
- 2.6 Cabinet is responsible for considering overall risk and receives the annual report on risk management that includes the strategic risks of the Council. The Portfolio Holder for Finance has responsibility for risk management.

3.0 Arrangements

- 3.1 Annual service plans support achievement of the Council Plan. Service plans will include an assessment of risk which will be reviewed and updated by Heads of Service.
- 3.2 Reports to Cabinet will include risk management implications.
- 3.3 Risk management training will be provided to senior managers with the aim of ensuring that they have the skills necessary to identify, appraise and control the risks and opportunities associated with the services they provide. Councillors will receive training/information on risk management so that they can consider the implications of risks and opportunities in their work for the Council.
- 3.4 Project managers will be responsible for appraising risks and opportunities associated with their projects and make provision for dealing with them.
- 3.5 This strategy will be communicated to Councillors and staff via the Councils' intranet and will be reviewed annually by CMT.

Appendix 2: Lewes District Council – Strategic Risk Register 2016/17

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
1	Loss of IT services Head of IT	Long or short term loss of IT and telephone systems through equipment failure, loss of key premises, and data corruption or loss (including cyber-attacks).	<p>Partial mitigation through:</p> <ul style="list-style-type: none"> • Preventative measures including effective security, fire prevention, and alarm systems for water ingress and overheating. • For cyber-attacks there is software monitoring of the email gateway, workstation and web content and manual interventions. The Council also subscribes to the Government’s Warning, Advice and Reporting Point (WARP) which enables the sharing of cyber threat and vulnerability information. • Server virtualisation & improved back-up facilities providing additional resilience and redundancy (ie. failsafe capability) above and beyond what already exists. • Introduction of new network infrastructure to prevent network outages providing resilience and redundancy for IT users at all LDC sites. • Providing resilience and redundancy for remote workers connected to our IT systems, • Wide area network now joined into a Public Service Network compliant network service, and Telephony to a hosted Voice Over Internet Protocol service, with Survivable Remote Site Telephony capability. <p>Larger satellite sites e.g. Saxon House & Robinson Rd offices now incorporated to have equivalent resilience to Southover House. Smaller satellites will still continue to have a slightly higher risk profile than Southover House but much has been done in network infrastructure to provide increased resilience.</p> <p>The shared IT Strategy (for Lewes and Eastbourne) sets out future Disaster Recovery requirements.</p>
2	Failure to achieve the Joint Transformation Programme with Eastbourne Borough Council Chief Executive	<p>Failure to integrate our staff and services with Eastbourne Council to provided more flexible, customer focused and cost effective services which deliver the financial savings required. High level risks for the programme include :</p> <ul style="list-style-type: none"> • Ineffective strategy for change and change management process • Lack of engagement and consultation with staff and key stakeholders • Loss of reputation for the Council if the programme fails or is delayed. • Poor or reduced service to customers whilst the transformation takes place. • Financial savings are not 	<p>Mitigation through the implementation of the approved business case setting out how joint services will work in the future and the costs and benefits of integration. Mitigation to specific risk areas as follows:</p> <ul style="list-style-type: none"> • Regular and focused training for and communication with staff. • Comprehensive communication plan which is regularly monitored. • Programme managed through project management principles where progress is monitored against the plan and risks are effectively managed to the programme completion. • Effective monitoring of service performance indicators.

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
		<p>delivered in the timescales to deliver the Medium Term Financial Strategy.</p> <ul style="list-style-type: none"> • Lack of dedicated staff resources to implement the programme. • Lack of effective governance of the programme. • Complexities of integrating two different sets of back office systems. 	<ul style="list-style-type: none"> • Mitigation detailed in risk No 5 below. • Detailed assessment of the resources required to implement the programme and consideration of filling gaps with external resources. • Governance structure in place including the Joint Transformation Board (Councillor Level), Corporate Management Team, Programme Core Group and the Consultative Forum (Staff and Union representatives) • Shared ICT Strategy in place which identifies the current applications and systems and moves towards a common ICT infrastructure. <p>The Programme Project Initiation Document will set out the detailed risk and mitigation approach.</p>
3	Loss of premises Director of Corporate Services	Long term or short term loss of key office buildings or depots due to fire, flood or other damage.	Partial mitigation through preventative measures e.g. fire safety arrangements, planned and responsive maintenance of buildings. If the event occurs then Business Continuity arrangements would be activated to reduce the impact on service delivery.
4	Major incident or emergency affecting the District or Region Director of Service Delivery	<p>Major incident caused by fire, flood or other disaster resulting in homelessness, disruption to Council services and local business community.</p> <p>Major infectious disease outbreak.</p>	<p>Mitigation through the Council's use of emergency powers under the Civil Contingency Act 2004 to provide temporary shelter for displaced residents and using the Council's Business Continuity arrangements to relocate to other buildings to be able to continue delivering key services.</p> <p>Mitigation by implementing the Lewes District Council Emergency Plan and Flu Business Continuity Plan.</p>
5	Failure to achieve the Council's savings target Chief Executive	Inability to achieve planned level of efficiency savings or manage the income streams for those areas where government funding and other income has reduced.	Mitigation through effective financial planning, monitoring, forecasting and delivery of efficiencies and savings to meet the required target. Balances held at a level which gives the capacity to meet short term demands. The Director of Corporate Services is confident that the 2016/17 target will be delivered. The key means of delivering these savings will be the Joint Transformation Programme with Eastbourne Council. The Council has committed almost £1 million from reserves as funding for this programme.
6	Major failure in financial systems Director of Corporate Services	Loss of key IT financial systems with immediate impact on Council's ability to process priority transactions e.g. payment of benefits, collection of local taxation revenues and payments to precepting authorities.	Mitigation through preventative measures e.g. system security, robust and supported software, training and performance monitoring. Documentation increasingly held electronically, rather than paper (with inherent risk of loss and destruction), and subject to IT continuity arrangements. If the event occurs the Council's Business Continuity arrangements would be activated. For example back up/ historic records would be used to generate payment records which would be processed by other means.

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
7	Loss of plant and equipment Director of Service Delivery	Loss, damage, breakdown or theft of vehicles and equipment that are key to the provision of Council services. This risk relates mainly to: <ul style="list-style-type: none"> the vehicle fleet maintained by District Services, and the emergency generator in Southover House which is the responsibility of the Director of Corporate Services. 	Mitigation through effective security, inspection, maintenance, insurance and support arrangements. In addition moving premises/depots at risk of flooding to new locations.
8	Failure of significant contractor DCS (finance, IT and corporate buildings contracts) Director of Service Delivery (planning, recycling and waste, grounds maintenance environment and housing related contracts) Director of Business Strategy and Development (regeneration related contracts) Assistant Director Corporate Services and Head of Audit, Fraud and Procurement (procurement standards)	Loss of contractor due to insolvency, contractor not meeting contracted service standards or breakdown in the supply chain. Significant contracts include: <ul style="list-style-type: none"> Financial systems IT contracts – in particular Academy Business Systems Wave Leisure Trust Grounds maintenance Council housing maintenance Public convenience cleaning Insurance Diesel fuel Recycling of glass and paper Plant maintenance 	Mitigation through proper set up and monitoring of contracts. If the event occurs then mitigation would be through the emergency appointment of an alternative contractor or, where possible, undertaking the service in house.
9	Major changes in legislation Chief Executive	Changes in Government policies or legislation creating new or increased demands on Council	Mitigation through: <ul style="list-style-type: none"> Assistant Director Corporate Services alerting officers in a timely manner. Corporate Management Team (CMT) members flagging up significant changes affecting their services

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
		services, or materially changing service requirements and standards.	<p>areas for discussion and consideration at CMT.</p> <ul style="list-style-type: none"> • Staff training in new legislation, monitoring of government proposals for policy changes and reassigning resources to meet new priorities.
10	<p>Economic factors outside the Council's control Chief Executive takes overall responsibility. Director of Corporate Services (for financial control and services within his remit) Other CMT members (for services within their remit)</p>	<p>Changes in national economic climate and/or local demographics affecting demand for Council services.</p> <p>Significant fluctuations in costs of inputs (e.g. fuel) and price of commodities sold (e.g. recyclables).</p> <p>Fewer safe havens to invest day to day cash flow.</p>	<p>Mitigation through:</p> <ul style="list-style-type: none"> • The Director of Corporate Services monitoring trends closely and examining possible requests for additional funding. • Holding a healthy level of working balances. Budget monitoring procedures are in place to identify material fluctuations in prices. • CMT members examining alternative arrangements for their services. • Modelling the impact on the Council's Medium Term Budget Outlook including a range of sensitivity tests e.g. different forecasts for inflation. • Consider increasing the level of internal funding to reduce the need for cash to be invested. • Model the cost of aiming to be slightly overdrawn on a day to day basis.
11	<p>Governance and regulatory failure Assistant Director of Corporate Services.</p>	<p>Inability to meet adequate governance standards.</p>	<p>Mitigation through the preventative measures in the Council's Code of Corporate Governance. These include:</p> <ul style="list-style-type: none"> • Internal controls and the Internal Audit service. • Audit and Standards and Scrutiny committees. • Risk management and partnership governance arrangements. • Contract and Financial Procedure Rules. • Training and guidance in regulatory requirements, and performance monitoring. • Safeguarding policy and procedures.
12	<p>Damage to reputation Assistant Director Corporate Services</p>	<p>Reputational damage from failure to meet statutory duties and service standards, litigation by the Council, actions by councillors and officers which bring the Council into disrepute and failure to deliver contracts e.g. contract for Council to provide services to the South Downs National Park.</p>	<p>Mitigation through a range of measures including effective communications, clear codes of conduct for councillors and staff, and performance monitoring.</p>
13	<p>Major project – North St Quarter Director of Business Strategy and Development</p>	<p>A large site in Lewes by the River Ouse including the former Phoenix Industrial Estate owned by the Santon Group, Lewes District Council and other interested parties. A joint planning</p>	<p>Overall mitigation through effective project management and governance, oversight via Members Oversight Board, financial and performance monitoring.</p>

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
		<p>application on behalf of the Santon Group and the District Council has been approved by the Southdowns National Park Authority (subject to s106 agreement). LDC has entered into an interim agreement with the Santon Group and will soon enter a Joint Venture agreement and agreed heads of terms of the full JV agreement.</p> <p>With a significant project of this size there is a risk of reputational damage from failure to meet project objectives and safeguard Council interests; financial risks arising from not achieving planned returns and costs of involvement not representing sound Value for Money; insufficient capacity to meet project timetables. Key risks include:</p> <ul style="list-style-type: none"> • Insufficient capacity within the Council to meet requirements for effective governance, professional standards and timely action at key stages in the project with result that the development is delayed. • Development delayed by failure to complete site assembly because of disputes over title, and/or inability to achieve agreements with interested parties. • Employment benefits of the project are not fully realised. • The Council cannot agree the final drafting of a Joint Venture agreement with 	<ul style="list-style-type: none"> • Effective planning and liaison with the project team to identify and address shortfalls, and employ appropriate external resources where necessary. • Effective financial modelling, strong negotiating and detailed legal work to protect the Council's interests. • Employ specialist legal resources to resolve questions of title, and consider use of compulsory purchase orders where appropriate. • Regeneration Team to work with existing businesses and the developer on an effective relocation strategy. • The Council has underwritten a proportion of the planning costs and agreed a capped maximum contribution. • During the 2015/16 budget round the Scrutiny Committee recommended and Cabinet approved the principle that any net loss of retained rates income arising from a large regeneration project, could be made up by assigning additional New Homes Bonus generated from housing on a former non domestic site. • Ensure effective competition in land disposals to ensure best value for land holdings.

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
		<p>Santon</p> <ul style="list-style-type: none"> • There is no demand for developers to build on the consented scheme or offers from developers are lower than expected. • Loss of Non Domestic Rates taxbase and a reduction in the level of Lewes District council retained rates income. 	

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
14	Major Project – Newhaven Enterprise Zone Director of Business Strategy and Development	<p>The Council in partnership with Coast to Capital Local Enterprise Partnership has successfully applied to create an Enterprise Zone in Newhaven to facilitate inward investment, offer value for money and sustain local economic growth through a range of incentives. There are eight sites in the Enterprise Zone the majority of which are privately owned although significant portions of the Town Centre and Avis Way are in the Council's ownership. This is a 25 year project and the Council is at the planning stages for implementation. With a significant project of this size there is a risk of reputational damage from failure to meet the project objectives and achieve the economic benefits through the partnership.</p> <p>Key risks include:</p> <ul style="list-style-type: none"> • Lack of coordination and cooperation with landowners of the key sites. • Reduced uptake of commercial space leading to a lower level of retained business rates. • Lack of capacity to effectively manage the Enterprise Zone. • The Enterprise Manager is not effective in role. • Unclear governance and implementation structures, resulting in lack of clarity or insight into specific local issues. 	<p>Overall mitigation through effective project management, governance, financial and performance monitoring of the partnership.</p> <ul style="list-style-type: none"> • All landowners have already been invite to, and attended initial meetings with the Council's regeneration and investment team to discuss the overall plans for the Enterprise Zone. • Marketing proposals have been formulated ready for implementation, and a robust Investment Strategy has been proposed for commissioning. • Initial planning has been undertaken by the Councils regeneration and investment team with discussions being held with key stakeholders to offset the potential lack of capacity. • The requirements of the job are set to ensure the correct level of experience is recruited. • The Council's Regeneration and Investment team is working extremely closely with the Local Enterprise Partnership to develop delivery and governance structures to ensure that delivery is focused on specific local barriers. <p style="text-align: center;">Page 171 of 196</p>

Risk Rank	Risk and Owner/s	Background and Risk Scenario	Mitigating actions
15	Partnerships All of Corporate Management Team	Reputational damage from failure to achieve partnership objectives and safeguard Council interests; financial risks arising from not achieving planned savings and costs of involvement not representing sound Value for Money; inability to maintain service standards due to conflicting objectives, insufficient capacity, poor management oversight and governance.	Mitigation through effective management oversight, governance and accountability, financial and performance monitoring and establishment of clear objectives. Revised partnership guidance.

Agenda Item No: 9.6 **Report No:** 100/16

Report Title: **Asset Management:**
Land at Friars Walk, Lewes;
Units 19-21 Cradle Hill, Seaford;
Land at Denton Island, Newhaven;
Landport Youth Centre, Lewes.

Report To: Cabinet **Date:** 4th July 2016

Cabinet Member: Cllr Bill Giles

Ward(s) Affected: Lewes Bridge, Lewes Castle, Newhaven Valley, Seaford North

Report By: Alan Osborne, Director of Corporate Services
Rob Cottrill, Chief Executive

Contact Officer(s)-

Name(s): Bee Lewis
Post Title(s): Head of Property & Facilities
E-mail(s): bee.lewis@lewes.gov.uk
Tel No(s): 01273 471600 ext 1101

Purpose of Report:

To seek Cabinet approval of a number of asset management opportunities intended to increase revenue generated, or produce a capital receipt for the Council.

Officers Recommendation(s):

- 1 To delegate authority to the Director of Corporate Services to refurbish the building known as the Turkish Baths, Friars Walk, Lewes at a cost of up to £220,000 (including fees and planning) and to let the refurbished building at a commercial rent with a change of use to retail or restaurant.
- 2 To delegate authority to the Director of Corporate Services to purchase the lease of 19-21 Cradle Hill, Seaford, for £120,000 and set aside capital investment of up to £100,000 including fees to modernise the unit.
3. To approve the surrender of the current lease to Denton Island Bowls Club, Newhaven, together with granting a new lease for a smaller area on the existing terms.
4. To agree in principle to set aside up to £530,000 in the capital programme to develop the surrendered land at Denton Island, Newhaven, to provide a new

facility for Lewes Skatehouse, subject to agreement of commercial terms and the submission of a robust business plan from Lewes Skatehouse.

5. To approve the sale in principle of Landport Youth Centre, Lewes, and to delegate authority to the Director of Corporate Services to negotiate terms.

Reasons for Recommendations

- 1 To increase revenue to the Council by investing in a number of assets to deliver the best yield.
- 2 To assist with the relocation of businesses from the North St Quarter, freeing up land for development.

Information

3

Land at Friar's Walk, Lewes (Appendix A)

- 3.1 The Turkish Baths is a single-storey building located at Friar's Walk, Lewes. It was constructed in the late 19th century as a purpose-built Turkish Baths but no parts of the original baths remain, having closed as a Turkish Baths in 1882. The building is not listed and is not registered as an Asset of Community Value.
- 3.2 The building previously housed the Council's print unit, but the service transferred to Eastbourne in June 2015. There was also a room set aside for use by Unison, but this facility has been re-provided at Southover House. As a result, the building is now empty and, in line with the Property Strategy adopted by the Council in May 2012, the building is surplus to the requirements of the service.
- 3.3 The building has a net internal area (NIA) of around 2,000 sq ft with a 600 sq ft garden to the side. It is a substantial and attractive property, in reasonable condition which would benefit from improvement and modernisation.
- 3.4 There are broadly three options for the Council to consider:
 - (a) Refurbishment. Refurbishing the building would involve replacing windows with double glazed units, removing the internal walls, inserting steel beams to maintain structural integrity, and overhaul the electrics and services. The building could then be marketed as a restaurant or possibly retail space. The new build Premier Inn at the Magistrates Court is less than 50 metres away and a restaurant would be an attractive proposition to complement the proposed facilities and the existing offers in the town. The likely achievable rent would be in the region of £40,000

pa (as advised by Stiles Harold Williams). Planning permission would be required for a change of use.

- (b)** Let the building as is. There has been a lot of interest in the building since it was closed. The interests range from community groups to gallery owners and one person who wishes to restore it as a Turkish Baths again. It would be possible to let the building reasonably quickly without refurbishment, generating an income for the Council, but any income received would fall short of the potential maximum and the Turkish Baths would remain an under-performing asset, and would not deliver best value for the Council.
- (c)** Sale of the freehold. A sale might generate between £250,000 - £350,000 as a capital receipt for the Council and reduce the ongoing operating costs. However, the potential ongoing revenue stream from a good quality lease would be lost.
- 3.5** The recommendation is to refurbish the building to benefit from an improved rent, generating revenue for the Council. The cost of refurbishment would be in the region of £150,000 - £200,000 plus fees at 10% (to include the planning application).
- 3.6** Refurbishment would also improve the asset value. The building was valued at £250,000 in Feb 2015, but if the refurbishment was completed sympathetically, the resulting valuation could be £600,000. The refurbished building would then return a yield of 6.7% as a minimum.

Units 19-21 Cradle Hill, Seaford (Appendix B)

- 3.7** LDC owns the freehold of the Cradle Hill Industrial Estate. The units are all let out on long leases, but most are geared on a ground rent only basis.
- 3.8** The lease on units 19-21 has become available after the tenant has got into financial difficulty. The current rent to the Council is £11,620 pa but there are two outstanding rent reviews and the rent after review is anticipated to rise to £17,000 pa.
- 3.9** The units comprise a total area of 11,506 sq ft comprising of a yard, an office and welfare unit, an engineering unit and a storage shed. With some modernisation to remove the asbestos cladding and install warm-air heating, the units could be let for around £33,000 pa, trebling the current rental income.
- 3.10** Officers have conducted a valuation of the lease and conclude that it is worth in the region of £120,000 to buy-in. It is recommended that Cabinet approves the purchase of the lease for £120,000 and sets aside capital investment of up to £100,000 including fees to modernise the unit.

Land at Denton Island, Newhaven (Appendix C)

- 3.11** Denton Island Bowls Club lease land from the Council at Denton Island, Newhaven. They are currently paying a rent of £23,000, abated to £18,000, but a recent rent review suggests the rental figure should be closer to £25,000. The Club state that any higher rent would be unaffordable for them.
- 3.12** Officers have discussed the position with the Club and have proposed that the Club surrenders around 15,000 sq ft of unused land to the side of the building, and in return the rent will remain at £23,000 until June 2023.
- 3.13** The surrendered land would be capable of supporting a commercial development of around 5,000-6,000 sq ft. It is not suitable for housing as it is an ex landfill site, surrounded by commercial enterprises.
- 3.14** Officers have been in discussions with Lewes Skatehouse who need to relocate from North Street, Lewes. Denton Island appears to meet their needs, being a non-residential area, close to transport links, and with Sussex Downs College nearby.
- 3.15** Lewes Skatehouse ideally need a building to locate to and are not in a position to raise funds themselves to build out. However, they have indicated that they would be able to afford a rent of around £7.00 per sq ft, which is commensurate with the current market rents at Denton Island.
- 3.16** Lewes Skatehouse have suggested they need a building with a Net Internal Area of between 4,000 and 5,000 sq ft. The table below shows the potential build costs and achievable yields, depending upon building size.

Size	Build Costs	Rental Income	Potential Yield
4,000 sq ft	£360,000	£28,000	7.7%
5,000 sq ft	£440,000	£35,000	7.9%
6,000 sq ft	£530,000	£42,000	7.9%

- 3.17** Should Lewes Skatehouse not wish to proceed, there are at least two other businesses interested in leasing the land.
- 3.18** It is recommended that Cabinet approves the surrender of the current lease to Denton Island Bowls Club, together with granting a new lease for a smaller area on the existing terms.
- 3.19** It is also recommended that Cabinet sets aside up to £530,000 to develop the surrendered land for a new facility for Lewes Skatehouse on Denton Island, subject to agreement of commercial terms.

Landport Youth Centre, Lewes (marked as Lewes Boys Club at Appendix D)

- 3.20** The Landport Youth Centre building (LYCb) is located on the Landport Estate, Lewes. It has previously been let to Ambition, formerly Lewes Boys Club, and is currently let on a Tenancy at Will to a charity called Landport Youth Centre (LYC).
- 3.21** A Tenancy at Will, is a month by month rolling agreement allowing LYC to access and operate from the building at a peppercorn rent. It can be broken at any time by either party giving one month's notice. A Tenancy at Will should not be used in place of a lease however, and is very much an interim measure.
- 3.22** The building is part community centre and part sports hall, with café/meeting space, small library, a one-court sports hall, changing rooms and office accommodation. It would be a difficult building to convert to residential and there are few other alternative uses for it.
- 3.23** LYC have maintained the building at their cost over a number of years but are not in a position to pay a market rent to the Council. The last rent review in 2013 suggested that the rent should be in the region of £18,000 pa.
- 3.24** LYC deliver a much-needed service from the building and officers have explored a number of ways of enabling them to remain there. An opportunity has arisen to co-locate two other services at the building, which would help LYC to remain.
- 3.25** Officers have been contacted by an organisation called Pippa's Group, currently located in a portacabin at Pells School. They have been looking for permanent premises for some time and ideally would like to purchase a property. Their ideal location would be Landport and their search is now more urgent as Pells School is currently listed for possible closure.
- 3.26** Pippa's Group offer support to pre-school children who may have difficulty adapting to school. They also run parenting classes and have good links with the Dance Studio, who also need to relocate from North St. Officers have held a meeting between representatives of LYC, Pippa's Group, and the Dance Studio to see whether it would be possible for all three services to operate from LYCb.
- 3.27** The initial meeting was positive and, while the details need to be worked out, Pippa's Group are interested in purchasing the building, which they will then let in part to LYC and the Dance Studio. The purchase hinges on whether it would be possible to reconfigure the building by adding another floor, and what the costs of that would be.
- 3.28** LYCb is a Housing Revenue Account property and any disposal would require the Secretary of State's permission. However, sale of the property would result in a capital receipt for the Council of around £190,000, but more importantly, would enable the co-location of three services with a strong emphasis on children and youth provision.

- 3.29** It is recommended that Cabinet approves the sale in principle of LYCb to Pippa's Group, subject to reaching mutually agreeable terms for a sale price of around £190,000.

Financial Appraisal

4

- 4.1** The Council is able to borrow to fund capital expenditure on the purchase, improvement or enhancement of General Fund property assets. Before borrowing for capital purposes, it is necessary to ensure that it is prudent to do so, ie that the General Fund budget can afford any interest cost associated with the borrowing and to repay the amount borrowed over an appropriate period of time.
- 4.2** The recommended options in respect of Land at Friars Walk, Units 19-21 Cradle Hill and Land at Denton Island each meet the prudential borrowing test, with the additional annual cost of borrowing to the General Fund being outweighed by the additional rental income which will be generated each year. If approved, the cost of each proposal will be included within the 2016/2017 capital programme, to be financed from prudential borrowing.
- 4.3** The disposal of Landport Youth Centre would generate a capital receipt. In compliance with statutory regulations, this receipt could only be used as a source of finance for capital expenditure associated with a housing project, or for the repayment of outstanding borrowing.

Legal Implications

5

- 5.1** The recommendations set out in this report relate to executive functions which Cabinet, under the Council's constitution, has authority to approve.
- 5.2** As an HRA property, Landport Youth Centre building may not be disposed of by the Council without the consent of the Secretary of State – section 32 of the Housing Act 1985 refers. However, so long as the Council disposes of the land for a consideration equal to its market value, the disposal would be allowed for under the General Housing Consents 2013 issued by the Secretary of State under section 34 of the 1985 Act. A professional valuation would be required, to ensure the consideration requirements were met.

Risk Management Implications

6

- 6.1** The property market is currently buoyant, but political and economic factors can influence the return on investments made. The proposals in this report (with the exception of Landport Youth Centre) are not solely based on generating revenue from the existing asset. Each asset will

require a degree of capital investment, which both increases the asset value and improves the income from rents.

- 6.2** Being unable to let the properties once modernised presents the largest risk. However, there are very few vacant commercial properties in Lewes and the Premier Inn is anticipated to bring new footfall and interest into the Friar's Walk area. Similarly, there are few commercial properties available in Seaford and a modernised unit at Cradle Hill will be an attractive proposition for many.

Equality Screening

7

- 7.1** The proposals in this report have positive impacts upon equality. Cradle Hill and the Turkish baths both offer opportunities for job creation. The sale of Landport Youth Centre will enable services for children and young people to continue, promoting healthy, active lifestyles as well as a meeting place for a number of community groups.
- 7.2** The proposed new site for Lewes Skatehouse is close to transport links and will offer a purpose-built facility. Although people of different ages skate, the activity primarily appeals to younger people. The new building would be situated on Denton Island, close to Sussex Downs Community College, and would therefore increase the options for participation from younger people.

Background Papers

- 8** None

Appendices

9

- Appendix A: Plan of land at Friar's Walk, Lewes
- Appendix B: Plan of 19-21 Cradle Hill, Seaford
- Appendix C: Plan of land at Denton Island
- Appendix D: Plan of Landport Youth Centre

APPENDIX A



Turkish Baths, Lewes

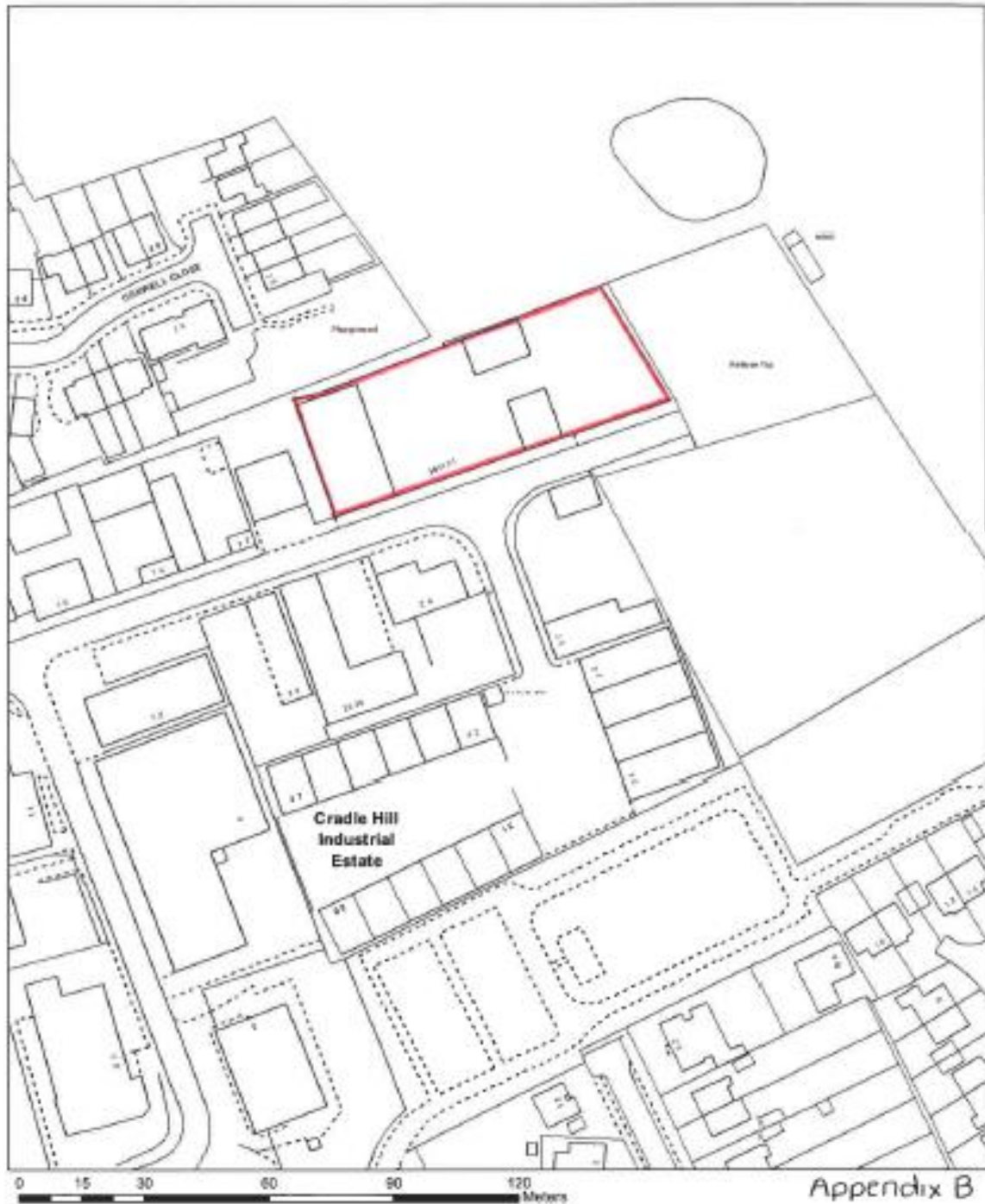
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APPENDIX B



19-21 Cradle Hill Industrial Estate

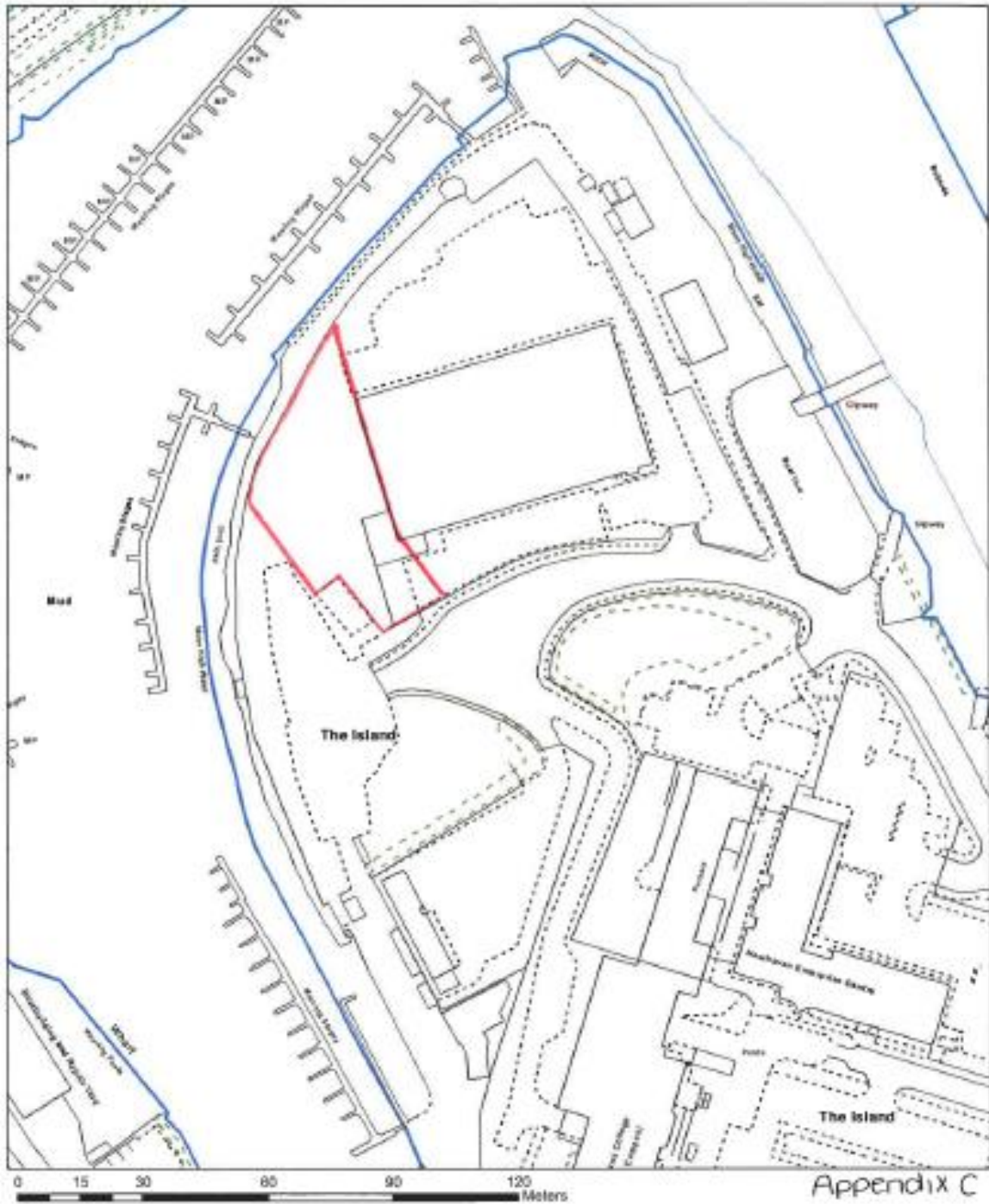
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APPENDIX C



Proposed Skate House Site, Denton Island

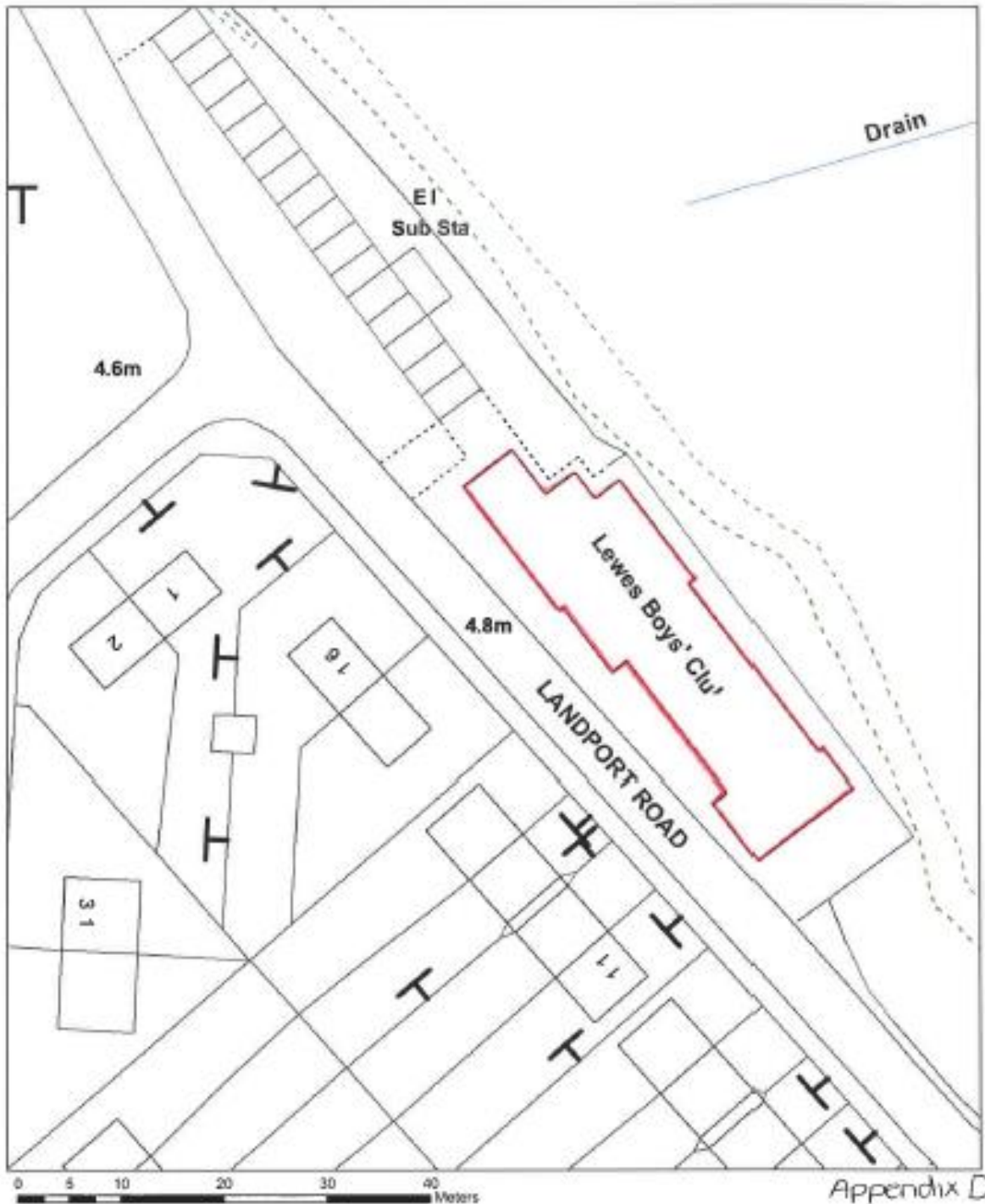
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APPENDIX D



Landport Youth Centre, Lewes

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Agenda Item No: 9.7 **Report No:** 101/16
Report Title: Asset Maintenance: Car Parks, and 16 West Street, Lewes
Report To: Cabinet **Date:** 4th July 2016
Lead Councillor: Cllr Nicholson and Cllr Giles
Ward(s) Affected: All Wards
Report By: Rob Cottrill, Chief Executive
Alan Osborne, Director of Corporate Services
Contact Officer(s)-
Name(s): Bee Lewis
Post Title(s): Head of Property and Facilities
E-mail(s): bee.lewis@lewes.gov.uk
Tel No(s): 01273 471600 ext 1101

Purpose of Report:

To seek Cabinet approval for the expenditure to address the high priority actions which have been identified through a series of Risk Assessments, Condition Surveys, and general inspections within LDC car parks and properties.

Additionally, to consider the recommendations relating to the renewal of Parking Meters and proposals to improve the town centre parking offer in Newhaven.

Officers Recommendation(s):

- 1** To approve the expenditure on all Council car parks to address the priority 1 & 2 issues as summarised in Appendix A and the priority 1 issues shown at Appendix B, to be funded from the Asset Maintenance Reserve, to also include a contingency allowance of up to £20,000.
- 2** To defer all priority 3&4 issues detailed at Appendix A, and and priority 2, 3, and 4 works outlined at Appendix B, for a further 18 months to enable Cabinet to consider the works in the context of the wider capital programme.
- 3** To approve the replacement of the Council's parking machine coin validators, at a cost of £8,000 to be funded from the Asset Maintenance Reserve, and to direct that officers investigate the potential costs of replacing all of the Council's 26 parking machines on a joint procurement basis with ESCC, bringing a report to Cabinet once the costs and best approach to phasing the replacement is determined.

- 4 To approve capital expenditure of £10,000 plus fees to repair the roof at 16, West Street, Lewes.
 - 5 To engage specialist traffic management consultants to conduct a feasibility study of parking improvements in Newhaven Town Centre, the cost of the study being funded from the existing service budget.
-

1 Reasons for Recommendations

- 1.1 The estimated repair costs for high priority works within the car parks is £67,500. Due to the nature of some of the works, it is recommended that a further £20,000 contingency is allowed.
- 1.2 Maintaining the car parks is key to encouraging use of the car parks and reducing risk of accident claims to the Council. The car parking policy and strategy should remain responsive to local needs, taking into account the drivers for social and economic change.
- 1.3 The parking meters are coming to the end of their useful life and it is difficult to get parts for them. Additionally, a new £1 coin will be introduced in 2017 and the Council has the option of changing the coin validators only, or replacing the machines and increasing the number of ways motorists can pay for parking.

Background

Car Parks

- 1.4 LDC operates and maintains a total of 57 car parks across the district. Charges apply in 21 car parks (14 in Lewes, 3 in Newhaven, and 4 in Seaford), with the remainder are free at the point of use.
- 1.5 In 2013, the Council commissioned an independent Car Park Safety Inspections Report of the majority of car parks. The report set out actions that would improve safety for users. Officers have worked within the current budget constraints to undertake priority repairs and have also undertaken a series of condition surveys. Additionally, the car parks are inspected on a regular basis and serious defects are identified and managed appropriately.
- 1.6 Based upon the estimated costs of the issues identified, the existing annual budget (£12,000) is insufficient to address the volume and value of the issues identified.
- 1.7 Approximately 218 actions have been identified across a number of features e.g. barriers, fencing, lines, signage etc. and these 218 actions have been prioritised and estimated by LDC as:

Priority Rating	Description	Estimated Costs	Dacre Rd Multi-Storey
P1	Immediate attention is required	£19,350	£8,120
P2	Action is recommended within 1-2 years	£39,940	£47,490
P3	Action is recommended within 2-4 years	£175,600	£153,220
P4	Action is recommended 4+ years	£171,000	£331,050
	<i>Sub-Total</i>	<i>£405,890</i>	<i>£539,880</i>
	TOTAL		£945,770

1.8 It is recommended that the Council carries out the high priority works (P1 and P2 surface car parks, P1 Multi-Storey) as soon as possible at a cost of up to £67,500 plus £20,000 contingency to be funded from the Asset Maintenance Reserve. The remaining works will be considered in line with the wider capital programme and, in respect of the multi-storey car park in Newhaven, within the context of the Enterprise Zone and any associated future plan.

16 West Street, Lewes

1.9 The Council owns a retail unit at 16 West Street in Lewes. It was leased as a hairdresser's shop until April 2015, when the lease expired. Since then, there has been one failed attempt to let the shop, with the lessees pulling out just as the lease was ready to be signed. New tenants have been lined up and are ready to move in.

1.10 The roof needs extensive repairs and possibly a full replacement. Initial estimates indicate that capital expenditure of £10,000 plus fees is required.

1.11 Officers have negotiated a rent of £10,400 pa for the property over a 10 year period, which is double the rental income from the previous tenant, giving a payback on the roof works by year 3.

1.12 It is recommended that the roof is repaired or replaced based on advice from a qualified building surveyor, with the capital expenditure to be met from the Asset Maintenance Reserve.

Parking Machine Replacement

1.13 A new £1 coin will come in to circulation in 2017. The redesigned coin will have 12 sides, much like the three-pence piece last used in 1971. All of the pay and dispay parking machines will need to be updated to accommodate the new coin.

1.14 LDC operates a total of 26 parking machines, varying in age and condition. The majority of machines are at the end of their useful life and

spares are difficult to locate as the model owned by both LDC and ESCC is now obsolete.

- 1.15** ESCC is looking at replacing its ageing machine stock. It would be possible to jointly procure new machines to enable LDC to take advantage of economies of scale in the procurement contract.
- 1.16** Each new machine would cost between £2,700 and £3,700 depending on whether the Council wished to also opt for payment by debit/credit card at the machines. The current machines do not allow this, but the cashless parking scheme operated by RingGo now generates 7% of parking revenue since its introduction in 2014. Therefore the capital cost of replacing the machines would be between £70,200 and £96,200.
- 1.17** ESCC are considering a phased approach to replacing their stock of machines over a 3 year period. LDC could also follow this approach, but would still need to spend in the region of £8,000 to replace all of the coin validators.
- 1.18** It is therefore recommended that the coin validators are replaced at a cost of £8,000, to be funded from the Asset Maintenance Reserve, and that officers investigate the potential costs of replacing all of the 26 parking machines on a joint procurement basis with ESCC, bringing a report to Cabinet once the costs and best approach to phasing the replacement is determined.

Parking Improvements in Newhaven

- 1.19** Newhaven High Street is intended to be a pedestrianised area with limited vehicular access, but there are currently no legal traffic orders in place to deter vehicles from entering the area. This situation has allowed for regular, indiscriminate parking on pavements and also provides a cut-through to avoid negotiating the A259 ring road in Newhaven.
- 1.20** In addition, the town centre has suffered from a lack of passing trade. Although Newhaven and Seaford are not directly comparable, the shops in Seaford are faring better than in Newhaven as motorists can either choose to park for up to 30 minutes in on-street bays, or park for an extended period in the pay & display car parks. The free on-street spaces turnover quickly and the shops benefit.
- 1.21** In Newhaven, inconsiderate parking and loading restricts useable footway space for pedestrians. Taxis park on footways outside their call centres, blocking the footway. One shop owner has made their own sign suggesting pavements are for pedestrians. It is an issue that upsets many people and causes friction.

- 1.22** Even where it is desirable for cars to park in bays, cars are often left parked for long periods of time, denying the opportunity for a quick turnover of vehicles for people using the shops.
- 1.23** Facilities that have been provided for disabled drivers have been abused by others, with the result that they have been blocked off for all users.
- 1.24** Notwithstanding the difficulties in enforcing the parking controls, the problem of drivers parking or loading wherever they choose is partially down to the detailing of the streetscape itself: the small unit concrete block used throughout is very much oriented towards vehicular trafficking and is perceived as such by drivers. A lack of variation in the surface and low kerbs do not make the split between pedestrian and vehicular usage clear.
- 1.25** Regarding the wider context of Newhaven town centre within the A259 ring road, there are a number of public realm-related issues that may contribute to its current apparent stagnation. A major issue appears to be a lack of accessibility and convenience, as pedestrians are often forced to take circuitous routes to reach controlled crossings. The underpasses can be intimidating and also involve long detours for ramps and steps. Junctions are designed for the easy manoeuvre of traffic to the detriment of pedestrians. This all combines to discourage footfall, which then impacts on the viability of shops in the town centre, creating a vicious downward cycle.
- 1.26** There is potentially a suite of “quick wins” that could make a meaningful difference to the operation and character of the town centre in the absence of significant capital funds being available. The primary problem to solve would be to make the area legally enforceable through amended TRO’s, with a secondary objective to provide footway parking, waiting and loading facilities where they are needed, taking into consideration the needs of pedestrians and shop owners.
- 1.27** It is recommended that the Council approves spend of £17,000, to be met from the existing service budget, to engage a specialist consultancy firm to identify feasible options; develop concepts to be agreed with key stakeholders, officers and councillors (including Newhaven Town Council); and creating a detailed package of interventions for implementation.
- 1.28** The options report will:
- (a)** assess the current on-street parking arrangements within the High Street area and determine the best solutions to provide loading and limited waiting parking provision.
 - (b)** identify areas suitable for parking which will not cause an obstruction to pedestrians.

- (c) consider the potential physical measures that can be put in place to facilitate better use of the street, such as dropping kerbs and building the new designated loading and parking bays where needed, protecting the pedestrian environment from encroachment, and assisting the legibility of the streetscape for all users.
- (d) recommend signage and public realm improvements to ensure, once a legal traffic order is in place, that the restrictions can be legally enforced to ensure the regular turnover of spaces.

2 Financial Appraisal

- 2.1 The estimated costs for both the outstanding actions from the Car Park Safety Inspections Report and those issues that have arisen since that report have been evaluated (see Appendix A). The costs of the priority 1 & 2 issues (including just the priority 1 issues at Dacre Road Multi-Storey) total £67,500.
- 2.2 The P1 and P2 activities will be addressed during 2016-17 with the spending funded from the Asset Maintenance Reserve. It is also recommended that a further £20,000 also funded from the Asset Maintenance Reserve is approved as a contingency for fees, etc.
- 2.3 Funding for parking machine replacements could be met from the service budget if a phased approach to replacement is viable over a three year period. In the meantime, the essential replacement of coin validators, at an estimated cost of £8,000 can be funded from the Asset Maintenance Reserve.

3 Legal Implications

- 3.1 The recommendations set out in this report relate to executive functions which Cabinet, under the Council's constitution, has authority to approve.

4 Risk Management Implications

- 4.1 There are Risk Management implications arising as a result of this report, based upon the likelihood and probability of claims for injury if the P1 & P2 issues are not addressed as a matter of urgency.
- 4.2 In 2015, three incidents were reported to the Council in which members of the public had been injured in car parks where inadequate maintenance or layout was a contributing factor.

5 Equality Implications

- 5.1** Car parks play a valuable role in the economic success and social accessibility within communities. There are no negative impacts arising from the recommendations in this report. Many car parks will see an improvement to lines, signs and surfaces which will benefit everyone who uses the car parks.
- 5.2** In particular, parents/carers with children, the elderly, the disabled all benefit positively from safe, secure and well-maintained car parking.
- 5.3** There are no negative impacts on any group or individual with protected characteristics under the Equality Act 2010.

Background Papers

None

Appendices

Appendix A: Summary of LDC Owned Car Parks Asset Maintenance Costs

Appendix B: Summary of Dacre Road Asset Maintenance Costs

Appendix C: Plan of 16 West St, Lewes

Appendix A

Summary of LDC Owned Car Parks Asset Maintenance Costs



Sum of Cost		Priority Grade				
Site	LDC Owned Site	P1	P2	P3	P4	Grand Total
⊗ Bastion Steps, Peacehaven					£ 400.00	£ 400.00
⊗ Bay Vue, Newhaven			£ 4,400.00		£ 29,620.00	£ 34,020.00
⊗ Brook Street, Lewes			£ -	£ -	£ -	£ -
⊗ Buckle, Marine Parade, Seaford		£ 225.00	£ 2,300.00	£ 4,730.00		£ 7,255.00
⊗ Dacre Road, Newhaven		£ -	£ -		£ -	£ -
⊗ East Street, Lewes			£ 770.00	£ 4,060.00	£ 350.00	£ 5,180.00
⊗ Esplanade, Seaford				£ 200.00	£ 250.00	£ 450.00
⊗ Fairlight Avenue, Peacehaven		£ 100.00	£ 2,160.00	£ 300.00	£ 4,500.00	£ 7,060.00
⊗ Friars Walk, Lewes		£ 3,300.00	£ 7,480.00	£ 650.00	£ 47,518.00	£ 58,948.00
⊗ High Street, Barcombe			£ 4,125.00	£ -	£ 28,150.00	£ 32,275.00
⊗ Little East Street, Lewes		£ 2,600.00	£ 2,050.00	£ 150.00	£ 35,100.00	£ 39,900.00
⊗ Lower Place, Newhaven		£ 1,850.00	£ 200.00	£ 1,300.00	£ 15,080.00	£ 18,430.00
⊗ Market Lane, Lewes			£ 828.00	£ 288.00	£ 160.00	£ 1,276.00
⊗ Mountfield Road, Lewes		£ 300.00		£ 200.00	£ 1,200.00	£ 1,700.00
⊗ Phoenix Causeway, Lewes			£ 655.00	£ 2,180.00	£ 1,890.00	£ 4,725.00
⊗ Piddinghoe Avenue, Peacehaven		£ 5,400.00		£ 60,050.00		£ 65,450.00
⊗ Pinwell Road, Lewes				£ 2,050.00	£ 825.00	£ 2,875.00
⊗ Richmond Road, Seaford			£ 1,650.00	£ 550.00	£ 1,250.00	£ 3,450.00
⊗ Roderick Avenue (N), Peacehaven		£ 375.00	£ 1,700.00	£ 150.00	£ 850.00	£ 3,075.00
⊗ Roderick Avenue (S), Peacehaven			£ 2,850.00			£ 2,850.00
⊗ Saxon Lane, Seaford			£ 650.00	£ 300.00	£ 850.00	£ 1,800.00
⊗ South Street North, Lewes		£ 150.00	£ 225.00		£ 410.00	£ 785.00
⊗ South Street South, Lewes			£ -			£ -
⊗ Spring Gardens, Lewes		£ -	£ -	£ -		£ -
⊗ Steyning Avenue, Peacehaven		£ 2,600.00	£ 850.00	£ 93,900.00	£ -	£ 97,350.00
⊗ Sutton Road, Seaford			£ 2,275.00	£ 150.00	£ 850.00	£ 3,275.00
⊗ The Maltings, Lewes			£ -	£ 650.00	£ -	£ 650.00
⊗ Village Hall, Ditchling			£ 250.00	£ 700.00		£ 950.00
⊗ West Gate Street, Lewes			£ -	£ 540.00		£ 540.00
⊗ West Quay, Newhaven		£ 2,150.00	£ 600.00	£ 2,050.00	£ 250.00	£ 5,050.00
⊗ West Street, Lewes		£ 300.00	£ 3,920.00	£ 50.00	£ 150.00	£ 4,420.00
⊗ West Street, Seaford				£ 400.00	£ 1,350.00	£ 1,750.00
Grand Total		£ 19,350.00	£ 39,938.00	£ 175,598.00	£ 171,003.00	£ 405,889.00

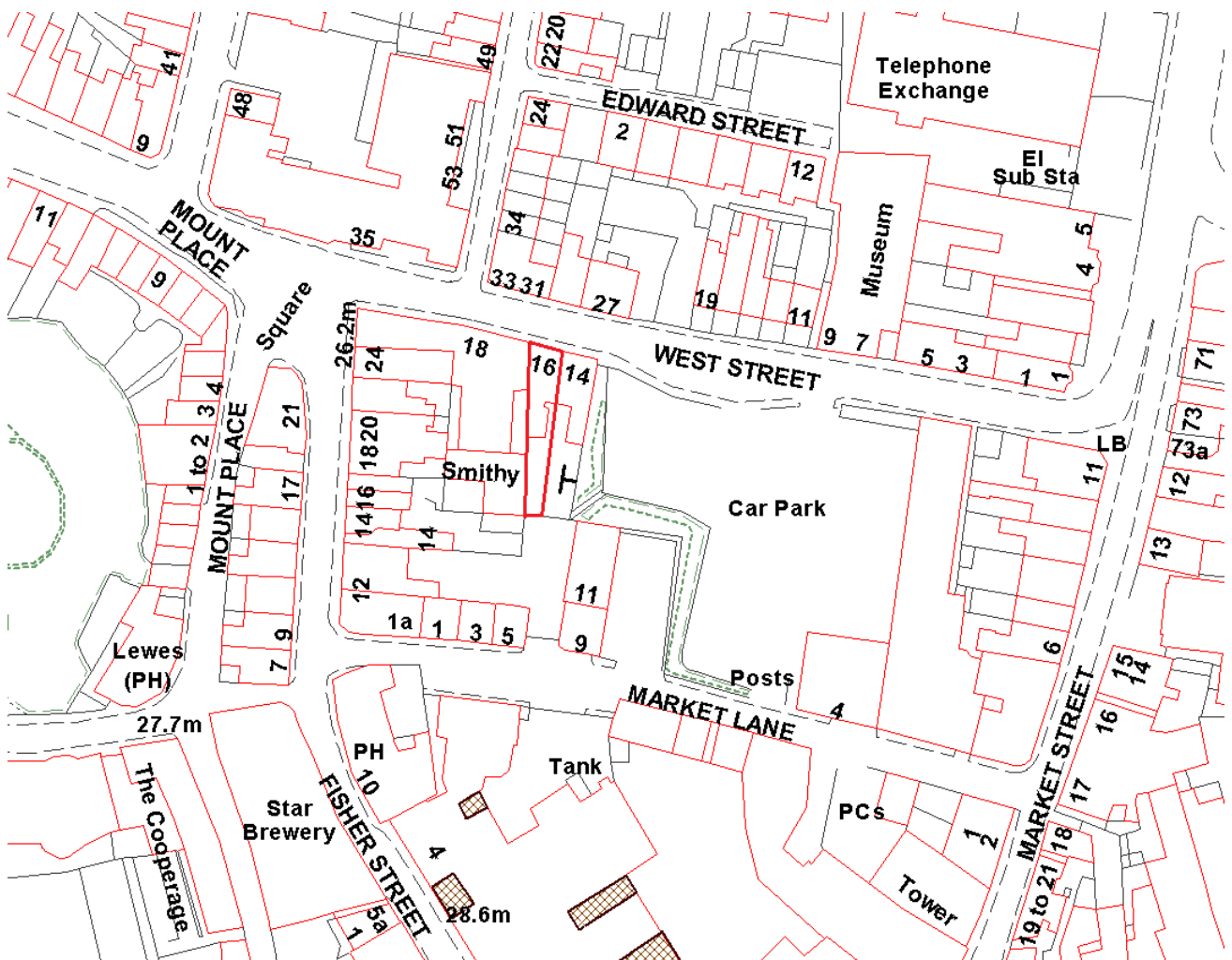
Appendix B

Summary of Dacre Road Asset Maintenance Costs

Row Labels	Sum of Cost Total
1	£ 8,125.00
luminaires	£ 2,000.00
luminaires	£ 2,000.00
vehicle deck	£ 2,000.00
movement joints	£ 2,000.00
walls : external linings/finishes	£ 4,125.00
brick	£ 4,125.00
2	£ 47,486.00
CCTV	£ 15,000.00
CCTV	£ 15,000.00
ceiling ; finishes	£ 340.00
finishes	£ 340.00
planting : trees	£ 500.00
trees	£ 500.00
vehicle deck	£ 29,650.00
asphalt	£ 6,500.00
drainage	£ 1,000.00
movement joints	£ 18,400.00
reinforced concrete structure	£ 3,750.00
walls : structure	£ 1,996.00
brickwork	£ 970.00
movement joints	£ 1,026.00
3	£ 153,220.00
luminaires / wiring	£ 141,000.00
luminaires	£ 141,000.00
redecorations : generally	£ 9,500.00
previously painted surfaces	£ 9,500.00
redecorations : internally	£ 720.00
previously painted surfaces	£ 720.00
Signs	£ 2,000.00
Signs	£ 2,000.00
4	£ 122,220.00
vehicle deck	£ 122,220.00
asphalt	£ 122,220.00
Grand Total	£ 331,051.00

Appendix C

 Lewes District Council www.lewes.gov.uk Estates & Valuation Services	16 West Street, Lewes			N 
	541532/110245	DP 046	SCALE: 1:625	PLAN NO. E041/15
	Reproduced from Ordnance Survey mapping with permission of the Controller of HMSO. Crown Copyright Reserved.			REV:



Agenda Item No: 9.8 **Report No:** 102/16
Report Title: Ward Issues Raised by Councillors at Council
Report To: Cabinet **Date:** 4 July 2016
Cabinet Members: Councillors Giles and Nicholson
Ward(s) Affected: East Saltdean and Telscombe Cliffs; and Peacehaven West
Report By: Catherine Knight, Assistant Director of Corporate Services
Contact Officer(s)-

Name(s): Trevor Hayward
Post Title(s): Committee Officer
E-mail(s): trevor.hayward@lewes.gov.uk
Tel No(s): 01273 471600

Purpose of Report:

To respond to ward issues raised by councillors at Meetings of the Council.

Officers Recommendation(s):

To note and agree the officer action detailed in the Report.

Reasons for Recommendations

To ensure that appropriate follow up action is taken.

Information

- The following Ward issues were raised at the Annual Council meeting on 11 May 2016:

<u>Councillor/Ward</u>	<u>Ward Issue Concerning</u>	
Councillor Botting – East Saltdean and Telscombe Cliffs Ward	<p>There were several potholes in the surface of the Council’s car park in Fairlight Avenue, Telscombe Cliffs, some of which were in excess of 40 millimeters deep, which had resulted in several Telscombe residents falling over whilst trying to access the Council’s recycling facility which was located in that car park.</p> <p><u>Suggested action to be taken by the Council:</u> That the Council arrange for the pot holes to be repaired so as to maintain its asset.</p>	DSD

<p><u>Comment by Chief Officer (Director of Service Delivery):</u> All public car parks are inspected on a regular basis. Urgent items are attended to and other works are prioritised and programmed within the Asset Maintenance Plan. A report to Cabinet in July is planned which makes recommendations relating to the Asset Maintenance Plan in respect of car parks.</p>		
<p>Councillor Robertson – Peacehaven West Ward</p>	<p>A film production crew had arrived in the car park in Roderick Avenue, Peacehaven, a matter in respect of which Councillor Robertson had not been informed. He had subsequently been contacted by some local residents about the issue.</p> <p><u>Suggested action to be taken by the Council:</u> That the Cabinet give consideration to passing the revenue received from filming rights obtained in any ward in the District to the ward in question.</p>	<p>DBSD</p>
<p><u>Comment by Chief Officer (Director of Business Strategy and Development):</u> LDC does not currently charge for filming in the District. However, filming permission is given when LDC Communications Team has checked the filming schedule and risk assessment; consulted with Property & Facilities Shared Service and satisfied itself that the appropriate Indemnity insurance cover is in place.</p> <p>Officers are currently preparing a filming policy and a Code of Practice which will outline charges the Council will request for the use of Council owned land; road closures; car parking suspension and an administration fee. This will be reported to Cabinet after the summer.</p> <p>We understand that Peacehaven Town Council and Seaford Town Council have a policy whereby they request the filming company to letter drop residents in the locality as a matter of courtesy and include details of the filming company and a contact number to be helpful to their residents.</p>		

Financial Appraisal

2 None arising from this Report.

Legal Implications

3 None arising from this Report.

Risk Management Implications

4 I have not completed the Risk Management Checklist as there is no need to undertake a risk assessment.

Equality Screening

- 5** I have not completed the Equality Analysis checklist as this Report is free from the requirement to do so.

Background Papers

- 6** None

Appendices

- 7** None